LEA Calendar Application
User Manual

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I. INTRODUCTION

In accordance with A.R.S. §15-1042.B. Local Educational Agencies (LEA) are required to submit their data electronically in order to receive funding for their cost of educating students. The Student Accountability Information System (SAIS) LEA Calendar plays a critical role in calculating aggregate membership and attendance from individual records.

Arizona Online Instruction schools (AOI) must not submit a calendar.

The implementation of the LEA Calendar component is integrated with SAIS. A calendar may be associated with any type of entity. If the dependent entity (e.g., school) operates by its own specific calendar, it must submit that calendar. Otherwise the calendar of the parent entity (e.g. District/Charter Holder/Private School) will be used by SAIS. Private Day Schools and Residential Treatment Centers are also required to submit a calendar.

The LEA Calendar application is offered as an option under Common Logon (https://www.ade.az.gov/CommonLogon/default.aspx). A username and password is needed. All superintendents have access to Common Logon as administrators. To obtain Common Logon access for additional users, please send an email to enterprise@azed.gov.

If you have any questions about this document or the LEA Calendar application, please contact your School Finance Account Analyst. A list of districts and charter holders and their assigned Account Analyst can be found on the School Finance website at http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx.
II. LOGON

To login to the LEA Calendar application within Common Logon, go to the Arizona Department of Education Home Page [http://www.azed.gov/].

Figure 1  ADE Home Page
III. COMMON LOGON & PASSWORD

Common Logon requires a single user name and password for every parent entity user. This password should not be shared with other users. (If you don’t have a username and password, please see the instructions on how to obtain one on Page 3.) Enter your Username and Password and click on the button to proceed.

Figure 2 Common Logon Screen
IV. CALENDAR APPLICATION

Click on the **LEA Calendar** option.

Superintendents and Administrators are strongly encouraged to update their contact e-mail list regularly. This list is the first means of communication between ADE and LEAs. You can check this list by clicking on **LEA Profile**.

V. SUBMITTING A PARENT ENTITY CALENDAR

As previously mentioned, 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 should not submit a calendar. If a dependent entity’s schedule differs from the parent entity then the dependent entity must activate a calendar. All entities must complete and submit their Calendars by early July. Please see the [School Finance memo](#) regarding LEA Calendars released in early June for the submission due date.

**A. Calendar Options**

There are two options for viewing a calendar within the LEA Calendar Application. These are the **Detail Calendar** and the **Summary Calendar**.

The **Summary Calendar** is an outline view of days that schools will not be in session, along with 40\(^{th}\) day, 100\(^{th}\) day and the last day of school. Holidays have already been programmed into the system and are also visible in the Summary Calendar.
The other LEA Calendar choice is the **Detail Calendar**. This is where the calendar is built. The first screen in building an entity’s calendar is the Options Page.

This page allows you to enter the following information:

**Fiscal Year, Track Number, Month, and Summary/Detail Calendar Information**

1. Fiscal Year: Select the year(s) for the school year in which the calendar is being submitted.

2. Track Number: These numbers identify each of the separate school schedules used by particular sets of students (e.g., Track Number 1 = K-6 students, Track Number 2 = PreSchool students).
a. Track numbers must be entered in sequential order.

b. Parent entities will not have a Track Selection.

3. Month: The display window will show a 12-month period. When initially accessing this page, July will always be the default. Click the drop down arrow to select a month other than July.

4. Information: Detail Calendar is the default calendar type. The other choice is Summary calendar.

Select the appropriate options and click on the button.

This page will appear when there is not a calendar in the database. Parent entities need to add a calendar before their dependent entities will be allowed to create a calendar.

Figure 5 Add Calendar Screen
B. Entering Calendar Dates

The calendar has been programmed to accept any number of days as school in-session days. However, the LEA must verify that its calendar meets the minimum instructional time requirements as defined in A.R.S. §15-901 which is summarized below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minutes/Week</th>
<th>Hours/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>360</td>
<td>N/A</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>N/A</td>
<td>356</td>
</tr>
<tr>
<td>1 – 3</td>
<td>N/A</td>
<td>712</td>
</tr>
<tr>
<td>4 – 6</td>
<td>N/A</td>
<td>890</td>
</tr>
<tr>
<td>7 – 8</td>
<td>N/A</td>
<td>1,000</td>
</tr>
<tr>
<td>9 – 12</td>
<td>N/A</td>
<td>720</td>
</tr>
</tbody>
</table>

According to A.R.S. §15-801B, “Governing boards of school districts may declare a recess during the Christmas holiday season of not to exceed two school weeks”. However, if there are holidays during the winter break, those days may be marked as holidays instead of winter break.

Select the days of the week that the school will be in session by clicking within the days of the week boxes. To remove a check within a box, just click in the box again. See Figure 6.

In creating an entity’s calendar, notice the format (MM/DD/YYYY) for keying in dates. If an error has been made, click on the button and this will clear all dates.

When making corrections to a date, highlight the entire field and re-enter the correct date.
Once all fields are complete, click on the **Submit** button.

To add holidays and other non-school days, there are four categories for which days will be highlighted in the calendar. A color-coded legend explaining these categories is provided on the following page.
If changes are required, select the appropriate month by either clicking the arrow keys at the top of the calendar or by using the drop down list.

Review the days entered. Any additional days that school is not in session (e.g., Day after Thanksgiving, Inter-Session days, etc.) will need to be updated.

**Color Coded Legend for School Days**

- Blue: Regular School Day/School in Session Day
- Red: Holiday/School Not in Session/Authorized Excused Day
- Gray: Weekend
- Orange: Special Day (e.g., First Day of School, 40th Day, etc.)

![Calendar Screen](image-url)

*Figure 7 Calendar Screen*
The system has been programmed to reflect the four holidays outlined in A.R.S. §15-801(B): Independence Day, Veteran’s Day, Thanksgiving Day, and Christmas Day. These holidays cannot be changed to Regular School Days or School in Session Days. The remainder of the holidays can be changed depending on schools’ schedules.

C. Edit Calendar

If further changes are required to complete the calendar, scroll to that month and place your cursor on the first date where a change is required.

When you place your cursor within a date square, a tool tip appears indicating the status of that day.
In this scenario, the Entity will change the Day after Thanksgiving from a *Regular School Day* to *Day after Thanksgiving*.

To begin, click on the date you wish to change on the Calendar Page. (See Figure 9)

![Figure 9 Changing Date Occasion](image)

If this is the date you wish to change, click the **Edit** button to display the Occasion drop down list.
If an incorrect date has been selected, click the **Back** button to start over.

Using the drop down arrow in the Occasion box, scroll to Day After Thanksgiving and click. See Figure 10 below.
Click the **Save** button as shown in Figure 11 below.

Figure 11  Save the Occasion Screen
Once the **Save** button has been clicked, the detail calendar will appear with the new change. See Figure 12 below. Note that the 29th is now displayed in red.

If this is the only change, you may activate the calendar from here.
For changes that require a date range, please follow this example. In the example, school will not be in session due to Inter-Session from March 24, 2014 to March 28, 2014.

Scroll to the month of March and click inside the first day of the date range, which is March 24, 2014 in this case.

![Figure 13 Changing a Date Range](image-url)
When the Edit screen appears, click on the **Edit** button to proceed.
When the **Occasion** page appears, the **From** field should show 3/24/2014.

Place your cursor in the **To** field and change that date to 3/28/2014.

Select Inter-Session from the drop down and click on the **Save** button.
A calendar with the new changes should appear. The Days in Session counter will change to reflect the changes. If this is the only change needed, then activate the calendar. If further changes are required, continue to update the calendar.

Some schools may have an occasion where school will not be in session and there is not an appropriate selection in the Occasion drop down menu. In this case, please mark that day as “School Not in Session.”

If there is an occasion when school is out for Spring Break, then returns (Regular School Day/School in Session) for a day within this period, and then reverts to a School Not in Session status, designate the first part of the session as Spring Break and the second half of the session as School Not in Session.

NOTE: In order for ADE to consider an entity’s calendar as complete, the LEA Calendar must be activated. A calendar that has not been activated will not be considered complete and may potentially delay the funding process for that entity.

**D. Activate Calendar**

Once all calendar information is complete, the calendar can be activated from here by clicking the Activate link on the left side of the page. See Figure 16. You must verify that the schedule meets the annual required instructional time and then check the box stating “We verify that this calendar meets the minimum instructional time requirements as defined in A.R.S. §15-901 and summarized below” before the calendar can be activated. When the Activate Calendar button is pressed, a confirmation message will appear indicating the time and date that the Calendar was activated.

Entities have access to their calendars for modifications and activation up to and including August 31. To activate or make changes to a calendar after this date, please complete the Calendar Change Request Form and email it to your account analyst. The form can be found at http://www.azed.gov/finance/forms/.

First Day of School will be highlighted in orange.

Place cursor within date and window will appear indicating First Day of School.
Figure 16 below shows the confirmation page indicating the calendar has been activated.

Click on the **Detail** link to return to the Detail Calendar.
E. Delete Calendar

The last editing option is deleting the calendar. This action erases all dates and defaults. This option should only be used when it is necessary to start over again, such as when an incorrect number of days per week was originally selected. To delete a calendar, click on the **Delete** link on the left side of the page.

![Image of calendar information](Figure 17 Deleting a Calendar)
VI. SUBMITTING DEPENDENT ENTITY CALENDARS

The instructions for parent entity calendars also apply to dependent entity calendars. However, if the dependent entity follows the same calendar as the parent entity, the dependent entity should NOT submit a calendar. The dependent entity must submit a calendar only when its calendar differs from that of the parent entity.

Note: Entities may make changes up until August 31 of the current school year. After August 31, requests for changes or activation must be submitted using this form: http://www.azed.gov/finance/files/2012/01/calendarchangerequest.pdf

The starting point will again be Common Logon. Follow the procedures described on Pages 4-6.

Click on the button to proceed.

A. Dependent Entity Calendar Selections

Enter the CTDS number of the dependent entity for which a calendar needs to be created and click on the button. The Dependent Entity Calendar Options page will be displayed.

B. Dependent Entity Calendar Setup

The calendar options remain the same as for the parent entity calendar with the exception of the Track Number Field. In the Track Number Field there will be a drop down box indicating from 1-4. This allows dependent entities that operate on different tracks to submit a calendar for every track.

Remember, if a dependent entity follows the same calendar as the parent entity, the dependent entity should NOT submit a calendar. The dependent entity must submit a calendar only when its calendar differs from that of the parent entity.
After the appropriate selections have been made, click on the **Go** button.
Select a calendar type by clicking on one of the radio buttons. After this is done, click on the Add Calendar button.

Figure 19 Calendar Type Options
Check the days school is in session and then key in dependent entity’s days. This will load the calendar. If Saturday or Sunday is checked, then all Saturday/Sundays will be considered Regular School Days. Placing or removing a check mark will adjust the counter in the Days in Session field.

Once this is done, click on the **Submit** button.

![Figure 20 Dependent Entity Load Screen](image)

For entities that operate on a four-day calendar, place your cursor in the check mark boxes and click the appropriate Days in Session.

For example, if the entity will be in session Monday through Thursday, the Friday box will not be checked. This will designate all Fridays as **School Not in Session** days, and the date will be highlighted in **red**.

To continue editing the calendar, please follow the instructions for editing the Parent calendar.

**NOTE:** Always remember to activate the calendar when finished with your editing.
VII. SUMMARY CALENDAR

Instead of reviewing the calendar by scrolling from month to month, you can see an overall view of the calendar by clicking on the **Summary** link on the left-hand side. See Figure 21 below.

The calendar can be activated or deleted from the Summary calendar. See Figure 22 on next page.
## Calendar Information

CTDS: 070403144  
Name: Connolly Middle School  
Fiscal Year: 2013/2014

### Summary View of the Calendar

Calendar can be activated or deleted from the summary view.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Occasion</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/6/2013</td>
<td>Tuesday</td>
<td>First Day Of Class</td>
</tr>
<tr>
<td>9/2/2013</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>9/13/2013</td>
<td>Friday</td>
<td>School Not In Session</td>
</tr>
<tr>
<td>10/2/2013</td>
<td>Wednesday</td>
<td>40th Day</td>
</tr>
<tr>
<td>10/7/2013</td>
<td>Monday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>10/8/2013</td>
<td>Tuesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>10/9/2013</td>
<td>Wednesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>10/10/2013</td>
<td>Thursday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>10/11/2013</td>
<td>Friday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>11/11/2013</td>
<td>Monday</td>
<td>Veteran's Day</td>
</tr>
<tr>
<td>11/27/2013</td>
<td>Wednesday</td>
<td>School Not In Session</td>
</tr>
<tr>
<td>11/28/2013</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>11/29/2013</td>
<td>Friday</td>
<td>School Not In Session</td>
</tr>
<tr>
<td>12/23/2013</td>
<td>Monday</td>
<td>First Day Of Winter Break</td>
</tr>
<tr>
<td>12/24/2013</td>
<td>Tuesday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>12/25/2013</td>
<td>Wednesday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>12/26/2013</td>
<td>Thursday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>12/27/2013</td>
<td>Friday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>12/28/2013</td>
<td>Saturday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>12/29/2013</td>
<td>Sunday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>12/30/2013</td>
<td>Monday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>12/31/2013</td>
<td>Tuesday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>1/1/2014</td>
<td>Wednesday</td>
<td>Winter Break</td>
</tr>
</tbody>
</table>

Figure 22. Summary View of the Calendar
VIII. WRAP UP

School Finance created this manual to assist you in completing and activating your LEA Calendar. Please forward any comments and/or suggestions to your School Finance Account Analyst. To locate your analyst, go to the School Finance web site and click on:

http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.asp

All suggestions and comments to improve this manual are welcome.

Requests for calendar changes after August 31 should be submitted to your Account Analyst. The Calendar Change Request form can be found at:

http://www.azed.gov/finance/forms/