Louisiana Believes

School Calendar System (SPC) User Guide

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State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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SYSTEM OVERVIEW

The purpose of the School Calendar System (SPC) is to provide automated school calendars to identify the time made available to instruct students. School calendars are used for many purposes, including: editing dates in the Student Information System (SIS), calculating Average Daily Attendance, and Average Daily Enrollment (ADM), and verifying compliance with legislated requirements for minimum minutes and days of instruction.

School calendars describe the days between the first day of school and last day of school including teacher-only days, holidays, and early dismissal days, emergency days and make-up days. This information is included within Local Education Agency (LEA) and Charter Managing Organization (CMO) district level calendars, default calendars and site level calendars.

The range of an instructional school year is the period of time between the first day of class devoted to teaching courses outlined in the ***Program of Studies*** and identified in the school system's ***Pupil Progression Plan***, and the last day of class devoted to teaching such courses. Instruction time includes any periods that students are present for testing and/or evaluation, but it excludes whole or part-days when students attend only to receive report cards.

A regular school session calendar may range from the traditional two-semester school year, up to a year-round school year of four semesters. This regular school session calendar does not include summer school: i.e., those classes held during the summer months, primarily for students to earn extra credit, to repeat a class, or to attend special classes.

DATA SUBMISSION

School calendar data must be submitted to the Calendar System (SPC) during scheduled data collection periods. Calendar data can be submitted through file uploads or directly updated online. Each LEA determines the method by which it creates and maintains the records containing Calendar data. Extracts of these data submitted to the LDOE must follow the applicable record layouts as described in this guide.

Each time a file upload is made, if there are errors, error reports are generated which can be downloaded and/or saved to the computer. Error reports are to be examined promptly to ensure the submission was completed and the data was processed successfully. After making corrections, the data must be resubmitted until the data are error free and accurate. Only error-free record sets will be uploaded to the database.

Prior to the closing of the scheduled data collection period, districts should view reports online or request reports for downloading and/or printing to verify their data is accurate and complete for the scheduled data collection period.

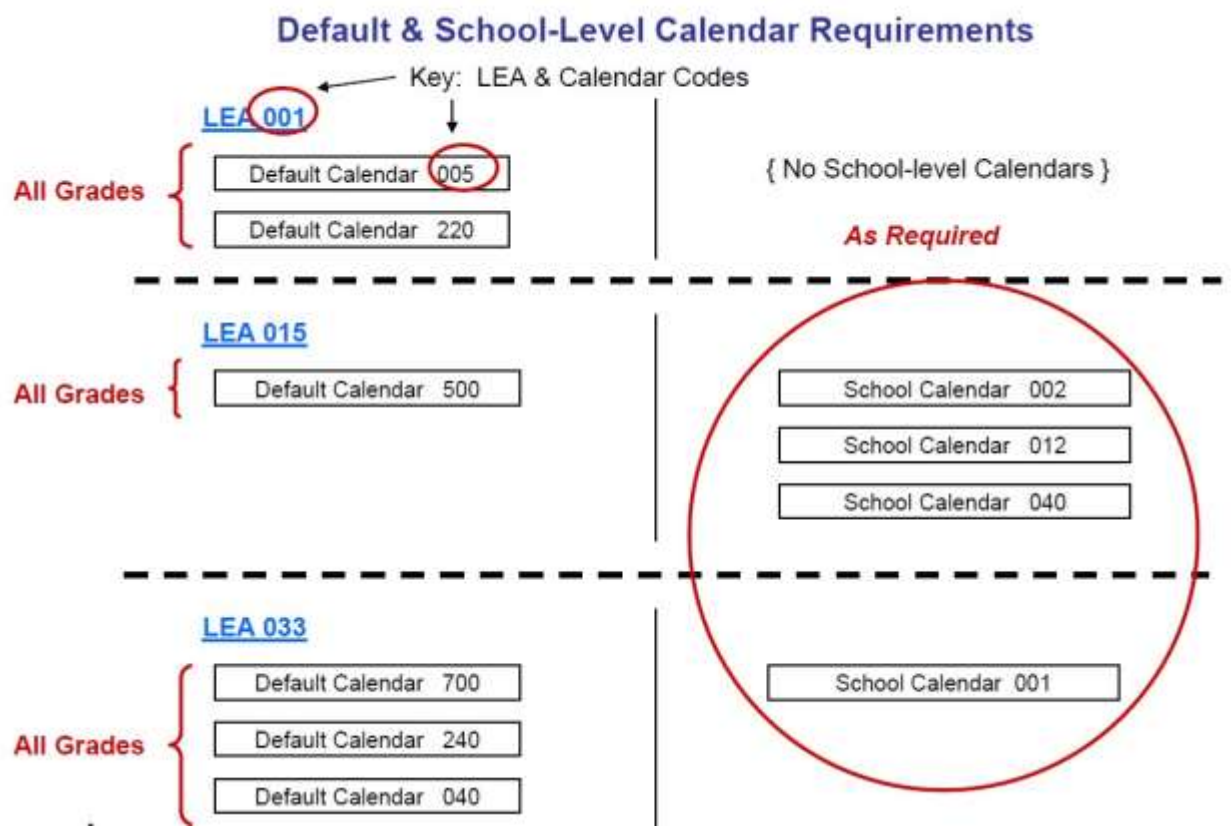
DISTRICT LEVEL CALENDARS OR DEFAULT CALENDARS

District Level or "Default" Calendars are required for each Local Education Agency (LEA). These are calendars without a specific School/Site Code that when taken together and encompass all grades authorized within the LEA. "Default" calendars will apply to any classes or grades for which a specific site level calendar is not provided. A single site LEA such as a Type 2 charter school should submit only district level calendars.

SITE / SCHOOL LEVEL CALENDARS

The automated school calendar identifies the time made available to instruct students, every class within a school may have its own separate calendar (*see Figure 1*). For the purpose of applying school calendar reporting requirements, a class will be defined as one or more students who are reportable in the Student Information System (SIS) with the same site code, grade placement, and who are scheduled to attend school for the same number of periods, instructional minutes, and specific dates over the school session.

Figure 1 – Default and School Level Calendar Requirements



GRADES K THROUGH 12 CALENDARS

Specific requirements of the Louisiana Revised Statutes and policies of the State Board of Elementary and Secondary Education (BESE) are used to quantify a minimum period or amount of instructional time for grades one through twelve, and the equivalent "non-graded" classes.

The following strategy may be used when deciding how to create calendars:

- If the instruction-related dates and times apply for every grade at a site/school, one calendar could be created for that site/school.
- If the instruction-related dates and times are the same for several (but, not all) grades at a school, one calendar could be created for that group of grades.
- If the instruction-related dates and times are identical for all classes in a specific grade, then a single calendar could be created for that grade.
- If the instruction-related dates and times for any site/school, grade, or class differ from the district-wide "default" calendar(s), a separate calendar could be created for each.

GRADES INFANTS, PRESCHOOL AND PREKINDERGARTEN CALENDARS

Although the specific requirements of the Louisiana Revised Statutes and the policies of the State Board of Elementary and Secondary Education (BESE) used to quantify a minimum period or amount of instructional time do not apply to infants [grade code=15], preschool [grade code=20], and/or prekindergarten [grade code=24], calendars are needed in order to edit enrollment and exit dates for these students when their data is entered into the Student Information System (SIS). LEAs can assign these grade codes to their default or site level calendars without regard to the calendar's content concerning number of periods per day, instructional minutes per day, number of semester, or the associated events (holidays, teacher-only days, etc.).

NOTE: The selected calendar's **first day of class** must be equal to or earlier than the first day these students could be enrolled **and** the **last day of class** must be equal to or later than the last day these students could be exited under the LEA's schedule of services.

GRADES ADDED AFTER SCHOOL BEGINS

When a grade is added at a site after school begins, the new grade must be included in the Actual or End-Of-Year (EOY) calendar by adding the grade to the "Planned" (original) calendar or submitting a separate calendar for that grade. Conversely, if a school is closed during the school year and its students moved to other schools, the End-Of-Year (EOY) calendar still requires resubmission of any site level calendars for the closed school so the related exit data for those students may be captured and processed accurately in the Student Information System (SIS).

SCHOOL CALENDAR DATABASE

A new School Calendar System (SPC) database is created each year. This database can be updated throughout the year during scheduled data collection periods. Each LEA determines the method by which it creates and maintains the records containing its school calendar data. Upload files submitted to the LDOE must be formatted using specific record layouts and data elements as described in APPENDIX B – RECORD LAYOUTS AND DATA ELEMENTS.

LINK TO OTHER LDOE SYSTEMS

The School Calendar System (SPC) database is linked by the Calendar Code to the Student Information System (SIS) database. During scheduled data collection periods, the Student Information System (SIS) database is updated with student records containing a Calendar Code for each student which is used to track attendance.

The **School Calendar System (SPC)** is linked to the **Student Information System (SIS)** database by the ***Calendar Code***.

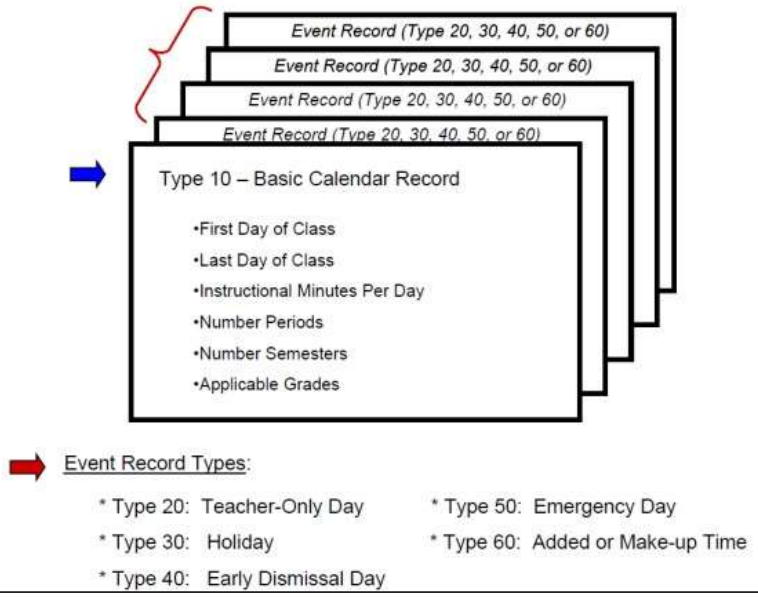
Due to the linking of data between these systems, Data Coordinators must ensure error-free submission of School Calendar System (SPC) data prior to submitting the Student Information System (SIS) data.

If changes are made to a particular district or site calendar in SPC (e.g., delete the calendar, change the first or last day of class, modify the grade configuration, etc.), changes are being made, in effect, to the student records in the SIS database using that same ***Calendar Code***. Such wide-ranging changes may or may not be what was intended, so Data Coordinators must be aware of the effect of changing a Calendar.

SCHOOL CALENDAR RECORD SET

The School Calendar or School Calendar "Record Set" consists of a Basic Calendar Record (Type 10) together with associated Event Records (Types 20, 30, 40, 50, and 60) which add, subtract, or otherwise qualify instruction/non-instruction days or minutes for the school session inclusive of the first and last days of the school session. The school district assigns each school calendar in a unique ***Calendar Code*** (001-999), which applies to the whole school calendar "record set."

Figure 2 – School Calendar "Record set"



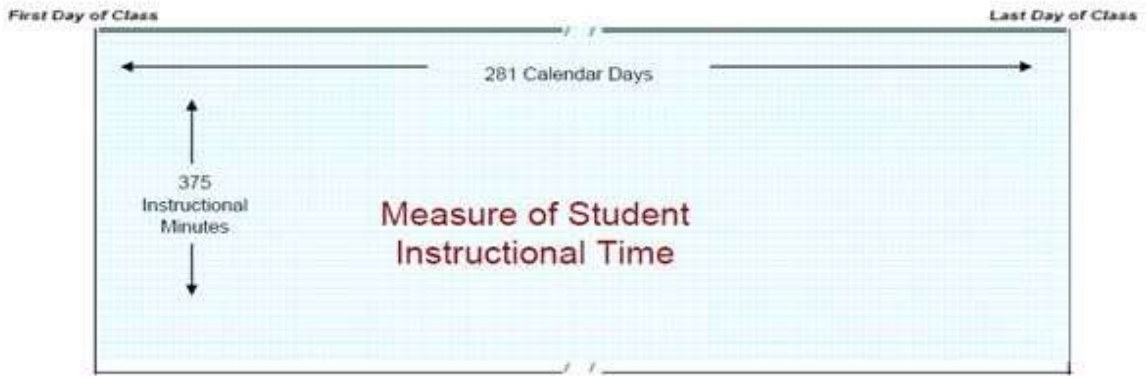
Basic Calendar Record (Type 10)

The Basic Calendar Record (Type 10) is used to define a regular school session calendar (i.e. excluding the period of summer school). Each Type 10 record within a LEA's school calendar must have a different calendar code. This record includes the following:

- the district and/or or site/school to which the calendar applies
- the first and last days of class for the school session
- the grade(s) of the specific class(es) covered by this calendar
- the number of instructional minutes
- the number of class periods in the normal school day for the covered classes/grades
- the number of semesters included in the school session

Weekends are automatically designated as non-instructional days.

Figure 3 – Basic Calendar Record (Type 10)



Event Records (Types 20, 30, 40, 50, 60)

The available instructional time for the school session is affected by planned events, scheduled absences, emergency closures and make-up time that modify the school calendar. These events are recorded on Events Records (Types 20, 30, 40, 50, and 60).

Teacher-Only Days (Type 20)

This record identifies planned, non-instructional, whole weekday or whole weekend days (Mon.-Fri., Sat., or Sun.) when students are not present for example, in-services, workshops, planning days, parent-teacher conferences, etc. While these days do not affect calculation of instructional days, it should include teacher-only days which occur on weekends and those occurring prior to the first day of class or after the last day of class for the school session. The dates for teacher-only days cannot be the same as those included in the associated Basic Calendar Record (Type 10) as first day of class for students or last day of class for students, nor can they fall within the beginning date or ending dates for other Event Records (Types 20, 30, 40, 50, or 60).

Holidays (Type 30)

This record identifies scheduled holidays, which can be defined as the scheduled absence of both students and staff for any whole weekday(s) **ONLY** within the school session. The holiday designation does not include any day(s) the school/facility is closed due to an emergency. Reportable holidays may be any weekday(s) between, but not including, the last day of class for students and first days of class for students for the school session. Holidays should include any between-semester breaks which occur within the regular school session.

NOTE: Each calendar submitted by an LEA must comply with the BESE holiday policies contained in the Louisiana Handbook for School Administrators (Bulletin 741): for example, §333 designates Presidential Election Day (every 4 years) a public school holiday within Louisiana.

When submitting calendars, make every effort to use common names for holidays and school breaks. Some examples of names include:

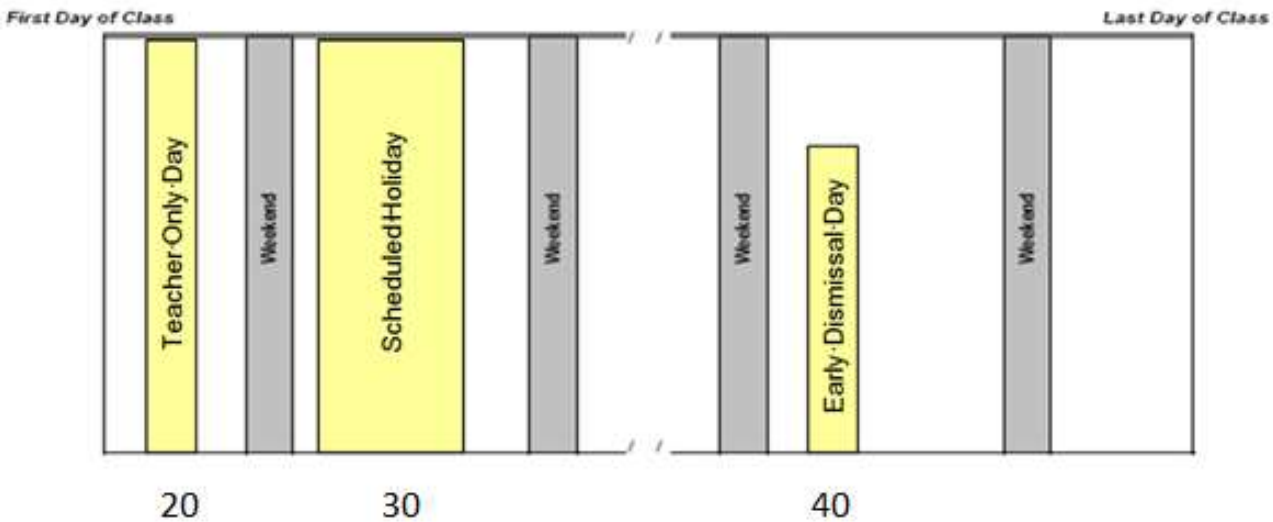
- MLK Holiday
- President's Day
- Mardi Gras
- Spring Break
- Good Friday
- Memorial Day
- Labor Day
- Constitution Day
- Fall Festival
- Veteran's Day
- Election Day
- Thanksgiving Break
- Christmas/New Year's Break

Early Dismissal (Type 40)

This record identifies part-day instruction (whether planned or emergency) which occurs on a part-weekday ONLY during the school session; and can include the first days of class for students and/or last days of class for students (if less than full days). This record requires entry of the number of minutes of instruction.

Any part-days of instruction during Monday-Friday (e.g., short first day(s) of school, students present part-day for evaluation, part-day holidays, part-day emergencies, etc.) must be identified as Student Early Dismissal Days, together with the number of minutes of instruction given on each part day.

Figure 4 – Event Records (Types 20, 30, 40)



Emergency Closure (Type 50)

This record identifies any whole weekday(s) ONLY on which the facility/school was closed due to an emergency. This includes events such as inclement weather, fires, floods, chemical spills, etc. Emergency days may be any weekday(s) between, but not including, the last day of class for students and first days of class for students for the school session.

Make-Up Time (Type 60)

During the school year, emergency closures may result in insufficient instructional time. In order to meet the minimum instructional time, the LEA has options to:

1. Lengthen the remaining instructional days,
2. Re-designate weekend day(s) as instructional days(s) and/or
3. Extend the school year by changing the last day of class (Type 10 record)

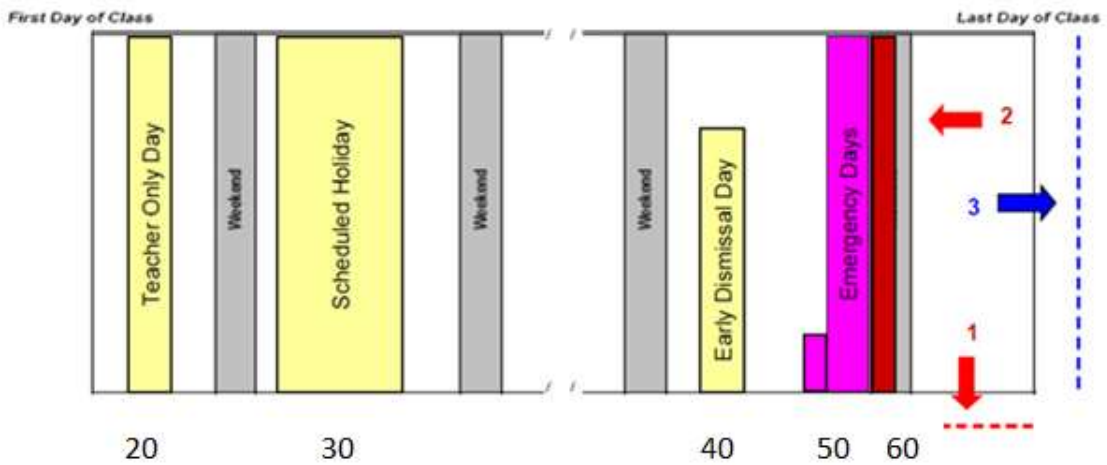
The Event Record (Type 60) identifies, in minutes, any extra whole or part day(s) of instruction that are scheduled to make up for emergency days or early dismissal days; extend the length of an instructional day(s) beyond the number of minutes of instruction in the Basic Calendar; and/or designate a weekend day (i.e., Saturday or Sunday) as a whole or part day of instruction.

This record must be used if a weekend day (i.e., Saturday or Sunday) is to be designated for make-up time. The period covered by the beginning dates and ending dates cannot include/overlap both weekdays and weekend days.

Any instructional time that is in addition to a school's normal weekday minutes of instruction, or any part-days of instruction that occur on a Saturday or Sunday must be individually entered into the calendar as Make-Up Time/Days, together with the number of make-up minutes of instruction given each day. See the examples of allocating calendar make-up time following this section.

NOTE: If a make-up day is scheduled for a date which is later than the original last day of class for students, the determination whether a Type 60 Record is or is not used will depend upon various factors, which are addressed in Appendix F – Calculating Instructional Days.

Figure 5 – Event Records (Types 20, 30, 40, 50, 60)



Refer to APPENDIX F– CALCULATING INSTRUCTIONAL DAYS for information regarding the algorithm used for calculating equivalent instructional days for each submitted school calendar or school calendar record set.

PLANNED SCHOOL CALENDARS

Planned School Calendars show planned instructional time for each class, grade, and/or site/school. The planned school calendar is reported prior to the beginning of the school year. A planned LEA district level calendar augmented by several site level calendars may be adequate for most districts.

ACTUAL SCHOOL CALENDARS

Actual School Calendars, which are submitted during the End-Of-Year (EOY) data collection period, completely replaces the Planned School Calendars that were submitted prior to the beginning of the school year. During the EOY submission, the instructional time that was actually made available for each class, grade, and/or school within the district is reported. For year-round schools still in session at the calendar update deadline, districts will submit updates showing actual instruction through the update deadline, plus any remaining planned instruction through the end of the school session.

CREATING CALENDARS

The School Calendar System (SPC) will, unless instructed otherwise, count each weekday (Monday – Friday) within the range of instruction (inclusive of the First and last Days of class) as full days of instruction.

The district must further define the calendar by identifying any *whole weekdays* that are devoted to Teacher-Only Days, Holidays, or full-day Emergency Days and, thus, are not available for instruction

Any part-days of instruction during Monday-Friday (e.g., short first day(s) of school, students present part-day for evaluation, part-day holidays, part-day emergencies, etc.) must be identified as student early dismissal days, together with the number of minutes of instruction given on each part-day.

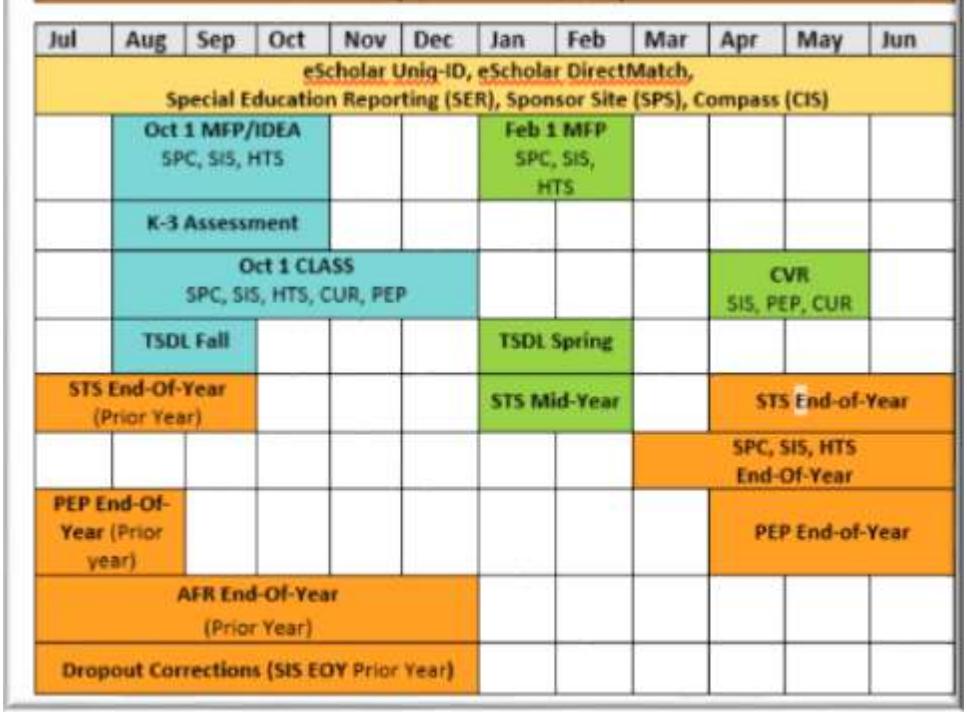
Conversely, any instructional time that is in addition to a school's normal weekday minutes of instruction, or any whole or part-days of instruction that occur on a Saturday or Sunday must be individually entered into the calendar as Make-Up Time/Days, together with the number of make-up minutes of instruction given each day.

Refer to APPENDIX E - DIFFERENT SCENARIOS FOR CREATING CALENDARS for examples of how to create different calendars based on specific scenarios or situations.

DATA COLLECTION CALENDAR

School Calendar System (SPC) data must be submitted during scheduled **data collection periods** prior to updating the Student Information System (SIS) data. The timeline, system specific due dates, and required activities for data collection can be found on the Benchmark Calendar posted on the LDOE INSIGHT Coordinator Portal. The following is the general data collection timeline for the School Calendar System (SPC).

Collection Periods	Collection Name	Application Systems
Always Open Collections		SPS, eScholar Uniq-ID, DirectMatch, SER, CIS
Fall Collections	Oct 1 MFP/IDEA	SPC, SIS, SER
	Oct 1 CLASS	SPC, SIS, CUR, PEP
	TSDL Fall	TSDL
	K-3 Assessment	SIS
Spring Collections	Feb 1 MFP	SPC, SIS, SER
	TSDL Spring	TSDL
	STS Mid-Year	STS
	CVR	CVR, SPC, SIS, CUR, PEP
End-Of-Year Collections	EOY	SPC, SIS, SER, AFR, PEP, STS



WHAT DATA IS COLLECTED

October 1 MFP (PROCESSING PERIOD 1**):** Planned School Calendars are required from all LEAs to support the October 1 MFP SIS data collection.	**October 1 CLASS (**PROCESSING PERIOD 2**):** Planned School Calendars are required from all LEAs to support the October 1 CLASS SIS data collection
February 1 MFP (PROCESSING PERIOD 3**):** Scheduled submission of Planned School Calendars are required from all LEAs to support the February 1 SIS data collection **ROLL-OVER:** October 1 CLASS calendars are rolled over to the Feb 1 MFP data collection period around mid-January to support the February 1 MFP SIS data collection. After the rollover, and during the open data collection period, calendars can also be updated as needed.	**End-Of-Year (**PROCESSING PERIOD 9**):** Scheduled submission of Actual or Final School Calendars is required from all LEAs to support the End-Of-Year SIS data collection. The End-of-Year calendar data when used in conjunction with the Student Information System (SIS) is used to calculate the total number of instructional days for the school year.

LDOE SYSTEMS ACCESS AND SECURITY

Data security standards define specific requirements for managing and controlling access to all LDOE Systems. Security goals require all personnel using the LDOE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDOE Systems and for troubleshooting security issues for the LEA. The Security Coordinator must be made aware of any changes in status for users (i.e., new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDOE Systems.

For authorization access and security issues, users should first contact their local Security Coordinator. Security issues that cannot be resolved by the local Security Coordinator should be referred to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION

Users requiring access to the LDOE Systems must complete a Security Request Form and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDOE System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

Levels of User Access

There are 2 levels of user access to the School Calendar System (SPC):

- LEA View – Users can view and extract the data but cannot modify the data
- LEA Update – Users can view and extract the data, upload the data, modify the data online

User IDs and Password Standards

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, $)
- New passwords cannot be the same as any of the previous 5 passwords

Resetting a Password Using the Password Reset System (PRS)

To change an initial password or to reset a forgotten or expired password, LDOE has implemented a self-service password reset system called *PRS*. The PRS URL is https://password.doe.louisiana.gov. The PRS User Guide can be found at https://password.doe.louisiana.gov/PRSHelp.pdf.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDOE Systems.

- **Hardware:** A PC connected to the Internet
- **Browser:** LDOE Systems are designed for **Internet Explorer,** Version 9.0 or lower
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file

SCREEN DISPLAY PROBLEMS

Problems with screen display for the LDOE Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

Internet Explorer (IE) Options

If there are problems with the LDOE Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter leads.doe.louisiana.gov in the "Address of Web site to allow" field.
- Go to Tools>>Pop up Blocker Settings>>choose "Turn off Pop-up Blocker."

Internet Explorer (IE) Compatibility View

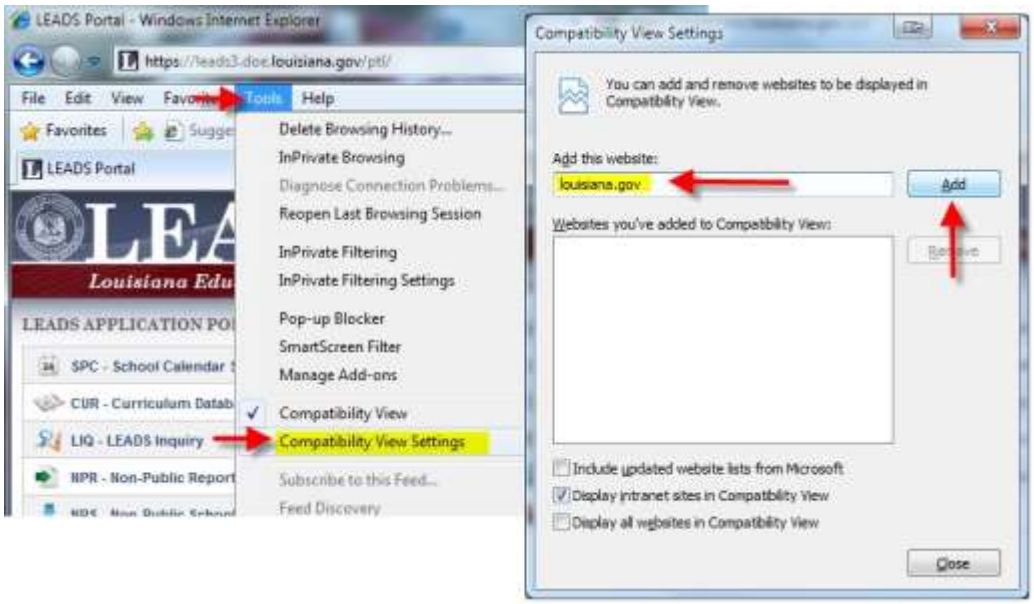
Compatibility View may be a solution for those IE users experiencing problems viewing LDOE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility view for a website by clicking the "Compatibility View" icon to the right of the address bar.

The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11,** Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, Click the "Tools" button on the menu bar, and then select the "Compatibility View Settings" option.

Then, in the text box under "Add this website", enter Louisiana.gov and click the "Add" button.
Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



LDOE Login Screen

To access the LDOE Application Systems, users must enter a **User ID** and **Password** on the LDOE Login screen.

After access has been granted, users should then log into the LDOE INSIGHT Portal.

LDOE INSIGHT Portal Login Screen

The LDOE INSIGHT Portal brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDOE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the LDOE INSIGHT Coordinator Portal by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

To access the LDOE INSIGHT Portal, users must enter a **User ID** and **Password** on the LDOE INSIGHT Portal ***Login screen***.

The ***Coordinator Portal*** login screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.

Next, select the "**My Apps**" tab

All LDOE Systems for which a user is authorized to access will be displayed. Select the **SPC - School Calendar System** link to access the system.

SCHOOL CALENDAR SYSTEM (SPC) FEATURES

The School Calendar System (SPC) homepage or main screen is displayed after a successful login. The following sections describe the features of the system.

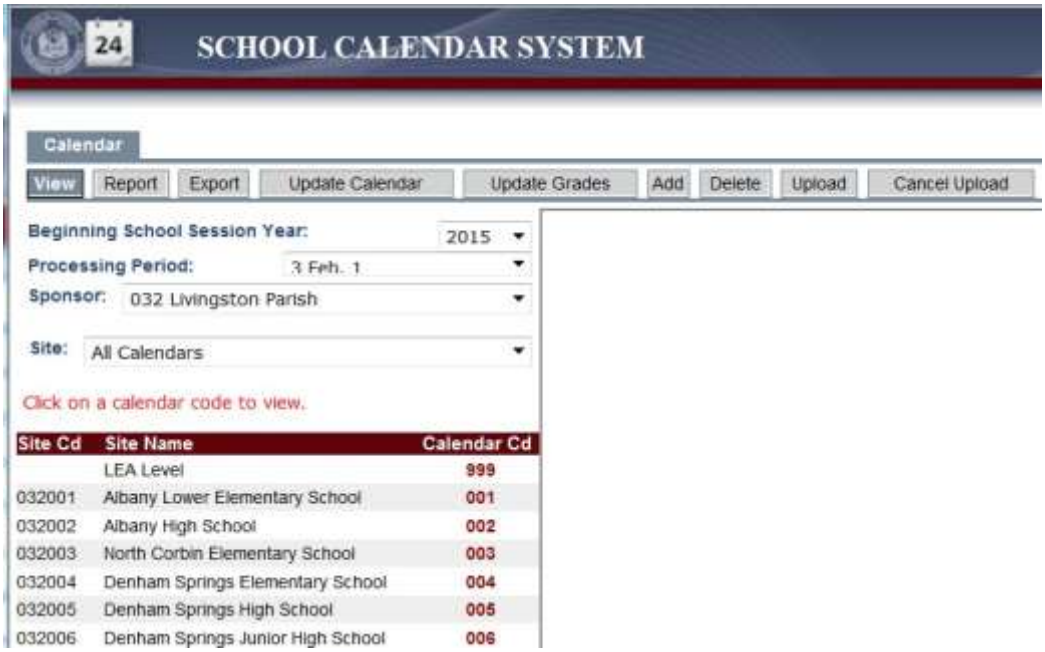
VIEW – Use this feature to view specific calendars
REPORT – Use this feature to select and run reports of specific calendars
EXPORT – Use this feature to create an extract file of a specific calendar
UPDATE CALENDAR – Use this feature to update records within a specific calendar
UPDATE GRADES – Use this feature to update the grade code on a specific calendar
ADD – Use this feature to add a new calendar
DELETE – Use this feature to delete an existing calendar
UPLOAD – Use this feature to upload calendar records
CANCEL UPLOAD – Use this feature to cancel an upload in progress

VIEW: Viewing Calendar Data

To view calendar data using the School Calendar System (SPC):

A) Select the ***Calendar*** tab on the homepage
B) Select the ***View*** subtab
C) The *Calendar View Screen* will be displayed *(see Figure 6)*
   (1) Choose the *Beginning School Session Year (e.g. 2017* for the 2017-18 school year)
   (2) Choose the *Processing Period (e.g. Oct 1)*
   (3) Using the *Site* drop down box, choose *All Calendars*, or the specific *Calendar Code of the LEA Level* or *Site Level* calendar you want to view

Figure 6 – Calendar View Screen



D) The selected calendar events will be displayed on the Calendar Events Display screen *(see Figure 7).* It is important to verify the *Number of Instructional Days* and *Total Instructional Minutes* provided

Figure 7 – Calendar Events Display Screen

REPORT: Reporting Calendar Data (SPC600R1 Calendar Listing)

To generate calendar reports for viewing and printing using the School Calendar System (SPC):

A) Select the ***Calendar*** tab on the homepage
B) Select the ***Report*** subtab
C) The *Calendar Report Screen* will be displayed with a list of available calendars *(see Figure 8)*
   (1) Choose the *Beginning School Session Year (e.g. 2017* for the 2017-18 school year)
   (2) Choose the *Processing Period (e.g. Oct 1)*
   (3) Select *All Calendars*, or the specific *Calendar Code of the LEA Level* or *Site Level* calendar for which you want to view generate the *SPC600R1 Calendar Listing*. This report provides details about each Calendar (*see EXAMPLE in Figure 9*)

Figure 8 –Calendar Report Screen

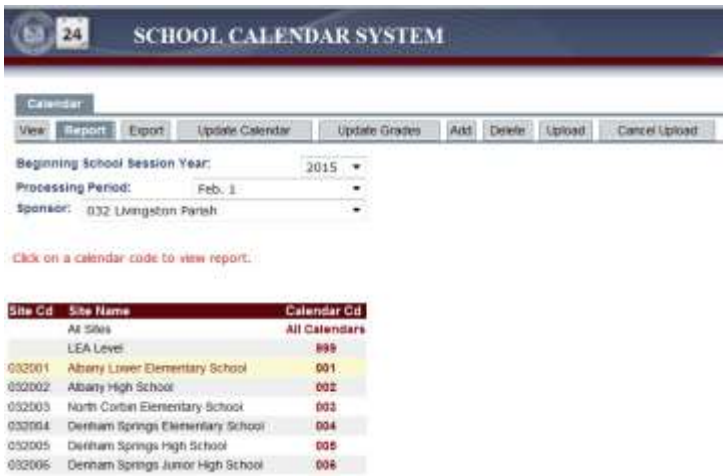
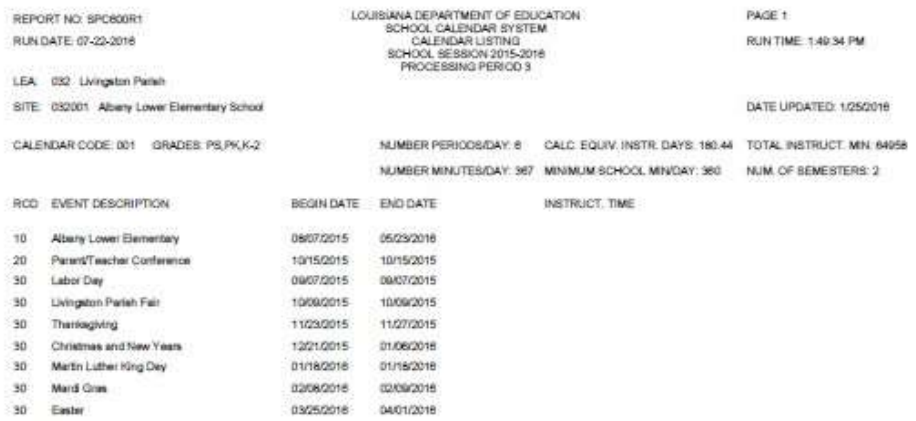


Figure 9 - EXAMPLE: SPC0600R1 Calendar Listing



REPORT NO: SPC600R1
RUN DATE: 07-22-2016

LOUISIANA DEPARTMENT OF EDUCATION
SCHOOL CALENDAR SYSTEM
CALENDAR LISTING
SCHOOL SESSION 2015-2016
PROCESSING PERIOD 3

PAGE 1
RUN TIME: 1:49:34 PM

LEA: 032 Livingston Parish
SITE: 032001 Albany Lower Elementary School

DATE UPDATED: 1/25/2016

CALENDAR CODE: 001 GRADES: PS,PK,K-2

NUMBER PERIODS/DAY: 6 CALC. EQUIV. INSTR. DAYS: 180.44 TOTAL INSTRUCT. MIN: 64958
NUMBER MINUTES/DAY: 367 MINIMUM SCHOOL MIN/DAY: 360 NUM. OF SEMESTERS: 2

RCD	EVENT DESCRIPTION	BEGIN DATE	END DATE	INSTRUCT. TIME
10	Albany Lower Elementary	08/07/2015	05/23/2016	
20	Parent/Teacher Conference	10/15/2015	10/15/2015	
30	Labor Day	09/07/2015	09/07/2015	
30	Livingston Parish Fair	10/09/2015	10/09/2015	
30	Thanksgiving	11/23/2015	11/27/2015	
30	Christmas and New Years	12/21/2015	01/06/2016	
30	Martin Luther King Day	01/18/2016	01/18/2016	
30	Mardi Gras	02/08/2016	02/09/2016	
30	Easter	03/25/2016	04/01/2016	

EXPORT: Downloading Calendar Data

To export or download calendar data using the School Calendar System (SPC):

A) Select the ***Calendar*** tab on the homepage

B) Select the ***Export*** subtab

(1) Choose the *Beginning School Session Year (e.g. 2017* for the 2017-18 school year)

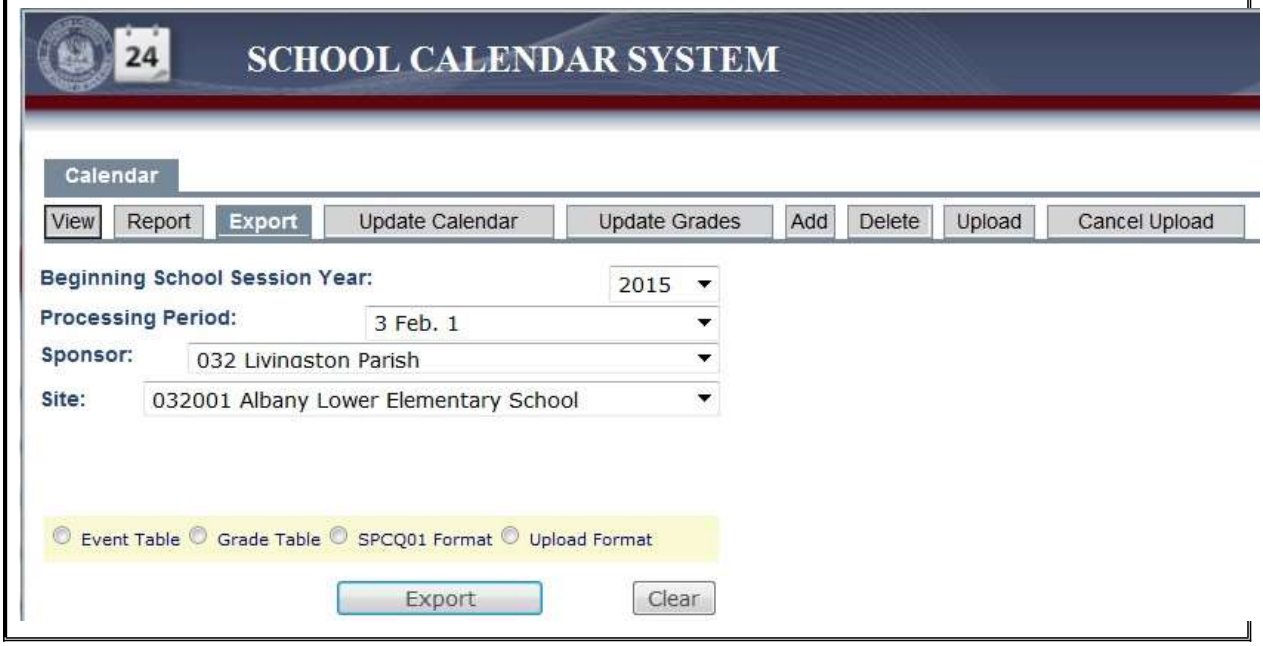
(2) Choose the *Processing Period (e.g. Oct 1)*

(3) Select *All Calendars*, or the specific *Calendar Code of the LEA Level* or *Site Level* calendar for which you want to generate an export file (*see in Figure 10*)

(4) Select one of the four types of export files that can be generated from the SPC database

- Event Table - (*see EXAMPLE in Figure 10a)*
- Grade Table - *(see EXAMPLE in Figure 10b).*
- SPCQ01 Format – *(see EXAMPLE in Figure 10c)*
- Upload Format – *(see EXAMPLE in Figure 10d)*

Figure 10 –Calendar Export Screen



Event Table Download File

This file contains all records in a specific Calendar. The format of the file is comma-delimited text in record type field sequence (*see Figure 10a*).

Figure 10a - EXAMPLE: EventTableDownload.txt

EventTableDownload - Notepad

File Edit Format View Help

```
Beginning School Session Year, Processing Period Code, Processing Period Description, Sponsor Code, Sponsor Name, Site Code,
Site Name, Calendar Code, Record Type Code, Event Begin Date, Event End Date, Event Name, Instructional Time Count, Minute
Per Day Count, Period Count, Instructional Day Count, Calculated Instructional Day Count, Last Update Date, Semester Count
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","10","8/7/2015","5/23/2016","Albany Lower Elementary","  ","367","6","0.00","180.44","1/25/2016","2"
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","20","10/15/2015","10/15/2015","Parent/Teacher Conference","  ","  ","  ","0.00","0.00","1/25/2016"," "
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","30","9/7/2015","9/7/2015","Labor Day","  ","  ","  ","0.00","0.00","1/25/2016"," "
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","30","10/9/2015","10/9/2015","Livingston Parish Fair","  ","  ","  ","0.00","0.00","1/25/2016"," "
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","30","11/23/2015","11/27/2015","Thanksgiving","  ","  ","  ","0.00","0.00","1/25/2016"," "
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","30","12/21/2015","1/6/2016","Christmas and New Years","  ","  ","  ","0.00","0.00","1/25/2016"," "
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","30","1/18/2016","1/18/2016","Martin Luther King Day","  ","  ","  ","0.00","0.00","1/25/2016"," "
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","30","2/8/2016","2/9/2016","Mardi Gras","  ","  ","  ","0.00","0.00","1/25/2016"," "
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","30","3/25/2016","4/1/2016","Easter","  ","  ","  ","0.00","0.00","1/25/2016"," "
```

Grade Table Download File

This file provides details about grades in the Basic Calendar Record (Type 10) for a specific Calendar. The format of the file is comma-delimited text in Applicable Grades field sequence *(see Figure 10b).*

Figure 10b – EXAMPLE GradeTableDownload.txt:

GradeTableDownload - Notepad

File Edit Format View Help

```
Beginning School Session Year, Processing Period Code, Processing Period Description, Sponsor Code, Sponsor
Name, Site Code, Site Name, Calendar Code, Calendar Grade Code, Grade Description
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary School","001","01","FIRST"
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary School","001","02","SECOND"
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary School","001","20","PRESCHOOL
(AGES 3-5, SPEC.ED)"
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary School","001","24","PRE-
KINDERGARTEN (Age 4)"
"2015","3","Feb. 1","032","Livingston Parish","032001","Albany Lower Elementary
School","001","25","KINDERGARTEN"
```

SPCQ01 Format Download File

This file contains all records in a specific Calendar. The format of the file is fixed-width text in beginning day of event field sequence (*see Figure 10c*).

Figure 10c – EXAMPLE: SPCQ01Download.txt:

SPCQ01Download - Notepad

File Edit Format View Help

```
SPC201503203200100110080720150523 2016Albany Lower Elementary  36760102                    202425  2180.401252016
SPC201503203200100120101520151015 2015Parent/Teacher Conference                                        01252016
SPC201503203200100130090720150907 2015Labor Day                                                        01252016
SPC201503203200100130100920151009 2015Livingston Parish Fair                                           01252016
SPC201503203200100130112320151127 2015Thanksgiving                                                     01252016
SPC201503203200100130122120150106 2016Christmas and New Years                                          01252016
SPC201503203200100130011820160118 2016Martin Luther King Day                                           01252016
SPC201503203200100130020820160209 2016Mardi Gras                                                       01252016
SPC201503203200100130032520160401 2016Easter                                                           01252016
```

Upload Format File

This file contains all records in a specific Calendar. The format of the file is fixed-width text in beginning day of event field sequence (*see Figure 10d*).

Figure 10d – EXAMPLE ExportUploadFormat.txt

ExportUploadFormat - Notepad

File Edit Format View Help

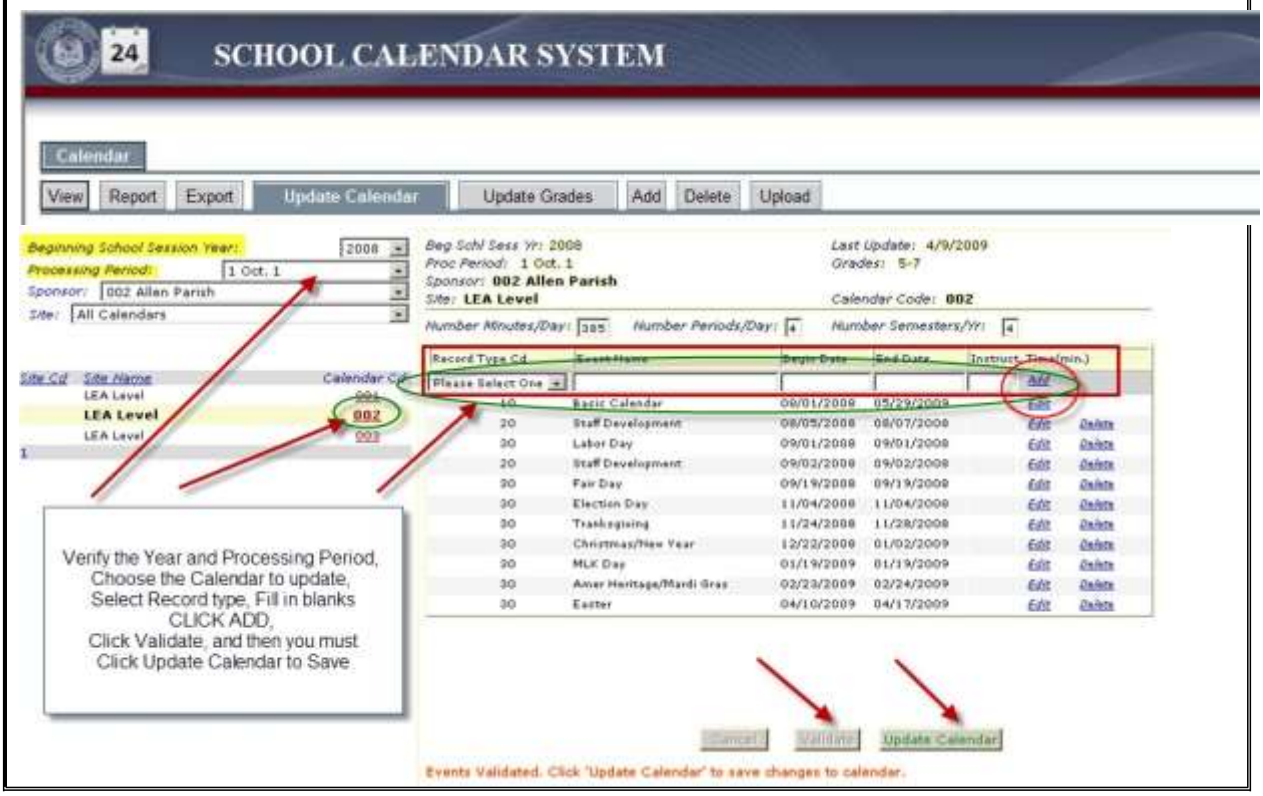
```
SPC201503203200100110080720150523 2016Albany Lower Elementary  36760102                    202425  2
SPC201503203200100120101520151015 2015Parent/Teacher Conference
SPC201503203200100130090720150907 2015Labor Day
SPC201503203200100130100920151009 2015Livingston Parish Fair
SPC201503203200100130112320151127 2015Thanksgiving
SPC201503203200100130122120150106 2016Christmas and New Years
SPC201503203200100130011820160118 2016Martin Luther King Day
SPC201503203200100130020820160209 2016Mardi Gras
SPC201503203200100130032520160401 2016Easter
```

UPDATE CALENDAR: Updating For a School Closure

The following is an example of how to update an existing calendar for a school closure (*see Figure 11*).

A) Select the ***Calendar*** tab on the homepage
B) Select the ***Update Calendar*** subtab
   (1) Choose the *Beginning School Session year* (e.g., *2017* for the 2017-18 school year)
   (2) Choose the *Processing Period* (e.g., Oct 1)
   (3) Using the *Site* drop down box, choose *All Calendars*, or the specific *Calendar Code of the LEA Level* or *Site Level* calendar you want to update
C) On the *Calendar Update Screen (see Figure 11):*
   (1) Use the drop down box to choose the *Record Type* (e.g. Type 50 Emergency Day
   (2) Enter the *Event name* (e.g., Winter Weather Closure)
   (3) Enter the *Begin date* and *End date*
   (4) *Instructional minutes* will be blank for a closure
   (5) Click ***Validate*** to edit the data
   (6) When complete, Click ***Add*** to save the updates to the SPC database.

Figure 11 – EXAMPLE for Beginning School Session Year=2008, Processing Period = 1 Oct. 1



This process can be repeated until all Calendars are updated. Use the view calendars online feature or download calendar reports to verify the data is correct. A printed copy of the calendar reports should probably be included in the LEA's documentation for Emergency Contingency Planning. Ensure all online updates are made in the local system used to generate the calendar upload data files in the event the calendar must be uploaded again.

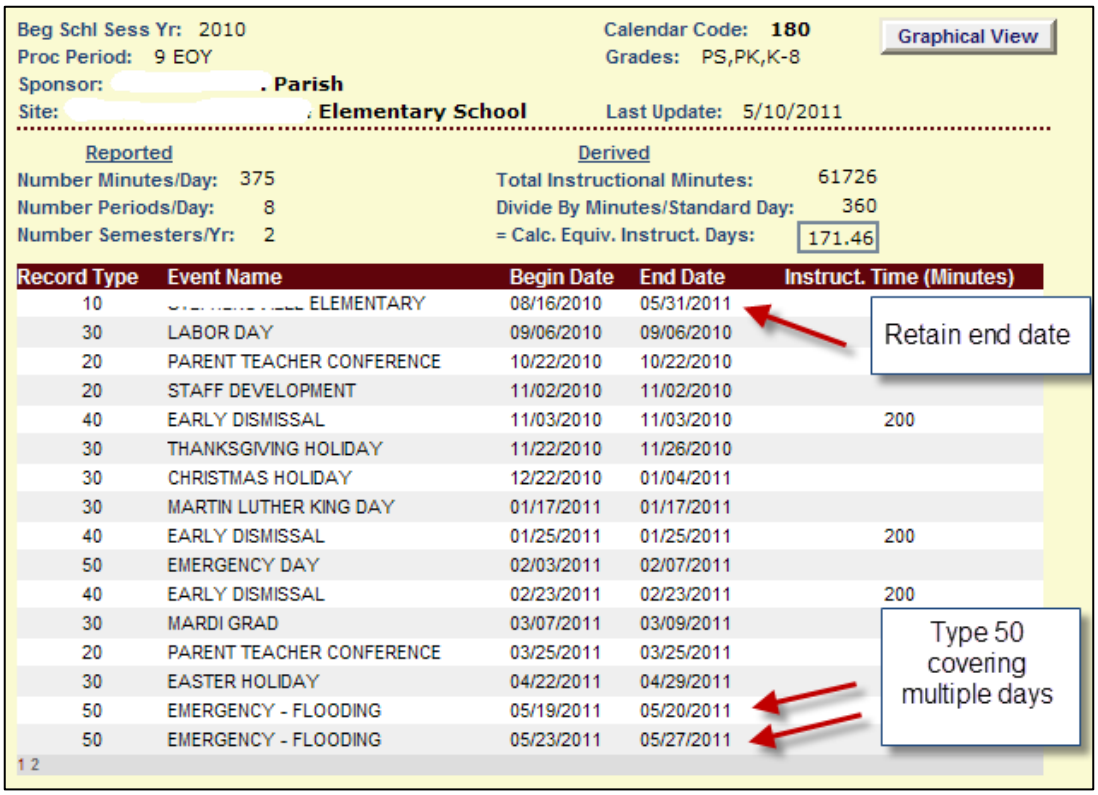
UPDATE CALENDAR: Modifying Calendars for Emergency Closures

The following is an example of how to update an existing calendar by modifying the End-Of-Year due to emergency closures (*see Figure 12*).

Example:
An LEA has a Basic Calendar Record (Type 10) with a start date of 08/11/2010 and an end date of 05/31/2011. Memorial Day is showing as a Holiday (Type 30) for 05/30/2011. Also the current Calendar shows 06/01/2011 as a Teacher Only (Type 20) day. This LEA will need close at least one site early because they know the site will likely receive flooding. They now anticipate closing the site Wednesday, 05/18/2011. This site's EOY calendar will be updated in this way:

A) Select the ***Calendar*** tab on the homepage
B) Select the ***Update Calendar*** subtab
   (1) Choose the *Beginning School Session year* (e.g., *2017* for the 2017-18 school year)
   (2) Choose the *Processing Period* (e.g., Oct 1)
   (3) Using the *Site* drop down box, or the specific *Calendar Code of the LEA Level* or *Site Level* calendar you want to update
   (4) On the *Calendar Update Screen* (*see Figure 12*), retain the Basic Calendar (Type 10) record's original anticipated end date of 05/31/2011

Figure 12 –EXAMPLE Modifying End-Of-Year (Type 50 Record)



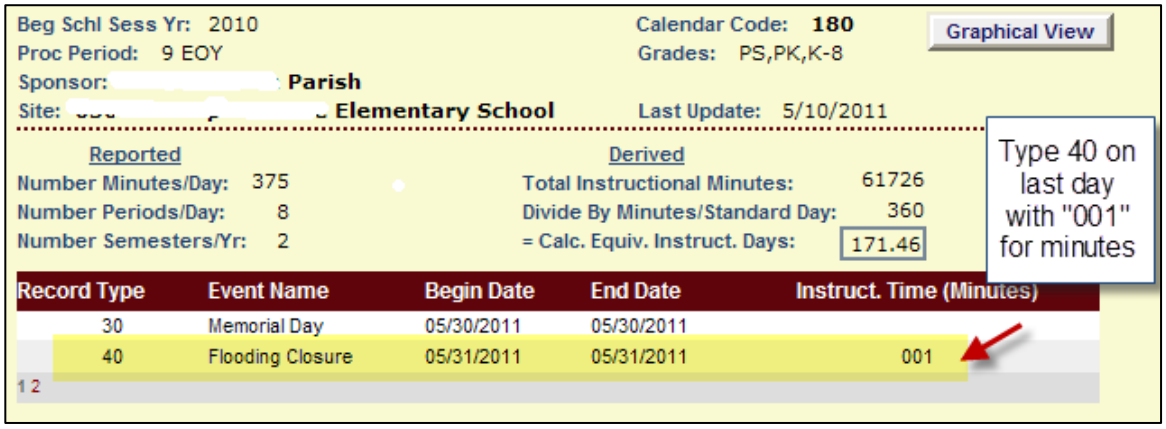
(5) Use the drop down box to choose record **Type 50** Emergency Day; *(see Figure 12)*

a) Enter the *Event name Flooding Closure*
b) *Begin Date 05/19/2011, End date 05/20/2011, Instructional minutes is blank*
c) Click **Add** to add this record to the SPC database

(6) Use the drop down box to choose re*cord* **Type 50** Emergency Day; *(see Figure 12)*
a) Fill in the *Event name Flooding Closure*
b) *Begin Date 05/23/2011, End date 05/27/2011, Instructional minutes is blank*
c) Click **Add** to add this record to the SPC database

(7) Use the drop down box to choose record **Type 40** Early Dismissal *(see Figure 13)*
a) Fill in the *Event name Early Dismissal: Flooding Closure*
b) *Begin Date 05/31/2011 (*for the last day of school), End *Date 05/31/2011*
c) *Instructional minutes 001*
d) Click **Add** to add this record to the SPC database

Figure 13 – *EXAMPLE Modifying End-Of-Year (Type 40 Record)*



(8) Retain the record **Type 30** Holiday for 05/30/2011. (The students were not going to be in attendance, so it will not affect the instructional minute calculations)

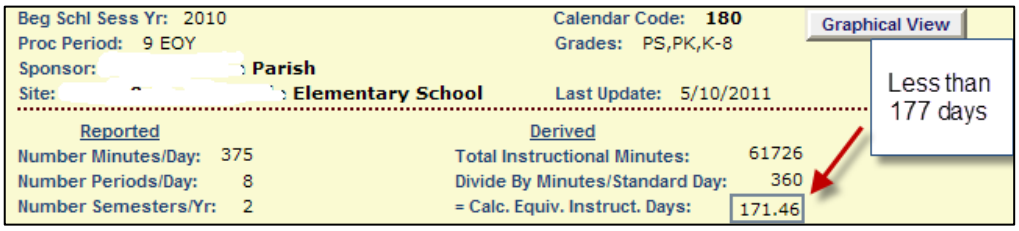
(9) Select **Delete** for the **Type 20** Teacher Only (06/01/2011) day as they will not really be able to come to school

(10) Click ***Validate*** to edit the data

(11) Finally, Click ***Update Calendar*** to save the update to the SPC database

As the Emergency closures are entered, the equivalent instructional days are re-calculated (*see Figure 14*). As contingency plans are made, LEAs can try different scenarios to see the effect closures have on the equivalent instructional days. Should the closing date change again, simply adjust the Type 50 record to reflect the update?

Figure 14 – *Equivalent Instructional Days Recalculation*

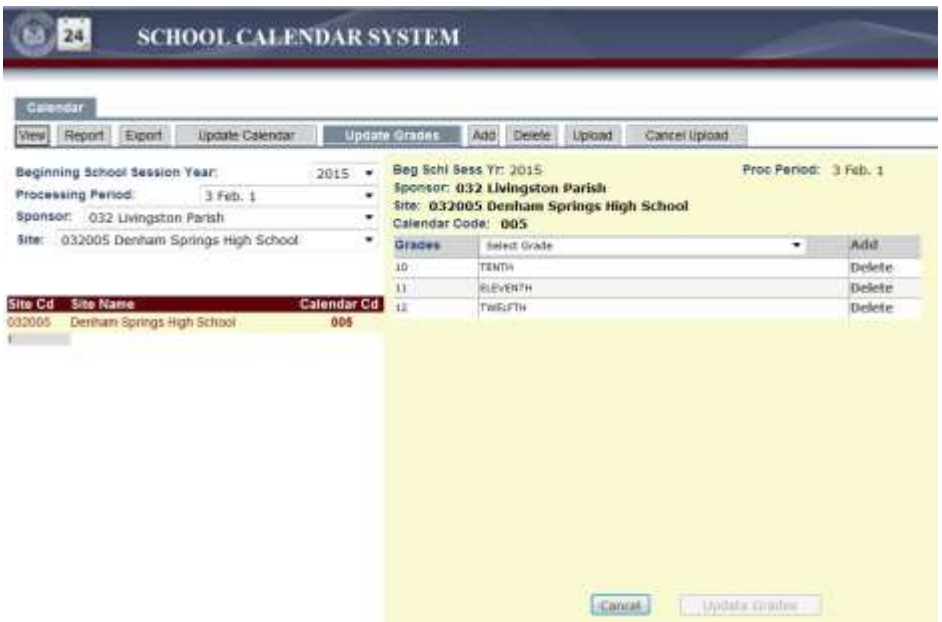


UPDATE GRADES: Adding or Deleting a Grade

The following is an example of how to add or delete a grade to/from an existing calendar:

A) Select the ***Calendar*** tab on the homepage
B) Select the ***Update Grades*** subtab
   (1) Choose the *Beginning School Session year* (e.g., *2017* for the 2017-18 school year)
   (2) Choose the *Processing Period* (e.g., Oct 1)
   (3) Using the *Site* drop down box, choose *All Calendars*, or the specific *Calendar Code of an LEA Level* or *Site Level* calendar for which you want to update grades
   (4) To **ADD** a grade, on the *Grade Update Screen* (*see Figure 15):*
      a) Select the Grade from the ***Grades*** dropdown list (e.g. TENTH)
      b) Click ***Add*** to add this record to the SPC database
      c) Click ***Update Grades***
         - If the update is successful, you will receive the message *Grade Updated*.
         - If a grade is missing, a warning message will be displayed. You must select ***Accept*** and repeat this step again to add any missing grades.
         - When complete, Select ***Update Grades*** to save to the SPC database.
   (5) To **DELETE** a grade, on the *Grade Update Screen* (*see Figure 15):*
      a) Select the Grade from the ***Grades*** dropdown list (e.g. TWELTH)
      b) Click ***Delete***
      c) Click ***Update Grades***
         - If the update is successful, you will receive the message *Grade Updated*.
         - If a grade is missing, a warning message will be displayed. You must select ***Accept*** and repeat this step again to add any missing grades.
         - When complete, Select ***Update Grades*** to save to the SPC database.

Figure 15 – Grade Update Screen

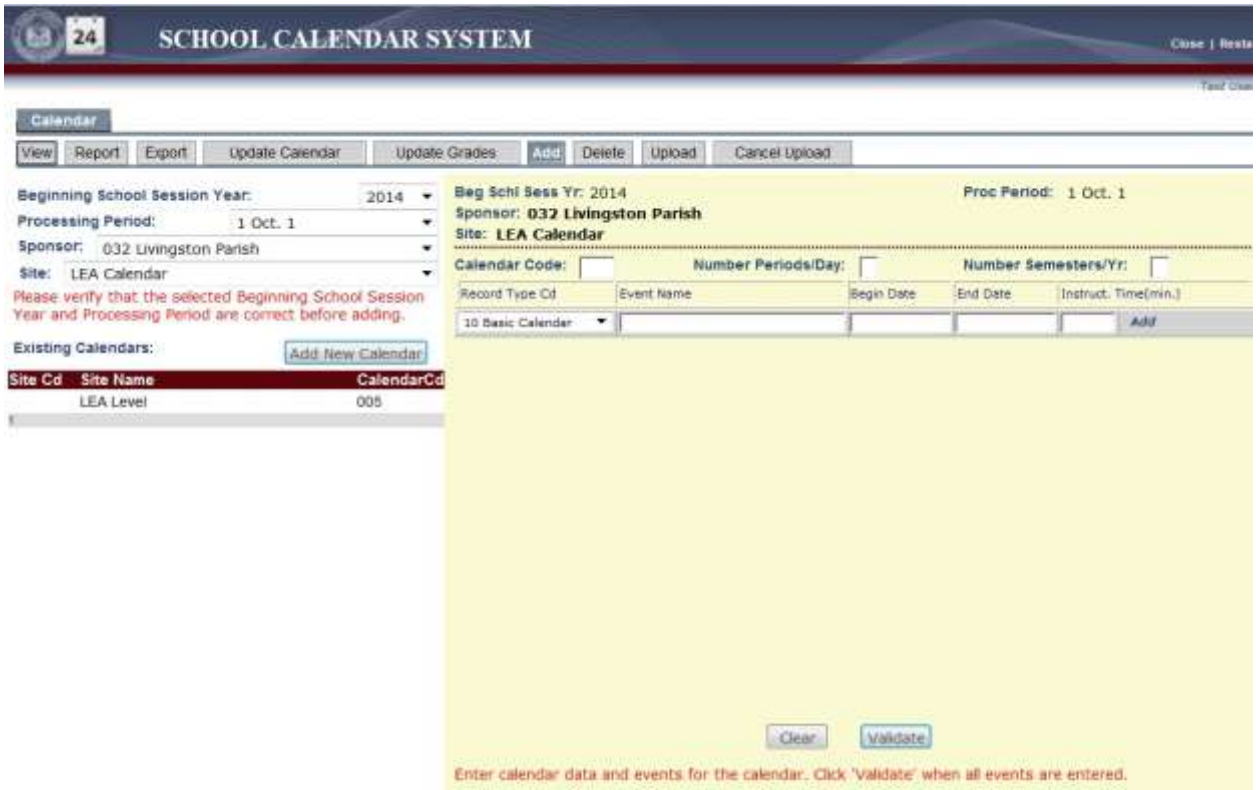


ADD: Adding a Calendar

The following is an example of how to add a new calendar.

A) Select the ***Calendar*** tab on the homepage
B) Select the ***Add*** subtab
C) Choose the *Beginning School Session year* (e.g., *2017* for the 2017-18 school year)
D) Choose the *Processing Period* (e.g., Oct 1)
E) Click ***Add New Calendar*** and the *Add Calendar Screen* will be displayed (See Figure 17)
   (1) Enter the Basic Calendar record (Type 10) and Click ***Add***
   (2) Continue by entering all of the calendar event record (e.g. types 20, 30, 40, 50, and 60)
   (3) When all records have been added, select ***Validate***
   (4) Click **Next** and the *Grade Update Screen* will be displayed (*see Figure 15):*
      a) Continue to select each Grade from the ***Grades*** dropdown list (e.g. TENTH) and click ***Add*** to add each grade to the calendar
      b) Click ***Update Grades*** to save the update to the SPC database
         - If the update is successful, you will receive the message *Grade Updated*.
         - If a grade is missing, a warning message will be displayed. You must select ***Accept*** and repeat this step again to add any missing grades.
         - When complete, Click ***Update Grades*** to save the update to the SPC database

Figure 16 - Add Calendar Screen

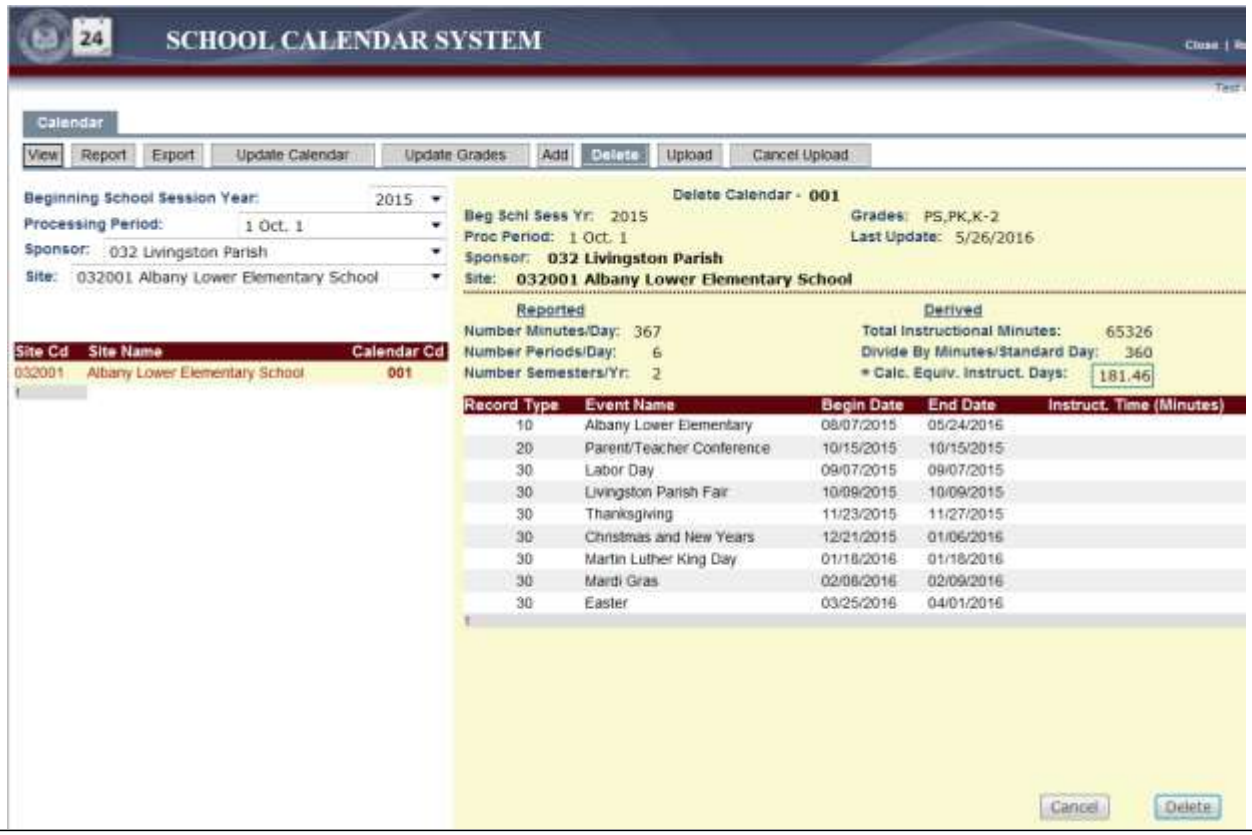


DELETE: Deleting a Calendar

The following is an example of how to delete an existing calendar.

A) Select the ***Calendar*** tab on the homepage
B) Select the ***Delete*** subtab
   (1) Choose the *Beginning School Session year* (e.g., *2017* for the 2017-18 school year)
   (2) Choose the *Processing Period* (e.g., Oct 1)
   (3) Choose the *Site* - Use the drop down box to choose *All Calendars*, or the *Calendar of Code* of a specific *LEA Level* or *Site Level* calendar you want to delete
   (4) Click on the *Calendar Code* of the Calendar to be deleted and the *Delete Calendar* screen will be displayed (see *Figure 17*)
   (5) Click ***Delete***

Figure 17 - Delete Calendar Screen



UPLOAD: Uploading Calendar Data Files

To upload calendar data files using the School Calendar System (SPC):

(A) Select the ***Calendar*** tab on the homepage

(B) Select the ***Upload*** subtab

(C) The *Upload* screen will be displayed *(see Figure 18)*

(1) Choose the *Beginning School Session Year (e.g. 2017* for the 2017-18 school year*)*

(2) Choose the *Processing Period*. (*e.g. Oct 1*)

(3) Select *Validate Only.*

- *If **Yes*** is selected; the record will be checked for validity but not added to the database. This can save processing time
- If *No* is selected, records will be added/updated to the SPC database.

(4) Click ***Browse*** to locate the calendar file on your computer

(5) Once the file name is displayed in the ***File to upload*** field, click ***Upload My File Now***. Once the file is uploaded, a message will be displayed to indicate the file has been received

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

Figure 18 – Calendar Upload Screen

(D) **ABNORMAL TERMINATION** will be displayed in the "*Status"* column if the error count reaches a certain threshold and processing will be terminated.

(E) **Complete** will be shown in the "*Status"* column, once the file has been successfully processed.

(F) The number of records processed will be listed under the column heading "***Records in Error***".

(G) The number of records in error will be listed under the column heading "***Records in Error***".

(H) Continue to correct records and upload files until the file is error free. **0** will be listed under the column heading "***Records in Error***".

Viewing Calendar File Upload Status

After the upload has completed, to view the file upload status:

(1) Click on the date and time of the upload file under the column heading *Load Begin* on the *Calendar Upload Screen* (*Figure 18*).

(2) Click ***View Upload Status***

(3) The *Upload Status* Screen will be displayed *(see Figure 19)*

Figure 19 – Upload Status Screen

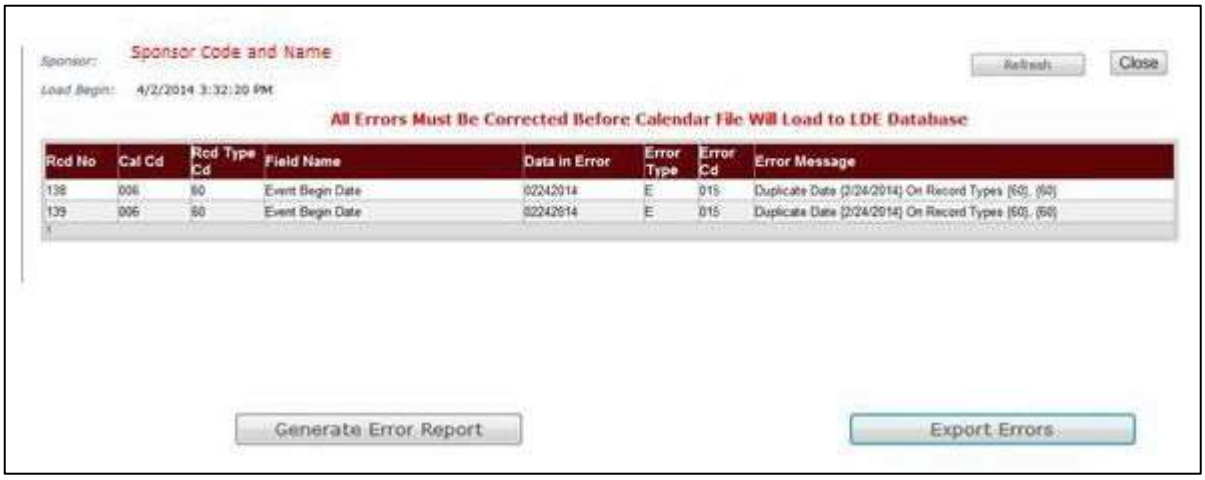
- ***User***: The user id that submitted the SPC file
- ***Beginning Schl Sess Yr****:* Year for which the data was submitted
- ***Processing Period Cd***: Processing Period for which the data was submitted
- ***Sponsor***: submitting Sponsor
- ***Begin Date/Time***: date and time data was submitted
- ***End Date/Time***: date and time submission completed or aborted
- ***File Size (bytes)***: total size of file submitted
- ***Total Records***: total number of records submitted
- ***Records Copied to Holding***: total number of records copied for validation
- ***Records Matching Database***: Records submitted that match records already on the database
- ***Records Validated***: number of records that passed edits (validated)
- ***Records in Error:*** number of records containing 1 or more errors
- ***Total Errors Found:*** total number of errors found (a record may contain multiple errors)
- ***Records Loaded to Database***: Number of records added to database. Match records are not added to database
- ***Records Deleted from Database***: number of records deleted from database
- **Status:** final status of submission

Viewing Calendar Record Errors

All errors in an upload file must be corrected before the data will be copied to the calendar database. After the upload has completed, to view the errors:

(1) Click on the date and time of the upload file under the column heading *Load Begin* on the *Calendar Upload Screen* (*see Figure 18*).
(2) Click ***View Errors***
(3) The *Calendar Upload Error Report Screen* will be displayed *(see Figure 20).*
(4) To review additional details about the records in error:
   a. Click ***Generate Error Report*** to generate the *SPC020R1 School Calendar Error Report* (*see EXAMPLE in Figure 21*).
   b. *Click* ***Export Errors*** to generate the *Calendar Error File* *(see EXAMPLE in Figure 22)*.

Figure 20 –Calendar Upload Error Report Screen



Generating Calendar Error Report SPC020R1

This report is a listing of record errors encountered during file uploads. The report can be requested from the *Calendar Upload Error Report Screen* by selecting **Generate Error Report** (*see Figure 20*)**.**

The *School Calendar Errors Report SPC020R1* will be displayed (*see EXAMPLE in Figure 21*)

Figure 21 - EXAMPLE: SPC020R1 School Calendar Errors Report

REPORT NO: SPC020R1
RUN DATE: 05-09-2014

LOUISIANA DEPARTMENT OF EDUCATION
SCHOOL CALENDAR SYSTEM
SCHOOL CALENDAR ERRORS

PAGE 1
RUN TIME: 11:50:04 AM

SCHOOL SESSION 2013-2014
PROCESSING PERIOD 9

LEA: Sponsor Name

SITE CODE AND NAME

000001 Site Name

CALENDAR CODE	RCD TYPE	ERRORS/WARNINGS
006	60	Duplicate Date (2/24/2014) On Record Types (60), (60)

Downloading Calendar Error Files

The Calendar Error File provides details about record errors encountered during file uploads. The report can be requested from the *Calendar Upload Error Report Screen* by selecting **Export Errors** (*see Figure 20*)**.** The format of the file is a comma-delimited text in **record number** sequence (*see EXAMPLE in Figure 22)*.

Figure 22 - EXAMPLE: ErrorReportDownload.txt

```
"Record Number","Calendar Code","Record Type Code","Field Name","Data in Error","Error Type","Error Code"," Error Message"
"138","006","60","Event Begin Date","02242014","E","015","Duplicate Date {2/24/2014} On Record Types {60}, {60}"
"139","006","60","Event Begin Date","02242014","E","015","Duplicate Date {2/24/2014} On Record Types {60}, {60}"
```

NOTE: The School Calendar data must be error-free prior to uploading Student data to the Student Information System (SIS). If records are changed in the School Calendar System (SPC) after uploading to the Student Information System (SIS) has commenced, the SIS data must be reloaded.

Continue to correct records and upload School Calendar System (SPC) files until the file is error free. **0** will be listed under the column heading "Records in Error".

Once all Calendars have been completed, LEAs should print a copy of each calendar for their records.

CANCEL UPLOAD: Canceling Uploads

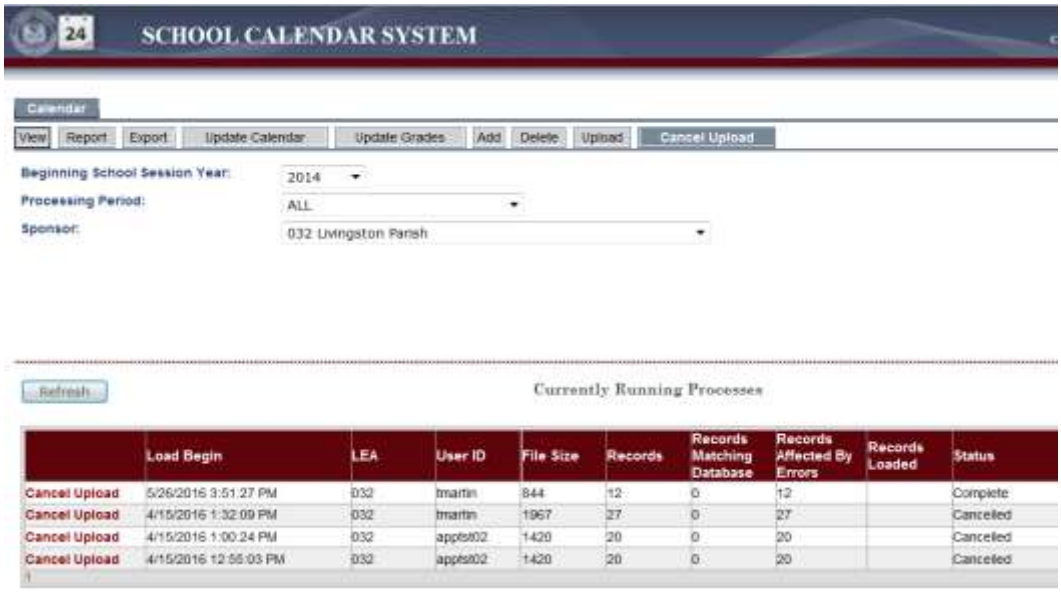
To cancel an upload while it is being processed,

A) Select the ***Calendar*** tab on the homepage

B) Select the ***Cancel Upload*** subtab

(1) On the *Cancel Upload Screen* (*Figure 23*), select **Cancel Upload** next to the date and time of the upload file (under the column heading *Load Begin)*

Figure 23 - Cancel Upload Screen

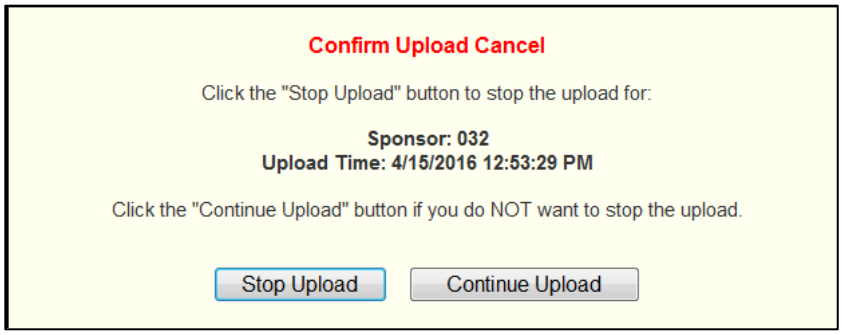


(2) The *Confirm Upload Cancel Screen* will be displayed (see *Figure 24*)

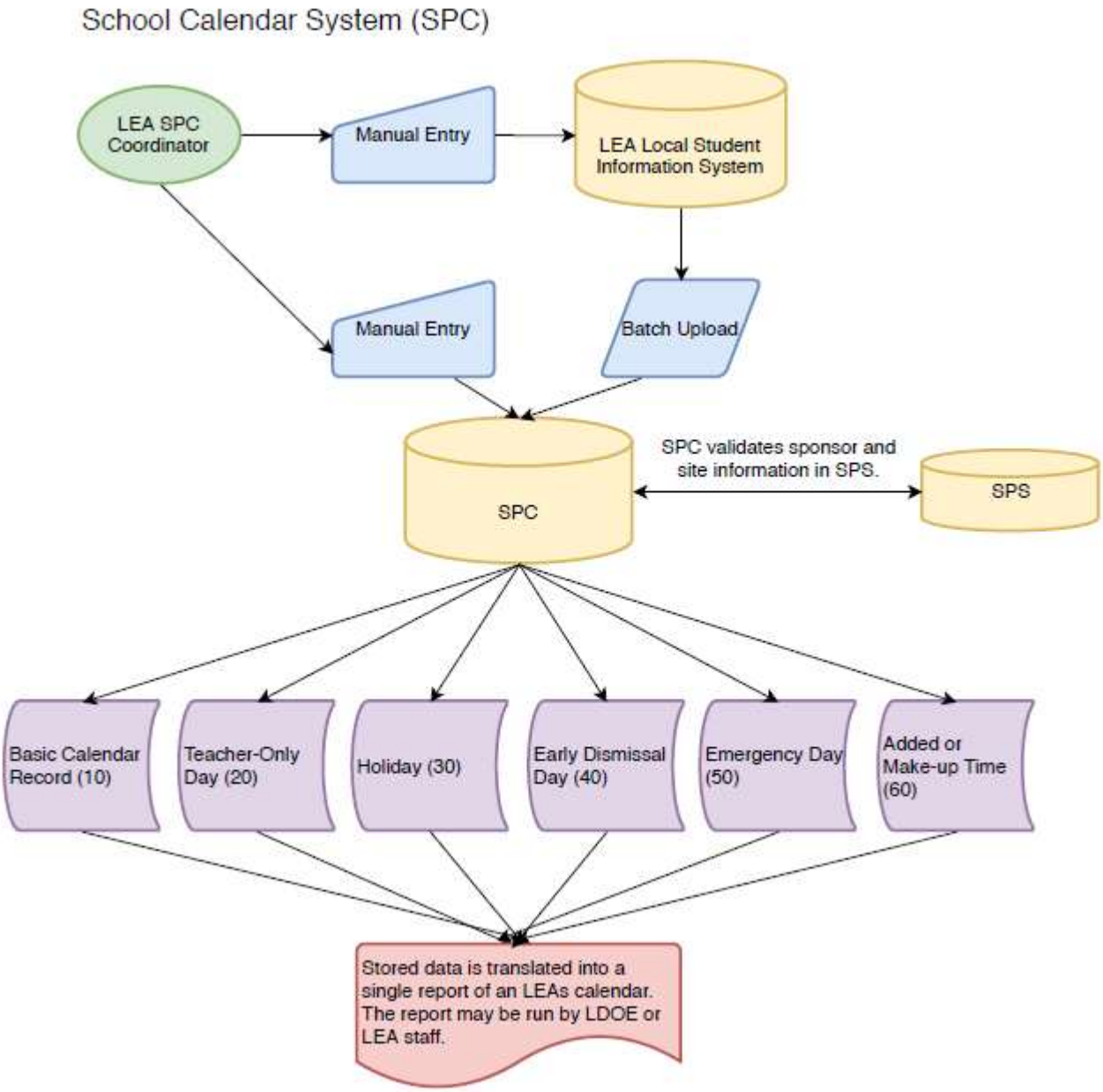
(3) Click ***Stop Upload*** to cancel the upload

(4) Click ***Continue Upload*** to allow the upload to continue

Figure 24 - Confirm Upload Cancel Screen



SPC Flowchart



APPENDIX A - FREQUENTLY ASKED QUESTIONS

SUBJECT: INSTRUCTIONAL TIME
QUESTION: Where can I find information about minimum instructional minutes for grades and subjects?
RESPONSE: Bulletin 741 Louisiana Handbook for School Administrators outlines time requirements for instruction. This bulletin can be accessed from the Louisiana Believes homepage under the BESE tab.
SUBJECT: TIMELINES
QUESTION: How often does School Calendar System (SPC) data need to be reported?
RESPONSE: Calendar data should be reported and updated during **all** data collection periods. For **each** data collection period, Calendar (SPC) data must be reported and error-free prior to submitting Student Information System (SIS) student data. **Oct 1 MFP collection** – *Planned calendars* for the entire school year should be reported. **Oct 1 CLASS collection** – Updates to the *Planned calendars* reported for *the* October 1 MFP collection should be reported. **For the Feb 1 MFP collection** – *Planned calendars* are rolled over from the October 1 CLASS collection to the Feb 1 MFP collection. Once rolled over, the calendars can be updated. **EOY collection** - ***Actual or Final* Calendars** must be reported.
QUESTION: What is the submission deadline?
RESPONSE: For each data collection period, this is the deadline by which the calendar data should be submitted to LDOE. Calendar data must be complete in the Calendar System (SPC) before submitting data to the Student Information System (SIS).
QUESTION: Are all data collection periods the same in regards to length of time?
RESPONSE: No, they are not all the same. Because different types of data are collected during the data collection periods, the reporting time frame may vary. Refer to the Benchmark Calendar on the LDOE INSIGHT Coordinator Portal for the timeline and specific due dates for each data collection period.

SUBJECT: UPLOAD ERRORS

QUESTION: I continue to receive an "ABNORMAL TERMINATION" when submitting my calendar data. What can I do?

RESPONSE: Please verify all records in the file conform to the specified School Calendar System (SPC) Record Layouts including the length of the fields, valid values for each field and the total record length for each record type.

QUESTION: I am trying to upload our calendar. However, I am not able to select the upload tab on the homepage. What am I doing wrong?

RESPONSE: Please verify you are using a compatible version of Internet Explorer. For troubleshooting, refer to the section SCREEN DISPLAY PROBLEMS.

QUESTION: I made an error in my calendar for the prior data collection period. How can I correct it?

RESPONSE: If the data collection period is still open, calendars can be corrected. Once closed, calendars can be updated during the next open data collection period. However, *Actual* or Final Calendars submitted for End-of-Year become final after the close of the data collection period and cannot be corrected; therefore it is important to verify the instructional days and total instructional minutes for all calendars. If changes are made to a calendar during a data collection period and after uploading to the Student Information System (SIS) was commenced, the SIS data must be reloaded.

QUESTION: I attempted to upload my calendar but received error "304 INVALID CALENDAR CODE". How can I correct this?

RESPONSE: Verify the Calendar Code exists in the School Calendar System (SPC) for the open data collection period. If it does not exist, upload the calendar into the School Calendar System (SPC) prior to attempting another upload of data to the Student Information System (SIS).

QUESTION: I attempted to upload my calendar but received error "21 Grade *{20}* Not Found on Site Database". How can I correct this?

RESPONSE: You attempted to upload a calendar with grade=*20 [Pre-K)* which is not in the Sponsor Site System (SPS). All valid grades offered at a school must be in the Sponsor Site System (SPS). If a new grade has been added this school year, the grade should have been identified during the certification period (usually September) for the Sponsor Site System (SPS). To request approval to add the grade, submit a *Sponsor Site Change Request Form.* If the approval is granted and the grade has been added, you must resubmit your calendars to include this grade in your calendars.

APPENDIX B – RECORD LAYOUTS & DATA ELEMENTS

RECORD LAYOUT: Basic Calendar Record (Type 10)					
Starting Position	Name	Length	Type	Description	Requirement
1	System ID	3	X	Must always be "**SPC**"	Required
4	Beginning School Session Year	4	N	The beginning year of applicable school year Format: XXXX (e.g. 2017 for the 2017-18 school year)	Required
8	LEA Code / Sponsor Code	3	X	The 3-digit LEA Code assigned by LDOE.	Required
11	School/Site Code (where applicable)	6	X	Enter ONLY for a calendar which is specific to the School/Site and differs from that of the LEA; *otherwise, leave blank*. The 6-position Site Code assigned by LDOE.	Optional
17	Calendar Code	3	X	A unique, district-assigned code (001-999) denoting the specific calendar created by ***this*** Record Type 10 for a particular LEA and/or school/site and/or grade(s).	Required
20	Record Type	2	X	Enter "10" to submit a basic calendar for school session (excluding summer school).	Required
22	First Day of Class for Students (MMDDYYYY)	8	X	First day of class *devoted to teaching classes outlined in Program of Studies* and LEA *Pupil Progression Plan*	Required
30	Last Day of Class for Students (MMDDYYYY)	8	X	Last day of class *devoted to teaching classes outlined in Program of Studies* and LEA *Pupil Progression Plan*	Required
38	Calendar Code Description	25	X	Used for brief description or comment applicable to this specific calendar; otherwise, leave blank. For example, "Elementary Calendar Grades K-5."	Optional
63	Number of Minutes Per Day	3	X	Number of **instructional minutes** in a normal school day for this specific calendar. Include leading	
66	Number of Periods Per Day	1	X	Number of class periods in a normal school day for this specific calendar.	
67	Applicable Grades	67-106	X	Note: Enter ALL grades applicable to *this specific, numbered calendar only*. *Include leading zero*.	
67	01 - First grade	2	X	Enter "01" if applicable; otherwise blank.	Optional
69	02 - Second Grade	2	X	Enter "02" if applicable; otherwise blank.	Optional
71	03 - Third Grade	2	X	Enter "03" if applicable; otherwise blank.	Optional
73	04 - Fourth Grade	2	X	Enter "04" if applicable; otherwise blank.	Optional
75	05 - Fifth Grade	2	X	Enter "05" if applicable; otherwise blank.	Optional
77	06 - Sixth Grade	2	X	Enter "06" if applicable; otherwise blank.	Optional
79	07 - Seventh Grade	2	X	Enter "07" if applicable; otherwise blank.	Optional

81	08 - Eighth Grade	2	X	Enter “08” if applicable; otherwise blank.	Optional
83	09 - Ninth Grade	2	X	Enter “09” if applicable; otherwise blank.	Optional
85	10 - Tenth Grade	2	X	Enter “10” if applicable; otherwise blank.	Optional
87	11 - Eleventh Grade	2	X	Enter “11” if applicable; otherwise blank.	Optional
89	12 - Twelfth Grade	2	X	Enter “12” if applicable; otherwise blank.	Optional
91	T9 – Transitional 9th Grade	2	X	Enter “T9” if applicable; otherwise blank.	Optional
93	Filler	2	X	Not Used - Leave Blank	
95	15 – Infants	2	X	Enter " 15” if applicable; otherwise blank. **	Optional
97	20 – Preschool	2	X	Enter “20” if applicable; otherwise blank. **	Optional
99	24 - Prekindergarten	2	X	Enter “24” if applicable; otherwise blank. **	Optional
101	25 – Kindergarten	2	X	Enter “25” if applicable; otherwise blank. **	Optional
103	35 – Ungraded	2	X	Enter “35” if applicable; otherwise blank. **	Optional
105	Number of Semesters	1	X	Number of semesters, ***excluding*** summer school	
106	Filler	45	X	Not Used – Leave Blank.	
Total Length=150					

N – Numeric (right justified, padded with zeroes) **X – Alphanumeric** (left justified, padded with spaces)

Note* See section GRADES *INFANTS, PRESCHOOL and PRE-KINDERGARTEN CALENDARS* *for special provisions regarding school calendars which apply to grades 15 [Infants], 20 [Preschool] and/or 24 [Prekindergarten].*

RECORD LAYOUT: Event Records (Types 20, 30, 40, 50, 60)					
Starting Position	Name	Length	Type	Description	Requirement
1	System ID	3	X	Must always be "**SPC**"	Required
4	Beginning School Session Year	4	N	The beginning years of applicable school year Format: XXXX (e.g. 2017 for the 2017-18 school year)	Required
8	LEA Code / Sponsor Code	3	X	The 3-digit LEA Code assigned by LDOE.	Required
11	School/Site Code (where applicable)	6	X	The 6-digit Site Code assigned by LDOE.	Optional
17	Calendar Code	3	X	Enter the calendar code (001-999) of the corresponding Basic Calendar Record (Type 10)	Required
20	Record Type	2	X	For each LEA and school/site calendar submitted, one Basic Calendar Record (Type 10) is required. An Event Record (Type 30) is required for each holiday. Event Records (Types 20, 40, 50, 60) are to be used as applicable.	Required
22	Beginning Day of Event (MMDDYYYY)	8	N	The first day of the particular event specified by the Record Type.	Required
30	Ending Day of Event (MMDDYYYY)	30	N	The *last day* of the event specified by the Record Type. If only ONE day, enter the same day as the beginning day.	Required
38	Event Description	25	X	Brief description of event. {Example for Record Type 30 would be "Christmas." For Record Type 50, "Flooding."} *Cannot be blank for Event Records (Types 20, 30, 40, 50, 60).*	Required
63	Instructional Time (in minutes)	3	X	a) Enter total number of instructional minutes, with leading zeroes, for Event Record (Type 40) [*Student Early Dismissal]* or Event Record (Type 60) [*Added or Make-up Time]*. b) Leave *blank* for Event Record (Types 20, 30, and 50), (which are "whole" days).	Optional
66	Filler	85	X	Filler	Required
Total Length=150					

N – Numeric (right justified, padded with zeroes) **X – Alphanumeric** (left justified, padded with spaces)

DATA ELEMENT: Applicable Grades

LENGTH: 2 per field *X* 18 fields | **FORMAT:** Alphanumeric

DEFINITION:

Each uniquely-numbered school calendar is created for a specific grade or combination of grades. The Basic Calendar Record (Type 10) has individual grade fields, with each field dedicated to a specific Grade Code. Any combination of grade codes can be assigned to the school calendar being reported. All grade codes should be entered that apply for all classes and/or grades covered by the specific calendar. The record positions and their related Grade Codes are as follows:

Record Positions	Grade Code	Defined As
67-68	01	First Grade
69-70	02	Second Grade
71-72	03	Third Grade
73-74	04	Fourth Grade
75-76	05	Fifth Grade
77-78	06	Sixth Grade
79-80	07	Seventh Grade
81-82	08	Eighth Grade
83-84	09	Ninth Grade
85-86	10	Tenth Grade
87-88	11	Eleventh Grade
89-90	12	Twelfth Grade
91-92	T9	Transitional Ninth

Record Positions	Grade Code	Defined As
95-96	15*	Infants
97-98	20*	Preschool
99-100	24*	Prekindergarten
101-102	25	Kindergarten
103-104	35	Nongraded

*See section GRADES *INFANTS, PRESCHOOL and PRE-KINDERGARTEN CALENDARS or special provisions regarding school calendars which apply to grades 15[Infants], 20[Preschool] and/or 24[Prekindergarten].*

Determine which Grade Code(s) apply for the Basic Calendar Record (Type 10) and enter the applicable grade code(s) in the corresponding record positions; leave the remaining record positions blank. When entering codes 01-09, include the leading zero.

If separate classes within a grade have different dates and/or minutes of instruction, the grade code will appear in more than one calendar for that site/school, with the *Calendar Code* used to identify students to a specific calendar.

RECORD LAYOUT(S) and POSITION(S):

Basic Calendar Record (Type 10), Position 67, 69, 71, 73, 75, 77, 79, 81, 83, 85, 87, 89, 91, 93, 95, 97, 99, 101, and 103.

DATA ELEMENT: Beginning Day of Event	
LENGTH: 8	**FORMAT:** Alphanumeric

DEFINITION:

Identifies the first day of the particular event specified by an Event Record:

- Teacher-Only (Type 20) - The beginning day ***cannot*** be the same as the *first or last day of class* as entered on the associated Basic Calendar Record (Type 10) nor can they fall within the begin/end dates for other Event Records (Types 20, 30, 40, 50, 60). [*Note: Report **all teacher-only days**, including those which occur on a **Saturday or Sunday**, and those which occur **prior to** the first day of class or **after** the last day of class.*]
- Holidays (Type 30) - The beginning day may be any *weekday* **between, but not including**, *the first and last days of class*.
- Student Early Dismissal (Type 40) - The beginning day may be any *weekday* during the school session, and **can include** *the first or last days of class (if less than full days)*.,
- Emergency Days (Type 50) - The beginning day may be any *weekday* **between, but not including** *the first and last days of class.*
- Make-Up Time/Days (Type 60) - The beginning day may be *any day (weekday or weekend day)* which is **the same as, or later than**, the *first day of class*.

Requirements/Restrictions:

- Enter as *MMDDYYYY*
- Must include the **leading zero** for any Month or Day with a number between 01 and 09.
- The beginning day for a specific event record ***cannot*** *fall within the beginning/ending dates for any other event record.*

RECORD LAYOUT(S) and POSITION(S):

Event Records (Types 20, 30, 40, 50, and 60), Position 22

DATA ELEMENT: Beginning School Session Year	
LENGTH: 4	**FORMAT:** Numeric

DEFINITION

Beginning year of the regular school session being reported. Use format YYYY. *Example*: Enter "2017" to report data for the 2017-2018 school session.

RECORD LAYOUT(S) and POSITION(S):

Basic Calendar Record (Type 10), Position 4
Event Records (Types 20, 30, 40, 50, and 60), Position 4

DATA ELEMENT: Calendar Code

LENGTH: 3	**FORMAT:** Alphanumeric

DEFINITION:

A unique number (001-999) assigned by the school district to each school calendar submitted by that district for the reporting cycle: i.e., for *planned* or *actual* calendars. For example, a district having two different school calendars at each of three sites, plus one district-wide calendar, would use seven different Calendar Codes to identify the seven school calendars.

Notes:

- Enter a 3-position number from 001 to 999; *entry of **leading zeroes** required*.
- The calendar code is the means by which each event record is identified to its basic calendar record to form a "school calendar record set."
- A specific calendar code **cannot** be used for *more than one calendar set* within the district's calendar database.

Caution: *Resubmission of affected SIS records may be required if:*

- A calendar code (i.e., complete school calendar record set) is added or deleted; or
- Changes are made to an existing calendar's first day of class, last day of class, and/or grade codes.

RECORD LAYOUT(S) and POSITION(S):

Basic Calendar Record (Type 10), Position 17
Event Records (Types 20, 30, 40, 50, and 60), Position 17

DATA ELEMENT: Calendar Code Description (OPTIONAL ENTRY)

LENGTH: 25	**FORMAT:** Alphanumeric

DEFINITION:

Provides a brief description or identification of the calendar being reported.
Examples:
"District Default Calendar"
"District Middle Schools" "East Beauregard High School"

RECORD LAYOUT(S) and POSITION(S):
Basic Calendar Record (Type 10), Position 38

DATA ELEMENT: Ending Day of Event	
LENGTH: 8	**FORMAT:** Alphanumeric

DEFINITION:

The last day of the particular event specified by an Event Record.

Requirements/Restrictions:

- Enter as *MMDDYYYY.*
- Entry must include the **leading zero** for any Month or Day with a number between 01 and 09.
- For a **one-day event**, the *ending day* will be the same as the *beginning* day; however, the *ending day* will **never** be **earlier than** the *beginning day*.
- The ending day for a specific event record **cannot** *fall within the beginning/ending dates for any other event record.*
- *Teacher-Only Days* (Type 20): The ending day **cannot** be the same as the *first or last day of class*. [*Note: Report* **all** *teacher-only days, including those which occur on a* **Saturday or Sunday***, and those which occur* **prior to** *the first day of class or* **after** *the last day of class.*]
- *Holidays* (Type 30): The ending day may be any *weekday* **between, but not including**, *the first and last days of class*.
- *Student Early Dismissal* (Type 40): The ending day may be any *weekday* during the school session, and **can include** *the first or last days of class (if less than full days)*.
- *Emergency Days (Type 50)*: The ending day may be any *weekday* **between, but not including**, *the first and last days of class*.
- *Added or Make-Up Time* (Type 60): The ending day may be *any day (weekday or weekend day)* which is **the same as, or later than**, the *first day of class*.

RECORD LAYOUT(S) and POSITION(S):

Event Records (Types 20, 30, 40, 50, and 60), Position 30

DATA ELEMENT: Event Description

LENGTH: 25	**FORMAT:** Alphanumeric

DEFINITION:

A brief description of the event being defined by an Event Record (Types 20, 30, 40, 50, or 60). The event description is a *required entry*.

EXAMPLES:

Record Type	**Examples of Event Descriptions**
Teacher-Only Day (Type 20)	*"Parent Conference"; "Teacher In-Service"*
Holiday (Type 30)	*"Christmas/New Year's; "Spring Break"*
Early Student Dismissal (type 40)	*"Short First Day of School"; "Parish Fair"*
Emergency Day (Type 50)	*"School Closed - Flooding"*
Added or Make-Up Time (Type 60)	*"Make up August days for Flooding"; Saturday Classes"*

RECORD LAYOUT(S) and POSITION(S):

Event Records (Types 20, 30, 40, 50, and 60), Position 38

DATA ELEMENT: First Day of Class for Students	
LENGTH: 8	**FORMAT:** Alphanumeric

DEFINITION

The first day of student instruction, defined as the first day of class devoted to teaching courses outlined in the *Program of Studies* and identified in the LEA's *Pupil Progression Plan*. Enter as MMDDYYYY.

Notes:

- Included within this definition are those days or times that students are present for purposes of testing and/or evaluation; however, *excluded* are whole or part-days whose *sole purpose* is for distribution of report cards.
- Include the **leading zero** for any Month or Day with a number between 01 and 09.
- In the Student Information System (SIS), the first day of class is used as the *ENTRY DATE* for Original Enrollment student records (ENTRY REASON CODE="E1").

RECORD LAYOUT(S) and POSITION(S):

Basic Calendar Record (Type 10), Position 22

DATA ELEMENT: Instructional Time	
LENGTH: 3	**FORMAT:** Alphanumeric

DEFINITION:

Used to identify (in whole minutes) the total number of minutes that students were **provided instruction (or present for evaluation)** on a *Student Early Dismissal day* record (Type 40) or for an *Added or Make-Up Time day* record (Type 60).

Notes:

- Enter as a 3-position number *with leading zeroes*.
- Required for Event Records (Types 40 and 60).
- Leave *blank* for Event Record Types (20, 30, and 50) which represent whole days.

EXAMPLES:

- To designate a Saturday or Sunday for make-up time or as an additional day of instruction, submit a Make-Up Time record (Type 60) containing the total number of instructional minutes (e.g., 370 minutes).
- If extending an existing 360-minute instructional day by 15 minutes each day, Monday thru Friday, the Make-up Time record (Type 60) should contain only the **additional minutes each affected day** (i.e., 015), not the combined daily total of 375 nor the five-day total added time of 75 minutes.
- If a weekday **previously designated** as a Teacher-Only Day (Type 20) or as a Holiday (Type 30) is being used to make up lost instructional time, you must, first, delete/modify the applicable Record (Type 20 or Type 30) to re-designate the day as a full day of instruction; and, then, determine whether the day should be shortened (Early Dismissal, Record Type 40); extended (Added or Make-Up Time, Record Type 60); or left as is, i.e., no event record needed.

RECORD LAYOUT(S) and POSITION(S):

Event Records (Types 20, 30, 40, 50, and 60), Position 63.

DATA ELEMENT: Last Day of Class for Students	
LENGTH: 8	**FORMAT:** Alphanumeric

DEFINITION:

The last day of student instruction, is defined as the last day of class devoted to teaching courses outlined in the *Program of Studies* and identified in the LEA's *Pupil Progression Plan*. Enter as MMDDYYYY.

NOTES:

- Included within this definition are those days or times that students are present for purposes of testing and/or evaluation; however, *excluded* are whole or part-days whose *sole purpose* is for distribution of report cards.
- Include the **leading zero** for any Month or Day with a number between 01 and 09.
- In the SIS, the last day of class is used as the *exit date* for graduating seniors.

For information regarding adding or making-up time extending beyond the originally-intended/reported last day of class, refer to the sections:
EXAMPLE-ADDING A RECORD FOR A SCHOOL CLOSURE and/or
EXAMPLE-MODIFYING CALENDARS FOR END-OF-YEAR (EOY) DUE TO EMERGENCY CLOSURES

RECORD LAYOUT(S) and POSITION(S):

Basic Calendar Record (Type 10), Position 30

DATA ELEMENT: Local Educational Agency (LEA)	
LENGTH: 3	**FORMAT:** Alphanumeric

DEFINITION:

LDOE assigned codes that define independent, education departments, or schools. Must always be the same as the submitting Sponsor.

001	Acadia Parish	058	Vernon Parish	3C1	Thrive Academy
002	Allen Parish	059	Washington Parish	A02	Office of Juvenile Justice
003	Ascension Parish	060	Webster Parish	W18	Noble Minds
004	Assumption Parish	061	West Baton Rouge Parish	W1A	JCFA-East
005	Avoyelles Parish	062	West Carroll Parish	W1B	Advantage Charter Academy
006	Beauregard Parish	063	West Feliciana Parish	W1D	JCFA Lafayette
007	Bienville Parish	064	Winn Parish	W2B	Willow Charter Academy
008	Bossier Parish	065	City of Monroe School District	W31	Dr Martin Luther King Charter School for Sci/Tech
009	Caddo Parish	066	City of Bogalusa School District	W32	Joseph A Craig Charter School
010	Calcasieu Parish	067	Zachary Community School District	W33	Lincoln Preparatory School: A TMCF Collegiate Acad
011	Caldwell Parish	068	City of Baker School District	W34	Laurel Oaks Charter School
012	Cameron Parish	069	Central Community School District	W35	Appex Collegiate Academy Charter School
013	Catahoula Parish	101	Special School District	W36	Smothers Academy Preparatory School
014	Claiborne Parish	300	RSD-New Beginnings Schools Foundation	W37	Greater Grace Charter Academy Inc
015	Concordia Parish	302	Louisiana School for Math Science & the Arts	W3B	Iberville Charter Academy
016	DeSoto Parish	304	LA Schools for the Deaf and Visually Impaired	W4A	Delta Charter Group
017	East Baton Rouge Parish	306	Louisiana Special Education Center	W4B	Lake Charles College Prep
018	East Carroll Parish	318	LSU Laboratory School	W5B	Northeast Claiborne Charter
019	East Feliciana Parish	319	Southern University Lab School	W6B	Acadiana Renaissance Charter Academy
020	Evangeline Parish	321	New Vision Learning Academy	W7A	Louisiana Key Academy
021	Franklin Parish	329	V. B. Glencoe Charter School	W7B	Lafayette Charter Foundation
022	Grant Parish	331	International School of Louisiana	W8A	Impact Charter Elementary
023	Iberia Parish	333	Avoyelles Public Charter School	W9A	Vision Academy
024	Iberville Parish	334	New Orleans Center for Creative Arts	WAG	Louisiana Virtual Charter Academy
025	Jackson Parish	336	Delhi Charter School	WAK	Southwest Louisiana Charter Academy
026	Jefferson Parish	337	Belle Chasse Academy, Inc.	WAL	JS Clark Leadership Academy
027	Jefferson Davis Parish	340	The MAX Charter School	WAR	Tangipahoa Charter School Association
028	Lafayette Parish	341	D'Arbonne Woods Charter School	WAU	GEO Prep Academy of Greater Baton Rouge
029	Lafourche Parish	343	Community School for Apprenticeship Learning, Inc.	WAV	RSD- Democracy Prep Louisiana Charter School
030	LaSalle Parish	344	Voices for International Business & Education	WAV	RSD- Democracy Prep Louisiana Charter School
031	Lincoln Parish	345	University View Academy, Inc. (FRM LA Connections)	WAX	RSD-Baton Rouge College Preparatory Inc
032	Livingston Parish	346	Lake Charles Charter Academy Foundation, Inc.	WAZ	Audubon Charter School
033	Madison Parish	347	Lycee Francais de la Nouvelle-Orleans	WBA	Einstein Charter School at Village De L'Est
034	Morehouse Parish	348	New Orleans Military & Maritime Academy	WBB	Benjamin Franklin High School
035	Natchitoches Parish	360	RSD-Educators for Quality Alternatives	WBC	Alice M Harte Elementary Charter School
036	Orleans Parish	361	RSD-Crescent Leadership Academy	WBD	Edna Karr High School
037	Ouachita Parish	363	RSD-Crescent City Schools	WBE	Lusher Charter School
038	Plaquemines Parish	364	RSD-Community Leaders Advocating Student Success	WBF	Eleanor McMain Secondary School
039	Pointe Coupee Parish	367	RSD-Spirit of Excellence Academy	WBG	Robert Russa Moton Charter School
040	Rapides Parish	368	RSD-Morris Jeff Community School	WBH	Lake Forest Elementary Charter School
041	Red River Parish	369	RSD-ReNEW-Reinventing Education Inc.	WBI	New Orleans Charter Science and Mathematics HS
042	Richland Parish	373	RSD-Arise Academy	WBJ	ENCORE Academy
043	Sabine Parish	374	RSD-Success Preparatory Academy	WBK	Bricolage Academy
044	St. Bernard Parish	381	RSD-Akili Academy of New Orleans	WBL	Wilson Charter School
045	St. Charles Parish	382	RSD-Collegiate Academies	WBM	Einstein Charter High School at Sarah Towles Reed
046	St. Helena Parish	385	RSD-New Orleans College Preparatory Academies	WBN	Einstein Charter Middle Sch at Sarah Towles Reed
047	St. James Parish	389	RSD-Pelican Educational Foundation	WBO	Einstein Charter at Sherwood Forest
048	St. John the Baptist Parish	390	RSD-Dryades YMCA	WBP	McDonogh 42 Charter School
049	St. Landry Parish	393	RSD-Choice Foundation	WBQ	New Harmony
050	St. Martin Parish	395	RSD-Algiers Charter Schools Association (ACSA)	WBR	Athlos Academy
051	St. Mary Parish	396	Recovery School District-LDE	WBT	Audobon Charter School-Gentilly
052	St. Tammany Parish	397	RSD-Institute for Academic Excellence	WBU	Rosenwald Collegiate Academy
053	Tangipahoa Parish	398	RSD-Knowledge is Power Program (KIPP) N.O.	WBV	Dwight D Eisenhower Charter School
054	Tensas Parish	399	RSD-FirstLine Schools, Inc.	WJ5	Collegiate Academy
055	Terrebonne Parish	3A5	RSD-Better Choice Foundation	WZ8	GEO Prep Mid-City of Greater Baton Rouge
056	Union Parish	3AP	RSD-Celerity Schools Louisiana, Inc.		
057	Vermilion Parish	3B9	RSD-Friendship Louisiana, Inc.		

RECORD LAYOUT(S) and POSITION(S): Basic Calendar Record (Type 10), Position 11. Event Records (Types 20, 30, 40, 50, and 60), Position 8

DATA ELEMENT: Number of Minutes per Day	
LENGTH: 3	**FORMAT:** Alphanumeric

DEFINITION:

This Basic Calendar Record entry is used to identify (in whole minutes) the total number of planned or actual instructional minutes in a *normal school day* for the classes/grades covered by the school calendar being reported. Enter as a 3-position number ***with leading zeroes***.

Notes:

For purposes of applying school calendar reporting requirements, a **class** will be defined as one or more students who are reportable in SIS with the same site code and grade placement, and who are scheduled to attend school for the same number of periods, instructional minutes, and specific dates over the instructional school year. The *Number of Minutes Per Day* should reflect the normal school day for the **student**, which *may/may not* be the same as the normal school day for the **applicable school site**; for example, a student who is reported in SIS at a school or site, but whose *total time of instruction from the reporting district* consists of one class period, a half-day session, or some other unit of instructional time that differs from the period of instructional time normally made available at the school or site under which the student is reported.

RECORD LAYOUT(S) and POSITION(S):

Basic Calendar Record (Type 10), Position 63

DATA ELEMENT: Number of Periods per Day	
LENGTH: 1	**FORMAT:** Numeric
DEFINITION: The number of class periods in a normal school day for the specific classes/grades covered by the school calendar being reported. Enter as a numeric value from 1 thru 9. Note: For elementary schools (or others) that *do not use class periods*, enter *six* periods as the default.	
RECORD LAYOUT(S) and POSITION(S): Basic Calendar Record (Type 10), Position 66	

DATA ELEMENT: Number of Semesters	
LENGTH: 1	**FORMAT:** Numeric
DEFINITION: The number of semesters included within the **regular school session**: i.e., the number of semesters within the total "school year," **excluding any summer school**, defined by the school calendar being reported. Note: Must be 1, 2 or 4.	
RECORD LAYOUT(S) and POSITION(S): Basic Calendar Record (Type 10), Position 105	

DATA ELEMENT: Record Type	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION: The code indicating the type of record beings submitted:

Basic Calendar Record:

Type 10 Basic Calendar Record: One Type 10 Record is required (**and only one allowed**) for each *school calendar record set.* Defines the first/last day of class, number of instructional minutes for normal school day, periods per day, applicable grades, and number of semesters. Note: Each Type 10 record within an LEA's school calendar submission must have a different calendar code.

Event Records:

Type 20 Teacher-Only Days: Identifies planned, *non-instructional,* ***whole weekday or whole weekend*** *days (Mon.-Fri., Sat., or Sun.) when students are not present*: for example, in-services, workshops, planning days, parent-teacher conferences, etc. Note: **Cannot** be same day(s) as first/last day of class or within beginning/ending dates for other event records in the same calendar set (i.e., records having the same LEA and calendar code).

Type 30 Holidays: Identifies scheduled holidays, which can be defined as the *scheduled absence* of both students **and** staff for any **whole weekday(s) ONLY** within the school session. The holiday designation **does not** include any day(s) the school/facility is closed due to an emergency.

Type 40 Student Early Dismissal: Identifies any **part-day of instruction** (whether *planned or unplanned/emergency*) which occurs on a **part-weekday ONLY** during the school session; this entry *can apply to the first or last day of class (if less than full day)*.

Type 50 Emergency Day(s): Identifies any **whole weekday(s) ONLY** on which the facility/school was *closed due to an n emergency*. May be any weekday(s) within, but not including, the first and last days of class.

Type 60 Added or Make-Up Time: Identifies in **minutes** any *extra* **whole or part day(s) of instruction** that are *scheduled to: make up for emergency days or early dismissal days; extend the length of an instructional day(s) beyond the number of minutes in the Basic Calendar; and/or designate* a *weekend* day (i.e., Saturday or Sunday) as a whole or part day of instruction.

RECORD LAYOUT(S) and POSITION(S):

Basic Calendar Record (Type 10), Position 20

Event Records (Types 20, 30, 40, 50, 60), Position 20

DATA ELEMENT: School/Site Code	
LENGTH: 6	**FORMAT:** Alphanumeric
DEFINITION: Code assigned by LDOE within the Sponsor/Site Database to each school or site within a district or agency. Enter the applicable school/site code for a calendar if the calendar is specific to that school or site. Leave the school/site code field blank for district level "default" calendars, since a default calendar applies to more than one school or site. Also leave blank in calendars for single site LEAs such as Type 2 charter schools since these LEAs should submit only district level calendars. NOTE: If a school/site code is entered for the Basic Calendar Record (Type 10), the *identical school/site code* must be entered for *all associated Event Records (Types 20, 30, 40, 50, and 60)* i.e., those having the same calendar code as the basic record.	
RECORD LAYOUT(S) and POSITION(S): Basic Calendar Record (Type 10), Position 11 Event Records (Types 20, 30, 40, 50, and 60), Position 11	

DATA ELEMENT: System ID	
LENGTH: 3	**FORMAT:** Alphanumeric
DEFINITION: The unique code identifying the automated data reporting system to which the data belongs. Must always be **SPC** for School Calendar System (SPC) records.	
RECORD LAYOUT and POSITION: Basic Calendar Record (Type 10), Position 1 Event Records (Types 20, 30, 40, 50, and 60), Position 1	

APPENDIX C – DATA GLOSSARY

Automated Calendar Concept: The School Calendar System (SPC) software will, unless instructed otherwise, count each weekday (Monday – Friday) within the range of instruction (*inclusive* of the First and last Days of class) as *full days of instruction*.

Data Collection Period: Scheduled time frames allotted during each school year for submitting school calendars to the School Calendar System (SPC).

Equivalent Instructional Days: Total of all the instructional minutes divided by the standard 360 instructional minute day. Refer to *BESE Bulletin 741*.

Partial Days: *Planned* days in which students attend under an abbreviated schedule.

Regular School Session: That period encompassed by the first day of class and last day of class of the total school year (excluding summer school) as pertains to all enrolled members of the specific district, school, grade and/or class: i.e., a period whose span may run from the traditional two-semester school year up to a year-round school year of four semesters, inclusive of breaks between these semesters. (Note: Where applicable, the period of a regular school session would be expanded to include any make-up time occurring after the originally planned last day of class.)

Submission Deadlines – Approximately a week to 10 days prior to the system closing. Submitting data by this date provides an opportunity for LDOE to look at the data and provide comparison reports for last minute corrections.

Summer School: Classes conducted during the summer months, primarily for students who choose to earn extra credit, to repeat a class, and/or to attend other special classes. Traditionally, a summer school session is associated with the preceding regular school session even though the summer school may extend into (or even start within) the next fiscal year.

APPENDIX D – ERROR CODES & MESSAGES

The following error code definitions describe error messages that may be received after processing data for the School Calendar System (SPC). These messages are designed to facilitate the correction of errors before data are resubmitted. If any records are found to be in error during the upload process, the entire file will be rejected and the data base will not be updated. However, if there are warning messages, update of the data base will occur.

NOTE: The placement of brackets "{"and "}" within some error messages is used to identify the portion of the error message that contains data extracted from fields of the school calendar file or record being edited. These may include field such as *Beginning Date, Ending Date, Sponsor, Site Code, and Grade Placement.*

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
01	Begin date {mm/dd/yy} Greater than ending date {mm/dd/yy}.	The first day/begin day (positions 22-29) is later than the last day/end day (positions 30-37).	On the Basic Calendar Record (Type 10), correct the First Day of Class for Students or the Last Day of Class for Students.
02	Beginning school session year equals zero.	Positions 4-7 of the Basic Calendar Record (Type 10) or Event Record (Types 20, 30, 40, 50, and 60) contain zeroes.	On the record in error, correct the Beginning School Session Year to contain a valid date. Must equal beginning year of school year.
03	Beginning school session year {xxxx} not numeric.	Positions 4-7 of the Basic Calendar Record (Type 10) or E vent Record (Types 20, 30, 40, 50, and 60) is not numeric. Must equal beginning year of school year.	On the record in error, correct the Beginning School Session Year to contain a valid date equal to the beginning year of school year (e.g. 2018 for school year 2018-2019)
04	Calendar code must be greater than zero.	Positions 17-19 of the Basic Calendar Record (Type 10) or E vent Record (Types 20, 30, 40, 50, 60) contains zeroes. Must equal beginning year of school year.	On the record in error, correct the Calendar Code to be a number between 001 and 999.
05	Calendar code not reported.	Positions 17-19 of the Basic Calendar Record or E vent Record (Types 20, 30, 40, 50, 60) is blank.	On the record in error, correct the Calendar Code to be a number between 001 and 999. Calendar code cannot be blank in all school calendar records
06	Calendar code not numeric.	Positions 17-19 of the Basic Calendar Record (Type 10) or E vent Record (Types 20, 30, 40, 50, 60) is not numeric.	On the record in error, correct the Calendar Code to be a number between 001 and 999.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
07	Calendar code {nnn} duplicated within LEA {xxx}.	In the upload file being submitted by the LEA/Sponsor, the Calendar Code is contained in more than one Basic Calendar Record (Type 10)	A specific Calendar Code may be used for only one school calendar record set within a LEA/Sponsor's calendar database.
08	Calendar incomplete; basic calendar record missing.	In the upload file being submitted by the LEA/Sponsor, one or more Event Record (Types 20, 30, 40, 50, 60) contain a Calendar Code that does not appear in a Basic Calendar Record (Type 10) for that school calendar record set.	The Basic Calendar Record (Type 10) was, in fact, not submitted; the relating data of the Basic Calendar Record was miscoded; the relating data of the Event Record(s) was miscoded; or the Basic Calendar record type was miscoded as an Event Record. Correct the school calendar record set and resubmit.
09	Calendar incomplete; no holiday records loaded.	A Basic Calendar Record (Type 10) was submitted using a specific calendar code, but there is no Holiday (Type 30) record within that school calendar record set.	Each school calendar record set must contain at least one Holiday record. Possibilities: The Basic Calendar Record (Type 10)'s relating data (i.e., system ID, session year, LEA code, site code, and/or calendar code) was miscoded; the holiday record was, in fact, not submitted; the holiday record's relating data was miscoded; or the record type of the holiday record was miscoded as another type event record. Correct the school calendar record set and resubmit.
10	Date equals zeros.	The first day/begin day (positions 22-29) or the last day/end day (positions 30-37) is zeroes.	On the Basic Calendar Record (Type 10)correct the First Day of Class for Students or the Last Day of Class for Students to be a valid date and resubmit. -- and/or -- On the Event Record, correct the Beginning Day of Event or the Ending Day or Event to be a valid date and resubmit.
11	Date range {mm/dd/yyyy - mm/dd/yyyy}, not within school year.	The displayed first day/begin day (Positions 22-29) and/or the last day/end day (Positions 30-37) of a Basic Calendar Record or E vent Record contains a date that is too early or too late to be considered valid for the current school year.	On the Basic Calendar Record (Type 10)correct the First Day of Class for Students or the Last Day of Class for Students to be a valid date and resubmit. -- and/or -- On the Event Record, correct the Beginning Day of Event or the Ending Day or Event to be a valid date and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
12	Date {mm/dd/yyyy} falls on a weekend.	The displayed first day/begin day (Positions 22-29) and/or the last day/end day (Positions 30-37) of a Basic Calendar Record or Event Record (Except Type20 or60) falls on Saturday or Sunday.	On the Basic Calendar Record (Type 10)correct the First Day of Class for Students or the Last Day of Class for Students to be a valid date and resubmit. -- and/or -- On the Event Record, correct the Beginning Day of Event or the Ending Day or Event to be a valid date and resubmit.
13	Date {mm/dd/yyyy} invalid.	The displayed first day/begin day (Positions 22-29) and/or the last day/end day (Positions 30-37) of a Basic Calendar Record or Event record contains an invalid date. (e.g. Month>12; day>31).	On the *Basic Calendar Record (Type 10)*correct the First Day of Class for Students or the Last Day of Class for Students to be a valid date and resubmit. -- and/or -- On the Event Record, correct the Beginning Day of Event or the Ending Day or Event to be a valid date and resubmit.
14	Date {mm/dd/yyyy} not numeric.	The displayed first day/begin day and/or the last day/end day is not numeric. Leading zeroes are required for month or day entries between “01" and “09."	On the *Basic Calendar Record (Type 10)*correct the First Day of Class for Students or the Last Day of Class for Students to be a valid date and resubmit. -- and/or -- On the Event Record, correct the Beginning Day of Event or the Ending Day or Event to be a valid date and resubmit.
15	Duplicate date {mm/dd/yyyy} on record types {xx}, {zz}.	a) The begin or end date of an event record is the same in a second event record within the same school calendar record set. OR b) an Event Record contains a begin or end date that is the same as the first or last day in the related Basic Calendar record.	Correct the date on the Basic Calendar Record (Type 10), and/or the Event Record and resubmit
16	Duplicate record type 10.	More than one Basic Calendar Record (Type 10 was submitted which contain identical entries for the relating data: i.e., system ID, session year, LEA, site code, and calendar code fields.	Possibilities: The Basic Calendar Record was, in fact, duplicated; the site code or calendar code in a basic calendar from another calendar set was miscoded; or the Record Type of an event record was miscoded as Type 10. Correct the Record Type and resubmit

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
17	Event description not reported.	The Event Description, positions 38-62, of an event record are blank.	Enter the Event Description which is required for all Event Records.
18	Event description numeric.	The Event Description, positions 38-62, of an event record are numeric and must contain alphanumeric text describing the event.	Enter the Event Description which is required for all Event Records.
19	Grade {nn} is incorrectly coded in position {zz}.	Either the displayed Grade Code was miscoded or it was placed in the wrong grade field of the Basic Calendar Record.	Determine what grade was intended and refer to Applicable Grades or the Basic Calendar Record (Type 10)
20	Grade {nn} missing from LEA {xxx} calendars. This message is a warning.	The Sponsor Site Database shows the LEA (xxx) is authorized as having the displayed grade (nn) at one or more school sites; however, the grade code has not been included by this district in any district level calendar which is required.	Any grade code shown for an LEA on the Sponsor Site Database should be included in at least one district level calendar. Either include the missing grade in a school calendar or submit a district correction to the Sponsor Site Database. If the grade in error is grade 35 you may ignore the
21	Grade {nn} not found in Sponsor Site database.	A (a) a site level basic calendar contains a grade code (nn) that is not authorized in the Sponsor/Site Database for that site code; OR (b) a district-level basic calendar contains a grade code (nn) that is not shown for any of the LEA's sites on the Sponsor Site Database.	Either remove the grade from the school calendar (i.e., if grade is erroneous) or submit a district correction to the Sponsor Site Database.
22	Grade {nn} not included in calendar for school {xxxxxx} or LEA {xxx}. This message is a warning.	The Sponsor Site Database shows the displayed grade (nn) is authorized at the displayed site code (xxxxxx); however, the grade code was not included in the calendar submitted for that site code or the district level calendar submitted.	Any grade code shown for an LEA on the Sponsor Site Database should be included in at least one district level calendar. Either include the missing grade in a school calendar or submit a district correction to the Sponsor Site Database. If the grade in error is grade 35 you may ignore the warning.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
23	Grade {xx} not numeric in position {gg}.	The 'grade' entry displayed (xx) in the grade field position (gg) of the basic calendar is not numeric.	Determine what Applicable Grades was intended and/or refer to the Basic Calendar Record (Type 10) format for correct code and placement. Be sure to include leading zero for grade entries "01" thru "09."
24	Input LEA Code {xxx} not = user LEA {zzz}.	The LEA code (xxx) contained within positions 8-10 of the input calendar record does not equal the LEA code (zzz) extracted from positions 2-4 of the USER ID under which the calendar file was	The LEA code (xxx) is not valid for the submitting LEA. Correct the LEA code in the record(s) in error and resubmit.
25	Instructional minutes equals zeroes.	The instructional time field for an early dismissal (Type 40) or make- up time/day (Type 60) record contains zeroes.	For Early Dismissal (Type 40) or Make - U p time (Type 60) record, instructional time must be numeric and greater than zero.
26	Instructional minutes not numeric.	The instructional time field for an early dismissal (Type 40) or make- up time/day (Type 60) record contains non-numeric data.	For Early Dismissal (Type 40) or Make - U p time (Type 60) record, instructional time must be numeric and greater than zero.
27	Instructional minutes not valid for emergency days.	The instructional time field for an Emergency (Type 50) record contains numeric data greater than zero.	Instructional time does not apply for Emergency (Type 50) records, since emergency days are whole days. Leave the field blank.
28	Instructional minutes, {nnn} greater than number of minutes per day.	An early dismissal (Type 40) record contains an entry for instructional time (Positions 63-65) that is greater than the number of minutes/day contained in Positions 63-65 of the related Basic Calendar Record (Type 10)	The instructional time that can be credited to an 'early dismissal day' cannot exceed the length of the school day. Correction is required for either the instructional time, the number of minutes/day, or the record type applicable to the situation.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
29	Invalid Record Type.	The Record Type in Position 20-21 in one or more records does not equal 10, 20, 30, 40,	Correct the Record Type in the record(s) and resubmit.
30	Invalid Sponsor Code.	The entry for LEA or Sponsor Code in Positions 8-10 of the record is not a valid sponsor code from Sponsor Site.	Correct the LEA or Sponsor Code in the record(s) and resubmit.
31	LEA {xx} and Sponsor {zzz} do not match.	The LEA or Sponsor Code (xxx), positions 8-10, of a site level calendar record does not equal the sponsor code (zzz) extracted from the first three digits of the site code (i.e., Positions 11-13).	The LEA or Sponsor Code (xxx) is not valid for the submitting LEA. Correct the LEA/Sponsor Code in the record(s) in error and resubmit.
32	Make-up {mm/dd/yyyy - mm/dd/yyyy} included week and weekend days.	The period covered by the begin day (Positions 22-29) and the end day (Positions 30-37) of a Make-up Time/Day (Type 60) record includes or overlaps both regular weekday and weekend dates.	Separate Type 60 records must be used to enter make-up time/days for weekday and weekend periods. Correct the Type 60 record. The number of instructional minutes (Positions 63-65) used for a weekend make-up day is not likely to be the same as the make- up minutes added to a weekday.
33	Make-up {mm/dd/yyyy - mm/dd/yyyy} less than 1 hour on weekend.	Less than sixty (60) instructional minutes (Positions 63-65) have been entered as the full length of the weekend MAKE-UP DAY identified by the first day/begin day (Positions 22-29) and the last day/end day (Positions 30-37) of a Make-up Time/Day (Type 60) record.	Correct the Type 60 record.
34	No grades reported for calendar code {nnn}.	The Basic Calendar Record for the displayed calendar code (nnn) is blank in Positions 67-104, i.e., no grade codes have been entered.	Correct the Type 10 record or correct the record type of the Event Record in error.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
35	No LEA Calendar for {xxx}.	The calendar upload file submitted by the district does not contain a district level calendar set; i.e., calendar record with blanks in the site code field (Positions 11-16).	Each LEA's calendar submission must contain at least one district level (default) calendar. Submit records which define a district level calendar and resubmit.
36	Number of minutes per day equals zeroes.	The Basic Calendar Record (Type 10) contains zeroes in the number of instructional minutes/day field (Positions 63- 65).	The basic calendar must contain a numeric entry greater than zero for instructional minutes/day. Correct the record in error and resubmit.
37	Number of minutes per day not reported.	The Basic Calendar Record (Type 10) contains blanks in the number of instructional minutes/day field (Positions 63- 65).	Possibilities: Oversight in entering minutes per day; or the record type (Positions 20-21) of a teacher- only day, holiday, or emergency day event record was miscoded as
38	Number of minutes/day {nnn} greater than 600.	The Basic Calendar Record (Type 10) contains a number greater than 600 in the minutes/day field (Positions 63-65).	The entry exceeds reasonable limits for instructional time on a daily basis, thus, indicating the entry is erroneous.
39	Number of minutes/day {nnn} less than 180. This is a warning message.	The Basic Calendar Record (Type 10) contains a number less than 180 in the minutes/day field (Positions 63-65).	The entry falls below the 'normal' limits for instructional time on a daily basis, thus, indicating the entry may be erroneous. If the number of minutes per day entry is valid, ignore this warning.
40	Number of minutes/day {aaa} not numeric.	The Basic Calendar Record (Type 10) contains non-numeric data in the minutes/day field (Positions 63-65).	The number of instructional minutes/day for a basic calendar must be a number (including leading zeros) greater than zero.
41	Number of periods not reported.	The Basic Calendar Record (Type 10) is blank in the periods/day field (Position 66).	May be a possible oversight in entering periods per day; or the record type (Positions 20-21) of an event record was miscoded as a Type 10 record.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
42	Number of periods {a} not numeric.	The Basic Calendar Record (Type 10) contains a non-numeric entry in the periods/day field (Position 66).	Required: Periods/day must be a number from 1 to 9.
43	Number of periods {n} not equal a number from 1 thru 9.	The Basic Calendar Record (Type 10) contains an entry other than 1 thru 9 in the periods/day field (Position 66).	Number of Periods per day must be a number from 1 to 9.
44	Number of semesters equals zeroes.	The Basic Calendar Record (Type 10) contains a zero in the number of semesters field (Position 105).	The Basic Calendar Record must contain a numeric entry of 1, 2, or 4 in the number of semesters field.
45	Number of semesters must equal 1, 2, or 4.	The Basic Calendar Record (Type 10) contains an entry other than 1, 2, or 4 in the number of semesters field (Position 105). Required:	The Basic Calendar Record must contain a numeric entry of 1, 2, or 4 in the number of semesters field.
46	Number of semesters not numeric.	The Basic Calendar Record (Type 10) contains non-numeric data in the number of semesters field (Position 105).	The basic calendar must contain a numeric entry of 1, 2, or 4 in the Number of Semesters field.
47	Record type not numeric.	The entry for Record Type (Positions 20-21) in a record within the calendar file is not numeric.	Required: The Record Type entry must be 10, 20, 30, 40, 50, or 60.
48	School session year {yyyy} invalid.	The entry for Beginning School Session Year (Positions 4-7) does not agree with the current Bbeginning year for this school calendar reporting	Correct the Beginning School Session Year on the record(s) and resubmit.
49	Site code {xxxxxx} invalid; school has been closed.	The displayed site code (xxxxxx) from Positions 11-16 of the calendar record is identified on the Sponsor/Site Database as having been closed in a prior year.	Either correct the School/Site code or contact the Sponsor/Site Data Manager regarding change in status of the site code on the Sponsor/Site Database.
50	Site code {xxxxxx} not found on site database.	The displayed site code (xxxxxx) from Positions 11-16 of the calendar record is not on the Sponsor Site Database.	Either correct the School/Site code or contact the Sponsor/Site Data Manager regarding addition of the site code to the Sponsor Site Database.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
51	System ID {aaa} not equal to SPC.	The system ID field (Positions 1- 3) of the calendar record does not contain "SPC."	Change the System ID to SPC.
52	Warning {mm/dd/yyyy - mm/dd/yyyy} instr. Time + make-up >= 9 hrs. This message is a warning.	A Make-up Time/Day (Type 60) record has increased the total instructional time for a school day(s) to nine or more hours. This represents the sum of the instructional minutes contained in Positions 63-65 of the Make-Up Time/Day Type 60 record and the number of minutes per day from the Basic Calendar Record (Type 10)	If the instructional minutes is valid, is valid, ignore this warning, otherwise correct the record(s) in error and resubmit.
53	Warning – Calendar first/last day conflicts with SIS dates. This message is a warning.	The First Day of Class for Students (Positions 22-29) and/or Last Day of Class For Students (Positions 30-37) of an updated Basic Calendar Record (Type 10) are in conflict with SIS data already on file: for example, the first day of class for a specific calendar is being changed to a date later than the entry date for a student record which was previously submitted under (and passed edits against) the calendar's	If the SIS date is correct, then adjust the First Day of Class for Students and resubmit your school calendars; otherwise, be sure to correct the applicable SIS entry date(s) in the required Type 3 resubmission of your SIS file.
54	Warning – LEA calendars have overlapping grade {nn}. This message is a warning.	The displayed grade (nn) is contained in more than one district level calendar for the school district: for example, one district level calendar may contain grades 01-06, while a second district level calendar covers grades 06-08.	If the overlap in grades is valid, ignore this warning.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
55	Warning-Overlapping grade {nn} in calendars for site {xxxxxx}. This message is a warning.	The displayed grade (nn) is contained in more than one calendar for the displayed site code (xxxxxx). For example, one calendar may contain grades 01- 06, while a second calendar for that same site covers grades 06- 08.	If the overlap in grades is valid, ignore this warning.
56	Invalid dates.	Begin Date or End Date for Teacher Only Days (Type 20) cannot equal either the First Day of Class for Students or Last Day of Class For Students -OR- Begin Date or End Date for Holiday (Types 30) and Emergency Closure (Type 50) cannot be earlier or the same First Day of Class for Students or later than Last Day of Class For Students -OR- Begin Date or End Date for Early Dismissal (Types 40) and Make-Up Time (Type 60) cannot be earlier than First Day of Class for Students or later than Last Day of Class	Correct the begin and/or end date and resubmit.
57	Calendar cannot be deleted: exists in SIS database.	An attempt was made to delete a calendar, however, there are records in SIS that use the calendar.	Revise the SIS records to use another calendar or do not delete the calendar.
58	Begin/End date(s) conflicts with SIS.	The calendar begin or end date conflicts with the begin/end dates in SIS	Correct the Begin/End dates of the calendar of the Begin/End dates in SIS.
59	Missing from Calendar. Already exists in SIS. This message is a warning.	There is no calendar in SPC although there are records in SIS with the calendar code.	Add the calendar to SPC or correct the Calendar Code in SIS.

APPENDIX E – DIFFERENT SCENARIOS FOR CREATING CALENDARS

The School Calendar System (SPC) will, unless instructed otherwise, count each weekday (Monday – Friday) within the range of instruction (inclusive of the First and last Days of class) as full days of instruction.

The district must further define the calendar by identifying any *whole weekdays* that are devoted to Teacher-Only Days, Holidays, or full-day Emergency Days and, thus, are not available for instruction

Any part-days of instruction during Monday-Friday (e.g., short first day(s) of school, students present part-day for evaluation, part-day holidays, part-day emergencies, etc.) must be identified as student early dismissal days, together with the number of minutes of instruction given on each part-day.

Conversely, any instructional time that is in addition to a school's normal weekday minutes of instruction, or any whole or part-days of instruction that occur on a Saturday or Sunday must be individually entered into the calendar as Make-Up Time/Days, together with the number of make-up minutes of instruction given each day.

The following are examples of how to create different calendars based on specific scenarios or situations.

Scenario 1: An Elementary School in a district needs a different calendar

For all elementary schools in a district, a district level calendar was created at the beginning of the year. Two extra days were built in for emergency closures. On March 5th, a school was closed due to flooding.

- The district level Calendar is unchanged.
- Create a separate Calendar for the elementary school affected by the flooding:
    - Duplicate the records in the original district level calendar creating a new record set
    - Include the Calendar Code for each record in the new set record set
    - Include the Calendar Description on the Basic Calendar Record (Type 10)
    - Include the Site Code of the school on all Event Records (Types 20, 30, and 40)
    - Add a new Emergency record (Type 50) with the beginning and ending dates to define the March 5th emergency

Scenario 2: District has an elementary calendar and a high school calendar

All elementary schools in a district follow a calendar that is different from the calendar followed by all high schools.

- Create a district level calendar record set for the elementary schools indicating the applicable grades for the elementary schools.
- Create a second district level calendar set for the high schools.

***Note**: If the district elects to submit individual calendar sets for each school/site in this situation, the district must still submit one or more district level calendar sets covering all applicable grade levels.*

Scenario 3: All schools using a district level calendar had a different emergency

Although five schools in District B were projected to follow the same calendar, each experienced a different emergency day before the school year ended.

- Create five different school calendars record sets, one for each *Site Code* including a separate Emergency (Type 50) record defining the specific emergency day for that school site.

  Note: The submission of site level calendars **does not** *negate the requirement that the district submit one or more district level calendar sets, as needed, to cover all applicable grade levels.*

Scenario 4: A school follows a different calendar from the district calendar

- Create one or more calendar record sets for the district which encompass all grades within the district.
- Create a separate calendar record set for the school with the different calendar.

Scenario 5: Grades K-5 and 6-12 have different periods of instruction

Grades K-5 at a school has 360 minutes of instructional time per day, without 'period' designation. Grades 6-12 at the same school have a 7-period day with 385 minutes of instructional time per day.

- Create separate calendar record sets for Grades K-5 and for Grades 6-12
- For each record set, indicate the specific grades, number of periods, and minutes of instruction time that apply
- For example, create the K-5 calendar set to depict a 6-period, 360-minute day and create the 6-12 calendar set to depict the 7-period, 385-minute day

Scenario 6: A school has a flexible schedule

School "A" has a 6-period day, but maintains a flexible schedule that requires them to meet only four days a week.

- Create a calendar record set for School "A", which defines each of the "unused" weekdays as a "holiday"
- For example, if school is in session Monday through Thursday, a holiday (Type 30) record must be created for each Friday that the school does not meet (excluding any Fridays otherwise covered by other records: i.e., scheduled holidays, semester breaks, teacher-only days, emergency days, etc.). For example, if there are 25 Fridays on which the school does not meet because of its having a four-day schedule, then the calendar set must contain (25) Type 30 records containing the dates for these Fridays.

Scenario 7: An emergency day is needed beyond the reported last day of class

An emergency day or unanticipated early dismissal day(s) late in the school year requires that instructional time be made up using a day that is beyond (i.e., later than) the originally intended /reported last day of class.

Factors: The school calendar adjustments necessary to report the make-up of instructional time on a date **later than** the originally planned last day of class will depend upon: (a) the day of the week selected for make-up (i.e., weekday versus weekend day); and (b) whether instructional time on the make-up day is less, the same, or greater than the normal "instructional minutes per day" for that school calendar. Some variations are:

- #1: The selected make-up day is a **weekday** and a **full day** is made up; i.e., the instructional minutes made up *are the same* as that reported in the basic calendar record as *Number of Minutes per Day*.
    - Use the make-up day as the new last day of class (i.e., in the basic calendar record) and report any intervening non-instructional weekdays as holidays. In this variation, use of the Type 60 (*Make-Up Time/Day*) Record is not required.

- #2: The selected make-up day is a **weekday** and **less than a full day** is made up; i.e., the instructional minutes made up *are less than* that reported in the basic calendar record as *Number of Minutes per Day*.
    - Use the make-up day as the new last day of class (i.e., in the basic calendar record), include a Type 40 (*Student Early Dismissal*) Record citing the date of make-up and the number of instructional minutes, and report any intervening non-instructional weekdays as holidays. Again, no Type 60 (*Make-Up Time/Day*) Record is required.

- #3: The selected make-up day is a **weekday** and **more than a full day** is made up; i.e., the instructional minutes made up *are greater than* that reported in the basic calendar record as *Number of Minutes per Day*.
    - Use the make-up day as the new last day of class (i.e., in the basic calendar record), include a Type 60 (*Make-Up Time/Day*) Record that contains the date of make-up and the number of instructional minutes by which the make-up day exceeded the normal instructional minutes/day, and report any intervening non-instructional weekdays as holidays.

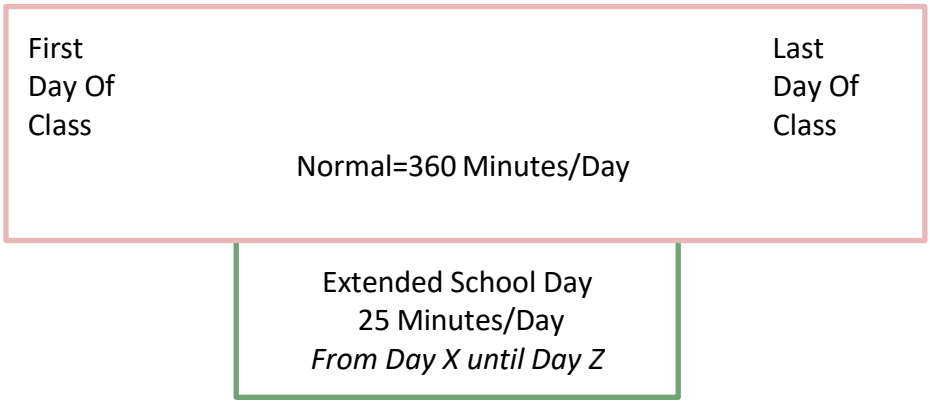
- #4: If the selected make-up day is a *Saturday or a Sunday*, then:
    - Use the make-up day as the new last day of class (i.e., in the basic calendar record), include a Type 60 (*Make-Up Time/Day*) Record that contains the date of make-up and the number of instructional minutes for the make-up day, and report any intervening non-instructional weekdays as holidays. (Note: The interfacing SIS system now recognizes use of a weekend day as last day of class.)

Scenario 8: A segment of the school session will have longer school days

The planned school calendar will involve a segment of the school session that will have longer days (i.e. more instruction minutes) to offset anticipated early dismissal days.

- Report the additional instructional minutes as make-up time as illustrated below (*see Figure 22*):
  - Enter Number of Minutes per Day in the Basic Calendar Record (Type 10) =‘360'.
  - Include a Make-Up Day (Type 60) with Beginning Day = ‘Day *X*’, Ending Day = ‘Day Z’, and Instructional Time=‘025' minutes.
  - If the period “Day X thru Day Z” is interrupted by weekends or other events such as holidays, early dismissal days, emergency days, etc., the Make-up Day (Type 60) must be spread over multiple records.

Figure 22 – Make-Up Time (Record Type 60)



APPENDIX F – CALCULATING INSTRUCTIONAL DAYS

The completed *Instructional Days Worksheet* is provided to demonstrate the algorithm the School Calendar System (SPC) uses to calculate equivalent instructional days for each submitted 'school calendar set.'

Included in this section is an EXAMPLE of a completed worksheet and a blank worksheet to use locally to verify school calendar adequacy and/or to define needed adjustments.

WORKSHEET. The instructions for completing the *Instructional Days Worksheet* are contained within the structure of the form, itself. The approach used can be summarized as follows:

1. The total number of calendar days in the school year is determined (including first/last day of class).
2. This total is **reduced by** the calendar days within the period (defined by first/last day of class) which are (a) *weekend days* or (b) weekdays which have been designated *holidays, teacher-only days, early dismissal days, or emergency days.* The result (*line 11*) is the number of full instructional days in the school year.
3. The number of full instructional days is multiplied by the *planned* or *actual* number of instructional minutes/day for the calendar being assessed (*i.e., from Box A*). The result (*line 13*) is the total number of *planned* or *actual* instructional minutes available from full instructional days.
4. The total instructional minutes from full instructional days is **increased by** the number of minutes of instruction that occurred on *make-up days (line 14) and early dismissal days (line 15)*. The result goes on *line 16* as the total *planned* or *actual* instructional minutes *for the school year* reported under this calendar.
5. For purposes of determining the number of *equivalent instructional days*, the algorithm uses a 'standard school day' of 360 instructional minutes based on HB 119 of the 1998 First Extraordinary Session of the La legislature [Ref. *Act 160* and *Revised Statutes 17:154.1(A)*]. The total instructional minutes (*from line 16*) is **divided by** the '*standard*' number of instructional minutes/day for the calendar being assessed (i.e., 360 minutes) to produce the number of equivalent instructional days, which is placed on *line 18.*

LIMITATIONS. Neither the *Instructional Days Worksheet*, nor the computer program logic it illustrates, is designed to calculate *the number of days on which instruction is given*. Instead, the intent is to reduce the total of reported planned/actual minutes of instruction to their *equivalent number of 360-minute-long instructional days* to enable comparison with the legislated requirement for a minimum school year of 177 instructional days. Thus, for example, a school calendar that provides for instruction on only 160 days of the year may meet the "177-day" requirement by use of 400-minute school days; while another school calendar scheduling instruction on 200 days of the year may fall short due to low minutes/school day and/or excessive early dismissals.

INSTRUCTIONAL DAYS WORKSHEET

BSSY: _____ - _____

LEA CODE: _____

CALENDAR CODE: _____

SCHOOL/SITE or DISTRICT WIDE: _____

Purpose: To demonstrate algorithm used in calculating equivalent instructional days from LEA-supplied school calendars

Enter planned or actual number of instructional minutes per day.	
Number of periods	

1	Enter the date of the first day of class.	
2	Enter the date of the last day of class.	
3	Enter the number of calendar days in school year, excluding summer semester (include first and last day).	
4	Enter the number of weekend days (Saturdays and Sundays) in the school year, excluding summer semester.	
5	Subtract the number of weekend days entered on line 4 from the number of calendar days entered on line 3 and enter result on line 5.	
6	Enter the number of weekday teacher-only days. Count only those between the first and last day of classes.	
7	Enter the number of holidays. Do not count weekends.	
8	Enter the number of student early dismissal days.	
9	Enter the number of emergency days.	
10	Add the number of days entered on lines 6 through 9 and enter the result on this line.	
11	Subtract line 10 from line 5 and enter the result here. This result is the number of full instructional days.	
12	Enter the normal number of instructional minutes per day from Box A.	
13	Multiply line 11 by line 12 and enter the result on this line. (Total # minutes in FULL instructional days)	
14	Enter the total minutes of instructional time for all make-up days.	
15	Enter the total minutes of instructional time for all student early dismissal days, as follows: **<u>List the date of each Student Early Dismissal day in Column A.</u>** A B > Enter the number of actual instructional minutes for each such day in column B. > Add Column B and enter Total Student Early Dismissal Days Instructional Time on this line **=>**	
16	Add the number of minutes on lines 13, 14, and 15 and enter result on this line as Total Planned or Actual Instructional Minutes.	
17	Preprinted entry of the number of instructional minutes for the "minimum" school day as defined for the current school year by Louisiana Revised Statute 17:154.1(A).	**360**
18	Divide line 16 by line 17 and enter result here. **The result is the equivalent number of instructional days based on the "minimum" school day! =>**	

INSTRUCTIONAL DAYS WORKSHEET – Example

BSSY: 2000 -2001

LEA CODE: _____

CALENDAR CODE: _____

SCHOOL/SITE or DISTRICT WIDE: _____

Purpose: To demonstrate algorithm used in calculating equivalent instructional days from LEA-supplied school calendars

Enter planned or actual number of instructional minutes per day.	375
Number of periods	7

1	Enter the date of the first day of class.	8/23/2000
2	Enter the date of the last day of class.	5/30/2001
3	Enter the number of calendar days in school year, excluding summer semester (include first and last day).	281
4	Enter the number of weekend days (Saturdays and Sundays) in the school year, excluding summer semester.	80
5	Subtract the number of weekend days entered on line 4 from the number of calendar days entered on line 3 and enter result on line 5.	201
6	Enter the number of weekday teacher-only days. Count only those between the first and last day of classes.	3
7	Enter the number of holidays. Do not count weekends.	24
8	Enter the number of student early dismissal days.	4
9	Enter the number of emergency days.	2
10	Add the number of days entered on lines 6 through 9 and enter the result on this line.	33
11	Subtract line 10 from line 5 and enter the result here. This result is the number of full instructional days.	168
12	Enter the normal number of instructional minutes per day from Box A.	375
13	Multiply line 11 by line 12 and enter the result on this line. (Total # minutes in FULL instructional days)	63,000
14	Enter the total minutes of instructional time for all make-up days.	375
15	Enter the total minutes of instructional time for all student early dismissal days, as follows: **<u>List the date of each Student Early Dismissal day in Column A.</u>** > Enter the number of actual instructional minutes for each such day in column B. A / B 8/23/2000 195 8/24/2000 195 12/19/2000 195 03/14/2001 195 > Add Column B and enter Total Student Early Dismissal Days Instructional Time on this line =>	780
16	Add the number of minutes on lines 13, 14, and 15 and enter result on this line as Total Planned or Actual Instructional Minutes.	64,155
17	Preprinted entry of the number of instructional minutes for the "minimum" school day as defined for the current school year by Louisiana Revised Statute 17:154.1(A).	**360**
18	Divide line 16 by line 17 and enter result here. **The result is the equivalent number of instructional days based on the "minimum" school day! =>**	178.21

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