



Calendar Creation in eSchoolPLUS

LEA User Guide



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OVERVIEW

The purpose of this guide is to outline how the LEA Data Manager can create and manage calendars in eSchoolPLUS. All LEAs must create a calendar for each school year which reflects all membership and non-membership days (or instructional and non-instructional days). The LEAs will be 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 the school year, if applicable.

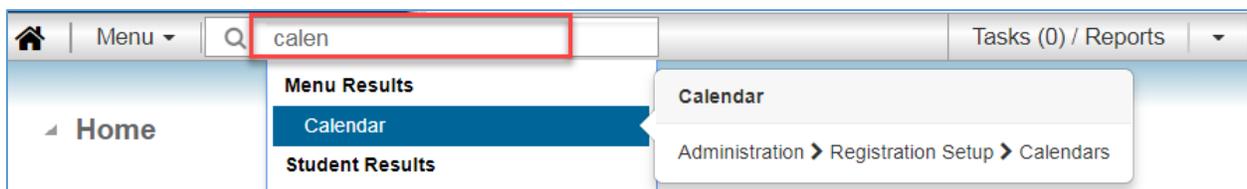
Login to eSchoolPLUS

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

Adding a Calendar

If the LEA has one calendar for all associated schools, grade levels and programs, then only one calendar should be created in the 9000 building. If the LEA's schools follow different calendars – i.e. the non-instructional days are the 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. For example, at a high school, students in the grade 12 end the school year earlier than the other grades, therefore a calendar should be created for grade 12 with the calendar code of “W”.

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.





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

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

Field Name	Description
Building*	Select the building associated with the calendar. NOTE: LEA-level calendar should be associated to the 9000 building. School- and Program-level calendar should be associated with the related school building.
Calendar*	Enter calendar codes based on the standardized codes provided by OSSE. Enter the one-character code identifying the calendar type. NOTE: Refer to Appendix A: eSchoolPLUS Calendar Codes 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.
Description*	Enter the calendar's title or brief description – i.e. grade, program name or regular calendar.
First Day of School*	Select the calendar's first instructional date. NOTE: For LEAs using eSchoolPLUS as their SIS - This date will be the first academic date of the school to support a stage 4 enrollment.
Last Day of School*	Select the calendar's last instructional date. NOTE: For LEAs using eSchoolPLUS as their SIS - This date will be the last academic date of the school.
Days Calendar Meets	Checked the boxes for the days of the week when educational instructions are provided to students.
Values	Enter 1 for any calendar.



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Field Name	Description
Default Membership Value*	LEA's will enter (1) for regular full school day. NOTE: For LEAs using eSchoolPLUS as their SIS the below values should be used. <ul style="list-style-type: none"> • Value 1 = Full membership/Instructional day • Value .5 = Half Membership/Instructional day • Value 0 = Non-Membership/instructional day
Days in Cycle*	Enter "5" if the instructional days for the calendar are Monday – Friday. Enter "6" if the instructional days for the calendar are Monday – Saturday. NOTE: For LEAs using eSchoolPLUS as their SIS – for example, if the school has an AB cycle, enter "2".
First Day of Cycle*	Enter the day of the week that corresponds to the first day in the school calendar. <i>For example, if 8/21/2019 is the first day of school, then "Wednesday" must be selected.</i>
Number of Calendar Days	This is system-calculated to display the total days that school meets from the First Day to Last Day of School.
Number of Membership Days	This is system-calculated to display the total days in the calendar that count for membership.
Set as Default Calendar	Check if this is to be the default calendar.

6. After completing the required field, click the **Save** (📁) icon.
7. To add non-instructional days, click the **View Details** (📄) icon. Go to the [EDITING A CALENDAR](#) section to step #5 for more details.

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.

The screenshot shows the 'Calendar Search' interface with 'Simple' and 'Advanced' search options. Under 'Search Results', there is a table with columns for Building, Description, and Month View. The entry 'R - OSSE Main Building' is highlighted, and a red box is drawn around the 'View Details' icon (📄) in the Month View column.



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)

ONE DAY AT A TIME

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

Field Name	Description
Cycle Flag*	Only for LEAs using eSchoolPLUS as their SIS:



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Field Name	Description
	<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>
Cycle Code	<p>Only for LEAs using eSchoolPLUS as their SIS:</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>
Day Type	<p>Select the most appropriate reason for the non-instructional day.</p> <p>NOTE: For LEAs using eSchoolPLUS as their SIS – The most appropriate reason for the instructional day may be added.</p>
Alternate Cycle	<p>Only for LEAs using eSchoolPLUS as their SIS:</p> <p>Enter the cycle for days that are shorter than normal, if applicable.</p>
Day Information	<p>Membership Day:</p> <p>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>Value: The day's membership value; for example, 0 for a non-membership day or 1.0 for a regular membership day.</p> <p>Attendance Day: Checked if attendance is taken on this day.</p> <p>Include in Totals: Checked if the day is included in attendance totals.</p> <p>NOTE: For LEAs using eSchoolPLUS as their SIS - This date will be the last academic date of the school.</p>
Week Number*	This field is not used.



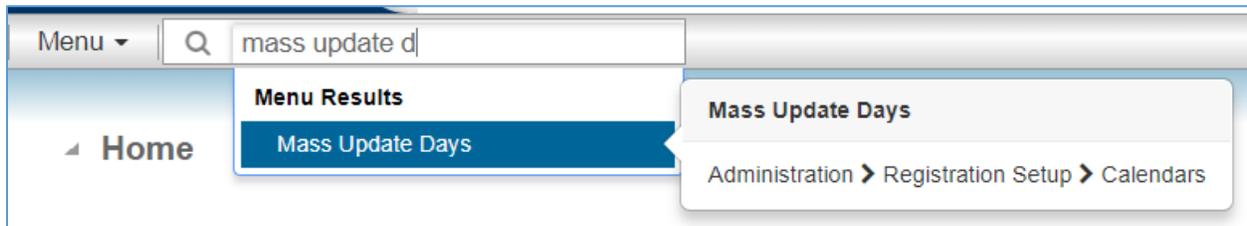
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Field Name	Description
Instructional Time	Only for LEAs using eSchoolPLUS as their SIS: Amount of instructional time for the day. For most sites, this field is used only for informational purposes.
Day Number	This is system-calculated to indicate the total days to date, starting with the calendar's first day.
Membership Day Number	This is system-calculated to indicate the total membership days to date, starting with the calendar's first membership day.
Day of Week	This is system-calculated to indicate the day of the week associated with this calendar day.

13. Click the **Save** (💾) icon.

MULTIPLE DAYS AT A TIME

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





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

Mass Update Days

Prompts

Dates*

Buildings*

Calendars*

Update Calendar Day Information

Day Type Update

Alternate Cycle Update

Include In Cycle Update **Cycle**

Membership Update

Day in Membership Yes No

Membership Value

Is Attendance Day Yes No

Include in Totals Yes No

Week Number Update

3. The below table 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 do 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. NOTE: For LEAs using eSchoolPLUS as their SIS – The most appropriate reason for the instructional day may be added.
Alternate Cycle	Only for LEAs using eSchoolPLUS as their SIS: Check if the selected days should follow an alternate cycle day schedule. Select the cycle.



Calendar Creation in eSchoolPLUS v3

Field Name	Description
Include in Cycle	<p>Only for LEAs using eSchoolPLUS as their SIS: Check if the selected days should be included, excluded, or skipped from a cycle.</p> <p>Cycle: If Exclude or Skip was selected in the Include in Cycle field, select the appropriate cycle day.</p>
Membership	Check to update the membership value for the membership days – see the table in the One Day at a Time section for more details.
Week Number	<p>Only for LEAs using eSchoolPLUS as their SIS: This is system-calculated to indicate the total days to date, starting with the calendar's first day.</p>

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

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

COPYING CALENDARS

This feature can be used if the LEA has multiple calendars. After a new calendar has been created in [ADDING A CALENDAR](#) section, 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.



Calendar Creation in eSchoolPLUS v3

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.

The screenshot shows the 'Calendar Search' interface. At the top, there are tabs for 'Simple' and 'Advanced'. Below that is a 'Search Criteria' section. The main area is 'Search Results', which displays a table with the following data:

Building	Description	Month View
9000 - LEA Administration	9 - Example	
9000 - LEA Administration	R - Regular School Year	

The 'R - Regular School Year' row is highlighted with a red box. The interface also includes pagination controls showing 'Page 1 of 1' and 'View 1 - 2 of 2'.

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

The screenshot shows the 'Copy Calendar' interface. It has a title bar with a save icon, a search icon, and a refresh icon. Below the title bar are two main sections:

- Copy Calendar From:** This section contains two dropdown menus. The first is labeled 'Building*' and is set to '9000 - LEA Administration'. The second is labeled 'Calendar*' and is set to 'R - Regular School Year'.
- Copy Calendar To:** This section contains three input fields: a dropdown menu for 'Building', a dropdown menu for 'Calendar', and a text input field for 'Description'.

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
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.



Calendar Creation in eSchoolPLUS v3

Field Name	Description
Buildings	Check to change the description assigned to the selected days. Select the most appropriate reason for the non-instructional day. NOTE: For LEAs using eSchoolPLUS as their SIS – The most appropriate reason for the instructional day may be added.
Calendar	Only for LEAs using eSchoolPLUS as their SIS: Check if the selected days should follow an alternate cycle day schedule. Select the cycle.
Description	Check if the selected days should be included, excluded, or skipped from a cycle. Cycle: If Exclude or Skip was selected in the Include in Cycle field, select the appropriate cycle day.

9. Click the **Save** (💾) icon.

ADDING AN ESY AND SUMMER SCHOOL CALENDAR

FOR LEAs USING eSCHOOLPLUS FOR CALENDARS AND POINTS OF CONTACTS

LEAs who only use eSchoolPLUS to add and edit calendars and points of contacts (POCs), are required to create ESY and summer school calendars in the building where ESY and/or summer school will be held.

FOR ADDING AN ESY CALENDAR

1. To create an ESY calendar, follow the steps in the [ADDING A CALENDAR](#) section.
2. For step #4, in the **Calendar** field enter “E” to indicate the calendar is for ESY.

OSSE will use the dates to ensure students with disabilities are available in Special Education Data System (SEDS) for ESY and later OSSE exits students in SEDS five business day after the last day of ESY. This ensures the LEAs offering ESY are able to finalized students’ records in SEDS, and allows the LEAs providing educational services during the next school year has access to the student in SEDS.

FOR ADDING AN SUMMER SCHOOL CALENDAR

1. To create a summer school calendar, follow the steps in the [ADDING A CALENDAR](#) section.
2. For step #4, in the **Calendar** field enter “S” to indicate the calendar is for summer school.

OSSE will use the dates to allow LEAs time to rollover their SIS for the next school year. This ensures the LEAs offering summer school are able to finalized students’ records in their SIS, and OSSE to know the earliest possible date to expect the LEAs to begin sending data for the next school year.

FOR LEAs USING eSCHOOLPLUS AS THEIR SIS

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.



FURTHER ASSISTANCE FOR USERS

For any questions, concerns or require further assistance, please submit a ticket through the [OSSE Support Tool \(OST\)](#).

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: How can the LEA Data Manager get access to eSchoolPLUS?

A: LEA staff considered the LEA Data Manager has the ability to add and modify calendars in eSchoolPLUS. If the LEA Data Manager needs access to eSchoolPLUS, the person should submit a ticket in the [OSSE Support Tool](#).

Q: Can I have more than one Regular School Year calendar?

A: Yes, if they are associated to different buildings.

Q: What if the Charter Sector Attendance and DCPS Attendance Qlik application show a “**NS**” for not submitted and not “**NSD**” for non-school day?

A: Ensure the eSchoolPLUS calendar is accurate with the Membership Day either check or uncheck. If the calendar is correct then submit an OST ticket. If the LEA uses eSchoolPLUS as its SIS, then contact the assigned OSSE eSchoolPLUS POC for further support.



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