

# Calendar (Arizona)

Tool Search: Calendar

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

- Calendar Information
- Grade Level Setup
- Schedule Structure Setup Calendar Override Setup
- Term Setup

- Period Setup
- Day 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 inquires, 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.

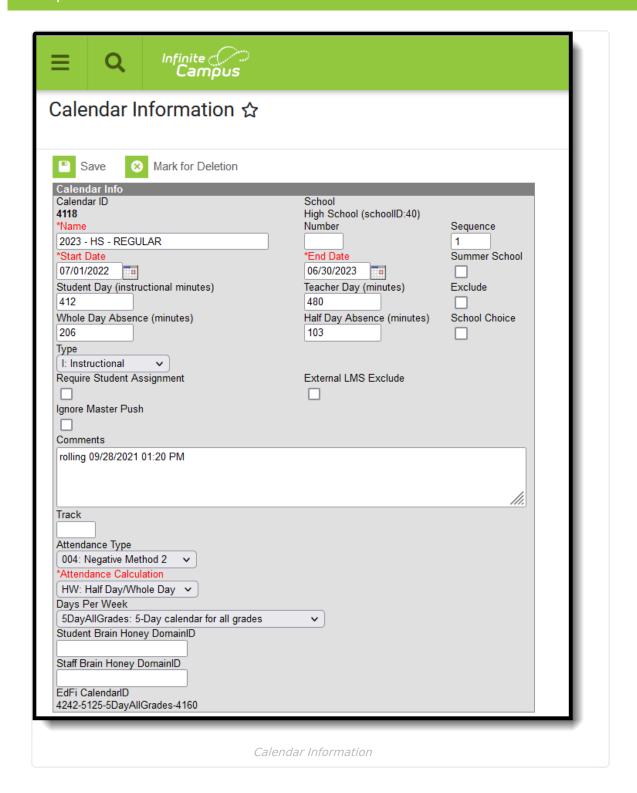
Data reports in the following Ed-Fi Resources. See the Arizona Ed-Fi article for Resource details:

- Calendars
- Calendar Dates
- Student School Attendance Events

## Calendar

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





## **Calendar ID**

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

▶ Click here to expand...

#### **Database Location:**

Calendar.calendarID



#### **Ad Hoc Inquiries:**

Student > School Calendar > cal.calendarID

### **Start Date**

The start date of the calendar. This is not necessarily the first instruction day of the school year.

This field is required for saving calendar information, but it is not reported in any Ed-Fi resource.

Often, the state has requirements for what the calendar start date is for specific reports. Always follow those guidelines. In addition to that, certain programs require a calendar to have a particular start date.

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#### **Database Location:**

Calendar.startDate

#### **Ad Hoc Inquiries:**

Student > School Calendar > cal.startDate

### **End Date**

The end date of the calendar. This is not necessarily the last instruction day of the school year. This field is required for saving calendar information, but it is not reported in any Ed-Fi resource.

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#### **Database Location:**

Calendar.endDate

#### **Ad Hoc Inquiries:**

Student > School Calendar > cal.endDate

### **Track**

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.

▶ Click here to expand...

#### **Database Location:**



Calendar.track

#### **Ad Hoc Inquiries:**

Student > School Calendar > cal.track
Student > Learner > All Enrollments > School Calendar > historical.track

### **Attendance Type**

Attendance Type is typically assigned to a Calendar. This is the Attendance Type reported for ALL students assigned to the calendar.

To assign an Attendance Type for an individual student, please see Attendance Type in the Enrollments article for more information. State reporting requires an Attendance Type. Enter this at the Calendar level or the student level when necessary.

For 21st CCLC calendars, an Attendance Type of **017: Positive** is required.

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#### **Database Location:**

Calendar.attendanceType

#### **Ad Hoc Inquiries:**

Student > School Calendar > Custom Calendar > cal.attendanceType
Student > School Calendar > cal.attendanceType
Student > Learner > State Localized Elements > es.attendanceType
Student > Learner > All Enrollments > State Localized Elements > eshist.attendanceType
Student > Learner > All Enrollments > School Calendar > histcal.attendanceType

#### **Reports:**

Attendance Extract

### **Attendance Calculation**

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.

For CTE Reporting, use the QD: Quarter Day option.

▶ Click here to expand...



| Code | Description           | Definition  |
|------|-----------------------|---|
| QD   | Quarter Day           | Absences should be reported down to the quarter of the day.               |
| HW   | Half Day/Whole<br>Day | Absences should be reported for students missing half of the day or more. |

#### **Database Location:**

Calendar.attendanceCalculation

#### **Ad Hoc Inquiries:**

Student > School Calendar > Custom Calendar > customCalendar.attendanceCalculation

### **Days Per Week**

This field indicates the number of days per week the student attends school for the given calendar.

In order for a calendar to report, this field <u>MUST</u> be populated. When the field is left blank, the calendar DOES NOT report.

- ▶ Click here to expand...
  - When setting up a 21st CCLC calendar, this field is left blank, meaning it does not report.
  - When setting up a calendar for CTE Reporting, this field can be left blank when the calendar does not need to report.

#### **Database Location:**

Calendar.daysPerWeek

#### **Ad Hoc Inquiries:**

Student > School Calendar > Custom Calendar > customCalendar.daysPerWeek

### **Ed-Fi Calendar ID**

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:

- District Entity ID Override on the District Information record
- School Entity ID on the School Information record
- Calendar Days per Week selection on the Calendar Information record
- Structure ID on the Schedule Structure Setup record

This is a calculated value based on the above IDs and displays when the Calendar Information tool renders.



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|------------------|---|
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#### **Database Location:**

Data not stored

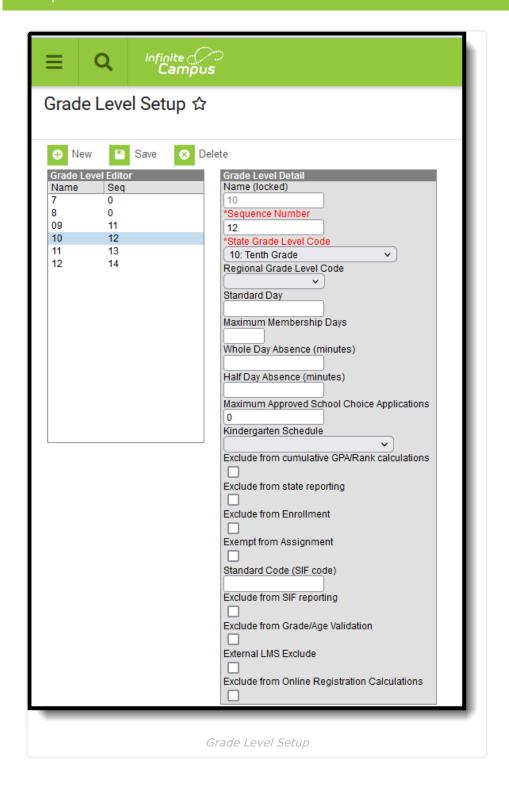
#### **Ad Hoc Inquires:**

Not applicable

## **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.





### **State Grade Level Code**

The Grade Level Code indicates the current grade level of the student.

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#### **Database Location:**

GradeLevel.stateGrade



#### **Ad Hoc Inquiries:**

Student > Demographics > **student.stateGrade** 

Student > Learner > Active Enrollment > Core elements > Grade Level elements > activeGradeLevel.stateGrade

Student > Learner > All Enrollments > Core elements > Grade Level elements > histGradeLevel.stateGrade

## Kindergarten Schedule

Indicates the format of the kindergarten classes. This must be populated for Kindergarten grade levels.

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.

#### ▶ Click here to expand...

| Code | Description                          | Information  |
|------|--------------------------------------|--|
| А    | Half Day<br>Every Day                | Students attend school for either the AM or PM (but not both) portion of the day Monday through Friday.  |
| В    | Full Day<br>Every Other<br>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. |
| С    | Full Day 3<br>Days a<br>Week         | Students attend school for the full school day for three days a week, usually Mondays, Wednesdays and Fridays.   |
| D    | Full Day<br>Every Day<br>Spring Only | Students attend school for the full school day every day during the spring semester.   |
| Е    | Full Day<br>Every Day                | Students attend school for the full school day every day all year long.  |
| F    | Full Day<br>Every Day<br>Title 1     | Students attend school for the full school day every day all year long for Title 1 purposes.   |

#### **Database Location:**

GradeLevel.kindergartenCode

#### **Ad Hoc Inquiries:**

Student > Learner > Active Enrollment > Core Elements > Grade Level Elements >



#### activeGradeLevel.kindergartenCode

Student > Learner > All Enrollments > Core Elements > Grade Level Elements > hist.GradeLevel.kindergartenCode

### **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 aschool 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**

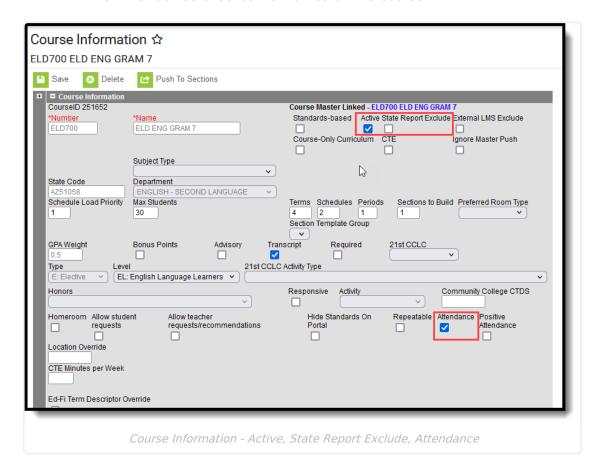
▶ Click here to expand...

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:

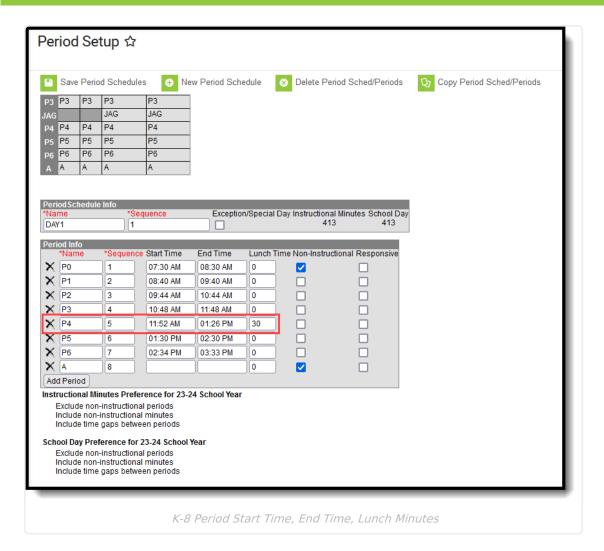


- The **Active** checkbox is marked on the Course.
- The State Report Exclude checkbox is NOT marked on the Course.
- The **Attendance** checkbox is marked on the Course.



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).

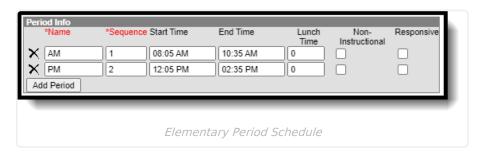




Previous to the 2023-24 school year, Lunch Time minutes were excluded from attendance calculations. K-8 attendance calculations for period minutes functioned like 9-12 attendance calculations.

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.



#### **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<br>Time     | Total Minutes         |
|--------|------------------------------|-----------------------|
| P0     | 7:30 - 8:30                  | Non-<br>Instructional |
| P1     | 8:40-9:40                    | 60                    |
| P2     | 9:44 - 10:44                 | 60                    |
| Р3     | 10:48 - 11:48                | 60                    |
| P4     | 11:52 - 1:26                 | 94                    |
| P5     | 1:30 - 2:30                  | 60                    |
| P6     | 2:34 - 3:33                  | 59                    |
| А      |                              | Non-Instructional     |
|        | (when a valid scheduled into | 393                   |

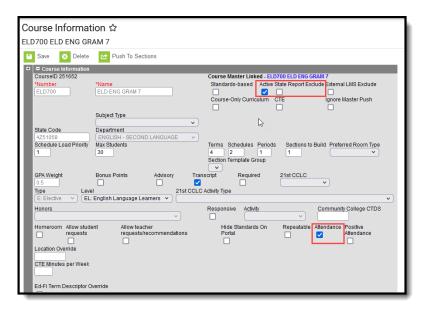
## **Grades 9-12 Period Setup and Lunch Minutes**

▶ 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).



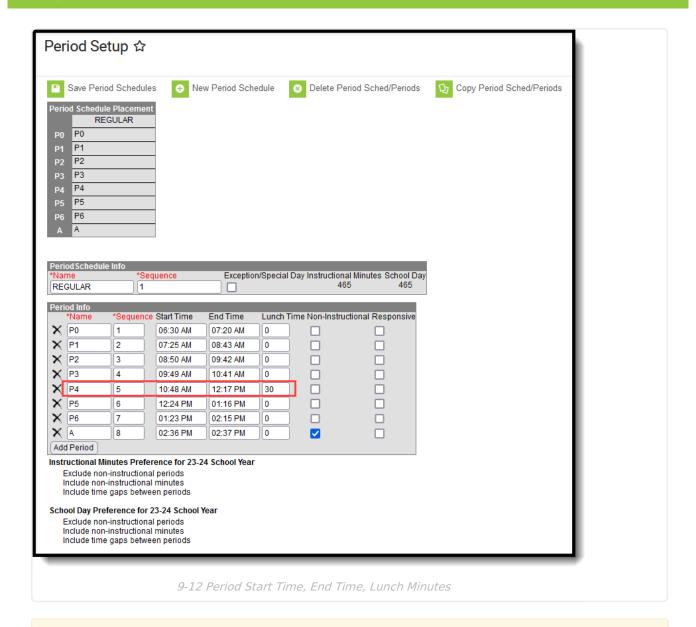


• The calendar's Days per Week is either 4 days or 5 days.

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).





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<br>Time                   | <b>Total Minutes</b> |
|--|--|----------------------|
| PO   | 6:30 - 7:20                                | 50                   |
| P1   | 7:25 - 8:43                                | 78                   |
| P2   | 8:50 - 9:42                                | 52                   |
| Р3   | 9:49 - 10:41                               | 52                   |
| P4   | 10:48 - 12:17<br>(30 minutes for<br>lunch) | 59                   |
| P5   | 12:24 - 1:16                               | 52                   |
| P6   | 1:23 - 2:15                                | 52                   |
| А  | 2:36 - 2:37                                | Non-Instructional    |
| Total Scheduled Minutes (when a valid course is scheduled into every period) |  | 395                  |

## **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.

## 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.