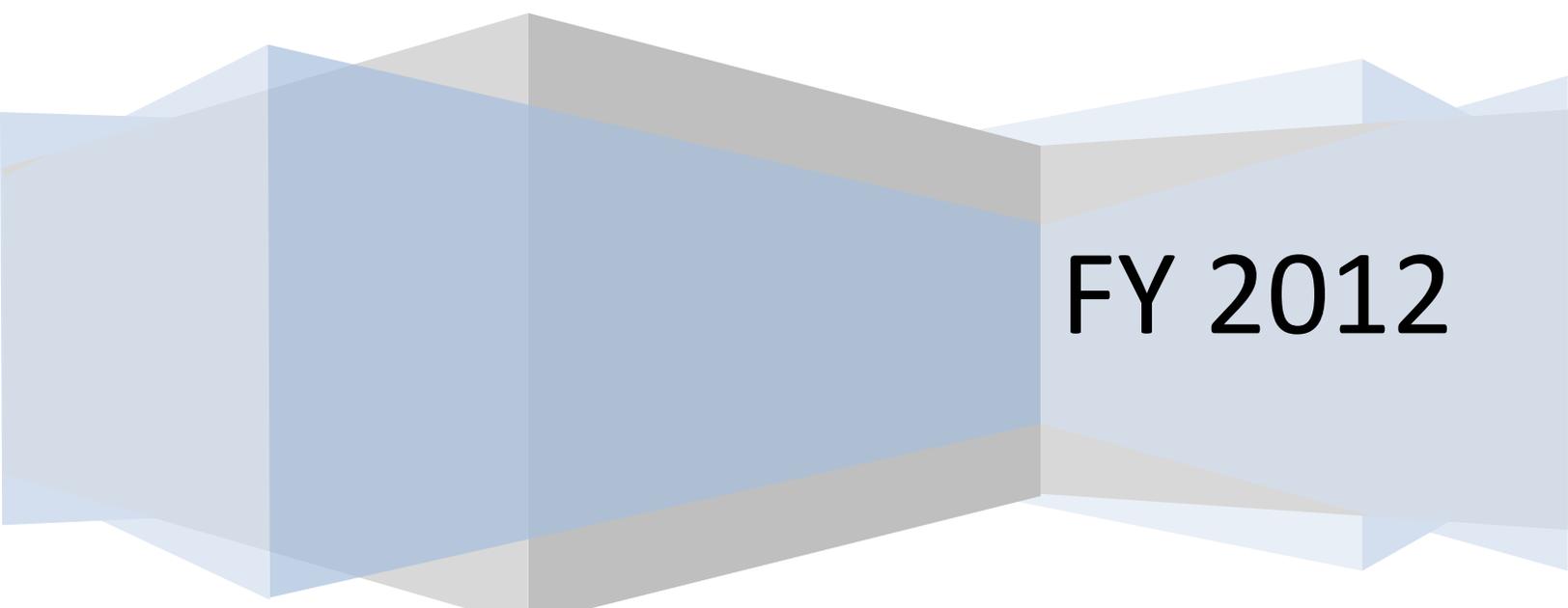


Arizona Department of Education

FY 2012 LEA Calendar Application Enhancements

Business Rules

Provided by School Finance



FY 2012

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1 Overview

1.1 Mission

- 1.1.1 To allow LEAs to enter any number of days on calendar.
- 1.1.2 To require the LEAs to verify that their calendar meets the minimum instructional time requirements.

2 Governing Statutes, Rules and Resources

2.1 A.R.S. § 15-1042

- 2.1.1 Statute requires LEAs to submit all data electronically.

2.2 A.R.S. § 15-901

- 2.2.1 Statute defines minimum instructional time requirements for preschool, kindergarten, and grades 1 – 12.

2.3 A.R.S. § 15-801

- 2.3.1 Statute governs school holidays and recesses.

3 Business Rules

3.1 Calendar Days

- 3.1.1 LEAs must have the ability to enter any number of days on the Calendar.
- 3.1.2 Allow LEAs to enter the “Winter Break” designation for individual days.
 - 3.1.2.1 Allow LEAs to enter one or more holidays (e.g., Christmas Day, New Year’s Day) between Day 1 and Day 10 of the Winter Break
 - 3.1.2.2 Do not allow LEAs to enter “Regular School Day” for any day(s) between Day 1 and Day 10 of the Winter Break.

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Example 1: Holidays (H) between Day 1 (WB1) and Day 10 (WB10) of Winter Break. Winter Break begins on 12/22. School resumes on 1/7.

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 WB1	23 WB2	24 WB3	25 H	26 WB4	27
28	29 WB5	30 WB6	31 WB7			

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 H	2 WB8	3
4	5 WB9	6 WB10	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Example 2: Holiday (H) occurs after Day 10 (WB10) of Winter Break. Winter Break begins on 12/16. School resumes on 1/3.

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 WB1	17
18	19 WB2	20 WB3	21 WB4	22 WB5	23 WB6	24
25	26 H	27 WB7	28 WB8	29 WB9	30 WB10	31

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

When user clicks on "Activate," display checkbox and statement described in 3.2.1

Information and Financial Services
SAIS - School Finance

Calendar Information

- Applications
- **Calendars**
- Summary
- Detail
- **Activate**
- Links
- Manual

CTDS: 070403000
Name: Tempe School District
Fiscal Year: 2010/2011 Month: August
Track Number: N/A Days in Session: 180
Status: Inactive Access: Full
Calendar Type: 5-Day Week Calendar
Minimum Days in Session: 180 [Change minimum Days in session.](#)

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Color Codes:
Blue: Regular school day
Red: Holiday / School not in Session
Gray: Weekend
Orange: Special day (Firstday of class, 40th day)

Note:
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2010

Exhibit 1

3.2 Activating the Calendar

3.2.1 When user clicks on "Activate" (See Exhibit 1 above) after all Calendar data has been entered, display a screen with a checkbox and the following statement and table:

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“By checking this box, we verify that this calendar meets the minimum instructional time requirements as defined in A.R.S. § 15-901 and summarized below.”

Grade	Minutes/Week	Hours/Year
Preschool	360	N/A
Kindergarten	N/A	356
1 – 3	N/A	712
4 – 6	N/A	890
7 – 8	N/A	1,000
9 – 12	N/A	720

NOTE: The data displayed in the table is fiscal year specific.

3.2.2 Also display a “grayed out” button with the words “Activate Calendar.” See Exhibit 2 below.

Sample of page to be displayed as described in 3.2.1 and 3.2.2.

ARIZONA DEPARTMENT OF EDUCATION
Information and Financial Services
SAIS - School Finance

Calendar Information

- Applications
- Calendars
- Summary
- Detail
- Activate
- Delete
- Manual

CTDS: 070403000 Track Number: N/A
 Name: Tempe School District Status: Active 7/7/2011
 Fiscal Year: 2011/2012 Days In Session: 180
[Change Minimum Days In Session](#)

August 2010

“By checking this box, we verify that this calendar meets the minimum instructional time requirements as defined in A.R.S. § 15-901 and summarized below.”

Grade	Minutes/Week	Hours/Year
Preschool	360	N/A
Kindergarten	N/A	356
1 – 3	N/A	712
4 – 6	N/A	890
7 – 8	N/A	1,000
9 – 12	N/A	720

Activate Calendar

Exhibit 2

3.2.3 When user clicks on the checkbox, activate the “Activate Calendar” button.

- 3.2.4 When user clicks on the “Activate Calendar” button, display a confirmation page that shows the checked checkbox, the verification statement, the table, and a confirmation that the calendar has been activated. See Exhibit 3 below.

Sample of confirmation page described in 3.2.4.

ARIZONA DEPARTMENT OF EDUCATION
Information and Financial Services
SAIS - School Finance

Calendar Information

- Applications
- Calendars
- Summary
- Detail
- Activate
- Delete
- Manual

CTDS: 070403000 Track Number: N/A
 Name: Tempe School District Status: Active 7/27/2011
 Fiscal Year: 2011/2012 Days In Session: 180
[Change Minimum Days In Session](#)

d August 2010 b

“By checking this box, we verify that this calendar meets the minimum instructional time requirements as defined in A.R.S. § 15-901 and summarized below.”

Grade	Minutes/Week	Hours/Year
Preschool	360	N/A
Kindergarten	N/A	356
1 – 3	N/A	712
4 – 6	N/A	890
7 – 8	N/A	1,000
9 – 12	N/A	720

070403000
Congratulations! Your Calendar is now active.
7/7/2011 8:52:03 AM
 You can activate a Calendar or edit an activated Calendar prior to 9/1/2011. After that date, please contact your Account Analyst to make any changes to your Calendar.

Exhibit 3

- 3.2.5 When user makes a change to the Calendar, again display the screen described in 3.2.1 and 3.2.2 and shown in Exhibit 2.
- 3.2.6 When user clicks on the checkbox, activate the “Activate Calendar” button.
- 3.2.7 When user clicks on the “Activate Calendar” button, display a confirmation page that shows the checked checkbox, the verification statement, the table, and a confirmation that the calendar has been activated. See Exhibit 3 above.

3.2.8 If the LEA or school has already activated its FY12 calendar, do not retroactively check the required instructional hours checkbox

3.2.8.1 If any change is made to an activated FY12 calendar, require the LEA or school to activate the updated calendar as described in 3.2.5, 3.2.6, and 3.2.7.

NOTE: The Calendar Change form will be updated to require the LEAs to indicate on the form that their instructional hours meet the required amount.

4 Known Affected Applications/System Areas

4.1 LEA Calendar application

5 Glossary

Term

LEA

Is Defined As:

Local Educational Agency. LEAs are districts and charter holders throughout the state. LEA is defined in section 14101 of the Elementary and Secondary Education Act of 1965.