ARIZONA DEPARTMENT OF EDUCATION

AzEDS Calendar Access Request Form
FY 2019

All requests for calendar revisions <u>after</u> September 1 should be emailed to the SFAnalystTeam@azed.gov by an authorized person such as an Entity Administrator, Business Manager or Superintendent. Once received, the team will review your request and will open a window for you to submit changes to the AzEDS Calendar application via your Student Information System (SIS).

District or Charter District Name: District Entity ID

Choose Option A or B to Revise Track(s):

Option A: Requesting access to revise ALL calendar tracks with the SAME date change.

This option will allow your SIS to submit a date descriptor change for ALL tracks within your district.

Date to change for all tracks: Reason for change:

Option B: Requesting access to revise INDIVIDUAL calendar tracks.

This option will allow your SIS to submit a date descriptor change for specified tracks within your district.

Site Entity ID   Track ID   Brief explanation of change: *(choose from list or type your reason)*

Authorized Person   Date

Job Title   Phone Number

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

| E-MAIL FORM* | RESET FORM | PRINT FORM |

*You may use Outlook or web based email. Otherwise, you will need to print, scan and save as an attachment to email to SFAnalystTeam@azed.gov.