SAIS

LEA Calendar Application

User Manual

Version1.0
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INTRODUCTION

In accordance with A.R.S. §15-1042.B. by July 1, 2001 Local Education Agencies' (LEA) will be required to submit their data electronically, in order to receive funding, for costs of educating students. Student Accountability Information System (SAIS) LEA Calendar will play a critical role in calculating aggregate membership and attendance from individual records. The implementation of the LEA Calendar component is integrated with the Student Database. A calendar may be associated with any type of entity. If the dependent entity (e.g. school) operates by its own specific calendar, it will have to submit that calendar. Otherwise the calendar of the parent entity (e.g. District/Charter Holder/Private School) will be used by the Student Database. Private Schools will also required to submit a calendars. The LEA calendar application is on the Common Logon (http://www.ade.az.gov/commonlogon) and a username and password is needed. All superintendents have been given access to Common Logon. To obtain a user name, password, and application permission, the entity administrator should use LEA Profile to add contacts, and Request Logins to give permissions to contacts. Both of these applications are under the Common Logon. Any questions regarding Common Logon should be directed via e-mail to enterprise@ade.az.gov or contact Regional Training Center at http://www.ade.az.gov/rtc.

Any questions regarding use of this document or LEA Calendar application should be directed via e-mail to dschuri@ade.az.gov or 602 542-8797 at School Finance, Arizona Department of Education.

LOGON

LEA Calendar requires Netscape Navigator 4.0 or Internet Explorer 4.0 or higher for optimum performance.

Logon onto the Internet and Arizona Department of Education Home Page http://www.ade.az.gov/. At the top of the page click on "*ADE System's Common Logon*."

Fig 1. ADE Home Page

COMMON LOGON AND PASSWORD

Common Logon requires a single user name and password for every parent entity user. This password should not be shared with other users.

Enter Username and Password. Click on the "*Continue*" button to proceed.

Figure 2. Common Logon Page

CALENDAR APPLICATION

In order to continue with the LEA Calendar: Place cursor on "*LEA Calendar*" and click.

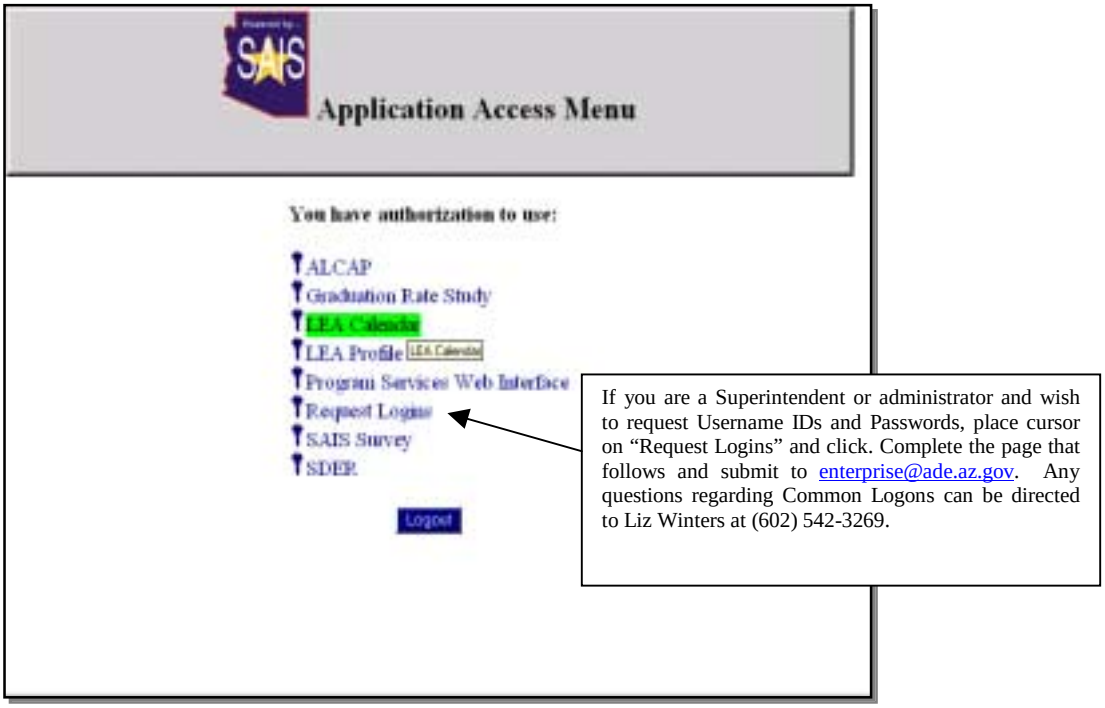

Figure 3. Application Access Menu

Superintendents and/or administrators are 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 utilizing the "*LEA Profile*"

SUBMITTING PARENT ENTITY CALENDAR

As previously mentioned parent entities will be required to submit their calendars before dependent entities. Dependent entities that are on the same time frame 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 activate a calendar. All entities must have completed and submitted their LEA Calendars before July 1, 2001.

Based upon your Username and Logon ID this will drive what School/District will default. Place your cursor on "*GO*" and click to continue.

Clicking on "Log on" will default to Common Logon Page.

Clicking on *"Manual" will* default to SAIS Calendar Application User Manual.

Figure 4. LEA School Page

A. Calendar Options

There are two components to the LEA Calendar Application. This is the Detail Calendar and the Summary Calendar. The Summary Calendar is an outline view of days schools will not be in session. Holidays have already been programmed into the system and can be seen in the Summary Calendar. Also days that have been keyed into the system indicating school not in session will be viewed in the Summary Calendar. The other component of the LEA Calendar is Detail Calendar. This component is where the calendar is build. The first screen of building entities' calendar is option page. This screen allows the following options: **Fiscal Year**, **Track Number** (1 thru 4), **Information** (Summary or Detail Calendar), and **Month**.

A. Fiscal Year: 2001-2002 will be the selection for this coming year.
B. Track Number: Parent entities will not have a Track Selection. *"NA"* automatically defaults.
C. Month: The display window will show a 12-month period. When accessing this page July will always default. Click on the drop down arrow to select a month other than July.
D. Information: Detail Calendar will default when accessing this page. The other choice is Summary Calendar.

Select the appropriate options and click on the *"GO"* button.

Figure 5. Option Page

This page will appear when there is not a calendar in the database. Parent entities need to add a calendar before their dependent entity will be allowed to either inherit the parent entity's calendar or create a calendar of their own.

Place Cursor on the *"Add Calendar"* and click.

Figure 6. Add Page

B. **Entering Calendar Dates**

A.R.S. §15-341.01 states that "Notwithstanding any other law, school instruction shall be conducted in each public school in this state for school sessions that total at least one hundred eighty days each school year". This is an increase from the present one hundred and seventy five days. Statute also states that this increase will be conducted in phases. The first increase will be in FY 2001-2002 and the increase will be to one hundred seventy six days. It will increase one day every Fiscal Year, with the last increase being in FY 2005-2006. The system has been programmed to accommodate these changes every year. A feature has been placed on this page indicating the minimum days school can be in session. This change applies to schools operating on a school year as prescribed in A.R.S. §15-801A. Schools that have been exempt from operating on a school year, in accordance with A.R.S. §15-801A, will be required to have at least one hundred and forty-one day that school has to be in session for FY 2001-2002. The last increase will be in FY 2005-2006 with the minimum days in session being one hundred and forty-four. Note: In FY 2002-2003 an increase will not take effect.

Select the days in which school is in session. Monday through Friday has been preselected. If school is in session on Saturday or Sunday click within the box and a check mark will appear. To remove a check within the box, just click in the box and this action will remove the check mark. In creating entities' calendar notice the format for keying in dates. If an error has been made click on the "RESET" button and this will clear all dates. If making corrections within a certain box highlight the entire block and re-enter in correct date.

Once all the fields are complete click on "*SUBMIT*" button.

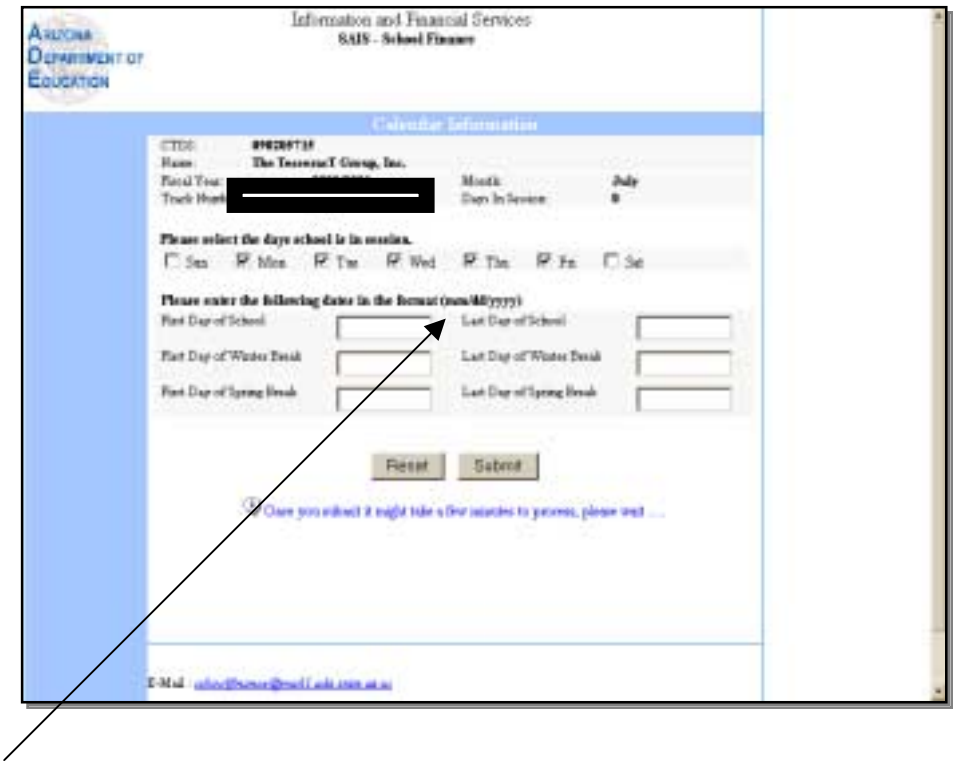

Figure 7. Calendar Date Page

C. Insure when keying dates format is as follows: mm/dd/yyyy (08/16/2000)

The system has been programmed to reflect Federal Holidays. The four holidays outlined in A.R.S. §15-801.B., (Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day), cannot be changed to Regular School Days or School in Session Days. The remainder of the holidays can be changed depending on schools schedule.

Calendar is only complete to the point where days entered on the previous page and federal holidays are reflected. If no other changes are needed calendar can be activated from here by clicking the "*Activate*" link on the left side of the page. There are four categories days will be highlighted in the calendar. A legend explaining the meaning of the different colors is provided below.

If changes are required use the arrow keys at the top of the calendar to scroll from month to month within the same fiscal year. Using the drop down arrow a selection box will appear allowing the ability to scroll past one month forward or one month backward. Entities should review the days entered. Any additional days that <u>*School is not in Session*</u> (i.e., Day After Thanksgiving, Inter-session days etc), will need to be updated.

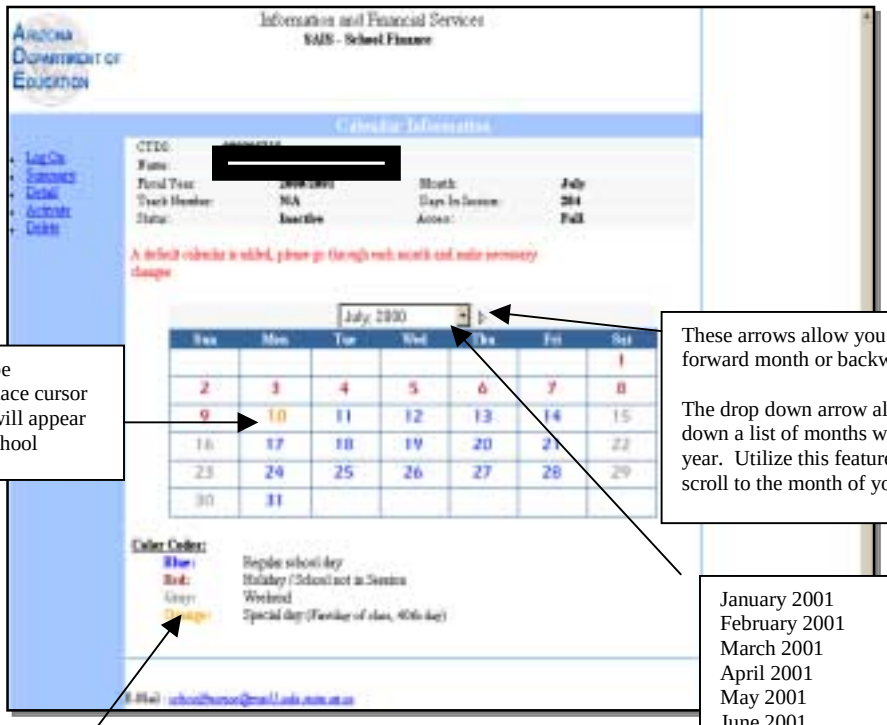

Figure 8. Calendar Page

First Day of School will be highlighted in Orange. Place cursor within date and window will appear indicating First Day of School

These arrows allow you to scroll forward month or backward one month.

The drop down arrow allows, drops down a list of months within this school year. Utilize this feature in order to scroll to the month of your choice.

January 2001
February 2001
March 2001
April 2001
May 2001
June 2001
July 2000
August 2000
September 2000
October 2000
November 2000
December 2000

<u>Color Codes:</u>
Blue: Regular school Day/School in Session Day
Red: Holiday/School Not in Session/Authorized excused day
Gray: Weekend
Orange: Special Day (First Day of School, 40th day, 100th day, and Last Day of School)

When the "*Activate*" link is pressed to activate the calendar a dialog box will appear indicating the time and date the LEA Calendar was activated. Entities will have 14 days from the time "*OK*" button is clicked to make any changes. After the 14-day window has elapsed School Finance, ADE will need to be notified to make any changes. A link has been established on the School Finance home page under Forms for entities requesting LEA Calendar changes.
Click "OK" to continue.

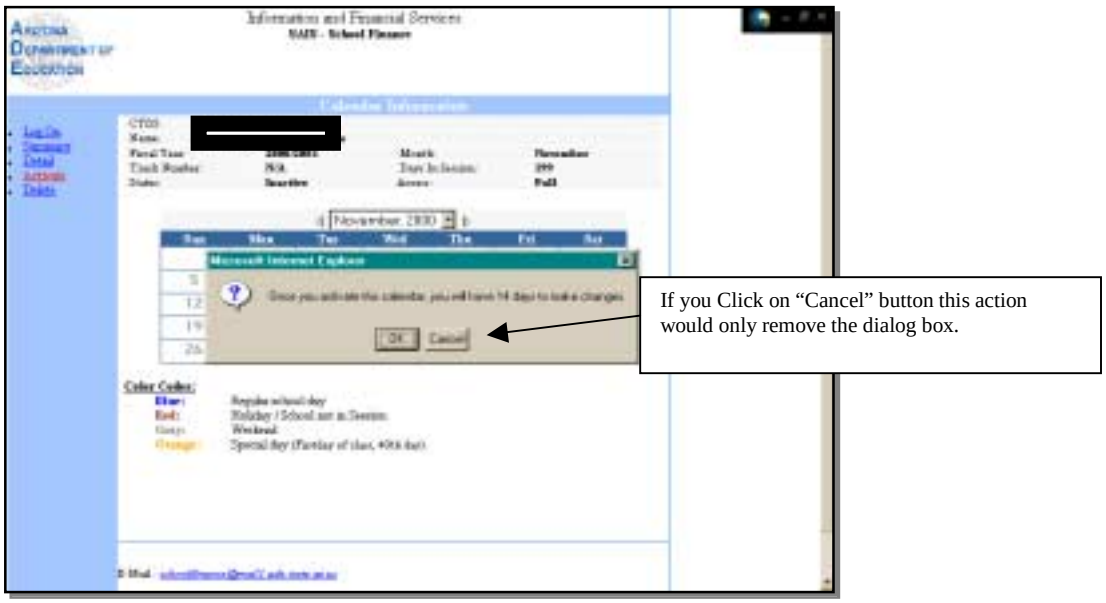

Fig 9. Activate Edit

This is confirmation page indicating calendar has been activated.

Fig 10. Activated Edit Page

D. **Edit Calendar**

If further changes are required to complete the calendar, scroll to the month changes are required and place cursor on the first date a change is required: In the scenario below the change that will take effect is changing the day after Thanksgiving from a “Regular School Day” to “Day after Thanksgiving”,

Place cursor on the date you wish to change and click.

Figure 11. Calendar Page

Figure 12 below allows the date and occasion of the date selected to be viewed. If this is the date desired to make changes on click the “Edit” button. If not select the “Back” button to start over again.

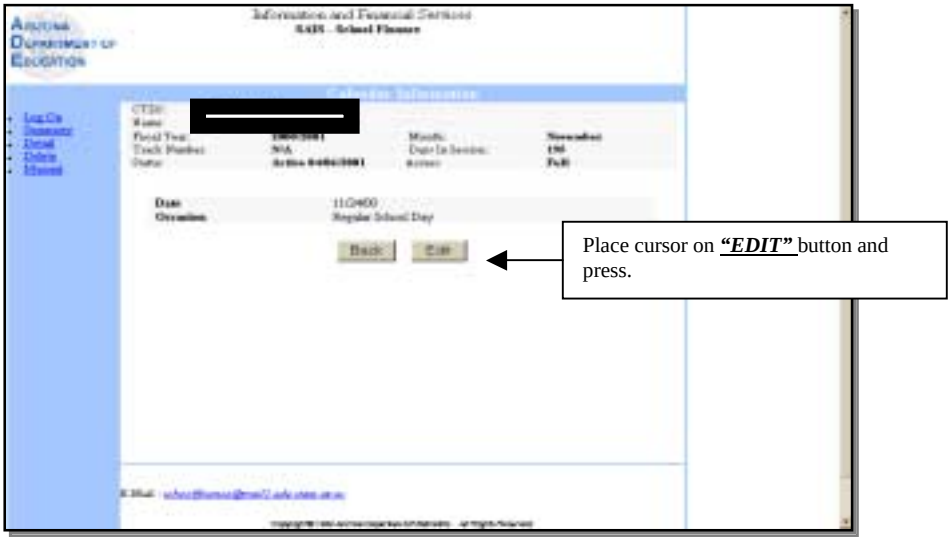

Fig 12. Edit Page

Using drop down arrow in Occasion line scroll to Day After Thanksgiving and click. The edit (Day After Thanksgiving) should appear in Occasion line.

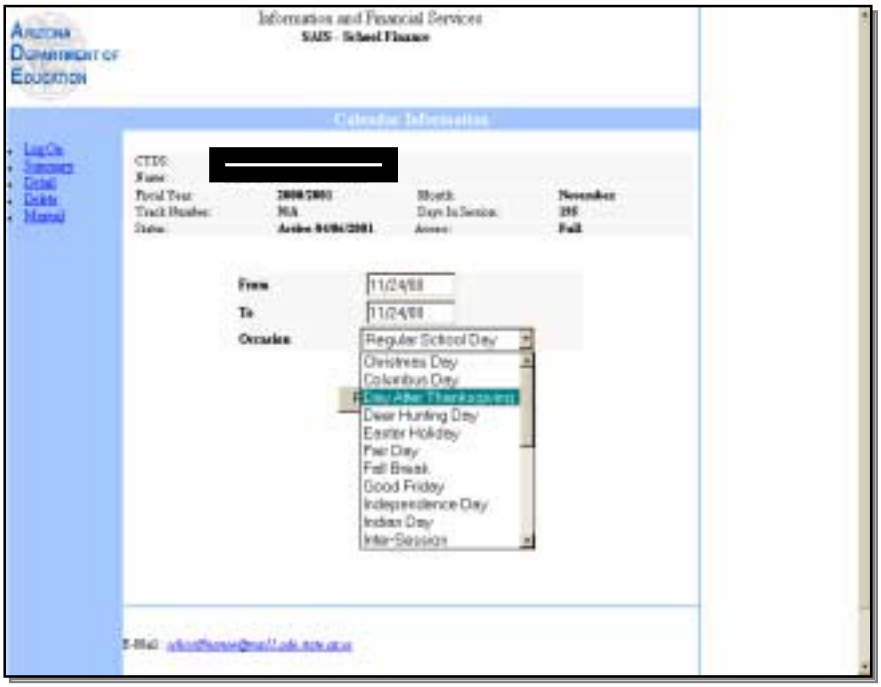

Fig 13. Occasion Selection Page

. Click “Save” button and the calendar page should appear with Nov 24, in red.

Fig 14. Save Occasion Page

Once the save button has been depressed the detail calendar will appear with the new change. In this case the 24th is in red. Also the counter has removed one day from the Days in Sessions row. The Status row has changed to Inactive. If this is the only change activate the calendar from here. If further changes are necessary follow the outlined procedure.

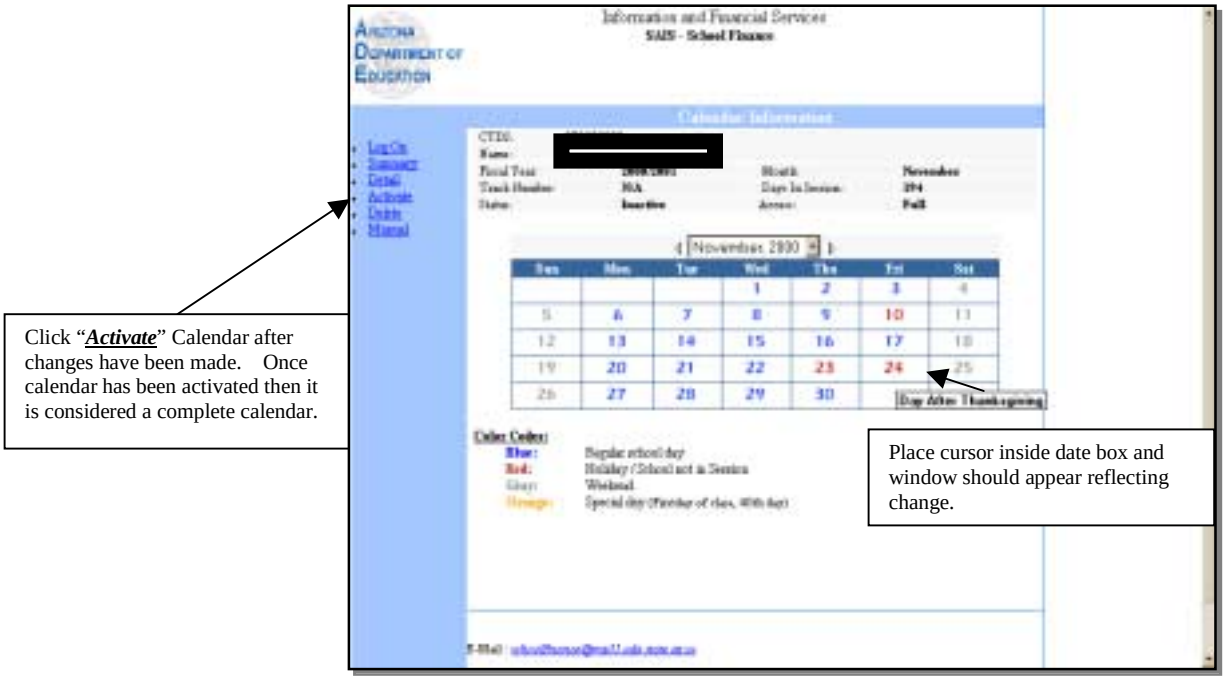

Figure 15. Calendar Page

For changes that require a date range, meaning changing two or more days in the same sequence, can following this example. Scroll to the necessary month and click inside the first day, of the date range. In the example below school will not be in session, due to "***inter-sessions***," from April 16, 2001 to April 20, 2001.

Using the drop down arrow scroll to April 16, 2001, place cursor within date box and click.

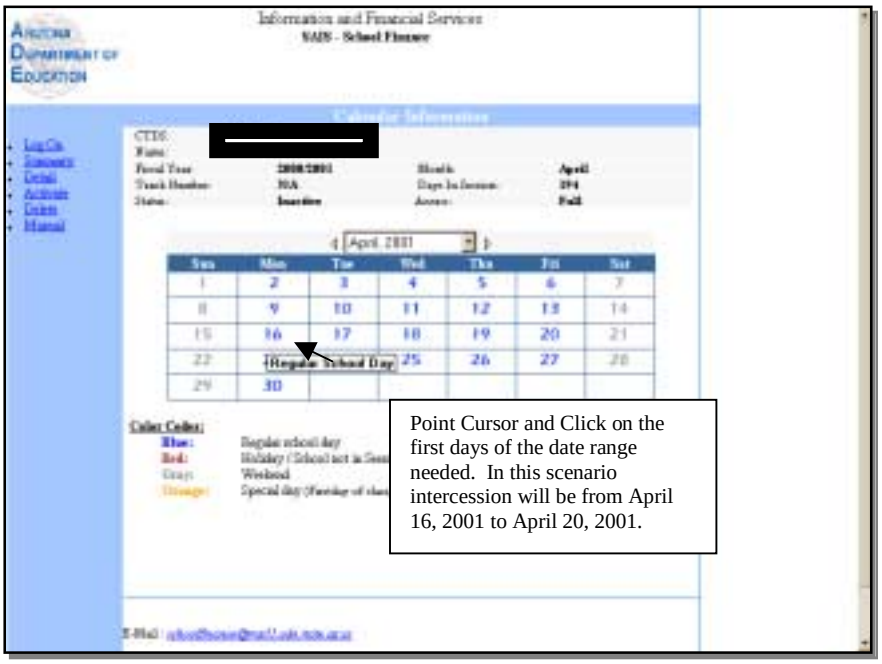

Fig 16. Update Page (A)

Edit screen will appear. Click on the ***EDIT*** box, to proceed.

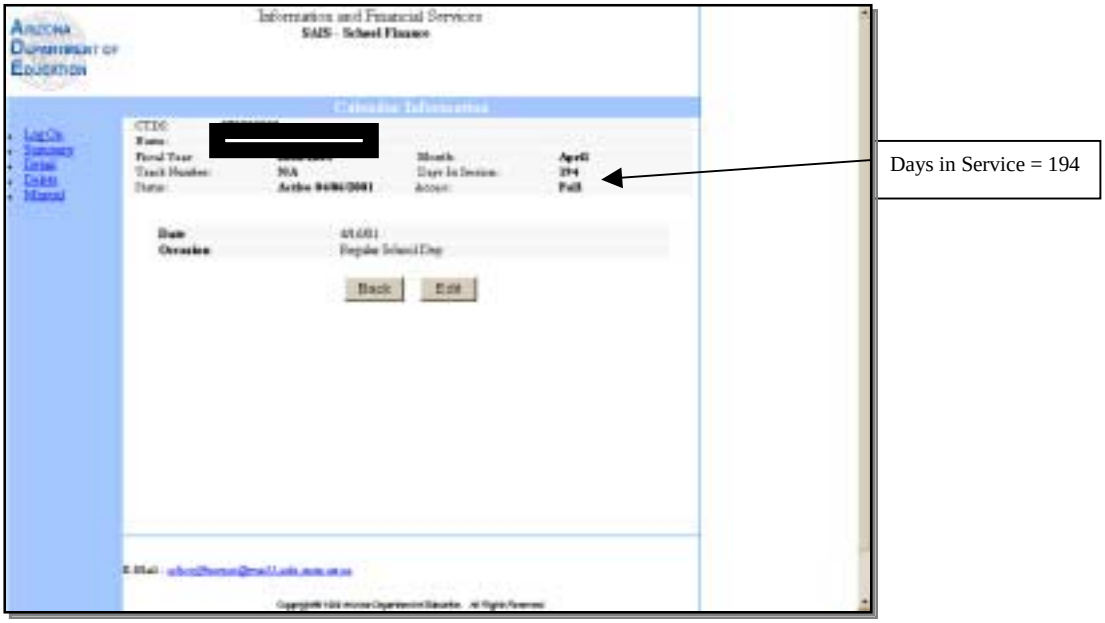

Fig 17. Update Page (B)

When the Occasion page appears the "***From***" row should indicate April 16, 2001. In the "***To***" row change that date to April 20, 2001. This change can be done by placing cursor in date section and keying 20 then deleting the 16. You can also delete the entire date and key in April 20, 2001. Once this is complete click on the Occasion arrow. Scroll down until the "***Inter-Session***" option is highlighted and click. In the "From" row should be April 16, 2001, "To" row should be April 20, 2001 and "Occasion" row should be "Inter-Session". Click on "***Save***" button.

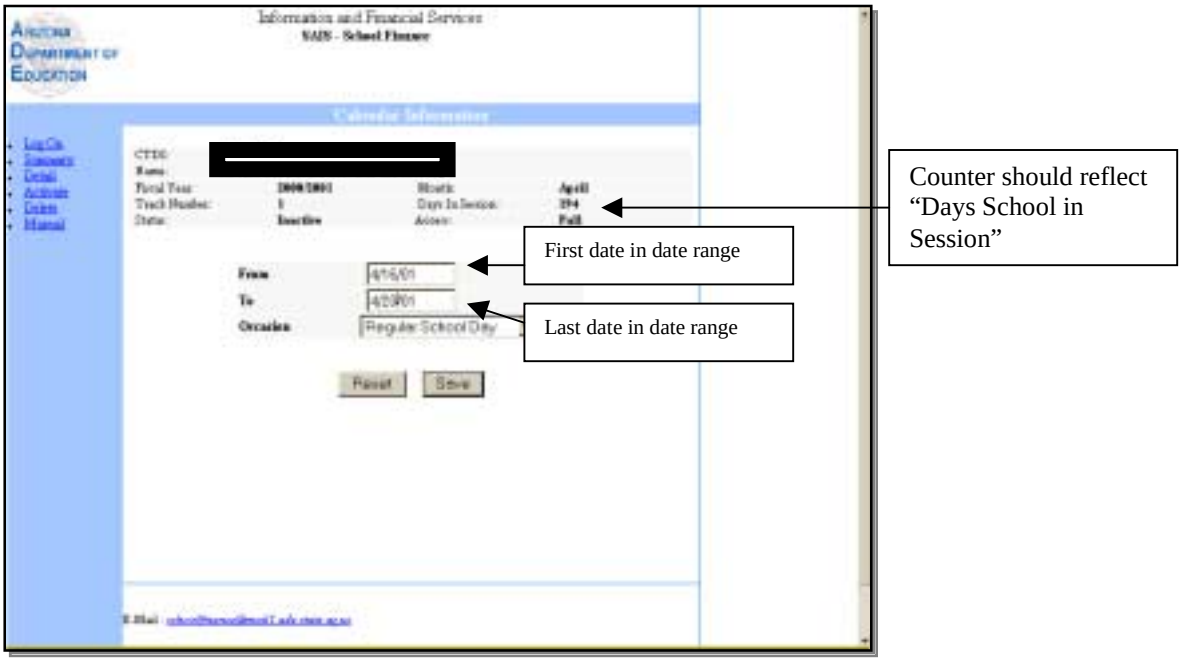

Fig 18. Update Page (C)

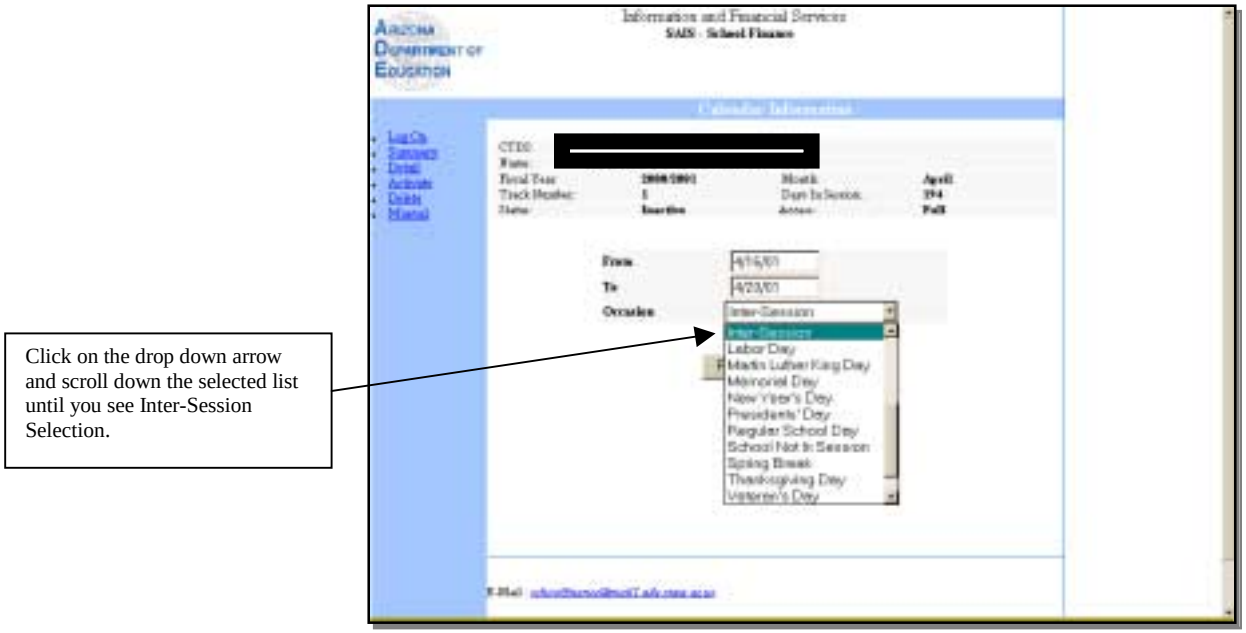

Fig 19. Update Page (D)

Click on "***SAVE*** **button**.

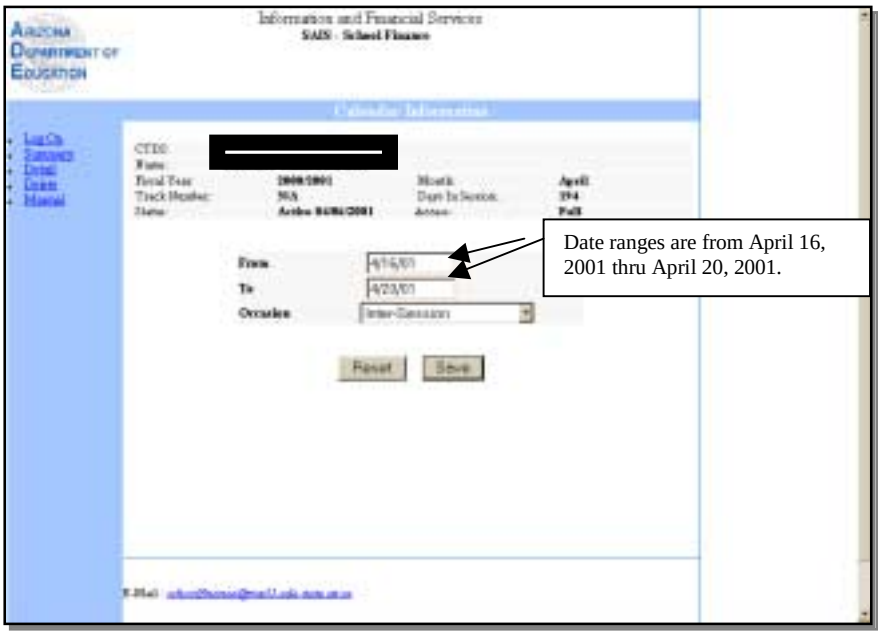

Fig 20. Update Page (E)

Calendar with new changes should appear. Again the counter went from 194 to 189 reflecting the changes made. If this is the only change needed then "Activate" calendar. If further changes are required continue to update calendar. Some schools might have occasion where school will not be in session and there is not an appropriate title in the selection menu. For cases like this use the "***School Not In Session***" selection. It can also be used with any other combination. If there is an occasion that School is out for Spring break and returns (Regular School Day/School in Session) for a day within this period, then returns to "***School Not In Session"*** status just annotate the first part of the session with the appropriate break "***Spring Break"***, and then the second half of the session with "***School Not In Session***" selection.

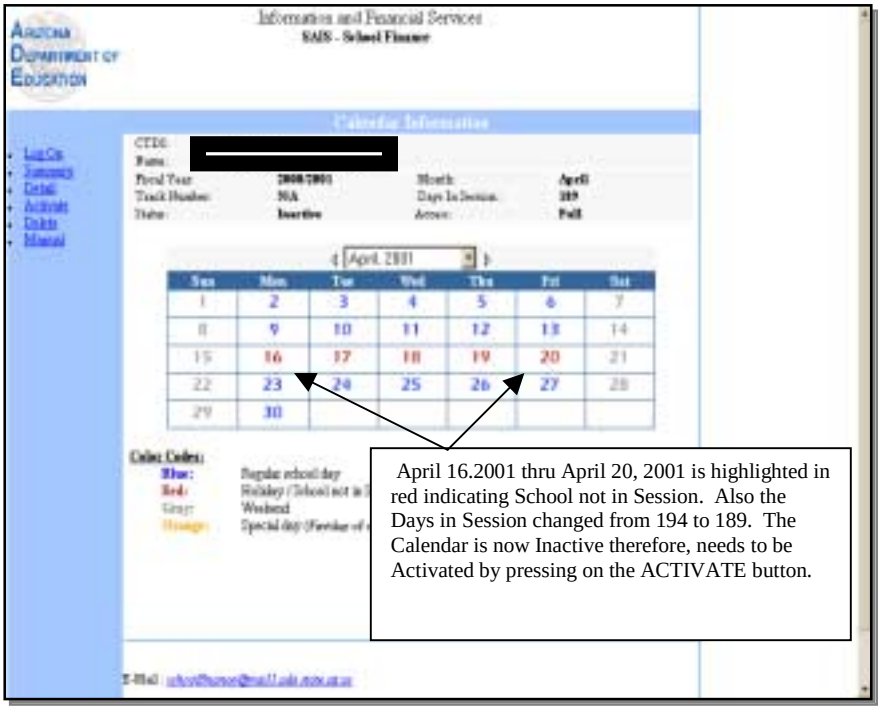

Fig 21. Update Page (F)

NOTE: It is important to understand that in order for ADE, School Finance to consider an entities calendar as complete the LEA Calendar must have been ***"Activated"***. A calendar that has not been ***"Activated"*** will not be considered as complete and can delay the funding process for that entity.

E. **Delete Calendar**

The last option in editing is Deleting the Calendar. The action erases all dates and default to the Option Page (Fig 5.). This option should only be used when it is necessary to start all over again.

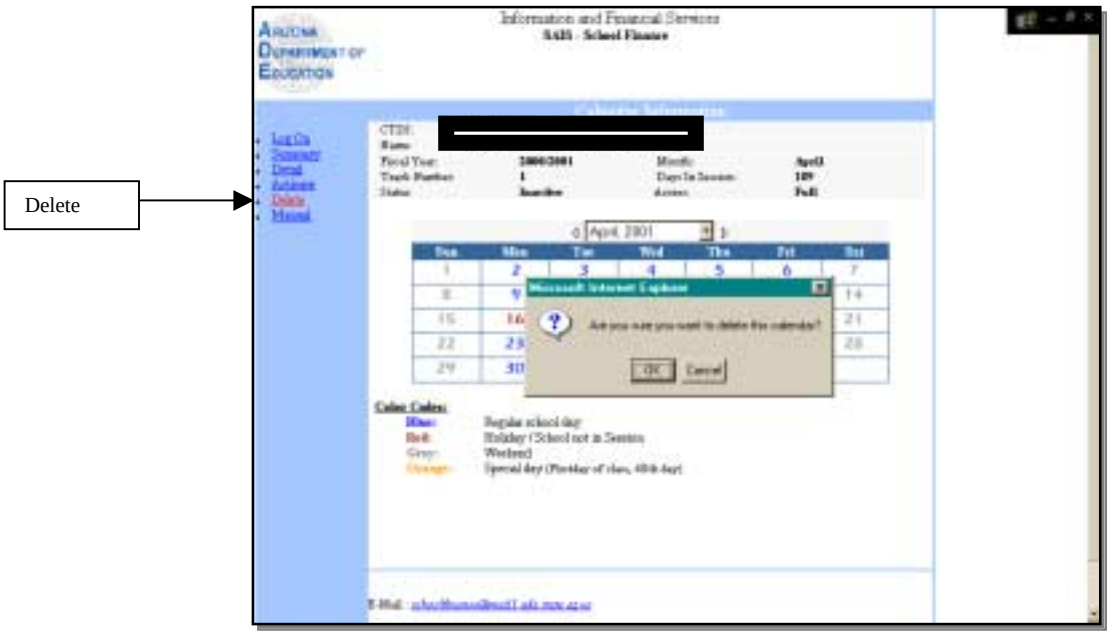

Fig 22. Delete Option

SUBMITTING DEPENDENT ENTITY CALENDAR

The two scenarios explained give entities enough information to complete and submit their calendar. Again, if the dependent entity follows the same schedule as the parent entity this will be all that is required from the parent entity. Note that there is a fourteen-day window that entities can make changes. Once the LEA Calendar had been activated and 14 days have elapsed, complete and e-mail the form in Appendix A if you need changes made.

The following information is provided for parent entities that are required to submit an LEA Calendar.

The starting point will be Common Logon. Enter Username and Password. Click on the "***Continue***" button to proceed.

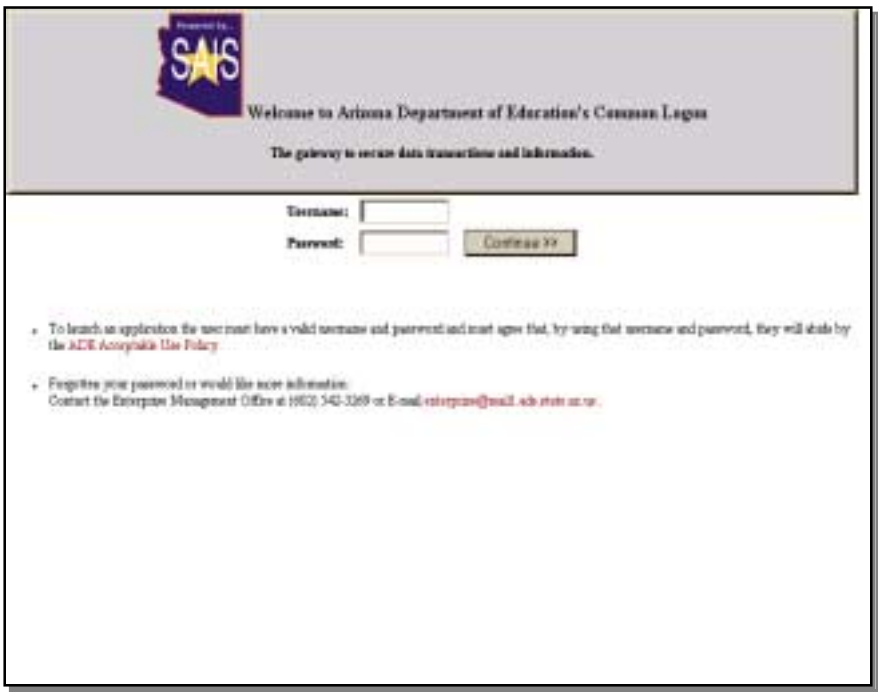

Fig 23. Common Logon Page

Place cursor on "***LEA Calendar***"

Fig 24. LEA Calendar Page

A. **Dependent Entity Calendar Selections**

Click on the drop down arrow to select dependent entity. Click on the "***GO***" button.

Fig 25. LEA Dependent Entity Page

B. **Dependent Entity Calendar Options**

The calendar options remain the same 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 LEA Calendar for every track. An LEA Calendar will only be needed on dependent entities that operate on a different schedule from the parent entity.

After appropriate selections have been made place cursor on "***GO***" button and click.

Fig 26. Dependent Entity Calendar Options

C. **Dependent Entity Selections**

Dependent entity should remove the check mark from the Inherit District Calendar field. Placing cursor within check mark box and click can do this. After this is done click on "***Add Calendar***" button.

Fig 27. Inherit District Calendar

NOTE: In this scenario a school district was used. For charter holders field will read: Inherit Holder Calendar.

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 check marked 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 "***Submit***" button.

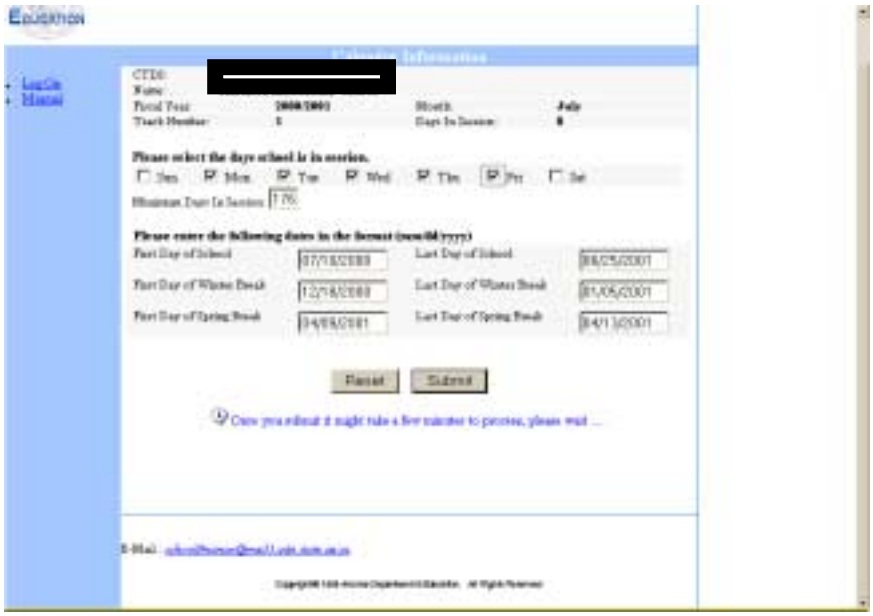

Fig 28. Dependent Entity Load Page

For entities that operate on a four day calendar place cursor in the check mark box and click appropriate day to remove. In following example Friday is removed. This action will make all Fridays as school not in session days and highlighted in red.

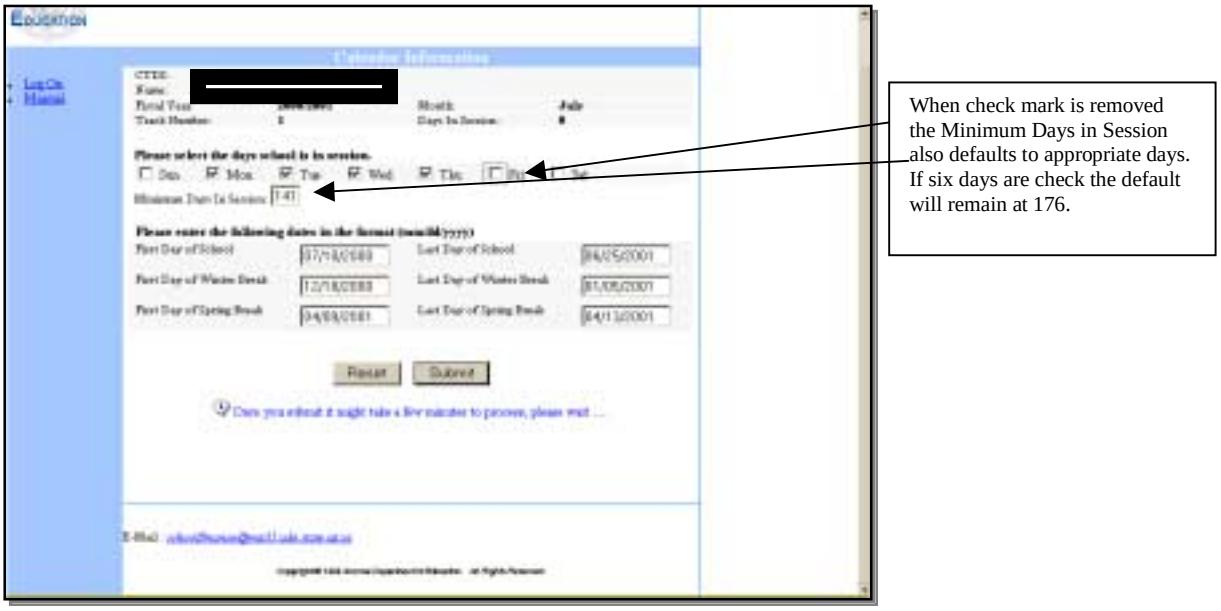

Fig 28A. Dependent Entity Load Page

If there are no other changes required then "***Activate***" the calendar.

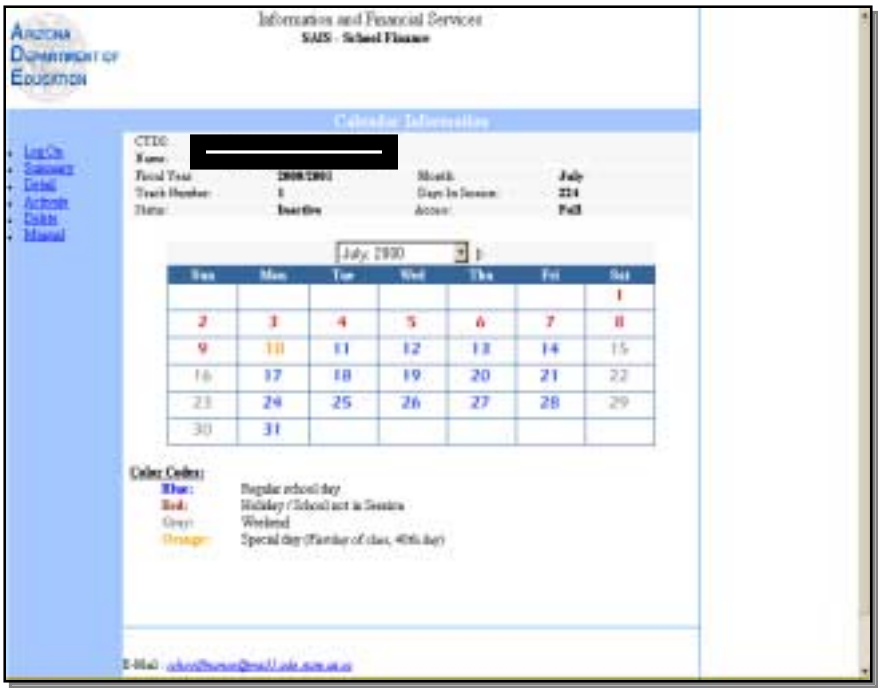

Fig 29. Dependent Entity Calendar

To continue editing the calendar please follow the instructions laid out in **EDIT CALENDAR.** In all cases when finished editing the calendar remember to "**Activate**" the calendar.

SUMMARY CALENDAR

In lieu of reviewing the calendar by scrolling from month to month an overall view can be seen by selecting the Summary button on the left-hand side. Place your cursor on "***Summary***" and click. The calendar can be activated or deleted from the Summary calendar. Other features are the Days in Session. When determined that the calendar is Activated and wish to log off place cursor on "***Log On***", this will default back to the Common Log On Page.

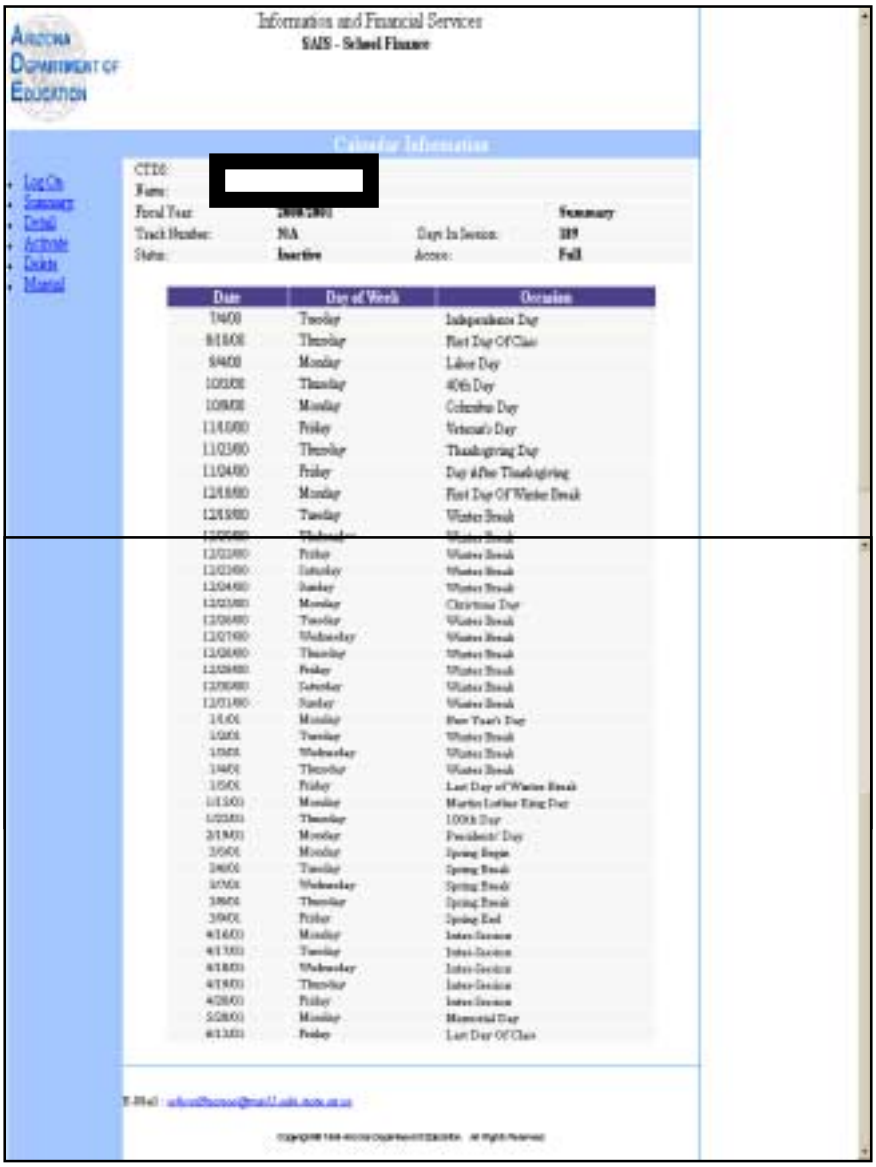

Fig 30. Summary Calendar

Wrap Up

School Finance hopes this manual serves its purpose in helping users fill out the LEA Calendar. Please forward any comments and/or suggestions to the Arizona Department of Education School Finance at (602) 542-8797 or e-mail dschuri@ade.az.gov. All suggestions and comments to improve this manual are highly welcomed.

APPENDIX A

LEA Calendar Change Request Form

Request for changes should be filled out on the following form and e-mailed to dschuri@ade.az.gov.

Instructions:

1. Complete Change request form by inputting correct information.
2. Save Document by selecting **F**ile, then selecting **S**ave **A**s.
3. Save document to the desired location along with filename.
4. E-mail David Schuricht @ dschuri@ade.az.gov with the calendar change request form as an attachment.

Request for Calendar change

CTDS (9 digits):
School Name:
Fiscal Year:
Track Number:

Reason for Change:

Summary of Change:

Authorizing Person*: _____ Date: _____

* Authorizing Person: Superintendent/Business Manager/Entity Administrator only