

Calendar Requirements

- Each district or charter is required to establish an LEA calendar by July 7th of the school year. The calendar must be approved, submitted and activated before any student detail information can be submitted to ADE.
- Districts and charters may access their calendars to make changes until August 31st of the school year. Following this date, all change requests must be sent to School Finance for approval and implementation. The Calendar Change Request form can be found at this link: (Please use the email button on the bottom left of the form to insure that it is sent to your analyst in the proper format)

<http://www.azed.gov/finance/files/2012/01/calendarchangerequest.pdf>

- Parent entities (LEAs) are required to submit their calendars before dependent entities (schools within the LEA).
- Dependent entities that follow the same calendar as parent entities will not be required to submit a calendar. If dependent entity's schedule differs from the parent entity then the dependent entity must submit & activate separate calendars.
- The approval process and instructions for submitting calendars are published in the SAIS LEA Calendar Application User Manual at this link:

<http://www.azed.gov/finance/files/2012/08/sais-calendar-manual.pdf>

In the following example, grades K-12 all follow the same calendar. Preschool has a separate calendar. The LEA's submitted calendar is used by the Jr. high & high school with no additional requirements other than the submission of the LEA calendar. The elementary school must submit a calendar for K-6 (copy the district calendar) and create tracks 2-4 for the PS program

Defaults to Track 1 in System

CALENDAR

PARENT(LEA)
 (Track=N/A)
 Submitted and Activated

Elementary PS-6
 Tracks 1-4 submitted & activated

JR HIGH 7-8
 No calendar submitted

H.S. 9-12
 No Calendar submitted

Active Tracks 1-4

Inactive = Default to District Calendar Track 1

Inactive = Default to District Calendar Track 1

(K-6)
 5-Day

(PS)
 3-Day

Track 1
 Copy of The District Calendar

Track 2
 M,W,F

Track 3
 M,T,F

Track 4
 T,TH,F

*****Calendar Change*****
 Submit a change request form for each entity with an active track that was affected by the change. For example, a snow day on a Friday would require 5 forms. (LEA and elementary tracks 1-4)

***** Once a school calendar has been activated it no longer communicates with the district calendar in SAIS*****