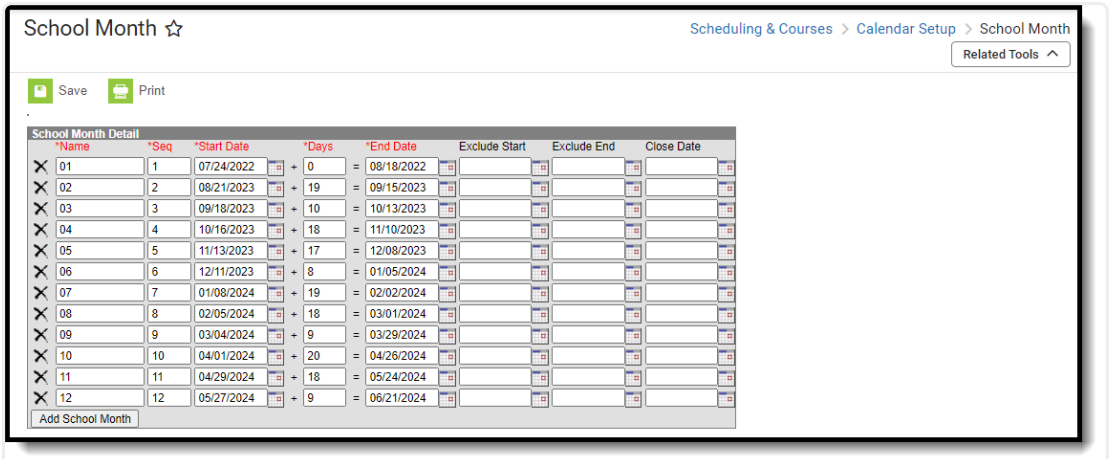
School Months

Last Modified on 10/09/2026 8:07 am CDT

Tool Search: School Month

School Months break down the months within the school year into segments of time, most often used for state reporting. School Months can be created in one school calendar and copied to other school calendars using the Calendar Wizard.



School Month Editor

See the School Month Tool Rights article for information on available tool rights.

School Months are linked to Calendars, not to Schedule Structures. When there are multiple schedule structures in a calendar and the structures have different days (especially instructional/non-instructional designations), the day counts on the School Month report are not accurate.

School Month field descriptions

The School Month editor is sorted by the Sequence column, with the lowest sequence appearing first.

Data Element	Description
Name	Name of the school month. The school month should be named to match state specifications. When there are no requirements, use a name that can be consistent with the other school months.
Sequence	Order in which the school months appear, starting with 1. Sequences must be whole numbers.
Start Date	Start date of the school month. Dates are entered in *mmddyy* format. **A value must be entered in this field for the auto-population of Days and/or End Date to calculate.**
Days	Numeric value that is auto-populated with the number of instructional days between the entered Start and End Dates in that row. • When a value is entered into the Days field, the End Date auto-populates with the total number of days between that date and the Start Date. • When the Exclude Start/End Date fields are populated, any instructional days within the entered date range that overlap the Start/End Dates are not counted as instructional days. ◦ The Days filed updates based on any date range entered in the Exclude Start/End Date fields. ◦ When a Days value is entered, any overlapping instructional days within the entered Exclude Start/End Date fields range is excluded from the End Date calculation. Days = End Date - Start Date
End Date	End Date of the school month. Dates are entered in *mmddyy* format. End Date = Start Date plus Days.
Exclude Start	First date that is not included in the total count of days in the school month (i.e., Winter Break). Dates are entered in *mmddyy* format.
Exclude End	Last date that is not included in the total count of days in the school month (i.e., Winter Break). Dates are entered in *mmddyy* format.

Data Element	Description

Close Date	*Not required in all states*
	Indicates the last date that attendance information can be modified. Dates are entered in *mmddyy* format.
	
	Once a school month is closed, a user needs rights to the School Month tool or the checkbox on Calendar Rights for Close School Months, which must be marked in order for attendance data to be modified.
	
	Users may modify attendance after a closed date of the School Month when:
	• Appropriate rights are assigned to attendance tools:
	  ◦ At least RW rights are assigned to Classroom Monitor.
	  ◦ At least R rights are assigned to Attendance Wizard.
	  ◦ At least RW rights are assigned to Student Attendance.
	• Modify Rights checkbox is marked on the Calendar School Year rights.
	• At least RW rights are assigned to School Months; OR
	• Close School Months checkbox is marked on the Calendar School Year rights.

School Months date logic

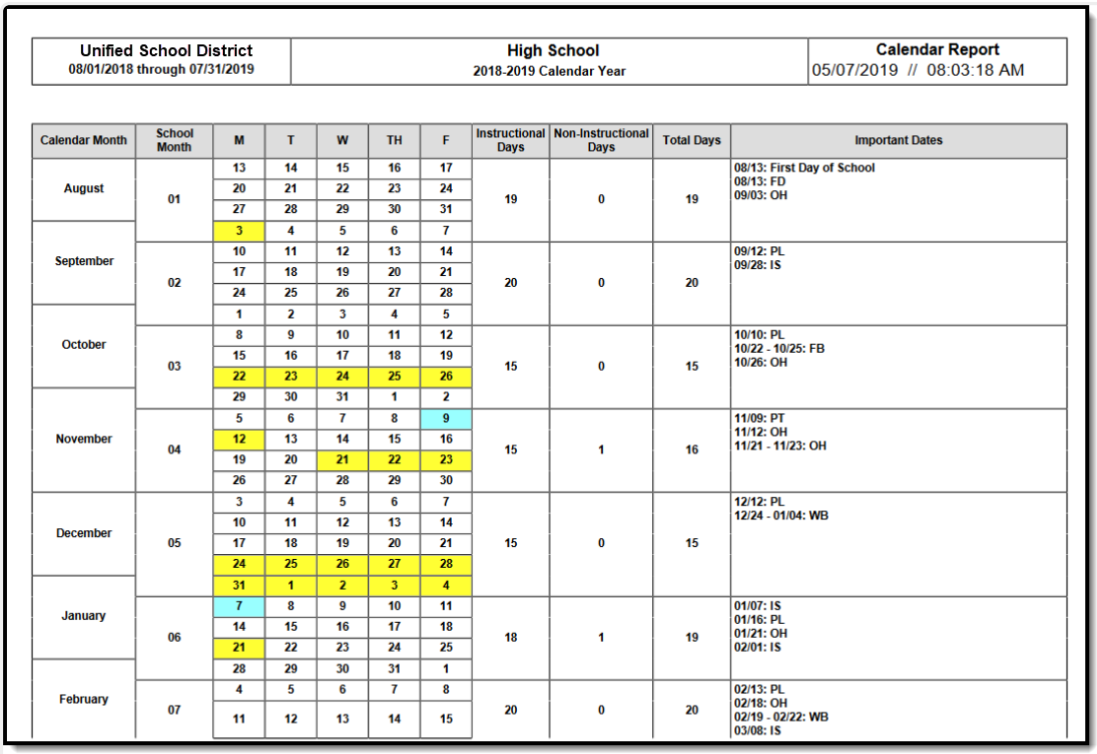
- The End Date must be later than the Start Date.
- The Close Date must be later than the End Date.
- Exclude Start must be the same or later than the Start Date.
- Exclude End must be earlier than or the same as the End Date.
- ALL Calendar Information must be established prior to creating School Months, including Periods, Terms, and Days.

Add School Months

1. Enter the **Name** of the **School Month**.
2. Enter the **Sequence** of the School Month.
3. Enter the **Start Date** of the School Month.
4. Enter either the total number of **Days** in the School Month OR enter the **End Date** of the School Month.Whichever field is left blank auto-populates with the correct value based on what was entered in the populated field.
5. Enter the **Exclude Start** and **Exclude End** Dates as needed.
6. Enter the **Close Date**.
7. Add additional School Months in the subsequent rows.
8. Add more rows by clicking the **Add School Months** button. This adds another row to the detail editor.
9. Click the **Save** icon when finished.

Print School Months

Once school months are created, they can be printed in PDF or DOCX format by selecting the **Print** button at the top of the screen. Non-school days print in yellow shaded cells; Non-instructional days print in blue shaded cells.



Unified School District 08/01/2018 through 07/31/2019	High School 2018-2019 Calendar Year	Calendar Report 05/07/2019 // 08:03:18 AM

Calendar Month	School Month	M	T	W	TH	F	Instructional Days	Non-Instructional Days	Total Days	Important Dates
August	01	13	14	15	16	17	19	0	19	08/13: First Day of School 08/13: FD 09/03: OH
		20	21	22	23	24				
		27	28	29	30	31				
September		3	4	5	6	7				
	02	10	11	12	13	14	20	0	20	09/12: PL 09/28: IS
		17	18	19	20	21				
		24	25	26	27	28				
October		1	2	3	4	5				
	03	8	9	10	11	12	15	0	15	10/10: PL 10/22 - 10/25: FB 10/26: OH
		15	16	17	18	19				
		22	23	24	25	26				
November		29	30	31	1	2				
	04	5	6	7	8	9	15	1	16	11/09: PT 11/12: OH 11/21 - 11/23: OH
		12	13	14	15	16				
		19	20	21	22	23				
		26	27	28	29	30				
December	05	3	4	5	6	7	15	0	15	12/12: PL 12/24 - 01/04: WB
		10	11	12	13	14				
		17	18	19	20	21				
		24	25	26	27	28				
January		31	1	2	3	4				
	06	7	8	9	10	11	18	1	19	01/07: IS 01/16: PL 01/21: OH 02/01: IS
		14	15	16	17	18				
		21	22	23	24	25				
February		28	29	30	31	1				
	07	4	5	6	7	8	20	0	20	02/13: PL 02/18: OH 02/19 - 02/22: WB 03/08: IS
		11	12	13	14	15				

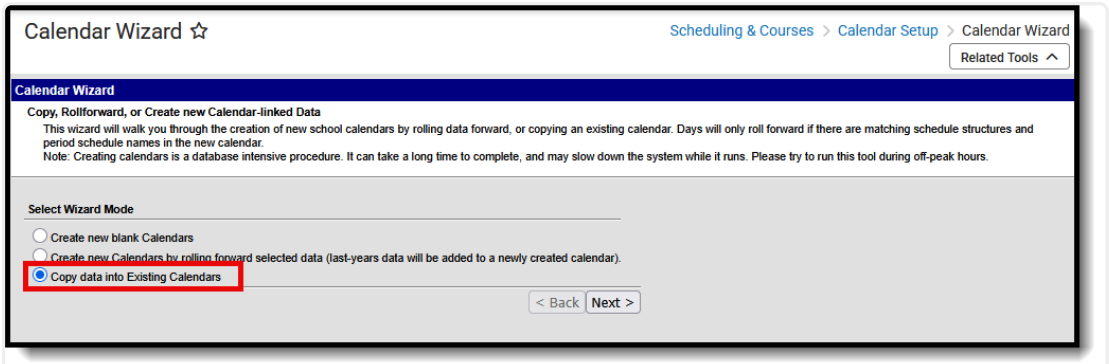
School Month Print

Delete School Months

School Months are deleted one at a time by clicking the X to the left of the row that contains the school month to be deleted. An alert message appears indicating that the deletion occurs when the Save icon is selected.

Copy School Months

School Month information can be copied from one school and calendar to another school and calendar using the Copy Data Into Existing Calendars mode on the Calendar Wizard.



Calendar Wizard - Copy Data Into Existing Calendars Mode

1. Create the new calendar for the school using one of the following options:
    - Create New Blank Calendars
    - Create New Calendars by rolling forward selected data
2. Once the calendar exists, choose the **Copy Data Info Existing Calendars** mode and click **Next**.
3. Choose **Copy School Month Data** and click **Next.**
4. Select the **Source Calendar** from where the School Months will be copied.
5. Select the **Destination Calendars** to where the School Months will be added. Multiple destination calendars can be selected; however, copying calendar data may take some time. **NOTE: The Source Calendar and the Destination Calendar must be the same year.** For example, a Source Calendar for the 2024-25 school year can only be copied into a Destination Calendar for the 2024-25 school year.
6. Click Next.
7. Confirm that the entered data is correct in the School Month data of the Source Calendar.
8. Select the desired option for the **Overwrite Behavior** - only copy when the destination calendar does not have school month data defined, or overwrite school month data in the destination calendar.
9. Click **Run Wizard.** The Progress window will update the school month information from the Source calendar.

When it is completed, navigate to the School Month tool in the selected Destination calendar to verify.

State-Specific Information

Not all states require school months. For those that do, the naming of this tool varies - Attendance Periods, Reporting Periods, etc. For these states, certain requirements are often determined to meet state reporting needs. See the linked articles below for additional guidance.

- California School Months
- Nevada School Months
- North Carolina School Months
- Texas Attendance Periods