

# Idaho Calendar

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**Classic View:** System Administration > Calendar > Calendar

**Search Terms:** Calendar

Within Calendar, the following tools allow users to manage calendar information:

- [Calendar Information](#)
- [Grade Level Setup](#)
- [Schedule Structure Setup](#)
- [Term Setup](#)
- [Period Setup](#)
- [Day Setup](#)
- [Calendar Override Setup](#)
- [Calendar GPA Calculation Setup](#)

While not all fields in these tools are specific to Idaho, some of these fields are critical to ensuring accurate state reporting. These tools and fields are described below. For all other inquiries, please see the appropriate article(s) linked above.

## Calendar

The Calendar Information tool stores basic information about the calendar, including fields which impact how the calendar is included within state reports.

☰
🔍
Infinite Campus

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## Calendar Information ☆

📄 Save
✖ Mark for Deletion

**Calendar Info**

<b>Calendar ID</b> 1228 <b>*Name</b> <input type="text" value="High School"/> <b>*Start Date</b> <input type="text" value="08/16/2021"/>	<b>School</b> 0009 Capital Senior High School (schoolID:48) <b>Number</b> <input type="text"/> <b>*End Date</b> <input type="text" value="05/25/2022"/>	<b>Sequence</b> <input type="text"/> <b>Summer School</b> <input type="checkbox"/> <b>Exclude</b> <input type="checkbox"/> <b>School Choice</b> <input type="checkbox"/>
<b>Student Day (instructional minutes)</b> <input type="text" value="360"/> <b>Whole Day Absence (minutes)</b> <input type="text" value="240"/> <b>Type</b> <input type="text" value="I: Instructional (Regular)"/> <b>Require Student Assignment</b> <input type="checkbox"/> <b>JDC Attendance</b> <input type="checkbox"/>	<b>Teacher Day (minutes)</b> <input type="text"/> <b>Half Day Absence (minutes)</b> <input type="text" value="120"/>  <b>External LMS Exclude</b> <input type="checkbox"/>	

**Comments**

**SCHOOL CHOICE - Open Enrollment Application Counts:**

<input type="text"/>	Number Apps Accepted - Approved
<input type="text"/>	Number Apps Denied - Disciplinary
<input type="text"/>	Number Apps Denied - Max Capacity
<input type="text"/>	Number Apps Denied - Other Reasons

**Explanation of Other Reasons Denied**

*Calendar Information*

## Calendar ID

A unique identifier for different calendars in use within the district. Idaho state reports return a **Derived CalendarID** value which identifies unique schedule tracks students are on. This state reported calendarID value is a combination of several fields. Complete logic is available [here](#); below is a summary of this calculation.

▶ [Click here to expand...](#)

## Type

Indicates the type of calendar (i.e., Instructional, Summer School, Alternative, etc). This field impacts when/how the calendar is pulled into various state and local reports.

▶ [Click here to expand...](#)

## Calendar Name

Indicates the name of the calendar for a which a record is reported.

▶ [Click here to expand...](#)

## End Date

Indicates the last day of the calendar. This is often a different date than the last day of the school year, and depending on district policy, can be the end of the fiscal year (July 31), but needs to end before the start date of the next calendar year.

▶ [Click here to expand...](#)

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## Grade Levels

The Grade Levels tool lists the grades that are assigned to the selected school. Only students in the listed grades can be enrolled into that calendar.

**Grade Level Detail**

Name (locked)  
09

\*Sequence Number  
10


\*State Grade Level Code  
09: Grade 9 ▼


Standard Day  
\_\_\_\_\_

Maximum Membership Days  
\_\_\_\_\_

Whole Day Absence (minutes)  
\_\_\_\_\_

Half Day Absence (minutes)  
\_\_\_\_\_

Instructional Start Date Override  
\_\_\_\_\_ 

Instructional End Date Override  
\_\_\_\_\_ 

Maximum Approved School Choice Applications  
0

Kindergarten Code  
\_\_\_\_\_ ▼

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

*Grade Level Detail*

## State Grade Level Code

The Grade Level Code indicates the current grade level of the student and is the official name of the grade level used at the state. For reporting purposes, each grade level in a school needs to be assigned a State Grade Level Code.

▶ [Click here to expand...](#)

## Instructional Start and End Date Override

The Instructional Start Date Override and Instructional End Date Override fields provide a way for schools to indicate that a selected grade has a different date on which their calendar begins or ends than other grade levels. Calendar and Attendance reporting logic utilize these fields to accurately reflect schedule track differences, such as when 9th grade students start one day earlier than other grade levels at a school.

### Reports:

[District Calendar \(ISEE Extracts\) \(Idaho\)](#)

Student Attendance (ISEE Extracts) (Idaho)

## Kindergarten Code

Indicates the type of Kindergarten Session the school/calendar provides.

▶ [Click here to expand...](#)

## Gear Up Participation

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### Days

The Days tool provides a calendar type of view for all of the days in the school calendar, determined by the year, school and calendar selected in the Campus toolbar. It also displays which Period Schedules are assigned to a particular day, if any special events are assigned to a day, or if a particular day is not recording attendance, is not an instruction day, or is not a school day. Please see the [Days](#) article for more information.

**Day Setup** ☆

Save Day/Day Events Delete Day/Day Events Day Reset Print Multi Day Event

<< **November 2021** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

▼ Event on this Day

**Day Detail**

Date: 11/15/2021 Day #: 64

Period Schedule: Daily

School Day:  Instruction:  Attendance:

Start Time:  End Time:  Duration:

Comments:

**Day Events**

Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		

**Blended Learning Groups** ?

Calendar Days

Before using any of the tools on the Days tab, verify the following has been done for the selected calendar:

- [Calendar](#) dates are correct.
- [Term](#) dates are correct.
- [Periods](#) and Period Schedules are established.

## Date

Displays the date of the selected day.

▶ [Click here to expand...](#)

## Day Events Type

Day Events indicate a special event(s) for the school day. The Day Event **Type** field indicates the reason for the event. Types of days are created in the [Attribute/Dictionary](#).

▶ [Click here to expand...](#)

## Instruction Days

In the Day Detail editor (select a day from the calendar grid, notice the two editors below the grid), each day of the school year (from the Calendar Start Date to the Calendar End Date) needs to be marked as a School Day, Instruction and Attendance. These selections allow teachers to take attendance and for reports to generate a total count of instructional days and school days. See the [Days](#) article for detailed information on how these checkboxes are used.

▶ [Click here to expand...](#)

## Duration and Instructional Minutes

In the Day Events editor (select a day from the calendar grid, notice the two editors below the grid), when there is a special type of event happening - abbreviated day, weather day, etc. - the total minutes for the school day and the total instruction minutes should be entered. Values entered in these fields overwrite any other school day and instruction minutes entered elsewhere on the calendar. See the [Days](#) article for detailed information on how Day Events are entered.

- The **Duration** indicates the length of the event. This value does not print on the Calendar Report and is used for state reporting purposes.
- **Instructional Minutes** indicates how many total minutes students are receiving instruction as part of the event.
  - In the case of inclement weather, a corresponding Event Type is selected, and the total instructional minutes for the weather day are added here. If the school closes at lunch time (no instruction in the afternoon), this field is populated with a value that totals the start of day to the lunch period (240 minutes, for example).
  - The sum of Instructional Minutes entered on Day Events is counted as non-instructional minutes and is subtracted from the overall instructional day. The remaining time (calculated by subtracting the instructional minutes on the day event from the Student Day minutes on the calendar) is counted as non-instructional minutes.

▶ [Click here to expand...](#)

## Schedule Structure

**Schedule Structures** provide a means of allowing different groups of students (by grade level, by different terms, by different day layout) to have a unique layout for their learning day. They allow the school calendars to have multiple schedules in one calendar, instead of having one calendar with each type of schedule. See the [Schedule Structure](#) article for detailed information on this tool.

Schedule Structure Setup ☆

+ New
Save
Delete

Schedule Structures Editor

Name
Main

Schedule Structure Detail

Structure ID  
281

\*Name  
Main

Sequence  
0

External LMS Exclude

*Calendar Schedule Structure*

## Schedule Structure ID

An automatically assigned identification number of the schedule structure, used for reference purposes.

▶ [Click here to expand...](#)

## Terms

**Calendar Terms** list the type of calendar structure the school has - trimesters, quarters, etc. Also available on this tab are the start and end dates of the terms.



### Term Setup ☆

Save Term Schedule/Terms
+ New Term Schedule/Terms
✕ Delete Term Schedule/Terms

**Term Schedule/Terms Editor**

Name

Quarters

**Term Schedule Detail**

\*Name: Quarters Primary

Term Detail				
	*Name	*Sequence	*Start Date	*End Date
✕	Q1	1	08/12/2021	10/14/2021
✕	Q2	2	10/15/2021	12/21/2021
✕	Q3	3	01/04/2022	03/11/2022
✕	Q4	4	03/14/2022	05/25/2022

Add Term

*Calendar Terms*

## Start Date

Indicates the start date of the term. In state reports, this is used in the following ways:

- To determine the first term in which a section meets, based on the Schedule Placement grid of the Course Section.
- To determine the student's first day of enrollment (Roster Start Date) in the Course Section.

▶ [Click here to expand...](#)

## End Date

Indicates the end date of the term. In state reports, this is used in the following ways:

- To determine the last term in which the section meets, based on the Section Schedule Placement on the Course Section.
- To determine the student's last day of enrollment (Roster End Date) in the Course Section.

▶ [Click here to expand...](#)

## Periods

Calendar **Periods** lists the names and the times of the periods meeting throughout a school day. The editor displays the period information based on the school selected in the Campus toolbar.

At least one period schedule needs to exist in a calendar. Once a period schedule exists, periods can be assigned to that schedule. Then, Calendar Days can be established and assigned a period schedule (day rotation).

### Period Setup ☆

Save Period Schedules
New Period Schedule
Delete Period Sched/Periods
Copy Period Sched/Periods

**Period Schedule/Periods Editor**

Name

M/T/W/TH

FRI

Period Schedule Placement		
	M/T/W/TH	FRI
HR	HR	HR
1	1	
2	2	2
3	3	
4	4	4
5	5	
6	6	6
7	7	
8	8	8
CCR		CCR
NN	NN	NN
TOR	TOR	TOR

**PeriodSchedule Info**

\*Name: M/T/W/TH    \*Sequence: 1    Exception/Special Day:     Instructional Minutes: 339    School Day: 405

**Period Info**

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕ HR	1	07:28 AM	07:29 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✕ 1	2	07:30 AM	08:17 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 2	3	08:23 AM	09:09 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 3	4	09:15 AM	10:01 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 4	5	10:07 AM	10:53 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 5	6	10:59 AM	12:29 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
✕ 6	7	12:35 PM	01:22 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 7	8	01:28 PM	02:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 8	9	02:16 PM	02:17 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✕ NN	10	02:18 PM	02:19 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✕ TOR	11	02:20 PM	02:21 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Instructional Minutes Preference for 21-22 School Year**

Exclude non-instructional periods  
 Exclude non-instructional minutes  
 Exclude time gaps between periods

**School Day Preference for 21-22 School Year**

Exclude non-instructional periods  
 Include non-instructional minutes  
 Include time gaps between periods

Calendar Periods

## Start Time

Indicates the start time of the period.

▶ [Click here to expand...](#)

## End Time

Indicates the end time of the period.

▶ [Click here to expand...](#)

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