

# Calendar (Arizona)

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Tool Search: 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 Arizona, some of these fields are critical to ensuring accurate reporting. These tools and fields are described below. For all other inquiries, please see the appropriate article(s) linked above.

Only one Schedule Structure per calendar is allowed for Ed-Fi reporting. When there are different period schedules within a school, the district needs to create unique calendars for each schedule structure.

Be sure to use the Calendar Mapping during Ed-Fi Configuration when there are multiple calendars within a school.

Data reports in the following [Ed-Fi Resources](#). See the [Arizona Ed-Fi](#) article for Resource details:

- Calendars
- Calendar Dates
- Student School Attendance Events

## Calendar

The Calendar Information tool stores basic information about the calendar, including fields that impact how the calendar is included within state reports and Ed-Fi resources.

Calendar Information
Scheduling & Courses > Calendar Setup > Calendar Information
Related Tools

Save
Mark for Deletion

Calendar Info

Calendar ID

250

Name

25-26 Harrison High

Start Date

07/01/2025

Student Day (instructional minutes)

360

Whole Day Absence (minutes)

240

Type

I: Instructional

Require Student Assignment

☐

Ignore Master Push

☐

Comments

rolling 03/11/2016 11:45 AM

Track

☐

Attendance Type

004: Negative Method 2

Attendance Calculation

QD: Quarter Day

Certified in AzEDS

☒

Days Per Week

EdFi CalendarID

Food Service Edit Check

(default to blank - no override)

School

190 Harrison High (schoolID:15)

Number

Sequence

End Date

06/30/2026

Teacher Day (minutes)

420

Half Day Absence (minutes)

180

Summer School

☐

Exclude

☐

School Choice

☒

External LMS Exclude

☐

Calendar Information

Field	Description	Location
<b>Calendar ID</b>	An automatically assigned identification number of the calendar, used for reference purposes.	<b>Database Location:</b> Calendar.calendarID  <b>Ad Hoc Inquiries:</b> Student > School Calendar > <b>cal.calendarID</b>
<b>Start Date</b>	<p>The start date of the calendar. This is not necessarily the first instruction day of the school year.</p> <p><b>This field is required for saving calendar information, but it is not reported in any Ed-Fi resource.</b></p> <p>Often, the state has requirements for what the calendar start date is for specific reports. Always follow those guidelines. Additionally, certain programs require a calendar to have a specific start date.</p>	<b>Database Location:</b> Calendar.startDate  <b>Ad Hoc Inquiries:</b> Student > School Calendar > <b>cal.startDate</b>

Field	Description	Location
<b>End Date</b>	<p>The end date of the calendar. This is not necessarily the last instruction day of the school year.</p> <p><b>This field is required for saving calendar information, but it is not reported in any Ed-Fi resource.</b></p>	<p><b>Database Location:</b> Calendar.endDate</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; School Calendar &gt; <b>cal.endDate</b></p>
<b>Track</b>	<p>A numeric character indicating the track in which the student is enrolled. This field is used only for district-tracking purposes and can be left blank for districts no longer submitting calendar data for prior years.</p>	<p><b>Database Location:</b> Calendar.track</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; School Calendar &gt; <b>cal.track</b> Student &gt; Learner &gt; All Enrollments &gt; School Calendar &gt; <b>historical.track</b></p>
<b>Attendance Type</b>	<p>Attendance Type is typically assigned to a Calendar. <b>This is the Attendance Type reported for ALL students assigned to the calendar.</b></p> <p>For <a href="#">21st CCLC</a> calendars, an Attendance Type of 017: Positive is required.</p> <div> <p>To assign an Attendance Type for an individual student, please see <a href="#">Attendance Type</a> in the <a href="#">Enrollments</a> article for more information. State reporting requires an Attendance Type. Enter this at the Calendar level or the student level when necessary.</p> </div>	<p><b>Database Location:</b> Calendar.attendanceType</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; School Calendar &gt; Custom Calendar &gt; <b>cal.attendanceType</b></p> <p>Student &gt; School Calendar &gt; <b>cal.attendanceType</b></p> <p>Student &gt; Learner &gt; State Localized Elements &gt; <b>es.attendanceType</b></p> <p>Student &gt; Learner &gt; All Enrollments &gt; State Localized Elements &gt; <b>eshist.attendanceType</b></p> <p>Student &gt; Learner &gt; All Enrollments &gt; School Calendar &gt; <b>histcal.attendanceType</b></p> <p><b>Reports:</b> <a href="#">Attendance Extract</a></p>

Field	Description	Location									
<b>Attendance Calculation</b>	<p>While this is a required field, it is typically only used for attendance calculations in grades 1-8. The option selected in this field determines how attendance data is sent to the state.</p> <p>For <a href="#">CTE Reporting</a>, use the QD: Quarter Day option.</p> <table border="1"> <thead> <tr> <th>Code</th><th>Description</th><th>Definition</th></tr> </thead> <tbody> <tr> <td>QD</td><td>Quarter Day</td><td>Absences should be reported down to the quarter of the day.</td></tr> <tr> <td>HW</td><td>Half Day/Whole Day</td><td>Absences should be reported for students missing half of the day or more.</td></tr> </tbody> </table>	Code	Description	Definition	QD	Quarter Day	Absences should be reported down to the quarter of the day.	HW	Half Day/Whole Day	Absences should be reported for students missing half of the day or more.	<p><b>Database Location:</b> Calendar.attendanceCalculation</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; School Calendar &gt; Custom Calendar &gt; <b>customCalendar.attendanceCalculation</b></p>
Code	Description	Definition									
QD	Quarter Day	Absences should be reported down to the quarter of the day.									
HW	Half Day/Whole Day	Absences should be reported for students missing half of the day or more.									
<b>Certified in AzEDS</b>	<p>When marked, indicates the calendar has been certified in the AzEDS Portal.</p>	<p><b>Database Location:</b> Calendar.certifiedInAzEDS</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; School Calendar &gt; Custom Calendar &gt; <b>customCalendar.certifiedInAzEDS</b></p>									

Field	Description	Location
<b>Days Per Week</b>	<p>This field indicates the number of days per week the student attends school for the given calendar.</p> <p>In order for a calendar to report, this field <u>MUST</u> be populated. When the field is left blank, the calendar DOES <u>NOT</u> report.</p> <ul style="list-style-type: none"> <li>When setting up a <a href="#">21st CCLC</a> calendar, this field is left blank, meaning it does not report.</li> <li>When setting up a calendar for <a href="#">CTE Reporting</a>, this field can be left blank when the calendar does not need to report.</li> </ul>	<p><b>Database Location:</b> Calendar.daysPerWeek</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; School Calendar &gt; Custom Calendar &gt; <b>customCalendar.daysPerWeek</b></p>
<b>Ed-Fi Calendar ID</b>	<p>When a new Calendar submission window is opened mid-year, the EdFi Calendar Code must be provided to AZeds. This value is a combination of the following fields:</p> <ul style="list-style-type: none"> <li>District Entity ID Override on the <a href="#">District Information</a> record</li> <li>School Entity ID on the <a href="#">School Information</a> record</li> <li>Calendar Days per Week selection on the <a href="#">Calendar Information</a> record</li> <li>Structure ID on the <a href="#">Schedule Structure Setup</a> record</li> </ul> <p>This is a calculated value based on the above IDs and displays when the Calendar Information tool renders.</p>	<p><b>Database Location:</b> Data not stored</p> <p><b>Ad Hoc Inquires:</b> Not applicable</p>

## Grade Levels

The Grade Levels tool lists the grades that attend the selected school. Only students in the listed grades can be enrolled into that calendar. Fields that are specific to the state of Arizona are defined below. Specific information to help clarify how certain fields affect reporting are also found below. Please see the [Grade Levels](#) article for all other inquiries.

☰
🔍

## Grade Level Setup ☆

+ New
 💾 Save
 ✕ Delete

Name	Seq
7	0
8	0
09	11
10	12
11	13
12	14

Grade Level Detail

Name (locked)

\*Sequence Number

\*State Grade Level Code

Regional Grade Level Code

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations  
☐

Exclude from state reporting  
☐

Exclude from Enrollment  
☐

Exempt from Assignment  
☐

Standard Code (SIF code)

Exclude from SIF reporting  
☐

Exclude from Grade/Age Validation  
☐

External LMS Exclude  
☐

Exclude from Online Registration Calculations  
☐

Grade Level Setup

Field	Description	Location
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Field	Description	Location
<b>State Grade Level Code</b>	The Grade Level Code indicates the current grade level of the student.	<p><b>Database Location:</b> GradeLevel.stateGrade</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; Demographics &gt; <b>student.stateGrade</b></p> <p>Student &gt; Learner &gt; Active Enrollment &gt; Core elements &gt; Grade Level elements &gt; <b>activeGradeLevel.stateGrade</b></p> <p>Student &gt; Learner &gt; All Enrollments &gt; Core elements &gt; Grade Level elements &gt; <b>histGradeLevel.stateGrade</b></p>
<b>Kindergarten Schedule</b>	<p>Indicates the format of the kindergarten classes. This must be populated for Kindergarten grade levels.</p> <p>The Attendance Calculation uses this field to determine whether attendance for this grade level is whole day or half day. When multiple options are offered in the district, multiple kindergarten grade levels must be created for each kindergarten schedule offered.</p> <p>See the <a href="#">Kindergarten Schedule</a> table for a list of available options.</p>	<p><b>Database Location:</b> GradeLevel.kindergartenCode</p> <p><b>Ad Hoc Inquiries:</b> Student &gt; Learner &gt; Active Enrollment &gt; Core Elements &gt; Grade Level Elements &gt; <b>activeGradeLevel.kindergartenCode</b></p> <p>Student &gt; Learner &gt; All Enrollments &gt; Core Elements &gt; Grade Level Elements &gt; <b>hist.GradeLevel.kindergartenCode</b></p>

## Kindergarten Schedule

Code	Description	Information
A	Half Day Every Day	Students attend school for either the AM or PM (but not both) portion of the day Monday through Friday.

Code	Description	Information
B	Full Day Every Other Day	Students attend school for the full school day on an every other day rotation. One week the students may meet Mondays, Wednesdays, Fridays, and the following week the students may meet Tuesdays and Thursdays.
C	Full Day 3 Days a Week	Students attend school for the full school day for three days a week, usually Mondays, Wednesdays and Fridays.
D	Full Day Every Day Spring Only	Students attend school for the full school day every day during the spring semester.
E	Full Day Every Day	Students attend school for the full school day every day all year long.
F	Full Day Every Day Title 1	Students attend school for the full school day every day all year long for Title 1 purposes.

## 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.

This tool does not have any fields that are specific to the state of Arizona. Please see the [Schedule Structure](#) article for more information.

Do **NOT** create multiple Schedule Structures within a calendar. Instead, create multiple, unique calendars for each Schedule Structure.

## Terms

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

This tool does not have any fields that are specific to the state of Arizona. Please see the [Terms](#) article for more information.

## Periods

Periods list 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).

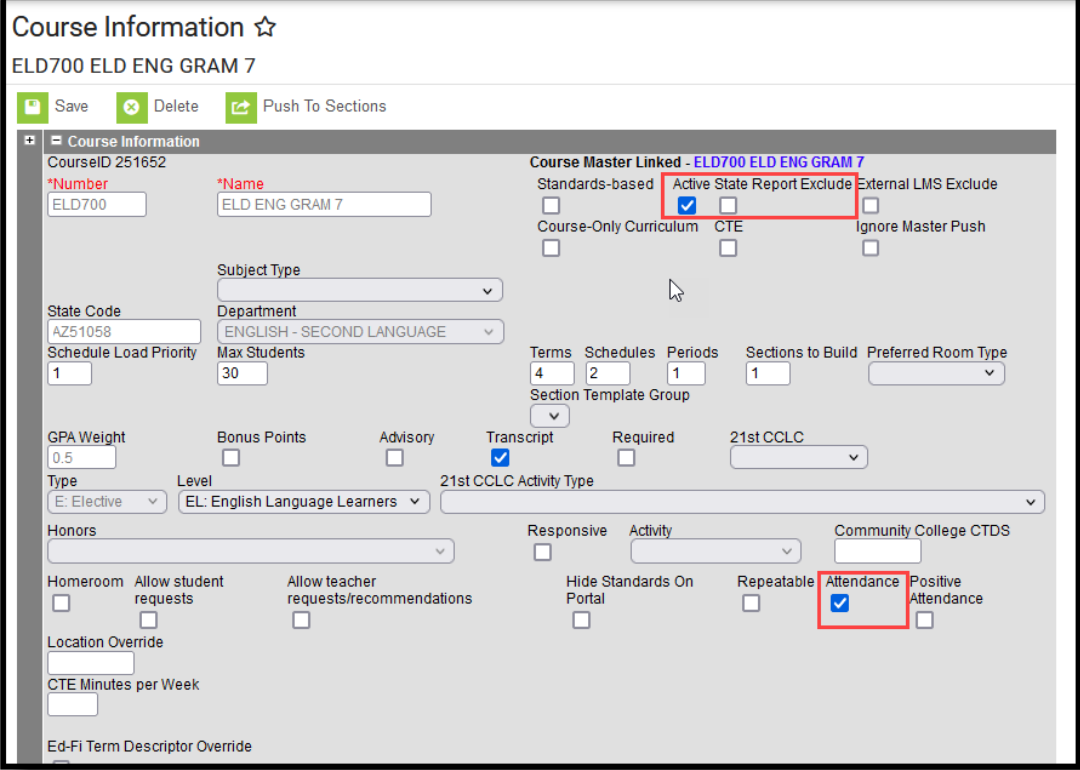
This tool does not have any fields that are specific to the state of Arizona. Please see the [Periods](#) article for more information. However, there is logic associated with Period Schedules and Lunch Minute calculations that affect how attendance is calculated.

## Grades K-8 Period Setup and Lunch Minutes

► [Click here to expand...](#)

A period is included in attendance calculations when the following conditions are met:

- The Non-Instructional checkbox is NOT checked on the period schedule.
- A course section is scheduled into the period that meets the following conditions:
  - The **Active** checkbox is marked on the Course.
  - The **State Report Exclude** checkbox is NOT marked on the Course.
  - The **Attendance** checkbox is marked on the Course.



**Course Information** ☆

ELD700 ELD ENG GRAM 7

Save Delete Push To Sections

**Course Information**

CourseID 251652

\*Number: ELD700 \*Name: ELD ENG GRAM 7

Subject Type: [Dropdown]

State Code: AZ51058 Department: ENGLISH - SECOND LANGUAGE

Schedule Load Priority: 1 Max Students: 30

GPA Weight: 0.5 Bonus Points: [ ] Advisory: [ ] Transcript: [x] Required: [ ] 21st CCLC: [Dropdown]

Type: E: Elective Level: EL: English Language Learners

Honors: [Dropdown]

Homeroom: [ ] Allow student requests: [ ] Allow teacher requests/recommendations: [ ]

Location Override: [ ] CTE Minutes per Week: [ ] Ed-Fi Term Descriptor Override: [ ]

Course Master Linked - ELD700 ELD ENG GRAM 7

Standards-based: [ ] Active: [x] State Report Exclude: [ ] External LMS Exclude: [ ]

Course-Only Curriculum: [ ] CTE: [ ] Ignore Master Push: [ ]

Terms: 4 Schedules: 2 Periods: 1 Sections to Build: 1 Preferred Room Type: [Dropdown]

Section Template Group: [Dropdown]

Responsive: [ ] Activity: [Dropdown] Community College CTDS: [ ]

Hide Standards On Portal: [ ] Repeatable: [ ] Attendance: [x] Positive Attendance: [ ]

*Course Information - Active, State Report Exclude, Attendance*

A period's minutes are calculated by subtracting the **Start Time** of the Period from the **End Time** of the period. Any entered **Lunch Time** minutes are ignored (meaning lunch time is **included** as part of the attendance minutes).

## Period Setup ☆

P3	P3	P3	P3	P3
JAG			JAG	JAG
P4	P4	P4	P4	P4
P5	P5	P5	P5	P5
P6	P6	P6	P6	P6
A	A	A	A	A

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
DAY1	1	<input type="checkbox"/>	413	413

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X P0	1	07:30 AM	08:30 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X P1	2	08:40 AM	09:40 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X P2	3	09:44 AM	10:44 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X P3	4	10:48 AM	11:48 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X P4	5	11:52 AM	01:26 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X P5	6	01:30 PM	02:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X P6	7	02:34 PM	03:33 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X A	8			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

### Instructional Minutes Preference for 23-24 School Year

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

### School Day Preference for 23-24 School Year

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

*K-8 Period Start Time, End Time, Lunch Minutes*

Previous to the 2023-24 school year, Lunch Time minutes were excluded from attendance calculations. K-8 attendance calculations for period minutes functioned like 9-12 attendance calculations.

Because lunch minutes are ignored, adding Lunch Time minutes to a period is not necessary, but it may be nice to see in which period students are eating lunch.

Elementary schools often set up their period schedule using an AM and PM period, as that is all that is required by the state for those grades.

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:05 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	12:05 PM	02:35 PM	0	<input type="checkbox"/>	<input type="checkbox"/>

Add Period

*Elementary Period Schedule*

## Total Schedule Minutes

Using the Period Information details from the image above labeled K-8 Period Start Time, End

Time, Lunch Minutes, the following table provides an example of how Total Scheduled Minutes is calculated.

Period	Start Time - End Time	Total Minutes
P0	7:30 - 8:30	Non-Instructional
P1	8:40-9:40	60
P2	9:44 - 10:44	60
P3	10:48 - 11:48	60
P4	11:52 - 1:26	94
P5	1:30 - 2:30	60
P6	2:34 - 3:33	59
A		Non-Instructional
<b>Total Scheduled Minutes</b> (when a valid course is scheduled into every period)		<b>393</b>

## Grades 9-12 Period Setup and Lunch Minutes

► [Click here to expand...](#)

A period is included in attendance calculations when the following conditions are met:

- The Non-Instructional checkbox is NOT checked on the period schedule
- A course section is scheduled into the period that meets the following conditions:
  - The **Active** checkbox is marked on the Course.
  - The **State Report Exclude** checkbox is NOT marked on the Course.
  - The **Attendance** checkbox is marked on the Course.
  - The course has a **Grading Task** with a **Credit Value** that is greater than zero (0) or is blank (null).

Course Information ☆

ELD700 ELD ENG GRAM 7

Save Delete Push To Sections

Course Information

CourseID 251652

\*Number ELD700 \*Name ELD ENG GRAM 7

Course Master Linked - ELD700 ELD ENG GRAM 7

Standards-based ☐ Active State Report Exclude ☒ External LMS Exclude ☐

Course-Only Curriculum ☐ CTE ☐ Ignore Master Push ☐

Subject Type

State Code AZ51058 Department ENGLISH - SECOND LANGUAGE

Schedule Load Priority 1 Max Students 30

GPA Weight 0.5 Bonus Points ☐ Advisory ☐ Transcript ☒ Required ☐ 21st CCLC

Type E: Elective Level EL: English Language Learners 21st CCLC Activity Type

Honors

Homeroom ☐ Allow student requests ☐ Allow teacher requests/recommendations ☐

Location Override

CTE Minutes per Week

Ed-Fi Term Descriptor Override

Terms 4 Schedules 2 Periods 1 Sections to Build 1 Preferred Room Type

Section Template Group

Responsive ☐ Activity ☐ Community College CTDS

Hide Standards On Portal ☐ Repeatable ☐ Attendance ☒ Positive Attendance ☐

- The calendar's Days per Week is either 4 days or 5 days.

When there is a [Section Student Detail](#) record for a course section where a student has a Career Readiness value of Yes, another Career Readiness value for the same course number in a different calendar on a given attendance date cannot exist for the student.

A period's minutes are calculated by subtracting the **Start Time** of the Period from the **End Time** of the period. Any entered **Lunch Time** minutes are subtracted from that value (meaning lunch time is **excluded** as part of the attendance minutes).

## Period Setup ☆

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

Period Schedule Placement	
	REGULAR
P0	P0
P1	P1
P2	P2
P3	P3
P4	P4
P5	P5
P6	P6
A	A

Period Schedule Info				
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
REGULAR	1	<input type="checkbox"/>	465	465

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
X P0	1	06:30 AM	07:20 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X P1	2	07:25 AM	08:43 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X P2	3	08:50 AM	09:42 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X P3	4	09:49 AM	10:41 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X P4	5	10:48 AM	12:17 PM	30	<input type="checkbox"/>	<input type="checkbox"/>	
X P5	6	12:24 PM	01:16 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X P6	7	01:23 PM	02:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X A	8	02:36 PM	02:37 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add Period

### Instructional Minutes Preference for 23-24 School Year

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

### School Day Preference for 23-24 School Year

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

9-12 Period Start Time, End Time, Lunch Minutes

Per state requirements, lunch minutes **cannot** be included in attendance calculations, which means the Period Schedule must be set up in one of two ways:

1. Lunch is its own period in the period schedule and the Non-Instructional checkbox is marked.
2. The Lunch Time field for the period where lunch is offered has the total lunch time minutes entered.

## Total Schedule Minutes

Using the Period Information details from the image above labeled 9-12 Period Start Time, End Time, Lunch Minutes, the following table provides an example of how Total Scheduled Minutes is calculated.

Period	Start Time - End Time	Total Minutes
P0	6:30 - 7:20	50
P1	7:25 - 8:43	78
P2	8:50 - 9:42	52
P3	9:49 - 10:41	52
P4	10:48 - 12:17 (30 minutes for lunch)	59
P5	12:24 - 1:16	52
P6	1:23 - 2:15	52
A	2:36 - 2:37	Non-Instructional
<b>Total Scheduled Minutes</b> (when a valid course is scheduled into every period)		<b>395</b>

## 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, when any special events are assigned to a day, or when a particular day is not recording attendance, is not an instruction day, or is not a school day.

This tool does not have any fields that are specific to the state of Arizona. However, there is logic for reporting days a certain way on the **Calendar Dates Resource**.

- Only one Calendar Event Descriptor reports per day.
- Days can be set manually or by using the Day Reset tool.
- Day Events can be set either manually or by the Multi Day Event Wizard.
- Instructional Days report based on the Instruction checkbox on each date; all other events report from the Day Events values.
- For Calendar Events, when a date previously had a record due to the Instructional checkbox being marked, and a subsequent Day Event that is mapped to an Ed-Fi Code is added to a day, the original Instructional day record is removed from the day, leaving only the Day Event(s) records.
- For Calendar Events, when a Saturday or Sunday previously had a record in the array due to a Day Event, and all Day Events are removed, Weekend Day reports for the calendarEventDescriptor.
- For Calendar Events, a Put is completed when there is more than one event on a day and one of those events is updated.

## Overrides

Calendar overrides apply to the programs a school offers to students. Overrides may be set for a person or on a household address. Person overrides take precedence over the household address override. A student may be denied enrollment to a school if the student does not live at an address within the school boundary. In this case, the student would need to obtain a person override to attend the school based on a specific curriculum program or administrative decision.

This tool does not have any fields that are specific to the state of Arizona. Please see the [Overrides](#) article for more information.

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## Calendar GPA

Calendar GPA lists all available Custom GPA Calculation (name and type) that may be chosen for use within that calendar. They are ordered by the sequence entered for that calculation on the [GPA Calculation](#) tool.

This tool does not have any fields that are specific to the state of Arizona. Please see the [Calendar GPA](#) article for more information.

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