

School Finance Webinar



Calendar Data Submission

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July 27, 2021



Agenda

- **Instructional Calendar Submission**
- **Integrity Errors and Troubleshooting**
- **Calendar Reports**
- **Deadlines**
- **Questions**



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Calendar Submission

Instructional Calendar

- Every district is required to establish and submit an instructional calendar for the school year to AzEDS.
 - AOI schools and DRP schools that only serve DRP students do not submit calendars.
 - ASDB submits their own calendars (previously submitted calendars should not be used if they can't be deleted).
- The instructional calendar must be **certified** and **pass Integrity** before any student detail information can be processed through Integrity and the ADM calculation engine (ACE) in AzEDS.



Data Requirements

- **Calendar Code** – specific to your LEA/School
- **Calendar Type** – based on number of days per week and grades
- **Declared Begin Date, End Date, and Instructional Days** – submitted by the SIS when the calendar is created
- **Date Descriptors** – each day must be associated with a descriptor (must use required holiday descriptors on actual holiday)



Instructional Calendar

Fiscal Year: 2022
 Calendar Code: 5DayAllGrades-A
 Calendar Type: 5-Day calendar for all grades
 Local Education Agency: [Redacted]
 School: [Redacted]

Calendar View: Pre-Integrity vs Post-Integrity Comparison

- Show Pre-Integrity Calendar data
- Show Post-Integrity Calendar data

Declared Begin Date: 07/26/2021
 Declared End Date: 06/10/2022
 Declared Instructional Days: 200
 Submitted Instructional Days: 200
 Submitted Non-Instructional Days: 120



- Legend:
- First Day of School Declared: 10
 - Last Day of School Declared: 10
 - First Day of School Declared + Instructional day Submitted: 10
 - Last Day of School Declared + Instructional day Submitted: 10
 - Instructional Day: 10
 - Holiday: 10
 - Non Instructional Day: 10
 - Winter break: 10
 - Submitted Weekend: 10
 - Fall break: 10
 - Submission Missing: 10
 - Spring break: 10
 - Sub. Invalid: ? 10
 - Multiple Events: 10





Integrity Errors

Calendar Integrity Reference Guide

<https://www.azed.gov/sites/default/files/finance/files/2019/07/AzEDS-Calendar-Integrity-Troubleshooting-Guide-20190719.pdf>


School Finance Home

Local Education Agencies

Forms ▼

Knowledge Center ▼

LEA Budget ▼



Knowledge Center

References

[School Finance External Guidelines](#)

[Due Dates](#)

Instruction Guides

[Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity \(ARS § 15-915\)](#)

[LEA Calendar Application User Manual – FY17 & FY18](#)

[SAIS Online Users Guide](#)

System Documentation

[AzEDS](#)

[AzEDS Calendar Integrity Reference Guide](#)



Integrity Reference Guide

Calendar Integrity Reference Guide

This guide is designed to assist Data Coordinators in successfully submitting calendar data to the Arizona Education Data Standards (AzEDS) system.



Top Integrity Errors

- **-90003 - Public schools are expected to recognize the Veterans' Day holiday. Please include this required holiday in the school calendar on the required date. See A.R.S. 15-801 for more information.**
- **-90007 - Only one Winter Break is allowed.**

Top Integrity Errors

-90007 - Only one Winter Break is allowed.

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

The break descriptors must be used consecutively and can only be interrupted by required holidays.

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Calendar Reports

Calendar Reports

- **CAL10 – Submitted fields, calendar summary, days not in session, holidays**
- **CAL15 – Calendar event descriptor and calendar event resource ID for each**
- **CAL20 – Summary of all calendars submitted for the district, separated by school**

Calendar

CAL10 - School
Calendar Summary
Report

CAL15 - Calendar Event
Detail Verification
Report

INTEG35 - School
Calendar Integrity
Report

CAL20 - District
Calendar Summary
Report



<https://www.azed.gov/finance/training-videos>

Calendar Reports

INTEG35 – Shows calendar Integrity errors (failures must be resolved for the calendar to pass Integrity)

INTEG35
Fiscal Year: 2022
School Year: 2021 - 2022
Data Capture Date: 07/25/2021 7:55PM

AR (Charter Schools) (7/25/2021)
School Calendar Integrity Report

CTDS: 11/07/2021

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Report Date: 07/26/2021 07:50 PM

School ID: 1000073
School CTDS: 11/07/2021
School Name: AR (Charter Schools)

Integrity status: Failed

Calendar Code Calendar LEAID Severity Error Code Error Description

Calendar Code	Calendar LEAID	Severity	Error Code	Error Description
1000073-5DayAllGrades-13	1000073	Error	-90006	Only one Fall Break is allowed.

Total Records: 1



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Deadlines

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- **Data capture date for September payment is Tuesday, 8/3.**
 - **Calendars are required for student data submission so your calendars must be submitted, passing Integrity, and certified.**
- **Calendars can be submitted and modified freely until 8/31.**
 - **After this date you must submit a [Help Desk](#) ticket to request access to a calendar.**



ADE, School Finance

School Finance

- (602) 542-5695
- SchoolFinance@azed.gov
- <http://www.azed.gov/finance>

SF Account Analysts Phone Option 3

- <http://helpdeskexternal.azed.gov>
 - Student Data
 - School District Employee Report
 - Instructional Calendars
 - Transportation Reporting
 - 915s

SF Payments Team Phone Option 1

- SFPaymentTeam@azed.gov
 - APOR
 - CHAR
 - CSF
 - IIF

SF Budget Team Phone Option 2

- SFBudgetTeam@azed.gov
 - Expenditure Budgets
 - Annual Financial Reports
 - BUDG25, BUDG75, BUDGAGD



Questions?

