

School Month Tool Rights

Last Modified on 06/12/2026 2:32 pm CDT

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 Months are used only when necessary for state reporting.

See the [School Months](#) article to learn about this tool.

School Month ☆ Scheduling & Courses > Calendar Setup > School Month

Related Tools ^

Save Print

School Month Detail							
*Name	*Seq	*Start Date	*Days	*End Date	Exclude Start	Exclude End	Close Date
X 01	1	07/24/2022	+ 0	= 08/18/2022			
X 02	2	08/21/2023	+ 19	= 09/15/2023			
X 03	3	09/18/2023	+ 10	= 10/13/2023			
X 04	4	10/16/2023	+ 18	= 11/10/2023			
X 05	5	11/13/2023	+ 17	= 12/08/2023			
X 06	6	12/11/2023	+ 8	= 01/05/2024			
X 07	7	01/08/2024	+ 19	= 02/02/2024			
X 08	8	02/05/2024	+ 18	= 03/01/2024			
X 09	9	03/04/2024	+ 9	= 03/29/2024			
X 10	10	04/01/2024	+ 20	= 04/26/2024			
X 11	11	04/29/2024	+ 18	= 05/24/2024			
X 12	12	05/27/2024	+ 9	= 06/21/2024			

Add School Month

School Month Editor

To save changes to School Months, users need also need **Read** and **Write** rights to [Calendar Information](#).

For states that use a Close Date in the School Month, users also need the following tool right to modify attendance after the Close Date of a School Month:

- At least **Read** and **Write** rights are assigned to [Classroom Monitor](#).
- At least **Read** rights are assigned to [Attendance Wizard](#).
- At least **Read** and **Write** rights are assigned to [Student Attendance](#).
- Modify **Rights** checkbox is marked on the Calendar School Year rights.
- At least **Read** and **Write** rights are assigned to School Months; OR
- Close School Months checkbox is marked on the Calendar School Year rights.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access and view the School Month tool. • Print the Calendar Report. 	With rights to Calendar Information: <ul style="list-style-type: none"> • Remove School Months from the list by clicking X. • Add a new row to the School Month Detail and enter data. but not save the change. 	N/A	N/A

Suggested User Groups

- [Front Office](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.
