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## eSchoolPLUS Calendars

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**Extended School Year (ESY) and Summer School Guide**



## Calendars for ESY and Summer School in eSchoolPLUS

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## Calendars for ESY and Summer School in eSchoolPLUS

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### OVERVIEW

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This guide is intended to provide step-by-step instructions to non-eSchoolPLUS LEAs. Non-eSchoolPLUS LEAs are LEAs that are **not using eSchoolPLUS as the Student Information System (SIS)**. However, all LEAs must create a calendar for each school year which reflects all membership and non-membership days. This includes Extended School Year (ESY) and summer school.

LEAs are responsible for the following:

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

### eSchoolPLUS LEAs

If eSchoolPLUS will be used to manage students ESY and/or summer school registration and attendance, then the calendars must be created in the summer school environment. **Please contact the OSSE eSchoolPLUS POC assigned to the LEA for additional support to set up ESY and/or summer school.**



## Calendars for ESY and Summer School in eSchoolPLUS

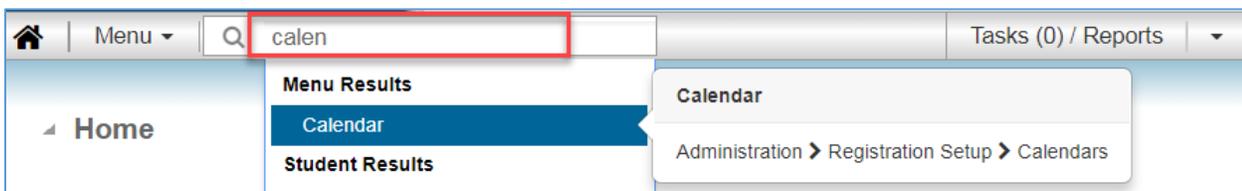
### Login to eSchoolPLUS

1. Go to <https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/>.
2. Login to eSchoolPLUS using your eSchoolPLUS username and password.

### Adding a Calendar

The LEA should create one calendar in the 9000 building if all schools, grade levels and programs meet on the same instructional days for ESY and Summer School. If the LEA's schools follow different calendars, a separate calendar must be created for each building hosting an ESY or Summer School program.

1. Navigate to the Quick Search bar and type "**Calendar**".



2. Click the "**Calendar**" value in the menu.
3. The **Calendar Search** page will open. Click the **Add (+)** icon to create a new calendar.

**NOTE:** The calendar search page will display any calendars already created in the search results section. User can click on the calendar to make edits.



The

**Calendar** page will open. Complete the required fields indicated with an asterisk (\*).

The screenshot shows the 'Calendar' form. It has a 'Definition' section with fields for 'Building\*' (1044 - RSP Academy Train), 'Calendar\*' (E), and 'Description\*' (Extended School Year (ESY)). Below this is a 'Dates' section with 'First Day of School\*' (07/01/2019) and 'Last Day of School\*' (08/02/2019). To the right of the dates is a 'Days Calendar Meets' section with checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Below this is a 'Values' section with fields for 'Default Membership Value\*' (1,000), 'Days in Cycle\*' (5), 'First Day of Cycle\*' (Monday), 'State Equivalency Code', 'Number of Calendar Days\*' (33), 'Number of Membership Days\*' (25), and 'Set as Default Calendar\*' (checkbox).



## Calendars for ESY and Summer School in eSchoolPLUS

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

Field Name	Description
<b>Building*</b>	Select the building associated with the calendar.  <b>NOTE:</b> LEA-level calendar should be associated to the 9000 building. School- and Program-level calendar should be associated with the related school building.
<b>Calendar*</b>	Enter calendar codes based on the standardized codes provided by OSSE. Enter the one-character code identifying the calendar type.  <b>NOTE:</b> Refer to <a href="#">Appendix A: eSchoolPLUS Calendar Codes</a> for the OSSE defined calendar codes. If the LEA needs to create a different calendar, then the calendar code cannot be one of the OSSE defined calendar codes.
<b>Description*</b>	Enter the calendar's title or brief description – i.e. grade, program name or regular calendar.
<b>First Day of School*</b>	Select the calendar's first instructional date for ESY and/or Summer School.
<b>Last Day of School*</b>	Select the calendar's last instructional date for ESY and/or Summer School.
<b>Days Calendar Meets</b>	Check the boxes for the days of the week when instruction is provided to students.
<b>Values</b>	Enter 1 for any calendar.
<b>Default Membership Value*</b>	LEA's will enter (1) for regular full school day.  <b>NOTE:</b> For LEAs using eSchoolPLUS as their SIS the below values should be used. <ul style="list-style-type: none"><li>• Value 1 = Full membership/Instructional day</li><li>• Value .5 = Half Membership/Instructional day</li><li>• Value 0 = Non-Membership/instructional day</li></ul>
<b>Days in Cycle*</b>	Enter "5" if the instructional days for the calendar are Monday – Friday. Enter "6" if the instructional days for the calendar are Monday – Saturday.
<b>First Day of Cycle*</b>	Enter the day of the week that corresponds to the first day in the school calendar for ESY or Summer School. <i>For example, if 7/01/2019 is the first day of ESY, then "Monday" must be selected.</i>
<b>Number of Calendar Days</b>	This is system-calculated to display the total days that school meets from the First Day to Last Day of ESY or Summer School.
<b>Number of Membership Days</b>	This is system-calculated to display the total days in the calendar that count for membership.
<b>Set as Default Calendar</b>	Check if this is to be the default calendar.

5. After completing the required field, click the **Save** (📁) icon.

### Editing a Calendar

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.



## Calendars for ESY and Summer School in eSchoolPLUS

Calendar Search Simple Advanced

Search Criteria

Search Results

Page 1 of 1 100 View 1 - 1 of 1

Building	Description	Month View
1044 - RSP Academy Train	E - Extended School Year (ESY)	

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

### Adding Non-instructional Day(s)

#### INDIVIDUAL DAYS

6. Navigate to the month, click the specific date. The page will refresh with the date displayed.
7. In the **Day Type** field, select a reason for the non-instructional day.
8. In the **Day Information** section, uncheck the **Membership Day** checkbox.
9. For LEAs using eSchoolPLUS as their SIS, update the **Cycle Flag** and **Alternate Cycle** fields.
10. The below table provides descriptions of the fields on the **Calendar Day** page.
11. Click the **Save** () icon.



## Calendars for ESY and Summer School in eSchoolPLUS

The below table 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>E - 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>I - 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>S - 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 use Skip, you can also change the cycle code for the day.</p>
<b>Cycle Code</b>	<p><b>Only for LEAs using eSchoolPLUS as their SIS:</b></p> <p>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.</p>
<b>Day Type</b>	Select the most appropriate reason for the non-instructional day
<b>Alternate Cycle</b>	Enter the cycle for days that are shorter than normal, if applicable.
<b>Day Information</b>	<p><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.)</p> <p><b>Value:</b> The day's membership value; for example, 0 for a non-membership day or 1.0 for a regular membership day.</p> <p><b>Attendance Day:</b> Checked if attendance is taken on this day.</p> <p><b>Include in Totals:</b> Checked if the day is included in attendance totals.</p>
<b>Week Number*</b>	This field is not used.

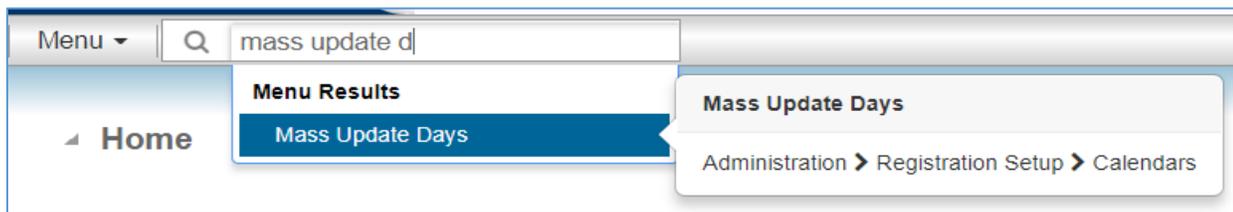


## Calendars for ESY and Summer School in eSchoolPLUS

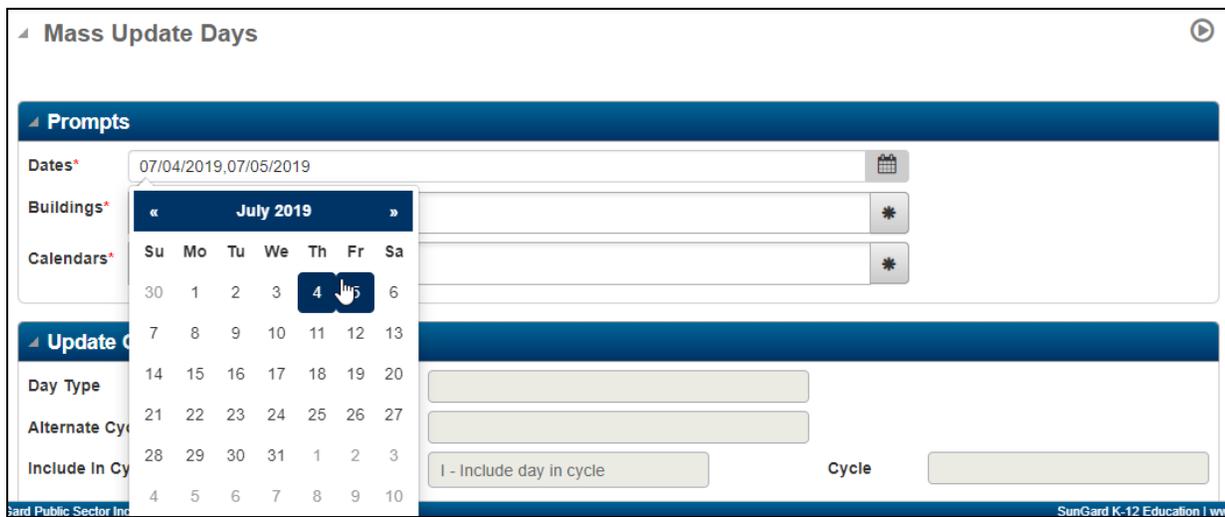
<b>Instructional Time</b>	<b>Only for LEAs using eSchoolPLUS as their SIS:</b> Amount of instructional time for the day. For most sites, this field is used only for informational purposes.
<b>Day Number</b>	This is system-calculated to indicate the total days to date, starting with the calendar's first 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.

### MULTIPLE DAYS

1. Navigate to the Quick Search bar and type "**Mass Update Days**".



The **Mass Update Days** page will open.





## Calendars for ESY and Summer School in eSchoolPLUS

**Update Calendar Day Information**

<b>Day Type</b>	<input type="checkbox"/> Update	<input style="width: 95%;" type="text"/>
<b>Alternate Cycle</b>	<input type="checkbox"/> Update	<input style="width: 95%;" type="text"/>
<b>Include In Cycle</b>	<input type="checkbox"/> Update	<input type="text" value="I - Include day in cycle"/> <span style="margin-left: 20px;"><b>Cycle</b></span> <input style="width: 100px;" type="text"/>
<b>Membership</b>	<input type="checkbox"/> Update	Day in Membership <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Membership Value <input style="width: 100px;" type="text"/> <input type="checkbox"/> Is Attendance Day <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Include in Totals <input type="radio"/> Yes <input type="radio"/> No
<b>Week Number</b>	<input type="checkbox"/> Update	<input style="width: 100px;" type="text"/>

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

Field Name	Description
<b>Dates*</b>	Select the dates to update. Click to select multiple dates in the date Help window.
<b>Buildings</b>	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 do not apply.
<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>Day Type</b>	Check to change the description assigned to the selected days. Select the most appropriate reason for the non-instructional day.  <b style="color: red;">NOTE:</b> For LEAs using eSchoolPLUS as their SIS – The most appropriate reason for the instructional day may be added.
<b>Alternate Cycle</b>	<b style="color: red;">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>Include in Cycle</b>	<b style="color: red;">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.
<b>Membership</b>	Check to update the membership value for the membership days – see the table in the <a href="#">Individual Days</a> section for more details.
<b>Week Number</b>	<b style="color: red;">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.



## Calendars for ESY and Summer School in eSchoolPLUS

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

**Mass Update Days** Unsaved Changes

**Prompts**

Dates\* 07/04/2019,07/05/2019

Buildings\*

Calendars\*

**Update Cycle**

Day Type

Alternate Cycle

Include In Cycle  I - Include day in cycle

Cycle

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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.

## COPYING CALENDARS

This feature can be used if the LEA needs to create multiple calendars. After creating a calendar, the calendar can be copied to reflect different instructional days. This feature saves time when creating two or more calendars with slightly different instructional or non-membership days.

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

**Calendar Search** Simple Advanced

Search Criteria

Search Results

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Building	Description	Month View
1044 - RSP Academy Train	E - Extended School Year (ESY)	

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## Calendars for ESY and Summer School in eSchoolPLUS

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

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.

9. Click the **Save** (📁) icon.



## Calendars for ESY and Summer School in eSchoolPLUS

### ADDITIONAL ASSISTANCE

Please submit an [OSSE Support Tool \(OST\) ticket](#).

### Appendix A: eSchoolPLUS 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 Charter Sector Attendance and DCPS Attendance Qlik applications and for each LEA/School/Program.

<u>Calendar</u> (eSchoolPLUS Calendar Code)	<u>Description</u>	<u>Grade Level</u>	<u>Which LEA can use this code?</u>
<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