



District of Columbia  
Office of the State Superintendent of Education

# SY2026-27 eSchoolPLUS Calendars

V.1

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## OVERVIEW

The purpose of this guide is to outline the process for creating and managing calendars and marking periods in eSchoolPLUS. All local education agencies (LEAs) must create a calendar each school year reflecting all membership and non-membership days (instructional and non-instructional).

### LEAs are responsible for the following tasks in eSchoolPLUS:

- Creating and updating the calendar(s).
- Creating at least one LEA-level calendar for the school year
- Creating school- and/or program-level calendar(s) for the school year, if applicable; and
- Adding marking periods

## HOW THE CALENDAR DATA IS USED

The calendar information entered is used for attendance purposes, instructional day compliance, transportation, data validation, and federal and local reporting.

### Attendance Purposes

The LEA calendar data entered into eSchoolPLUS is used to validate student-level in-seat attendance (ISA) data provided to the Office of the State Superintendent of Education (OSSE), identify student chronic absenteeism, and attendance reporting (including the [DC School Report Card](#)). OSSE has developed several attendance-specific applications (LEA Attendance and Chronic Absenteeism [Qlik](#) applications) to assist LEAs in viewing the attendance data entered in their student information system (SIS) against the calendar information provided to OSSE.

### Instructional Day Compliance

The DC Code §38-203(a) outlines the instructional day and hour requirements that LEAs are required to adhere to for students ages 5 to 18. To support this requirement, LEAs enter the first and last school day and instructional hours in eSchoolPLUS. LEAs may submit calendar waivers in the [OSSE Support Tool](#) (OST). For guidance on submitting calendar waivers, see [Appendix B – Process to Submit Waiver Forms](#). Instructional day calendar compliance is available at <https://osse.dc.gov/page/policy-and-guidance-resources-attendance>.

### Transportation

The LEAs' first and last instructional dates entered in eSchoolPLUS are displayed in the Transportation Request Form (TRF) Dashboard in the [Integrated Data Submission \(IDS\) tool](#). The dates are used to ensure students are transported to school on the first day and last day of school. In the IDS, the LEA will provide its program calendar details. For more information on adding calendars in the IDS, see the "IDS TRF Enhancement" guidance document in the IDS for guidance on adding calendars in the IDS.

### Data Validation

The instructional and non-instructional calendar dates entered in eSchoolPLUS by the LEA serve as the official record for instructional days and hours, ensuring student attendance data is accurately measured against the LEA's specific calendar. LEA Heads of School must certify calendar and attendance data in the [Data Validation Qlik](#) application annually.

### Federal and Local Reporting

OSSE publishes federal and local reports that utilize calendar data entered into eSchoolPLUS.

- The [DC School Report Card](#) displays school instructional hours and aggregate attendance data.
- Certified Data Validation data is used in the attendance reports. For more information on attendance reports, see <https://osse.dc.gov/page/2024-25-school-year-attendance-reporting>.

Below are the most commonly used applications that receive calendar information entered into eSchoolPLUS.

### Applications that receive calendar data

**9<sup>th</sup> Grade Outcomes**

***Chronic Absenteeism***

**Data Validation**

**DC School Report Card**

***Early Access to EL Data***

**Early Access to SWD Data**

**High School Transition**

**Integrated Data Submission Tool**

**Metric Calculation Confirmation**

**Office of Dispute Resolution**

**SLED**

**Unified Data Errors**

## ACCESSING ESCHOOLPLUS

To access eSchoolPLUS, all LEAs must assign an LEA Data Manager in the "All Staff" data collection within the [Faculty and Staff application](#).

The steps required for initial access to eSchoolPLUS will depend on whether the LEA is using eSchoolPLUS as its student information system (SIS). Refer to the illustration below for further guidance.



Once the LEA Data Manager is assigned and receives eSchoolPLUS credentials, follow the steps below:

1. Navigate to eSchoolPLUS at <https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/LogOn?ReturnUrl=%2feSchoolPLUS>
2. Log in to eSchoolPLUS using eSchoolPLUS credentials (username and password).

## PRIOR TO CREATING A CALENDAR

Before creating a calendar, LEAs must determine how many calendars are needed. Each LEA is required to enter at least one LEA-level (R-level) calendar. The R-level calendar is created in the 9000 building.

Note the following about R-level calendars:

- Only the **R calendar** pushes into the IDS. If a program-level calendar is required for transportation, it must be completed in the IDS.
- This means the following calendars are excluded:
  - Program-level calendars
  - Non-reportable facility-level calendars

If schools within the LEA follow different calendars – i.e., the non-instructional days are different – then the school(s) with different calendars should have a calendar created under the specific building with the school code and name. This also applies to grade levels and programs. Programs that may necessitate different input calendars include Preschool, kindergarten, adult, or grade-level-specific calendars.

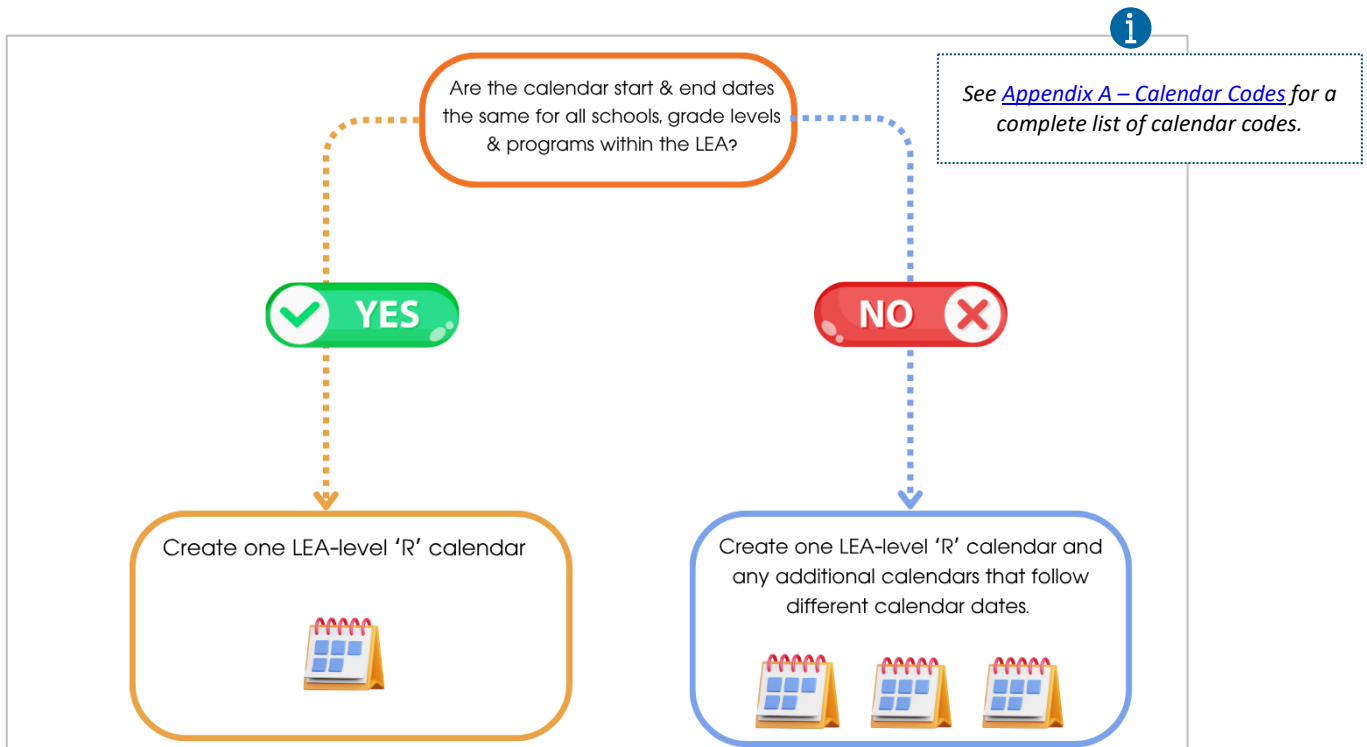


Figure 1: LEA Decision Prior to Creating Calendars

## NONPUBLIC SCHOOLS

Nonpublic schools do **not** use eSchoolPLUS for calendar submission even if the LEA uses eSchoolPLUS as the student information system (SIS). Nonpublic schools are to use the [Integrated Data Submission Tool \(IDS\)](#) Transportation Request Form (TRF) to add their calendars for students who are eligible for transportation.

For nonpublic schools with students at LEAs that use eSchoolPLUS as the SIS:

- The eSchoolPLUS calendar data (first/last day) is used **only** to create enrollment records.
- Calendar data for nonpublic schools is not used for transportation or attendance.

## IMPACTS OF INCORRECT CALENDAR CREATION

To illustrate the effects of incorrect calendar creation, especially on student transportation and attendance, the following visualizations show the consequences when calendars are not properly set up.

### Incorrect First and/or Last Day of School

In the illustration below, the attendance and the ISA impact are shown for School 1. ISA calculations are available in the current school year Data Validation Qlik application user guide (available in Qlik) and the Metric Calculation Confirmation Technical Guide (available at <https://osse.dc.gov/node/1368831>).

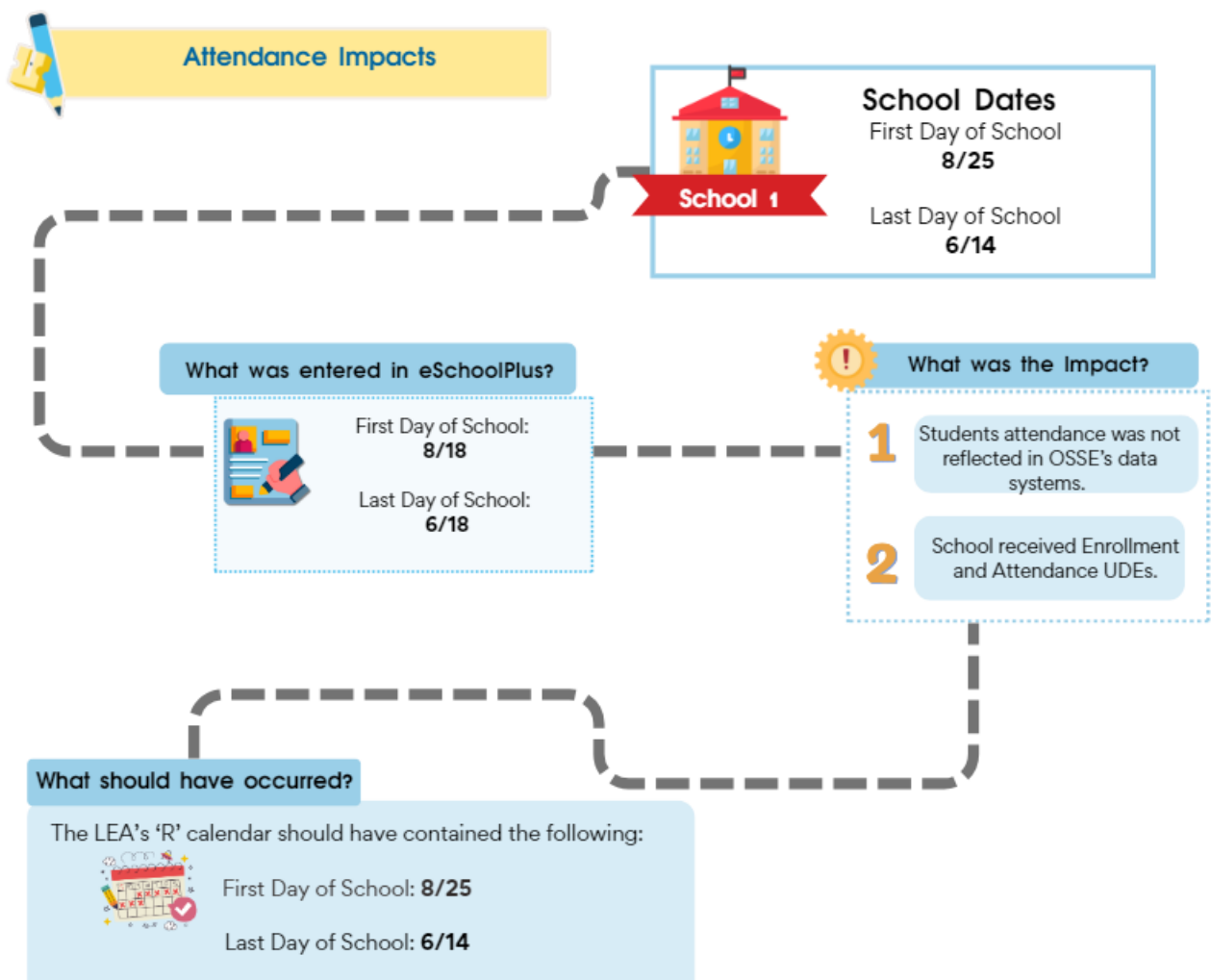


Figure 2: Incorrect Calendar Creation- Attendance Impacts

## Different Last Day of School

In the illustration below, the transportation impact is shown for School 2. Incorrect calendar creation has a direct effect on student transportation. Incorrect calendars can result in a disconnect in ridership.

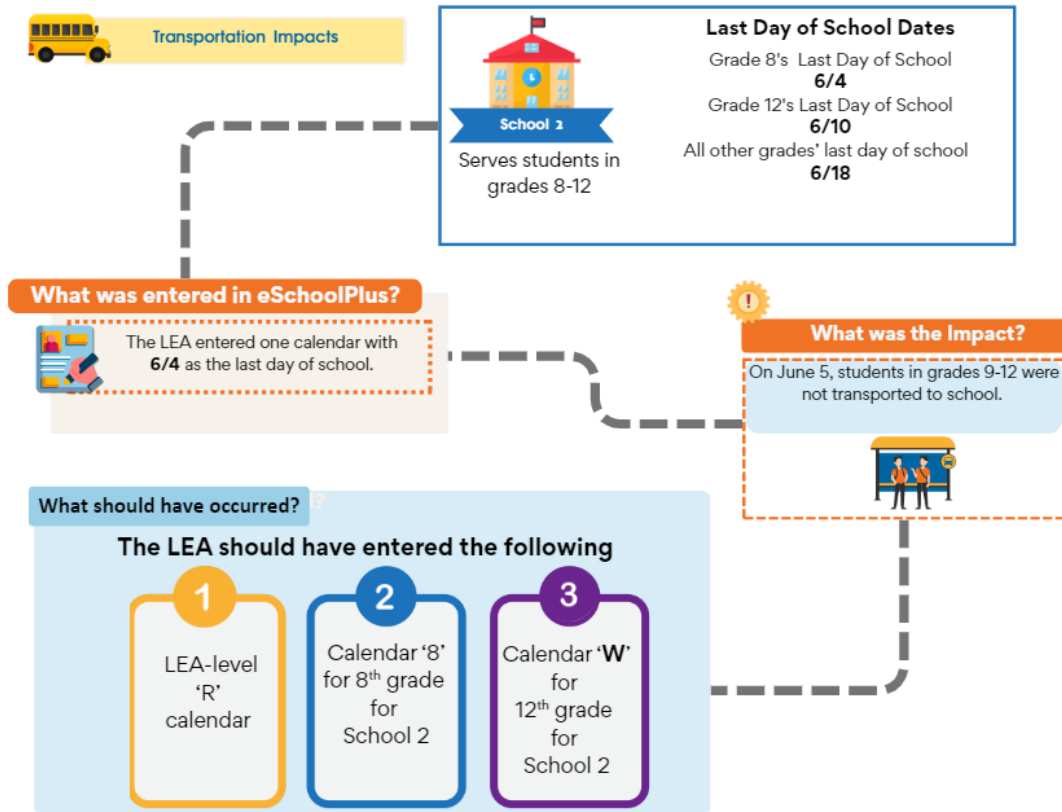


Figure 3: Incorrect Calendar Creation - Transportation Impacts

## Additional Impacts

Attendance and transportation are not the only impacts of incorrect calendar creation. If calendar errors are not corrected promptly, the following may occur:

- Students excluded from the annual Enrollment Audit and Child Count
- Incorrect In-Seat Attendance reporting
- Incorrect or incomplete local and federal reporting

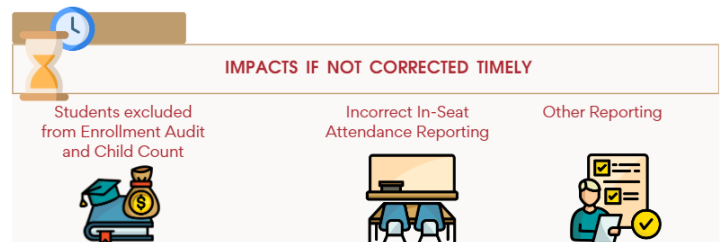


Figure 4: Impacts if Not Corrected Timely

## ADDING CALENDARS IN ESCHOOLPLUS

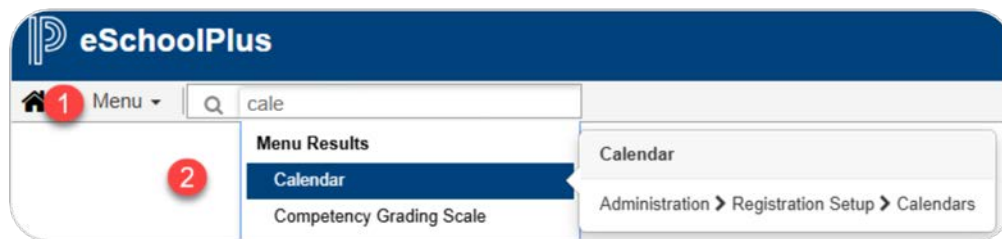
To add a calendar, follow the steps below.

1. Select the **School Year** on the top right-hand side of the page and click **Ok**.



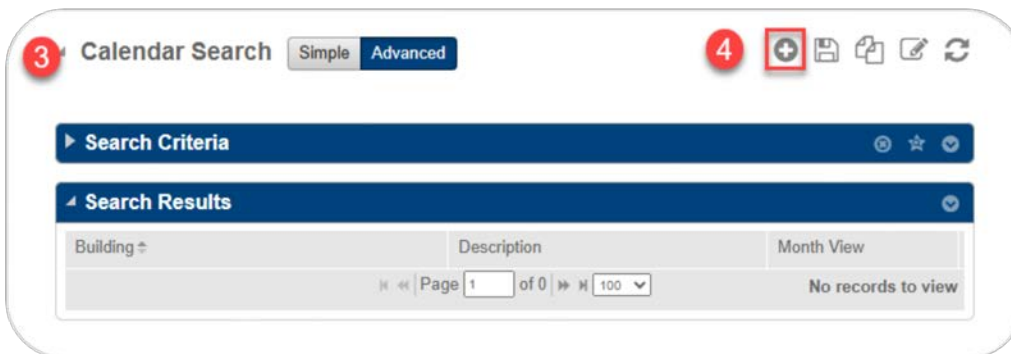
Screenshot 1: eSchoolPLUS School Year

2. On the toolbar, navigate to the Quick Search bar and type **Calendar**.
3. Click the **Calendar** value in the menu.



Screenshot 2: Quick Search - Calendar

4. The **Calendar Search** page will open.
5. Click the **Add (+)** icon to create a calendar.



Screenshot 3: Add a new calendar

### Note

The calendar search page will display all existing calendars created under the **Search Results** section. The user can click on the calendar to make edits.

6. The **Calendar** page will open.
7. Complete the required fields indicated with an asterisk (\*). See [Table 1: Calendar Field Descriptions](#) for guidance on the fields.

Screenshot 4: Calendar Page

**Note:** When adding a new calendar, LEAs may have more than one calendar as long as they are associated with different buildings.

Field Name	Description	Note
<b>Building</b>	Indicates the building associated with the calendar.	The LEA-level calendar should be associated with the 9000 building. School- and Program-level calendars should be associated with the related school building.
<b>Calendar</b>	The calendar code identifies the calendar. Enter calendar codes based on the standardized codes provided by OSSE. Enter the one-character code identifying the calendar type.	See <a href="#">Appendix A</a> for the list of OSSSE-defined calendar codes. Displays in OSSE downstream systems.
<b>Description</b>	Indicates the title of the calendar. Enter the calendar's title or brief description – i.e., grade, program name or regular calendar.	Displays in OSSE downstream systems.
<b>First Day of School</b>	Indicates the first instructional date.	For LEAs using eSchoolPLUS as their SIS, this date will be the first academic date of the school year to support stage 4 enrollment. <i>Note: The first day of school shown in Qlik Data Validation eSchoolPLUS Calendars Summary sheet will be the first instructional day.</i>
<b>Last Day of School</b>	Indicates the calendar's last instructional date.	For LEAs using eSchoolPLUS as their SIS, this date will be the last academic date of the school.
<b>Days Calendar Meets</b>	Indicates the days of the week when educational instruction is provided to students. Check the boxes	

Field Name	Description	Note
	for the days of the week when educational instructions are provided to students.	
<b>Default Membership Value</b>	<p>The default value to assign to all membership days for attendance credit when setting up a calendar. The LEA can change this value later for individual days with the Calendar Day Detail option.</p> <p>It can also be updated using the <a href="#">Mass Update Days</a> option, which allows changing individual days for multiple calendars and buildings.</p> <p>When adding days to a calendar, the default value only applies to the newly added day.</p>	<p>For LEAs using eSchoolPLUS as their SIS, the following values should be used.</p> <p>Value 1 = Full membership/Instructional day</p> <p>Value .5 = Half Membership/Instructional day</p> <p>Value 0 = Non-Membership/Instructional day</p> <hr/> <p><b>For LEAs using eSchoolPLUS as their SIS</b></p> <p><b>Recurring Half Days</b>                      In eSchoolPLUS, if an LEA has a recurring half-day, in eSchoolPLUS, indicate the Membership Day value as 1  <i>Note: The School Hours will have to reflect this.</i></p> <p><b>Non-Recurring Half Days</b>                      Membership day value must be indicated as .5 for all non-recurring half days.</p>
<b>Days in Cycle</b>	<p>Indicates the number of instructional days</p> <p><a href="#">See the two examples below.</a></p> <p>The instructional days for the calendar are Monday–Friday. The user will enter “5”.</p> <p>The instructional days for the calendar are Monday–Saturday. The user will enter “6”.</p>	<p>For LEAs using eSchoolPLUS as their SIS – for example, if the school has an AB cycle, enter “2”.</p>
<b>First Day of Cycle</b>	<p>Enter the day of the week that corresponds to the first day in the school calendar.</p> <p><b>Example:</b>                      If the School runs from Monday to Friday, the First Day of Cycle should be set to “Monday”.</p>	
<b>Number of Calendar Days</b>	<p>The system-calculated field that displays the total number of days the school meets. This is derived from the First Day of School and Last Day of School fields.</p>	
<b>Number of Membership Days</b>	<p>The system-calculated field that displays the total number of days in the calendar that count for membership.</p>	
<b>Set as Default Calendar</b>	<p>Indicates if the calendar is the default calendar. Check if this is to be the default calendar.</p>	

Table 1: Calendar Field Descriptions

8. After completing the required field, click the **Save** (💾) icon.
9. To add non-instructional days, click the **View Details** (📄) icon.

## ESY AND SUMMER SCHOOL CALENDARS

To add an ESY and/or Summer School calendar, follow the instructions provided below.

### ADDING AN ESY CALENDAR

To add an Extended School Year (ESY) calendar, follow the steps in the [Adding Calendars in eSchoolPLUS](#) section. In the **Calendar** field, enter “E” to indicate the calendar is for ESY.

The screenshot shows a form with two input fields. The first field is labeled 'Calendar\*' and contains the letter 'E'. The second field is labeled 'Description\*' and contains the text 'ESY'.

Screenshot 5: ESY Calendar

### SPECIAL PROGRAMS

OSSE will populate the First Day of School and Last Day of School from the ESY calendar into Special Programs marking periods. See the screenshot below from Special Programs.

The screenshot shows the 'School Year Settings' page. It includes the following information:

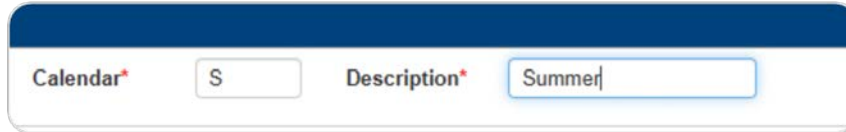
- Current School Year:** 2024-25 (Perform End-of-year Rollover)
- Next Scheduled EOY Rollover Date:** 07/19/2025
- Marking Periods Table:**

Marking Period	First Day	Last Day
MP1 ←	09/16/2024	09/27/2024
MP2 ←	12/04/2024	12/18/2024
MP3 ←	05/12/2025	05/23/2025
MP4 ←	03/29/2025	06/06/2025
ESY *CURRENT*	06/16/2025	06/27/2025
- Data Storage Range:** 2008-09 through 2024-25
- Allowable Years for New Documents:** Range: 2023-24 through 2025-26, Default Year: 2024-25

Screenshot 6: Special Programs Marking Global Calendars

### ADDING A SUMMER CALENDAR

To add a summer calendar, follow the steps in the [Adding Calendars in eSchoolPLUS](#) section. In the **Calendar** field, enter “S” to indicate the calendar is for summerschool.



*Screenshot 7: Adding a Summer Calendar*


OSSE will use the dates to allow LEAs time to roll over their SIS for the next school year. This ensures LEAs offering summer school to students can finalize students’ records in their SIS and inform OSSE of the earliest possible date to expect the LEAs to begin sending data for the next school year.

### ADDING NON-INSTRUCTIONAL DAYS

Non-instructional days can be updated individually (one day at a time) or multiple days at once.

### UPDATING A SPECIFIC DATE

To update a specific date, navigate to the month and follow the steps outlined below.

1. Click on the specific date. The page will refresh the date displayed. Complete the required fields indicated with an asterisk(\*). Field-level descriptions are available on the table below.
2. In the **Day Type** field, select a reason for the non-instructional day.
3. In the **Day Information** section, uncheck the **Membership Day** checkbox.
4. Click the **Save** (  ) icon.

**Note:** For LEAs using eSchoolPLUS as their SIS, update the **Cycle Flag** and **Alternate Cycle** fields.

The table below provides descriptions of the fields on the **Calendar Day** page.

Field Name	Description
<b>Cycle Flag</b>	<p><b>Only for LEAs using eSchoolPLUS as their SIS:</b></p> <p>Each calendar date is associated with a cycle day to determine the courses meeting on that date. Use this flag to vary the normal pattern of the scheduling cycle days in the calendar.</p> <p>Select:</p> <p><b>E</b> - Exclude day in cycle - to exclude the day from the cycle code pattern. If the day was previously included, the system assigns this day's cycle code to the next day, shifting the cycle ahead one for all the following days. If you use Exclude, you can also change the cycle code for the day.</p> <p><b>I</b> - Include day in cycle - to include the day in the cycle code pattern. This is the usual setting. If the day was previously excluded, the system assigns the next day's cycle code to the current day, moving the cycle back one day for all the following days.</p> <p><b>S</b> - Skip day in cycle - to skip the day in the cycle, but this does not shift the cycle codes for the following days. Future rebuilds of calendars will not change cycle day for this calendar day. If you</p>

Field Name	Description
	use Skip, you can also change the cycle code for the day.
<b>Cycle Code</b>	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> The cycle's code. If you set this code and set the Cycle Flag to Skip, future changes to the calendar will not affect this date. Display-only if Cycle Flag is set to include day in the cycle.
<b>Day Type</b>	Select the most appropriate reason for the non-instructional day.  <b>NOTE: For LEAs using eSchoolPLUS as their SIS – The most appropriate reason for the instructional day may be added.</b>
<b>Alternate Cycle</b>	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> Enter the cycle for days that are shorter than normal, if applicable.
<b>Day Information</b>	<b>Membership Day:</b> Check if this day counts as a membership (instructional) day. Check if this day counts as a non-membership (non-instructional) day. The value is set to zero. (For LEA using eSchoolPLUS as their SIS: Attendance Day and Included in Totals are set to unchecked.) <b>Value:</b> The day's membership value; for example, 0 for a non-membership day or 1.0 for a regular membership day. <b>Attendance Day:</b> Checked if attendance is taken on this day.  <b>Include in Totals:</b> Checked if the day is included in attendance totals.  <b>NOTE: For LEAs using eSchoolPLUS as their SIS - This date will be the last academic date of the school.</b>
<b>Week Number</b>	This field is not used.
<b>Instructional Time</b>	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> Amount of instructional time for the day. For most sites, this field is used only for informational purposes.
<b>Day Number</b>	This is system-calculated to indicate the total days to date, starting with the calendar's first day.
<b>Membership Day Number</b>	This is system-calculated to indicate the total membership days to date, starting with the calendar's first membership day
<b>Day of Week</b>	This is system-calculated to indicate the day of the week associated with this calendar day.

Table 2: Calendar Day Page Field Descriptions

## INSTRUCTIONAL DAYS AND HOURS

An instructional day is a school day that is at least 6 hours in length for students (Title 5, Subtitle A, DCMR, Section 2100.3.) Instructional days and hours are collected in eSchoolPLUS. In Data Validation, the **eSchoolPLUS Calendar Summary** sheet displays the LEA and school-level calendar information from eSchoolPLUS.

A few things to note about instructional hours:

- Instructional hours are at the school level.
- The instructional hours are collected as part of eSchoolPLUS School Instructional Hours, and any school that does not have “School Instructional Hours” completed will be displayed as missing in Data Validation.

For more information on OSSE’s attendance guidance and waivers, see <https://osse.dc.gov/page/policy-and-guidance-resources-attendance>.

School Name	Calendar Code	Calendar Name	First Day	Last Day	45 Business Days to SoS	Total Instructional Days	Total Non-Instructional Days	Total Instructional Hours
	E	Extended School Year	07/01/2025	07/24/2025	-	12,000	6	NA
	E	Extended School Year	07/01/2025	07/24/2025	-	12,000	6	NA
	E	Extended School Year	07/01/2025	07/24/2025	-	12,000	6	NA
	R	Regular School Year Calendar	07/16/2025	06/23/2026	05/09/2025	185,000	60	NA
	R	Regular School Year Calendar	07/16/2025	06/23/2026	05/09/2025	185,000	60	1184
	1	Regular - Monday through Friday	07/21/2025	06/10/2026	05/14/2025	184,000	49	2208
	5	Monday, Tuesday, Wednesday	07/21/2025	06/10/2026	05/14/2025	114,000	119	1368
	2	Monday through Thursday	07/21/2025	06/10/2026	05/14/2025	153,000	80	1836

Screenshot 8: Data Validation eSchoolPLUS Calendar Summary Sheet

The table below contains a description of the fields.

Data Field	Definition
<b>Calendar Code</b>	The code in eSchoolPLUS for the corresponding calendar.
<b>Calendar Name</b>	The calendar name that is listed in eSchoolPLUS.
<b>First Day</b>	The first day of school in eSchoolPLUS for the corresponding calendar. <b>Note:</b> This is the first day of educational instruction for students.
<b>Last Day</b>	This is the last day of school in eSchoolPLUS for the corresponding calendar. <b>Note:</b> This is the last day of educational instruction for students.
<b>45 Business Days to SoS</b>	The 45 business days ‘prior’ to the start of school (SoS) based on the First Day entered in eSchoolPLUS for the corresponding calendar. <b>Note:</b> Federal and DC holidays are excluded.
<b>Total Instructional Days</b>	Total Instructional Days is the Sum of all instructional days minus the days for which "Reduced Instructional Hours waivers" are approved. <b>Note: Waivers are submitted and approved for in OST.</b> The instructional days are displayed in green, red and black. <ul style="list-style-type: none"> <li>• <b>Green</b> = days are equal to or greater than 180 days for the corresponding calendar. Or if the days combined with Waivered days (Reduced Instructional Hours) count equates to or greater than 180 days.</li> <li>• <b>Red</b> = days are less than 180 days for the corresponding calendar <u>or</u> if the value is missing.</li> <li>• <b>Black</b> = the LEA is serving an Adult or Pre-K population.</li> </ul>
<b>Total Non-Instructional Days</b>	The sum of all non-instructional days for the corresponding calendar.

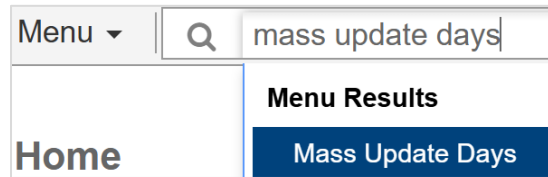
Data Field	Definition
<b>Total Instructional Hours</b>	<p>The sum of all instructional hours for the corresponding calendar based.                      Total instructional hours = (Average instructional hours per day based on "School Instructional Hours" in eSchoolPLUS* Total Instructional Days) - (Hours for which a Waiver has been approved in OST)</p> <p><b>Note: Waivers are submitted and approved in OST.</b></p> <p>The instructional hours are displayed in green, red and black.</p> <ul style="list-style-type: none"> <li>• <b>Green</b> = hours are equal to or greater than 1080 hours. Or total hours combined with waived hours equate to or greater than 1080 hours.</li> <li>• <b>Red</b> = hours are less than 1080 hours <u>or</u> over 1260 hours <u>or</u> the value is missing.</li> <li>• <b>Black</b> if the LEA is serving an Adult or Pre-K population.</li> </ul>

Table 3: Data Validation eSchoolPLUS Calendar Summary Sheet Field Descriptions

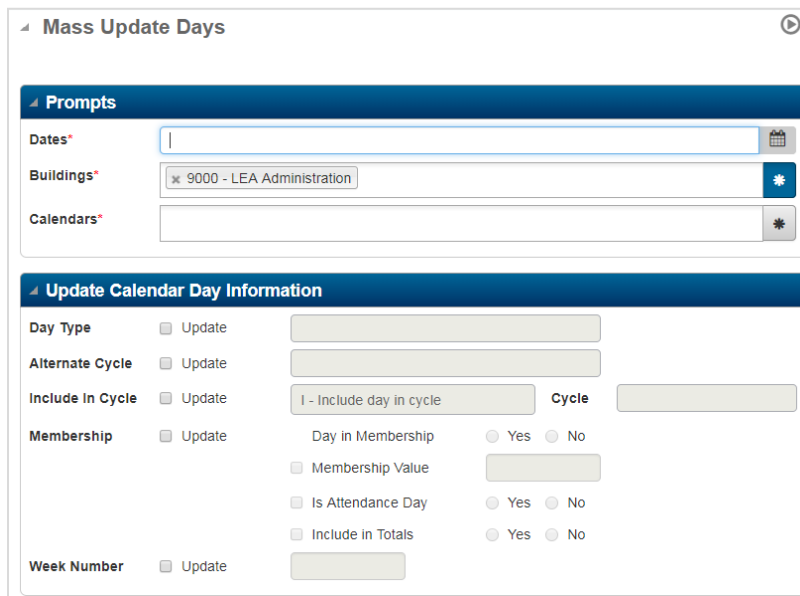
## UPDATING MULTIPLE DAYS

To update multiple days, follow the instructions below.

1. Navigate to the Quick Search bar and type **Mass Update Days**.
2. The **Mass Update Days** page will open.



Screenshot 9: Quick Search Mass Update Days



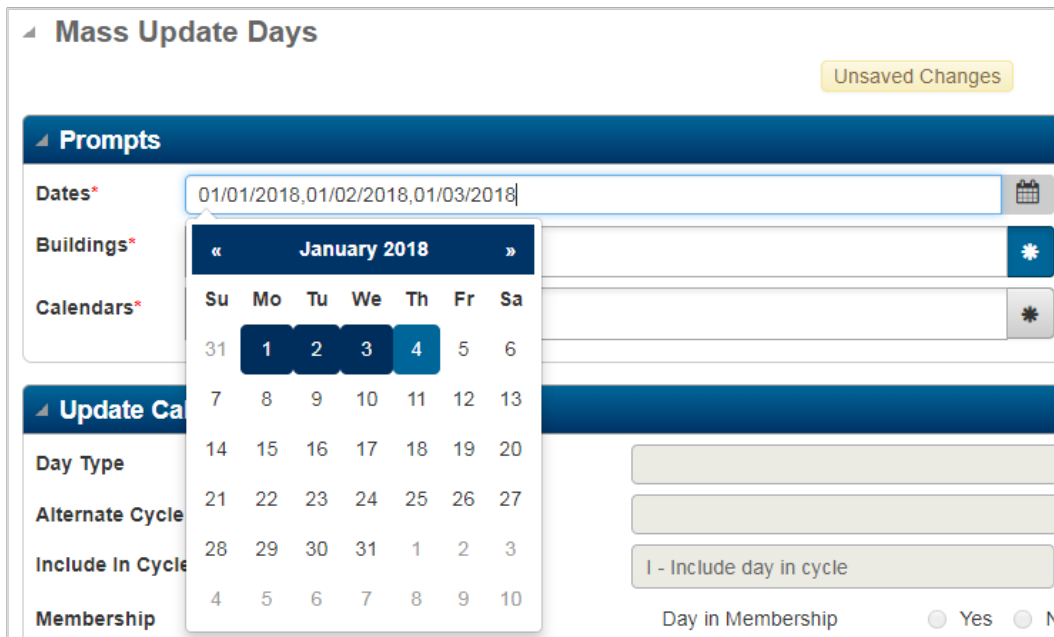
Screenshot 10: Mass Update Days Page

The table below provides descriptions of the fields on the **Mass Update Days** page.


Field Name	Description
Dates*	Select the dates to update. Click to select multiple dates in the date Help window.
Buildings	Select the building whose calendars to update. Select codes from the field's drop-down list or click the asterisk icon to select all codes, then remove any that does not apply.
Calendars	Select the calendar to update. Select codes from the field's drop-down list, or click the asterisk icon to select all codes, then remove any that do not apply.
Day Type	Check to change the description assigned to the selected days. Select the most appropriate reason for the non-instructional day.  <b>NOTE:</b> For LEAs using eSchoolPLUS as their SIS, the most appropriate reason for the instructional day may be added.
Alternate Cycle	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> Check if the selected days should follow an alternate cycle day schedule. Select the cycle.
Include in Cycle	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> Check if the selected days should be included, excluded, or skipped from a cycle. <b>Cycle:</b> If Exclude or Skip was selected in the Include in Cycle field, select the appropriate cycle day.
Membership	Check to update the membership value for the membership days – see the table in the <a href="#">Adding Calendars</a> section for more details.
Week Number	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> This is system-calculated to indicate the total days to date, starting with the calendar's first day.

Table 4: Mass Update Days Field Descriptions

3. Select the dates to mass update for one or more calendars.




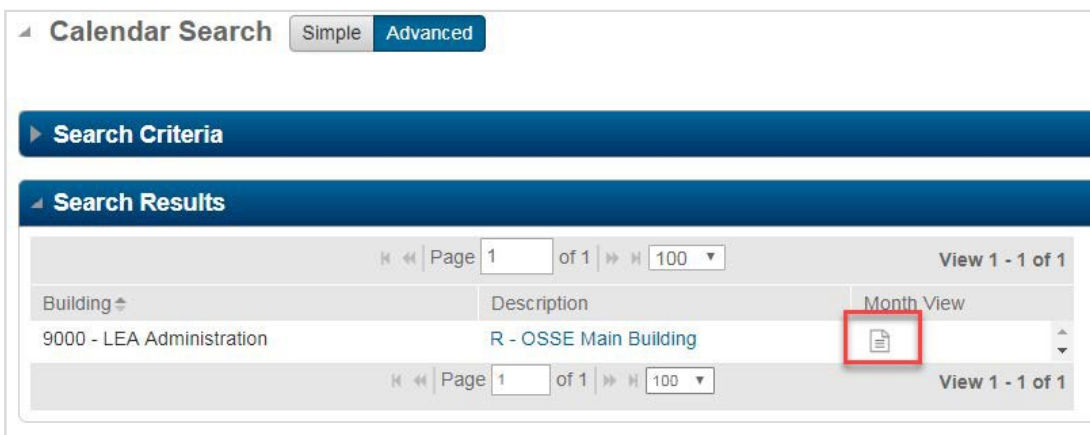
Screenshot 11: Select Days to Mass Update

4. In the **Buildings** field, select the Building(s) for the calendar requiring updates.
5. In the **Calendars** field, select the Calendar(s) requiring updates.
6. Click the **Run** (  ) button.

## EDITING A CALENDAR

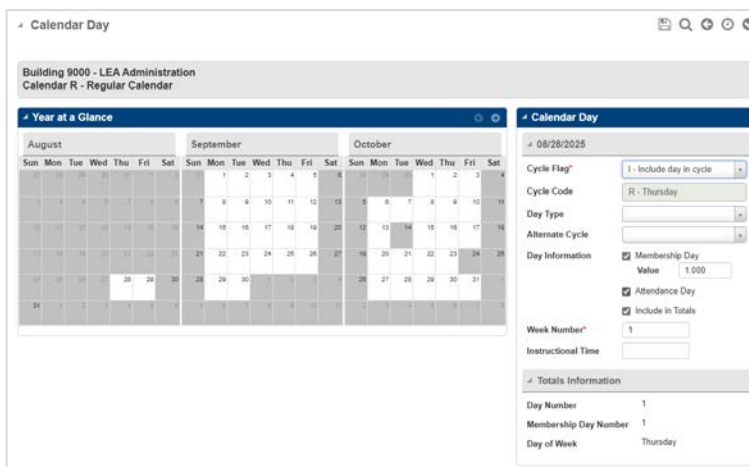
To edit an existing calendar, follow the steps outlined below.

1. From the **Home** page, navigate to the Quick Search bar and type Calendar.
2. Click the **Calendar** value in the menu.
3. The **Calendar Search** page will open. Locate the calendar that requires editing.
4. Click the **View Details** (  ) icon to create a new calendar.




Screenshot 12: Calendar Search

5. The **Calendar Day** page will open with the **Year at Glance** panel. The panel displays three consecutive months within the selected calendar's school year.



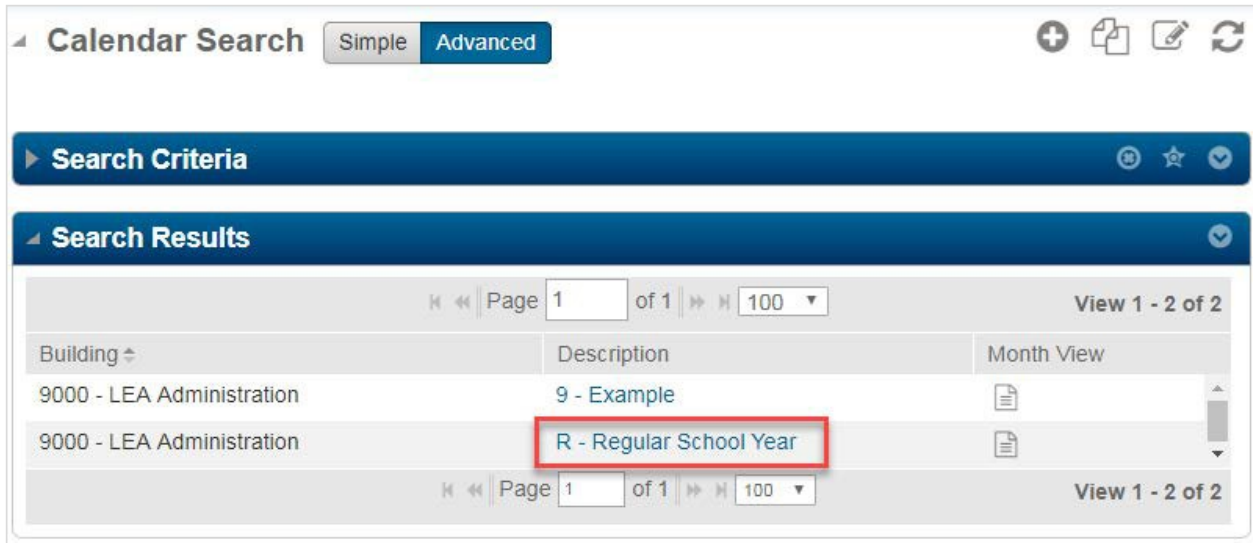
Screenshot 13: Calendar Day - Year at Glance

- To view the next three months, click the **Next Month** (  ) icon.
- Membership (instructional) days are displayed in white.
- Non-membership (non-instructional) days are displayed in gray.

## COPYING CALENDARS

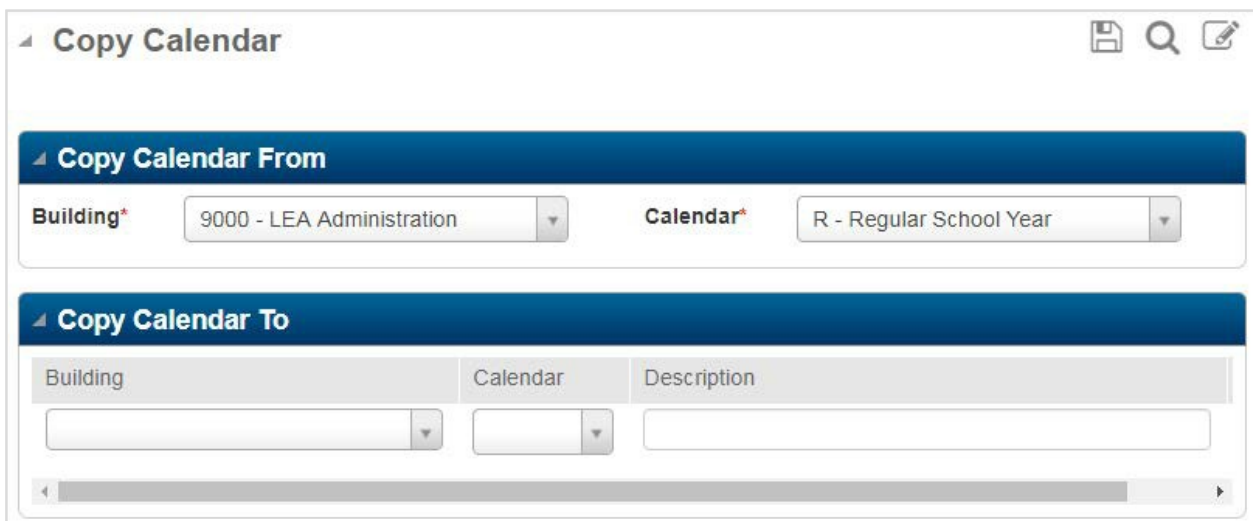
This feature can be used if the LEA has multiple calendars. After a new calendar has been created, another calendar populated with non-instructional days can be copied to the new calendar. If necessary, the non-instructional days can be modified for the new calendar.

1. After creating a new calendar, navigate to the Quick Search bar and type **Calendars**.
2. On the **Calendar Search** page, click the calendar **Description** link.




Screenshot 14: Calendar Search

3. The **Calendar** page will open.
4. Click the **Copy Records** (📄) icon.
5. The **Copy Calendar** page will open.



Screenshot 15: Copying a Calendar

6. Select the Building and Calendar to be copied in the “Copy Calendar From” panel.
7. Select the Building and Calendar code receive the same dates in the “Copied to Calendar” panel.
8. The table below provides descriptions of the fields on the **Copy Calendar** page.
9. Click the **Save** (  ) icon.

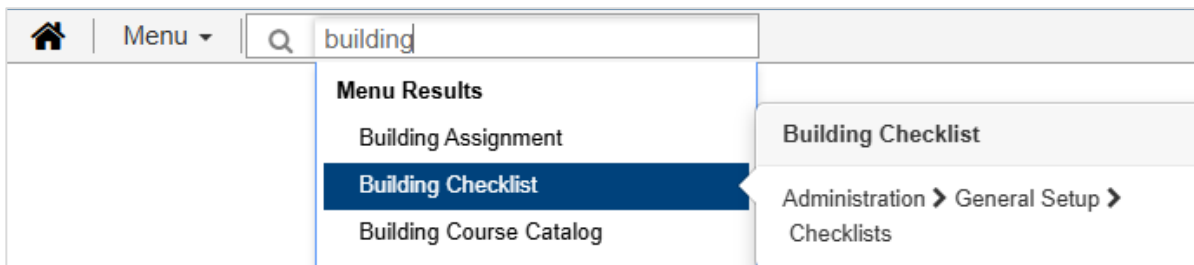
Field Name	Description
<b>Calendars*</b>	Select the calendar to update. Select codes from the field's drop-down list or click the asterisk (*) icon to select all codes, then remove any that do not apply.
<b>Buildings</b>	Check to change the description assigned to the selected days. Select the most appropriate reason for the non-instructional day.  <b>NOTE:</b> For LEAs using eSchoolPLUS as their SIS – The most appropriate reason for the instructional day may be added.
<b>Calendar</b>	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> Check if the selected days should follow an alternate cycle day schedule. Select the cycle.
<b>Description</b>	Check if the selected days should be included, excluded, or skipped from a cycle.  <b>Cycle:</b> If Exclude or Skip was selected in the Include in Cycle field, select the appropriate cycle day.

Table 5: Copy Calendar Field Descriptions

## ADDING MARKING PERIODS

The marking periods must be made in the LEA-level 9000 building. To access the marking periods in eSchoolPLUS, follow the steps below.

1. On the toolbar, navigate to the Quick Search bar and type **Building Checklist**.



Screenshot 16: Quick Search Building Checklist

2. Click the **Building Checklist** value in the menu.

3. The **Building Checklist** page will open.
4. Select Building **9000 – LEA Administration**.
5. In the **Registration** section, select **Marking Periods**.

**View Options**

Building\* 9000 - LEA Administration

When clicking "Next" icon, skip steps marked as complete

Building uses the following\*

- Attendance
- Career Plan
- Fees
- Home Access Center
- Interventions
- Medical
- Mark Reporting
- Notifications
- Registration
- Scheduling
- Teacher Access Center

Registration		Scheduling		Attendance	
Option	Complete	Option	Complete	Option	
Building Definition	✓	Scheduling Intervals		Marking Periods	
Registration Building Configuration	✓	Scheduling Building Configuration		Attendance Build	
Cycle Days	✓	Marking Periods		Attendance Peri	
Calendar	✓	Scheduling Periods		Attendance Inter	
Marking Periods		Scheduling Timetables		Attendance View	

Screenshot 17: Building Checklist

The **Marking Periods** page will open. Complete the required fields indicated with an asterisk (\*). See the table below for the field descriptions.

**Marking Periods**

Building 9000 - LEA Administration

**Durations**

Duration Code*	Description*	Summer School	Number of Weeks*	Number in Year*	
		<input type="checkbox"/>			<input type="checkbox"/>

**Weeks**

Marking Period*	Description*	Duration Type	Marking Period Order*	Start Week*	End Week*	State Code Equivalent

**Marking Period Dates**

Marking Period	Start Date*	End Date*

Screenshot 18: Marking Periods

Field Name	Section	Description
<b>Duration Code</b>	Durations	The Duration code is a single alpha character. <b>Note:</b> OSSE does not have pre-defined codes; however, the codes are used to identify the type of marking period. <b>Example:</b> “Q” for Quarter. “S” for Semester. “T” for Trimester.
<b>Description</b>	Durations	The duration's description. <b>Example:</b> The LEA entered “Q” in the Duration field for Quarter. In the Description, “Quarter” is entered to describe the duration code.
<b>Number of Weeks</b>	Durations	Indicates the number of weeks in the duration. This is a numeric field. <b>Example:</b> Each quarter contains 9 weeks. In the number of weeks field, “9” will be entered.
<b>Number in Year</b>	Durations	Indicates the number of this duration in the school year. This value determines the number of rows that will be generated from this row in the Weeks panel.  <b>Example:</b> The LEA has elected quarters; there are four quarters in the year. The user will enter the number 4. If the duration was trimesters, the user would enter 3.
<b>Marking Period</b>	Weeks	A code identifying a set of weeks; for example, M1 could represent marking period 1. Note for LEAs that use eSchoolPLUS as their SIS: This code displays various scheduling reports, student schedule screens, and the master schedule.
<b>Marking Period Order</b>	Weeks	The marking period order is the order of the period occurs. This is displayed in reports and the master schedule. To sort by the marking period order, click the Marking Period Order header. Click again to reverse the order.
<b>Start Week</b>	Weeks	The first week in the marking period. This is the number of the week of the marking period.  The Start Week and End Week default based on the number of weeks set for this duration type.  <b>Example:</b> Q1’s start week is the first week of the school year. In the Start Week field, the number 1 is entered.
<b>End Week</b>	Weeks	This is the end week of the marking period. This is a numeric field.  The Start Week and End Week default based on the number of weeks set for this duration type.  <b>Example:</b> Q1’s duration is 9 weeks. In the End Week field, number 9 is entered. For Q2’s the end week entered is 18.
<b>Scheduling Interval</b>	Weeks	This field displays only for schools using Scheduling. The scheduling interval is associated with this marking period week unit. Students can only be scheduled into courses that meet in the scheduling interval that is being processed.

Field Name	Section	Description
		<b>Example:</b> A district has two scheduling intervals R (for regular) and S (for summer school). When scheduling is run for the R interval, only courses with marking period weeks associated with the R scheduling interval are processed.
<b>Term</b>	Weeks	The semester or trimester for the marking period weeks unit. <b>Note for LEAs that use eSchoolPLUS as their SIS:</b> If your building has multiple marking period records with the same report card run number, make sure that the Term value is set to the same value on all rows for the report card run. It is invalid for a report card run to be assigned to more than one term. This field only displays if a building-level Mark Reporting Configuration record exists.
<b>Report Card Run</b>	Weeks	The report card runs for the marking period weeks unit. <b>Note for LEAs that use eSchoolPLUS as their SIS:</b> In Mark Reporting, each run is set up to allow only specific types of grades, such as marking period, exam, semester, or final. This field only displays if a building-level Mark Reporting Configuration record exists.
<b>State Code Equivalent</b>	Weeks	The State Code Equivalent. This is not required.
<b>Marking Period</b>	Marking Period Dates	System generated based on the durations defined for the building.
<b>Start Date</b>	Marking Period Dates	The first date in the marking period. The date must be within the range of dates for the track.
<b>End Date</b>	Marking Period Dates	The last day in the selected marking period. The date must be within the date range for the track.

Table 6: Marking Period Field Descriptions

- In the **Duration Code** field, enter one character.
  - This value should indicate how the LEA handles the marking periods. **Example:** **Q** -Quarterly, **S**-Semester, **T**-Trimester, etc.
- In the **Description** field, enter the full description.
  - Enter the number of weeks per duration and the total number in the year in the corresponding fields.
- Once complete, select the down arrow and select **Create Marking Periods**.

The screenshot shows a web interface for 'Building 9000 - LEA Administration'. A section titled 'Durations' contains a table with the following data:

Duration Code*	Description*	Summer School	Number of Weeks*	Number in Year*	
Q	Quarter	<input type="checkbox"/>	9	4	<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>

A 'Create Marking Periods' button is located to the right of the table.

Screenshot 19: Marking Period Durations

The **Weeks** and **Marking Periods** sections will auto populate based on the duration and calendar.

- The user may edit the dates.
- To save the marking periods, select the save icon at the top of the page.

**Weeks**

Weeks information has been generated but has not been saved. ✕

Marking Period*	Description*	Duration Type	Marking Period Order* ↑	Start Week*	End Week*	State Code Equivalent
Q1	<input type="text" value="Q1"/>	Q	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text"/>
Q2	<input type="text" value="Q2"/>	Q	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="text" value="18"/>	<input type="text"/>
Q3	<input type="text" value="Q3"/>	Q	<input type="text" value="3"/>	<input type="text" value="19"/>	<input type="text" value="27"/>	<input type="text"/>
Q4	<input type="text" value="Q4"/>	Q	<input type="text" value="4"/>	<input type="text" value="28"/>	<input type="text" value="36"/>	<input type="text"/>

**Marking Period Dates**

Dates information has been generated but has not been saved. ✕

Marking Period	Start Date*	End Date*
Q1	<input type="text" value="08/28/2025"/>	<input type="text" value="11/09/2025"/>
Q2	<input type="text" value="11/10/2025"/>	<input type="text" value="01/22/2026"/>
Q3	<input type="text" value="01/23/2026"/>	<input type="text" value="04/06/2026"/>
Q4	<input type="text" value="04/07/2026"/>	<input type="text" value="06/19/2026"/>

Screenshot 20: Marking Period Weeks and Periods

## APPENDIX A – CALENDAR CODES

Below is the list of OSSE-defined calendar codes that LEAs should use to create calendars in eSchoolPLUS for specific grade levels of programs. The standardization of the calendar codes allows OSSE to quickly extract and apply calendar information to the attendance in LEA Attendance Qlik application and for each LEA/School/Program.

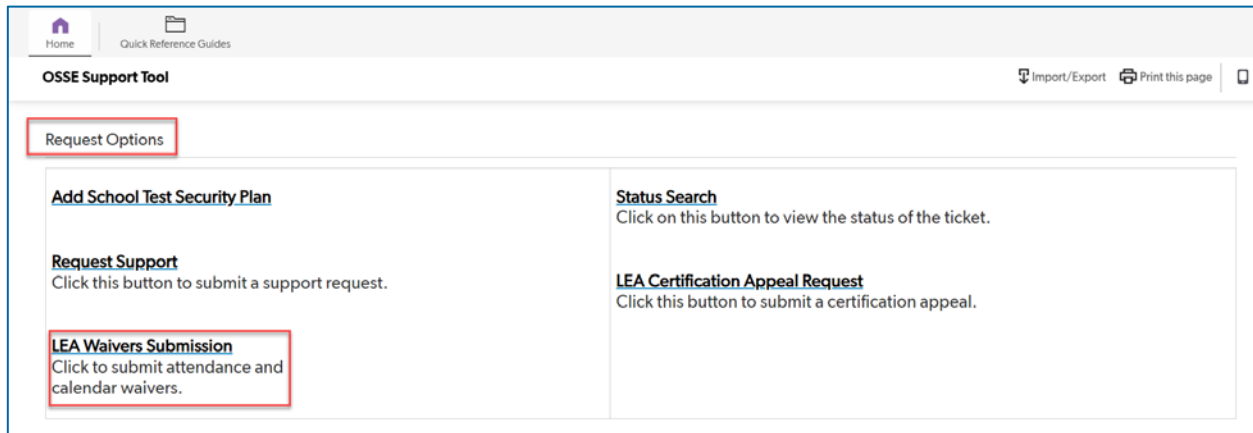
Calendar (eSchoolPLUS Calendar Code)	Description	Grade Level	Which LEA can use this code?
<b>R</b>	<b>Regular</b>	R	All LEAs
<b>S</b>	<b>Summer School</b>	S	eSchoolPLUS LEAs offering Summer School
<b>E</b>	<b>ESY</b>	E	All LEAs offering ESY
<b>W</b>	<b>W (tWelve)</b>	12	All LEAs
<b>V</b>	<b>V (eleVen)</b>	11	All LEAs
<b>T</b>	<b>T (Ten)</b>	10	All LEAs
<b>9</b>	<b>9</b>	9	All LEAs
<b>8</b>	<b>8</b>	8	All LEAs
<b>7</b>	<b>7</b>	7	All LEAs
<b>6</b>	<b>6</b>	6	All LEAs
<b>5</b>	<b>5</b>	5	All LEAs
<b>4</b>	<b>4</b>	4	All LEAs
<b>3</b>	<b>3</b>	3	All LEAs
<b>2</b>	<b>2</b>	2	All LEAs
<b>1</b>	<b>1</b>	1	All LEAs
<b>H</b>	<b>H (Head start)</b>	PK3	All LEAs
<b>P</b>	<b>P (Preschool)</b>	PK4	All LEAs
<b>K</b>	<b>K (Kindergarten)</b>	KG	All LEAs
<b>A</b>	<b>A (Adult)</b>	AD	All LEAs

## APPENDIX B – PROCESS TO SUBMIT WAIVER FORMS

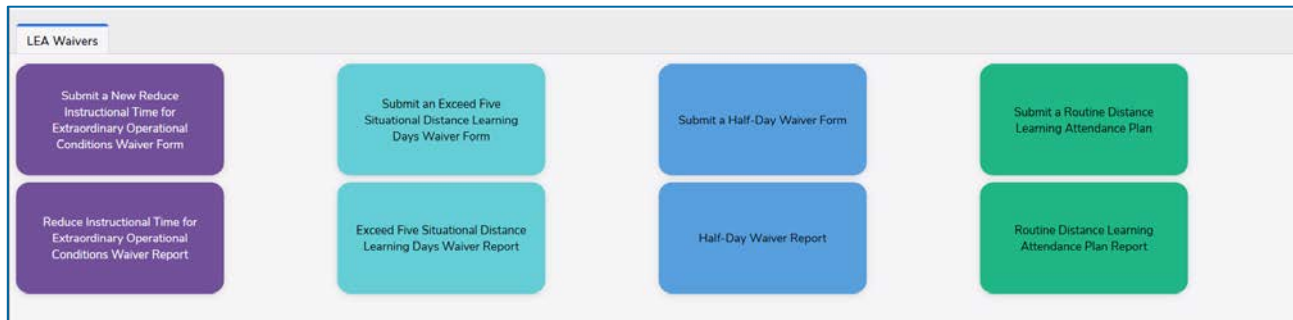
This document gives an overview of how to submit a calendar or instructional day waiver form in the [OSSE Support Tool](#) (OST). Below are four forms that an LEA data manager can submit for consideration:

1. Reduce Instructional Time for Extraordinary Operational Conditions Waiver Form.
2. Exceed the Five Situational Distance Learning Days Waiver Form.
3. Weekly Half-Day Waiver Form.
4. Routine Distance Learning Attendance Plan Submission Form.

On the OST dashboard, **LEA Waivers Submission** is displayed under **Request Options**.



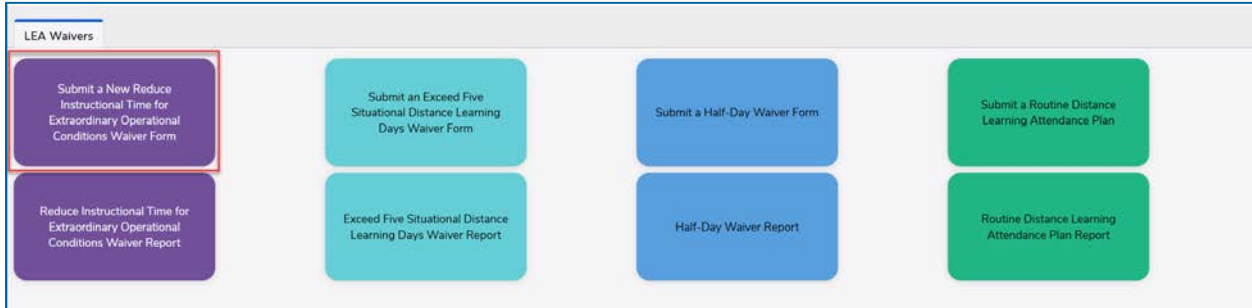
- Click on **LEA Waivers Submission**.
- The **LEA Waiver Submission** page will open.



As seen in the above image the user will see two buttons for each form. The button on the top opens a new form and the button below navigates users to a report with all the submissions and outcomes submitted by the LEA.

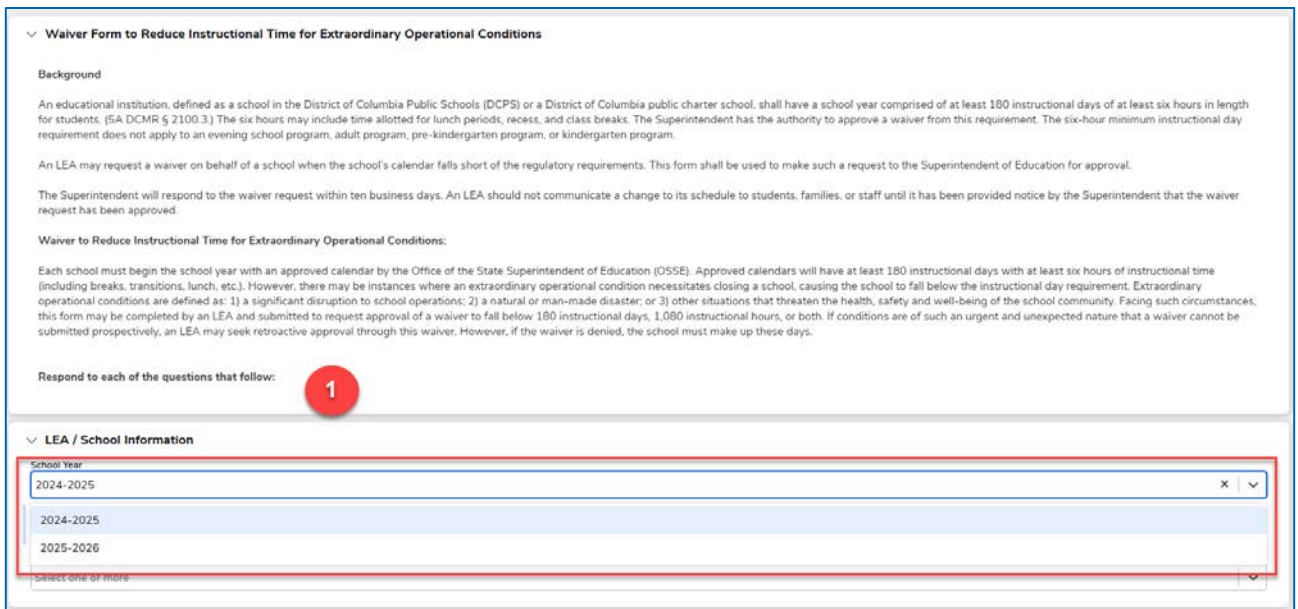
**REDUCE INSTRUCTIONAL TIME FOR EXTRAORDINARY OPERATIONAL CONDITIONS WAIVER FORM**

On the LEA Waiver Submission screen, click **Submit a New Reduced Instructional Time for Extraordinary Operational Conditions Waiver Form**. A new waiver form will open.



In the LEA/School Information section:

1. In the **School Year** dropdown, select the school year. School Year dropdown will display the current and upcoming school years.



2. In the **Select LEA** dropdown field, select the LEA.



- The **School Name** field will appear. This is a multi-select field. If a waiver is being submitted for all schools within the LEA, select the **All Schools** option.

- Upon selecting the applicable school(s), users must complete the Questions section

- Click on “Add Waiver Date Time” button to open a grid on a new tab to input Dates Waiver Requested For, Hours Waiver Requested For and Waiver Type. Upon completion and saving (Save & close button), click the Return to continue editing the waiver form button to return to the form.

Dates Waiver Requested For	Hours Waiver Requested For	Waiver Type

6. To submit, in the Ready to Submit the Waiver? Select Yes.

A screenshot of a web form showing a dropdown menu titled "Ready to Submit the Waiver?". The dropdown is open, showing three options: "No", "Yes", and "No". The "Yes" option is highlighted in blue. A red circle with the number "6" is positioned above the dropdown menu.

7. The **Signatures** section will only display when all the required sections are completed, including the **Ready to Submit the Waiver**. To continue, check the affirmation check box.

A screenshot of the "Signatures" section in a web form. It features a red circle with the number "7" above a paragraph of text. Below the text is an unchecked checkbox. To the right, there are two input fields labeled "Waiver Signed By:" and "Waiver Attestation Timestamp".

8. Click the **Save Form and Return to Dashboard** or the **Save** option.

A screenshot of a button labeled "Save Form and Return to Dashboard" with a red circle containing the number "8" above it. To the right of the button is a smaller blue button labeled "Save".

## VIEW PENDING/SUBMITTED REDUCE INSTRUCTIONAL TIME FOR EXTRAORDINARY OPERATIONAL CONDITIONS WAIVERS

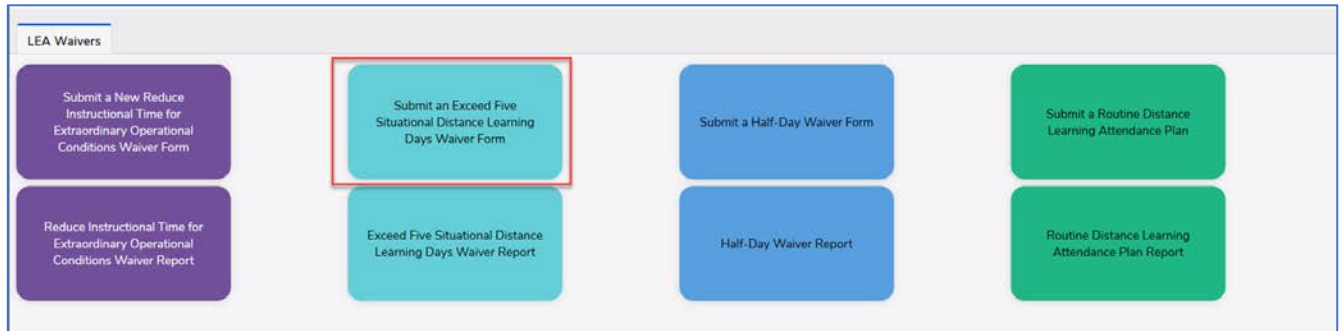
To view pending submissions or submitted forms select the **Reduced Instructional Time for Extraordinary Operational Conditions Waiver Report** button. A table will appear with the pending and submitted waiver.

A screenshot of the "Waiver Report" interface. On the left, there are two purple buttons: "Submit a New Reduce Instructional Time for Extraordinary Operational Conditions Waiver Form" and "Reduce Instructional Time for Extraordinary Operational Conditions Waiver Report". A red arrow points from the second button to the right. The right side shows a table with the following columns: LEA Code, LEA Name, Waiver Signed By, Waiver Signed On, Review Outcome, Reviewer Notes, and Waiver Status. Below the table, there is a message "No records found" with a cube icon.

Users will receive an email notification when a new form is submitted and when a decision has been made.

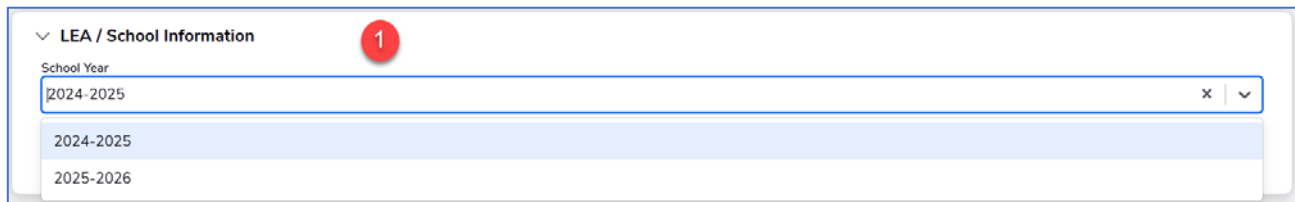
## EXCEED FIVE SITUATIONAL DISTANCE LEARNING DAYS WAIVER FORM

On the LEA Waiver Submission screen, click **Submit an Exceed Five Situational Distance Learning Days Waiver Form**.



In the **LEA/School Information** section:

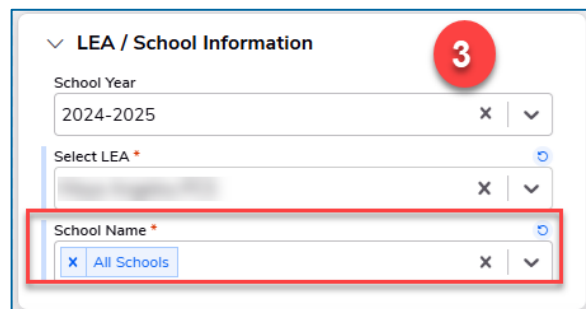
1. In the **School Year** dropdown, select the school year. School Year dropdown will display the current and upcoming school years.



2. In the Select LEA dropdown field, select the LEA.



3. The **School Name** field will appear. This is a multi-select field. If a waiver is being submitted for all schools within the LEA, select the **All Schools** option.



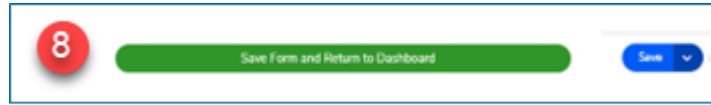
4. Upon selecting the applicable school(s), users must complete the **Questions** section.

5. Click on “Add Waiver Date Time” button to open a grid on a new tab to input “Dates Waiver Requested For”, “Hours Waiver Requested For” and “Waiver Type”. Upon completion and saving (Save & close button), click the Return to continue editing the waiver form button to return to the form.

6. To submit, in the **Ready to Submit the Waiver?** dropdown menu selects **Yes**.

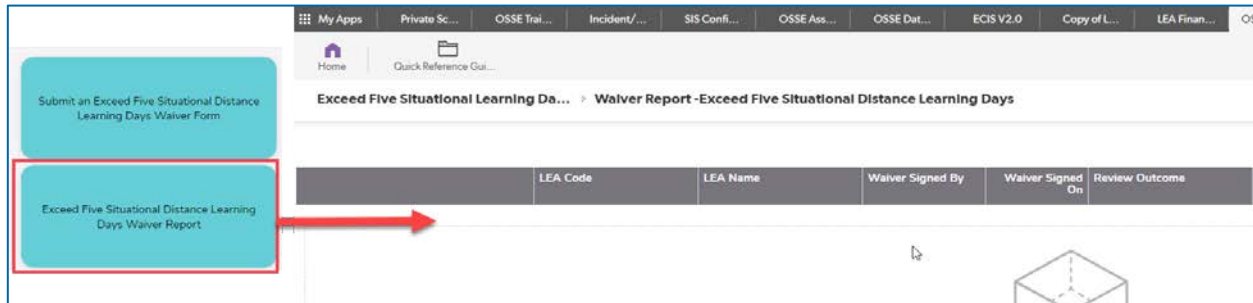
7. The **Signatures** section will only display when all the required sections are completed, including the **Ready to Submit the Waiver**. To continue, check the affirmation check box.

- Click the **Save Form and Return to Dashboard** or the **Save** option to submit the form.



## VIEW PENDING/SUBMITTED EXCEED FIVE SITUATIONAL DISTANCE LEARNING DAYS WAIVERS

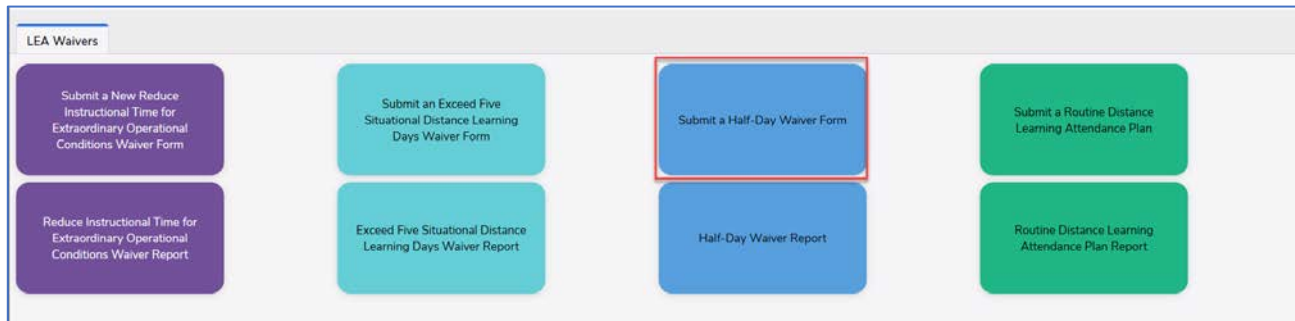
To view pending submissions or submitted forms select the **Exceed Five Situational Distance Learning Days Waiver Report** button. A table will appear with the pending and submitted waiver.



Users will receive an email notification when a new form is submitted and when a decision has been made.

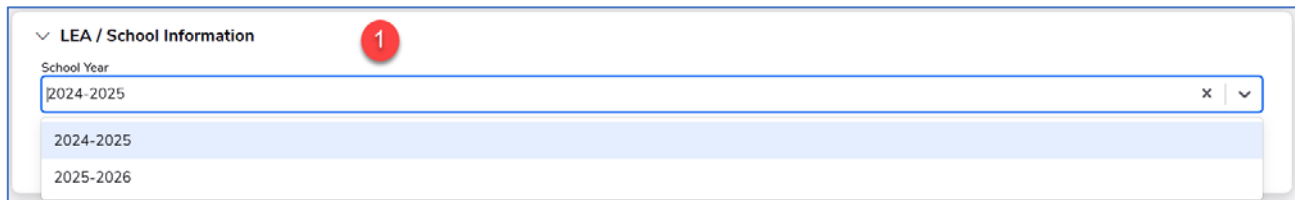
## HALF-DAY WAIVER FORM

On the LEA Waiver Submission screen, click **Submit a Half-Day Waiver Form**.



In the LEA/School Information section:

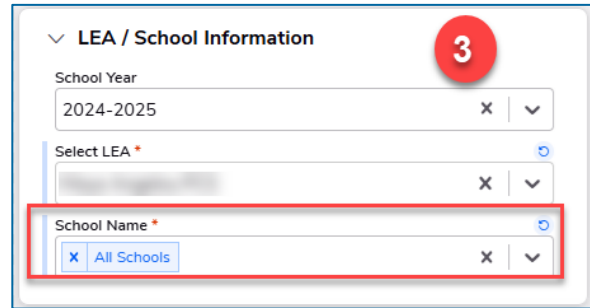
- In the **School Year** dropdown, select the school year. School Year dropdown will display the current and upcoming school years.



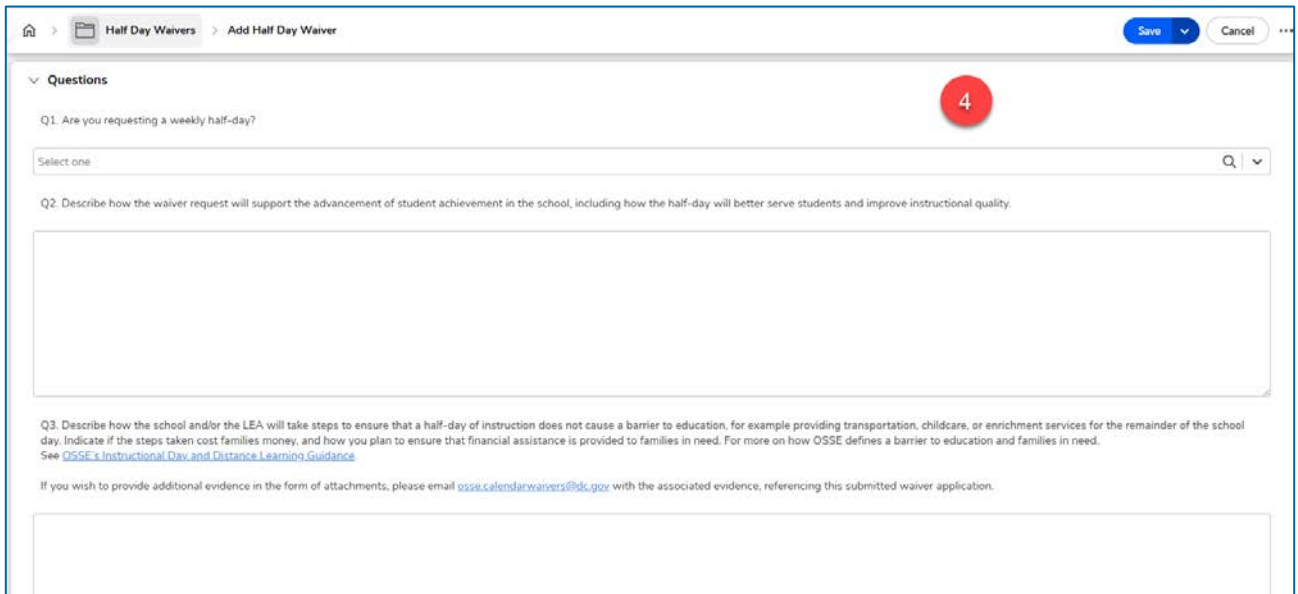
2. In the **Select LEA** dropdown field, select the LEA.



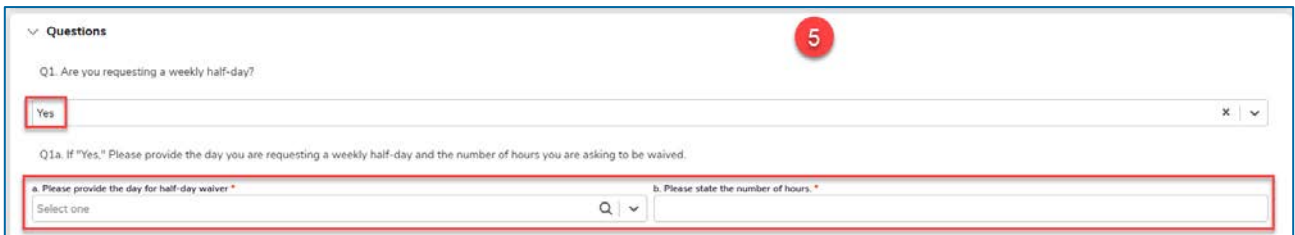
3. The **School Name** field will appear. This is a multi-select field. If a waiver is being submitted for all schools within the LEA, select the **All Schools** option.



4. Upon selecting the applicable school(s), users must complete the **Questions** section.



5. If the answer to “Q1. Are you requesting a weekly half-day?” is “Yes”, then additional questions are displayed. Enter the day of the week for which a weekly waiver is being requested and the hours waiver is requested for.



- If the answer to “Q1. Are you requesting a weekly half-day?” is “No”, then “Add Waiver Date Time” button is displayed.

Questions

Q1. Are you requesting a weekly half-day?

No

Add Waiver Date Time

- Click on “Add Waiver Date Time” button to open a grid on a new tab to input “Dates Waiver Requested For”, “Hours Waiver Requested For” and “Waiver Type”. Upon completion and saving (Save & close button), click the Return to continue editing the waiver form button to return to the form.

Weekly Half-Day Waiver

371

New Waiver Date Time More

0 Waiver Date Time records

	Dates Waiver Requested For	Hours Waiver Requested For	Waiver Type

Save & close Cancel

- To submit, in the **Ready to Submit the Waiver?** Select **Yes**.

Ready to Submit the Waiver? \*

No

Yes

No

- The **Signatures** section will only display when all the required sections are completed, including the **Ready to Submit the Waiver**. To continue, check the affirmation check box.

Signatures

By checking this box, the submitter, as an authorized LEA representative, attests that the information in this request is accurate to the best of their knowledge. Further, any description of action steps described in this waiver request will be executed upon approval of the waiver. If approved, the waiver is in place only for the school year for which the waiver request is made and does not mean future requests will be honored. For a half day waiver, the submitter assures that the instructional half day is for at least three hours, and the waived three hours are spread across the remaining instructional days of the week. Finally, the school should ensure that it makes the necessary modifications to its calendar to align with the approval of the waiver with OSSE procedures.

Waiver Signed By:

Waiver Signed On:

- Click the **Save Form and Return to Dashboard** or the **Save** option.

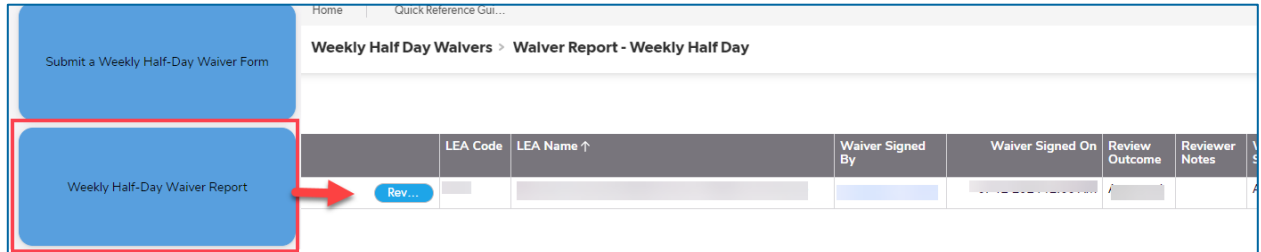
10

Save Form and Return to Dashboard

Save

## VIEW PENDING/SUBMITTED EXCEED FIVE SITUATIONAL DISTANCE LEARNING DAYS WAIVERS

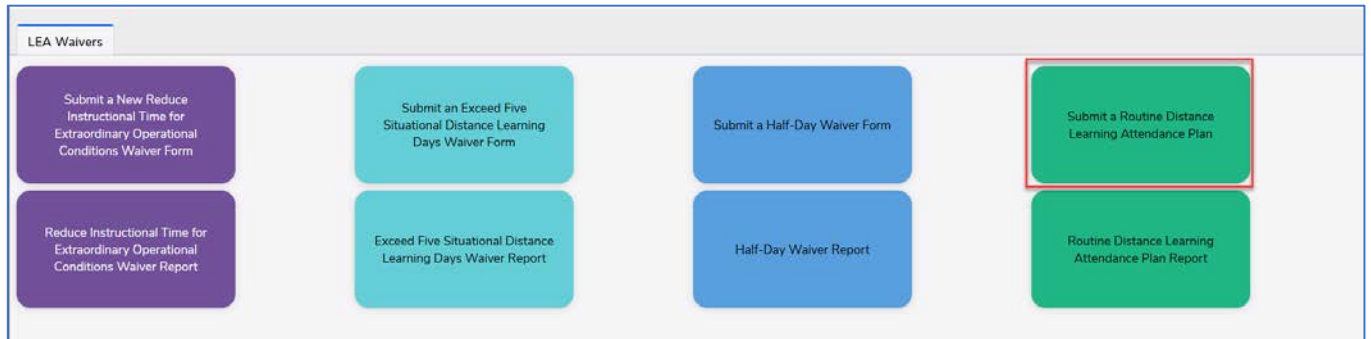
To view pending submissions or submitted forms select the **Exceed Five Situational Distance Learning Days Waiver Report** button. A table will appear with the pending and submitted waivers.



Users will receive an email notification when a new form is submitted and when a decision has been made.

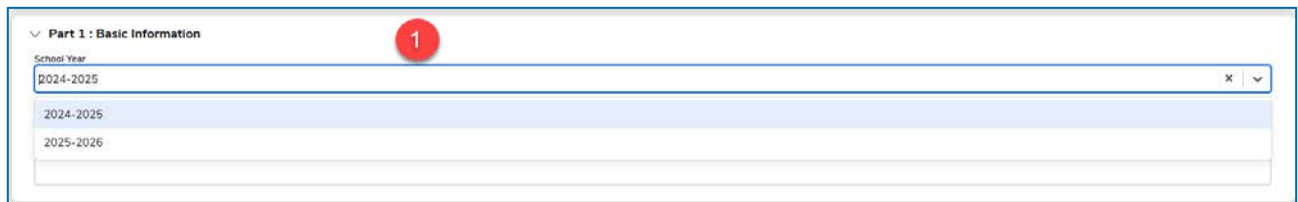
## ROUTINE DISTANCE LEARNING ATTENDANCE PLAN

On the LEA Waiver Submission screen, click **Submit a Routine Distance Learning Attendance Plan** to open a new form.



In the LEA/School Information section:

1. In the **School Year** dropdown, select the school year. School Year dropdown will display the current and upcoming school years.



2. In the **Select LEA** dropdown field, select the LEA.

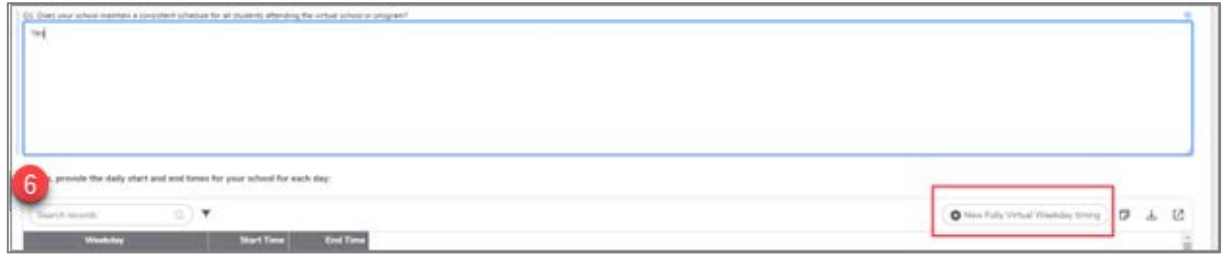
3. The **School Name** field will appear. This is a multi-select field. If a waiver is submitted for all schools within the LEA, select the **All Schools** option.

4. Upon selecting the applicable school(s) and inputting the Names of Attendance Monitor(s), users must complete the Questions section. LEA data managers will need to click on “Save and Keep Working” at least once to be able to add weekday timings as applicable.
5. There are then two options (“Option A” or “Option B”) for LEAs to complete, depending on the operational posture for their drafted distance learning plan.

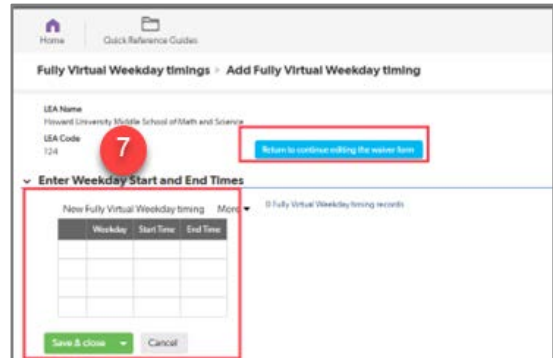
**(Option A)** If the LEA is submitting a plan for full-time virtual learning, then they must respond “Yes” to “Q1: Does your school maintain a consistent schedule for all students attending the virtual school or program?” This will lead to a new, previously hidden section that users must complete to indicate their regular start and end time. To see the next section, users must click on “Save & keep working” (displayed below) once.

**(Option B)** If the LEA is submitting a plan for full-time virtual learning, then they must respond “No” to “Q1: Does your school maintain a consistent schedule for all students attending the virtual school or program?” The user will need to fill in the applicable sections under Q1.

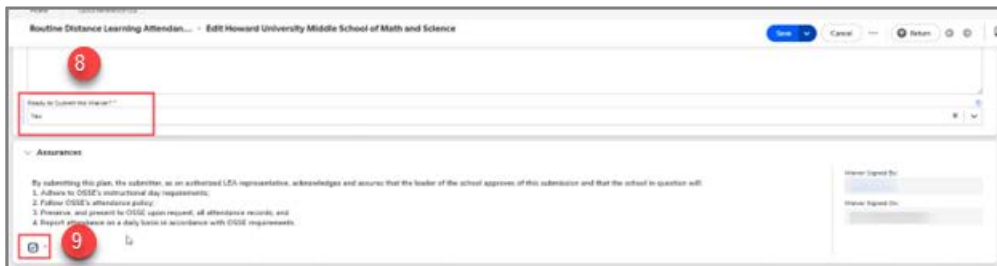
6. By responding **Yes** to **Q1**, and selecting **Save & keep working**, the **New Fully Virtual Weekday timing** button appears for the user to input timings (displayed below).



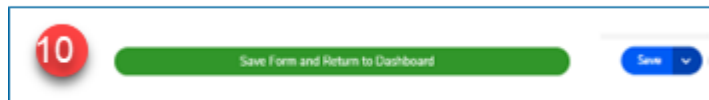
7. Click on the **New Fully Virtual Weekday** timing button to open a grid on a new tab to input start and end times. Upon completion and saving (**Save & close** button), click the **Return to continue editing the waiver form** button to return to the form.



- 8. To submit, in the **Ready to Submit the Waiver?** Select **Yes**.
- 9. The **Assurance** section will only display when all the required sections are completed, including the **Ready to Submit the Waiver**. To continue, check the affirmation check box.



- 10. Click the **Save Form and Return to Dashboard** or the **Save** option.



## VIEW PENDING/SUBMITTED ROUTINE DISTANCE LEARNING ATTENDANCE PLANS

To view pending submissions or submitted forms, select the **Routine Distance Learning Attendance Plan Report** button. A table will appear with the pending and submitted waivers.

The screenshot displays the eSchoolPLUS interface. On the left, there are two green buttons: "Submit a Routine Distance Learning Attendance Plan" and "Routine Distance Learning Attendance Plan Report". A red box highlights the second button, with a red arrow pointing to the first column of the table below. The table has the following columns: LEA Code, LEA Name, Name(s) of Attendance Monitor(s), Waiver Signed By, Waiver Signed On, Review Outcome, Reviewer Notes, and Waiver Status. A "Rev..." button is visible in the first row of the table.

LEA Code	LEA Name	Name(s) of Attendance Monitor(s)	Waiver Signed By	Waiver Signed On	Review Outcome	Reviewer Notes	Waiver Status
Rev...							