

Calendar (Arizona)

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

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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.

Calendar

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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.

☰
🔍
Infinite Campus

Calendar Information ☆

Save
 Mark for Deletion

Calendar Info

Calendar ID 4118	School High School (schoolID:40)	Sequence 1
*Name 2023 - HS - REGULAR	Number []	Summer School <input type="checkbox"/>
*Start Date 07/01/2022	*End Date 06/30/2023	Exclude <input type="checkbox"/>
Student Day (instructional minutes) 412	Teacher Day (minutes) 480	School Choice <input type="checkbox"/>
Whole Day Absence (minutes) 206	Half Day Absence (minutes) 103	
Type I: Instructional	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>		
Comments rolling 09/28/2021 01:20 PM		
Track []		
Attendance Type 004: Negative Method 2		
*Attendance Calculation HW: Half Day/Whole Day		
Days Per Week 5DayAllGrades: 5-Day calendar for all grades		
Student Brain Honey DomainID []		
Staff Brain Honey DomainID []		
EdFi CalendarID 4242-5125-5DayAllGrades-4160		

Calendar Information

Calendar ID

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

▶ [Click here to expand...](#)

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.

▶ [Click here to expand...](#)

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.**

▶ [Click here to expand...](#)

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...](#)

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.

▶ [Click here to expand...](#)

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...](#)

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 MUST be populated. When the field is left blank, the calendar DOES NOT report.

▶ [Click here to expand...](#)

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.

▶ [Click here to expand...](#)

Grade Levels

[State Grade Level Code](#) | [Kindergarten Schedule](#)

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

Grade Level Editor	
Name	Seq
7	0
8	0
09	11
10	12
11	13
12	14

Grade Level Detail

Name (locked)
10

*Sequence Number
12

*State Grade Level Code
10: Tenth Grade

Regional Grade Level Code
Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

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

State Grade Level Code

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

▶ [Click here to expand...](#)

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...](#)

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...](#)

Grades 9-12 Period Setup and Lunch Minutes

▶ [Click here to expand...](#)

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.
