

FY 2012

SAIS

LEA Calendar Application

User Manual

Arizona Department of Education
School Finance Unit
1535 West Jefferson Street
Phoenix, Arizona 85007-3209
<http://www.ade.az.gov/schoolfinance/>

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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. Student Accountability Information System (SAIS) LEA Calendar plays a critical role in calculating aggregate membership and attendance from individual records.

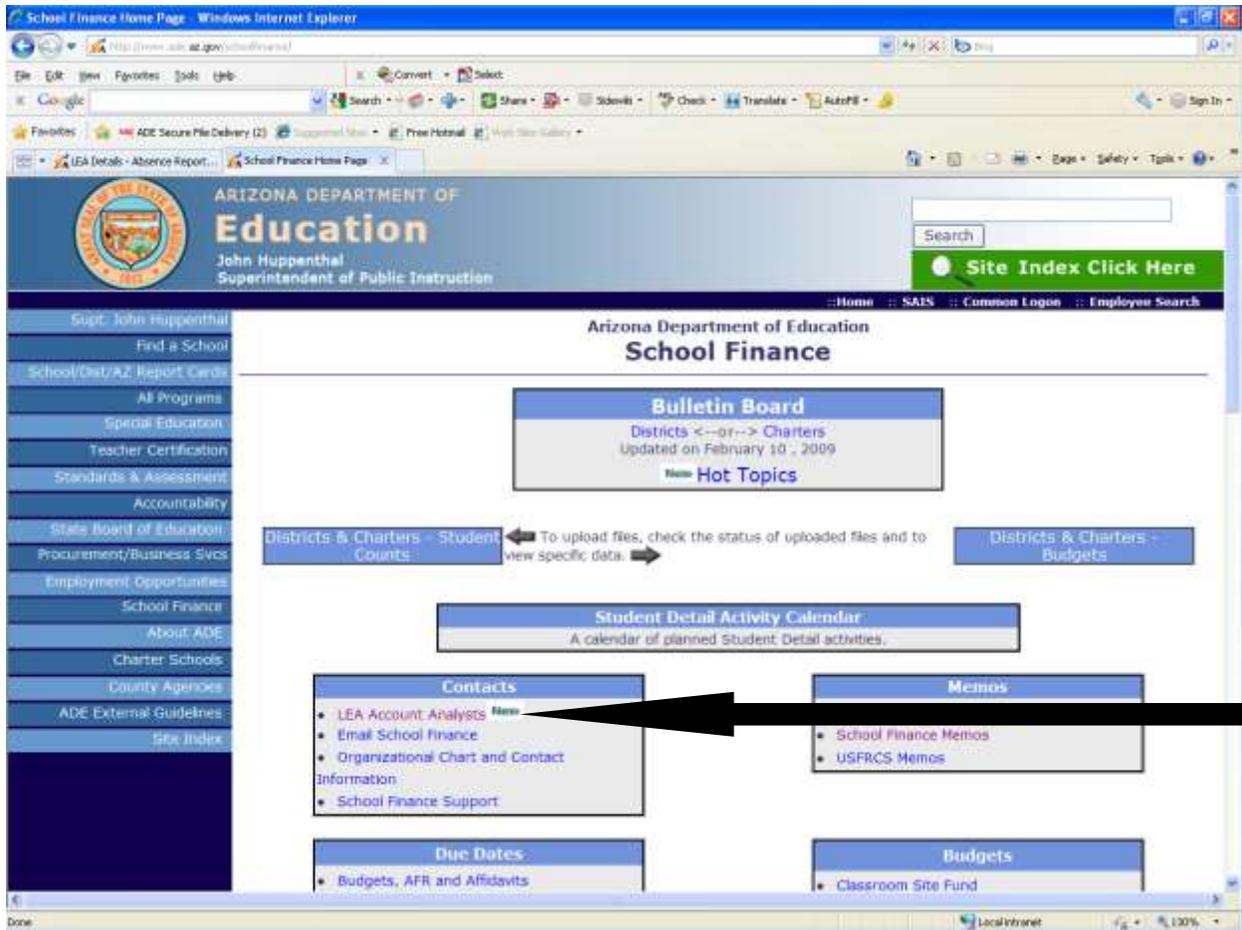
Arizona Online Instruction schools (AOI, formerly TAPBI) are not required to submit a calendar.

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 must 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 are also required to submit a calendar.

The LEA Calendar application is offered as an option under the Common Logon (<http://www.ade.az.gov/commonlogon>) and a username and password is needed. All superintendents have access to Common Logon as administrators. To obtain access to the LEA Calendar for additional users, a Common Logon Permissions Request Form needs to be submitted to a school finance account analyst by a business manager or higher administrator. The Form can be found on the School Finance website under Forms or at the link below:
<http://www.ade.az.gov/schoolfinance/Forms/CommonLogonPermissionsForm.pdf>

For fiscal year 2012, there are two new fields: Absence Reporting Method and Comments. District and charter high schools may calculate attendance for high schools or ungraded schools by reporting absences. The method of absence reporting needs to be identified at a school level. Refer to GE-20 Absence Reporting Requirement and School Finance Procedures Manual for additional information. These guidelines are located in the Business Rules External Guidelines box on the School Finance website. The Comments field is free form, optional and user-defined.

Any questions regarding use of this document or LEA Calendar application should be directed to your School Finance Account Analyst. A list of schools and their assigned Account Analyst can be found on the School Finance website under Contacts, LEA Account Analysts, or
<https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>



II. LOGON

LEA Calendar requires Netscape Navigator 4.0 or Internet Explorer 4.0 or higher for optimum performance. Logon onto the Internet, and go to the Arizona Department of Education Home Page <http://www.ade.az.gov/>.

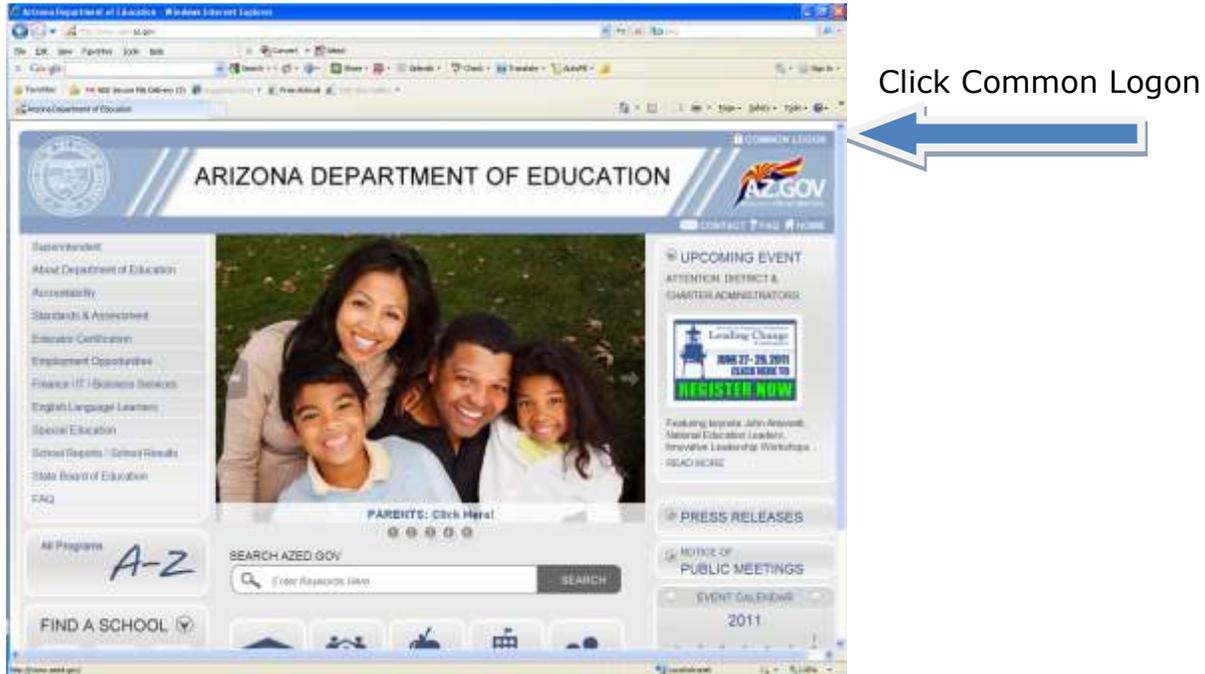


Figure 1- ADE Home Page

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

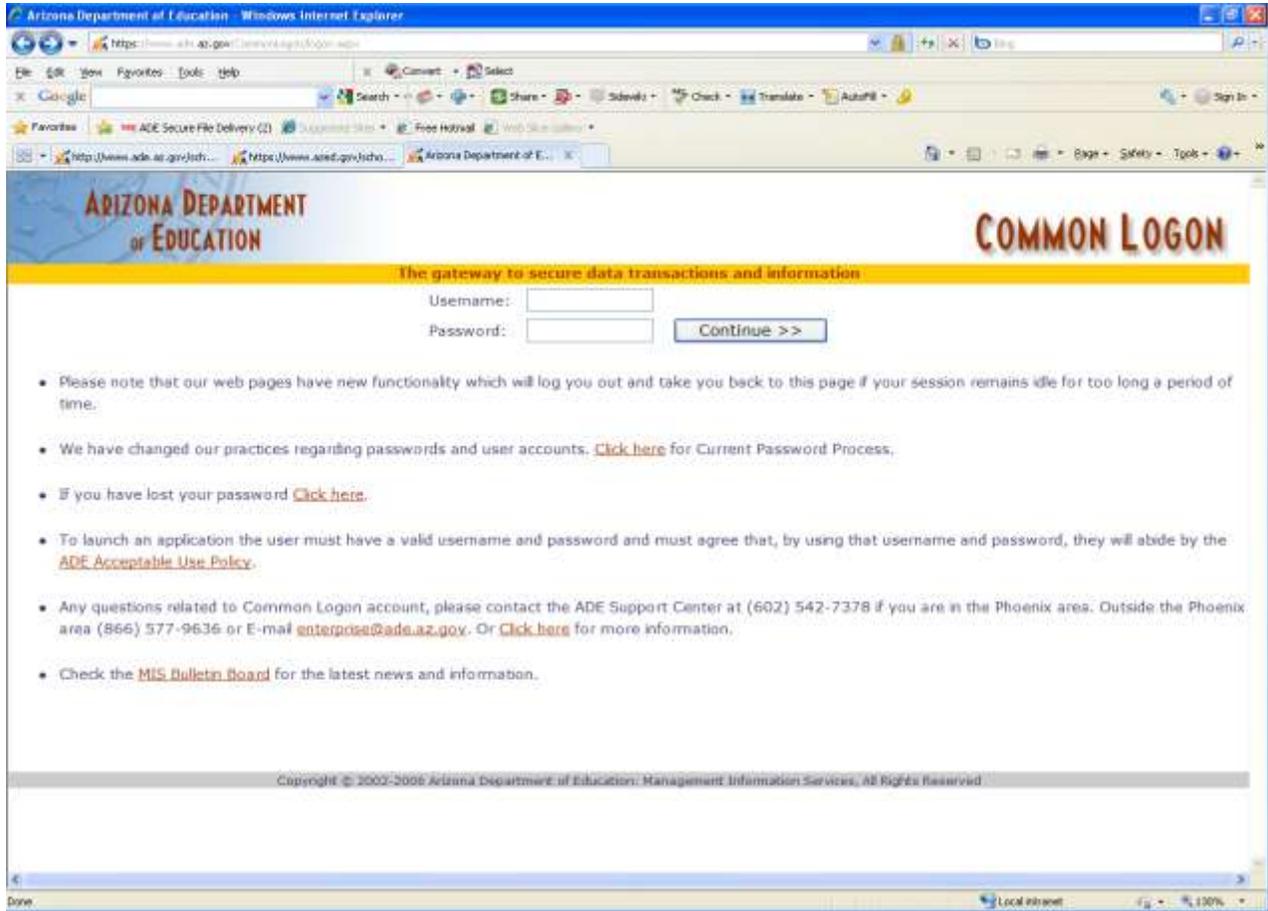


Figure 2 - Common Logon Page

IV. CALENDAR APPLICATION

Click on the **LEA Calendar** option.

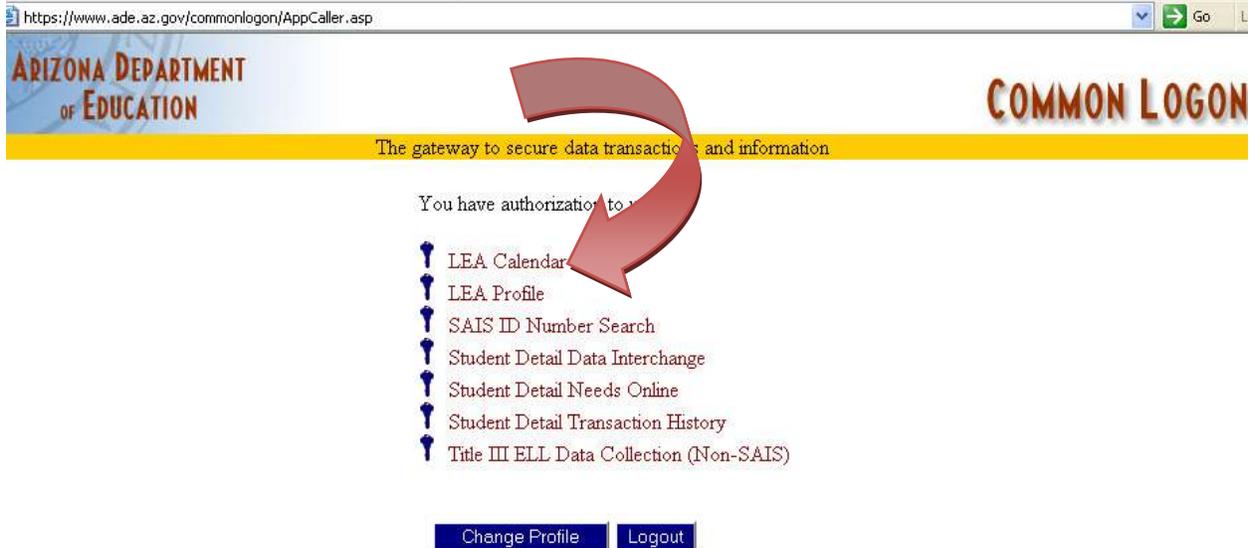


Figure 3 - Application Access Menu

Superintendents and/or 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 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 Calendars by July 7, 2011.

A. Calendar Options

There are two components to 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. 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 option is where the calendar is built. The first screen of building an entity's calendar is the Option Page, which provides the following options:

ARIZONA DEPARTMENT OF EDUCATION

Information and Financial Services
SAIS - School Finance

Calendar Information

- Applications
- Calendars
- Manual

CTDS: 070403000
Entry Name: Tempe School District

Select the following Information

Fiscal Year: 2011/2012 Track number: N/A
Month: July Information: Detail Calendar

Go

Select Month if Selecting Detail Calendar Information

E-Mail: schoolfinance@ade.az.gov

Figure 4 - Option Page

Fiscal Year, Track Number (N/A), Month, and Information (Summary or Detail Calendar).

1. Fiscal Year: 2011/2012 is the selection for this coming year.
2. Track Number: Parent entities will not have a Track Selection. NA is the default.
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 Go 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 either copy the parent entity's calendar or create a calendar of their own.

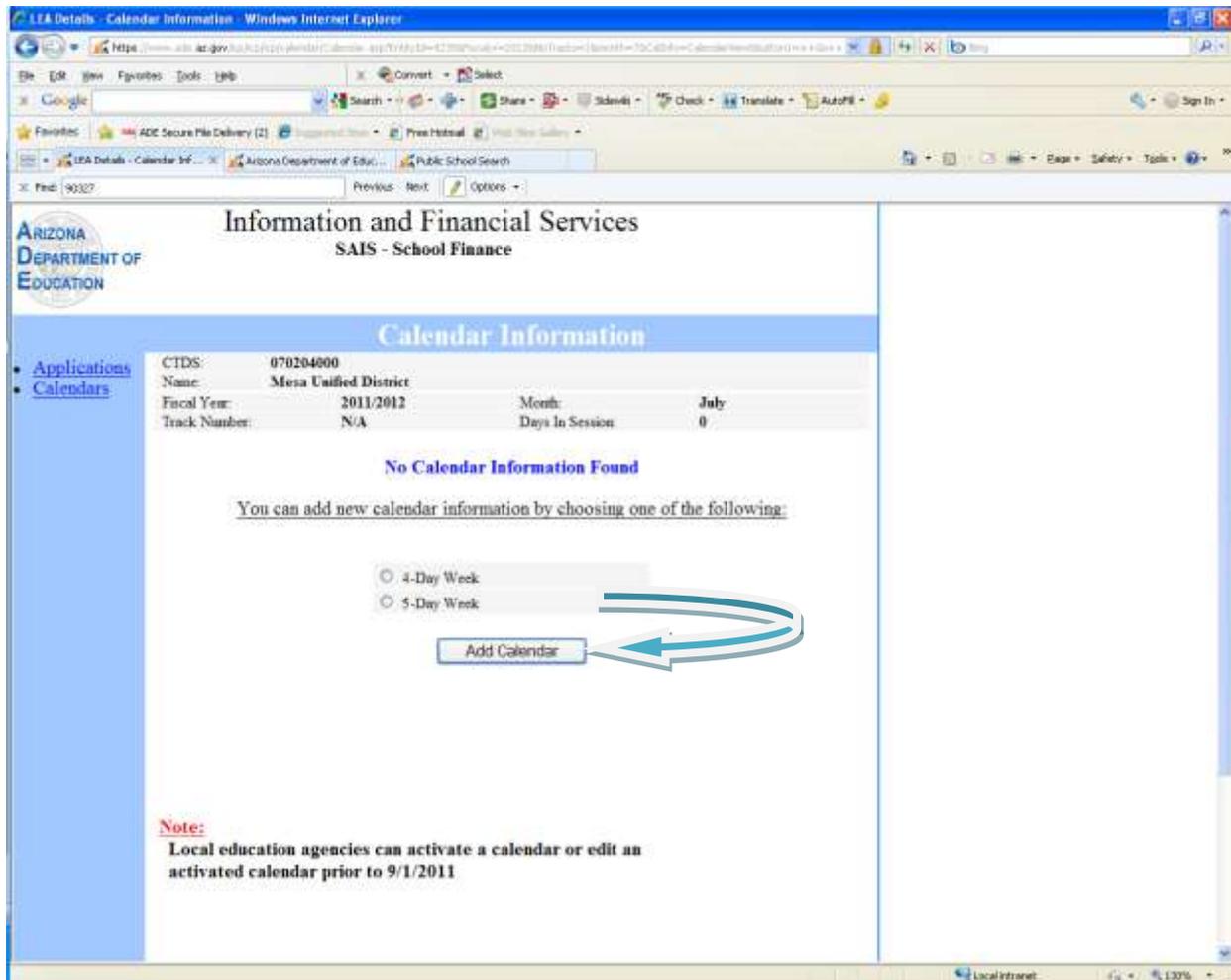


Figure 5 - Add Page

Select a calendar type (four or five day week), and then click on the Add Calendar button.

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 their calendar meets the minimum instructional time requirements as defined in A.R.S. § 15-901 which is summarized below:

| Grade | Minutes/Week | Hours/Year |
|--------------|--------------|------------|
| Preschool | 360 | N/A |
| Kindergarten | N/A | 356 |
| 1 – 3 | N/A | 712 |
| 4 – 6 | N/A | 890 |
| 7 – 8 | N/A | 1,000 |
| 9 – 12 | N/A | 720 |

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, the application has been modified to allow the LEAs to mark those days 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 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 the correct date.

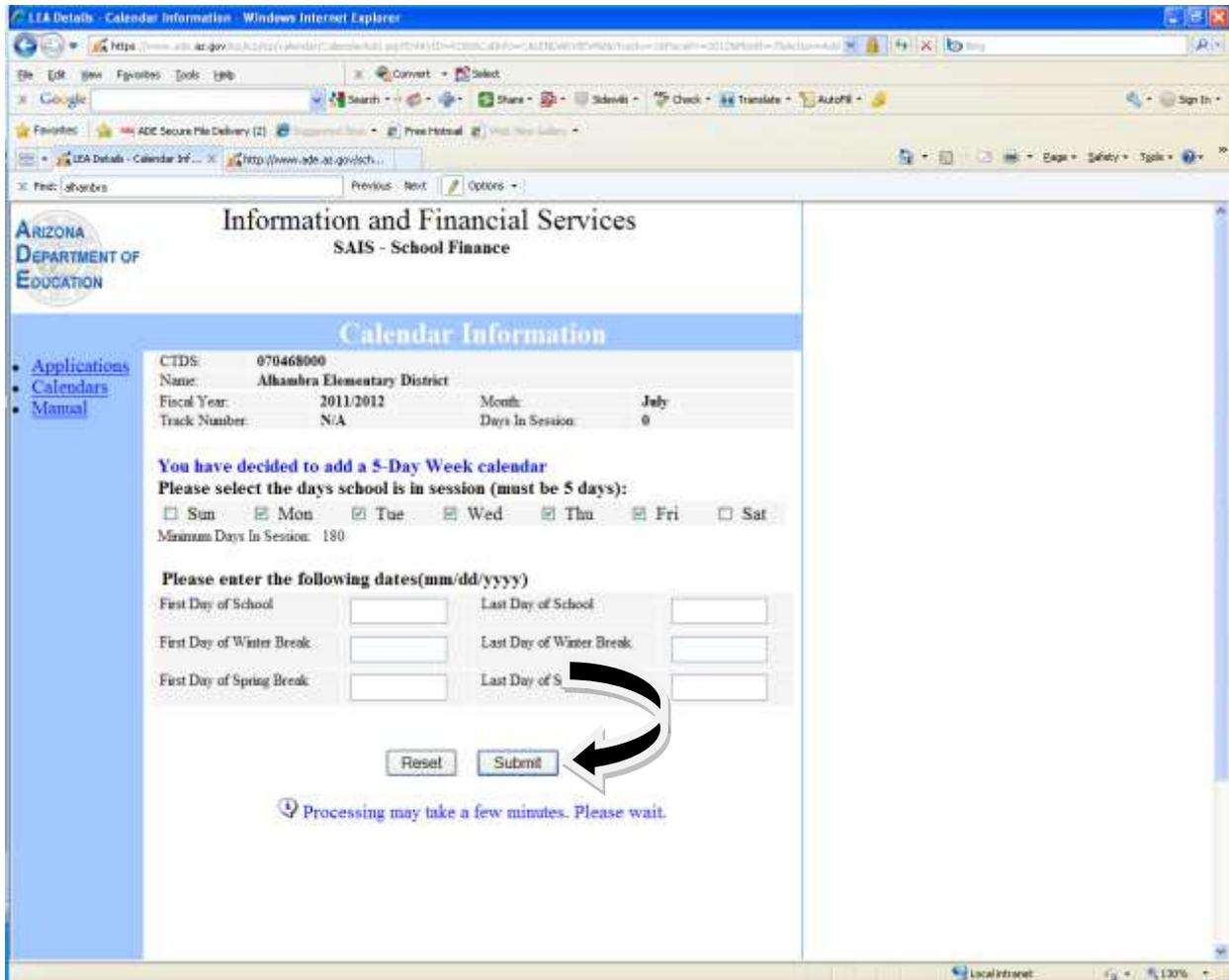


Figure 6 - Calendar Date Page

Once all fields are complete, click on the **Submit** button.

Please ensure that date entries follow the correct format: mm/dd/yyyy
i.e. 08/16/2010

C. Activate Calendar

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’ schedules.

The 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 the calendar can be activated from here by clicking the Activate link on the left side of the page. Upon the completion of the system enhancements, the LEA must 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 is activated. When the Activate Calendar button is pressed to activate the calendar, 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 until August 31 of the current year. To activate or make changes to a calendar after this date, please fill out the Calendar Change Request Form and email it to your account analyst using this link:
<http://www.ade.az.gov/schoolfinance/Forms/CalendarChangeRequest.pdf>

There are four categories for which days will be highlighted in the calendar. A legend explaining the meaning of the different colors is provided on the following page.

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. These arrows allow you to scroll forward by month or backward one month. The drop down arrow drops a list of months within this school year. Utilize this feature in order to scroll to the month of your choice.

Entities should review the days entered. Any additional days that ***School is not in Session*** (i.e., Day after Thanksgiving, Inter-Session days etc), will need to be updated.

Color Codes for School Days:

Blue: Regular School Day/School in Session Day

Red: Holiday/School Not in Session/Authorized Excused Day

Gray: Weekend

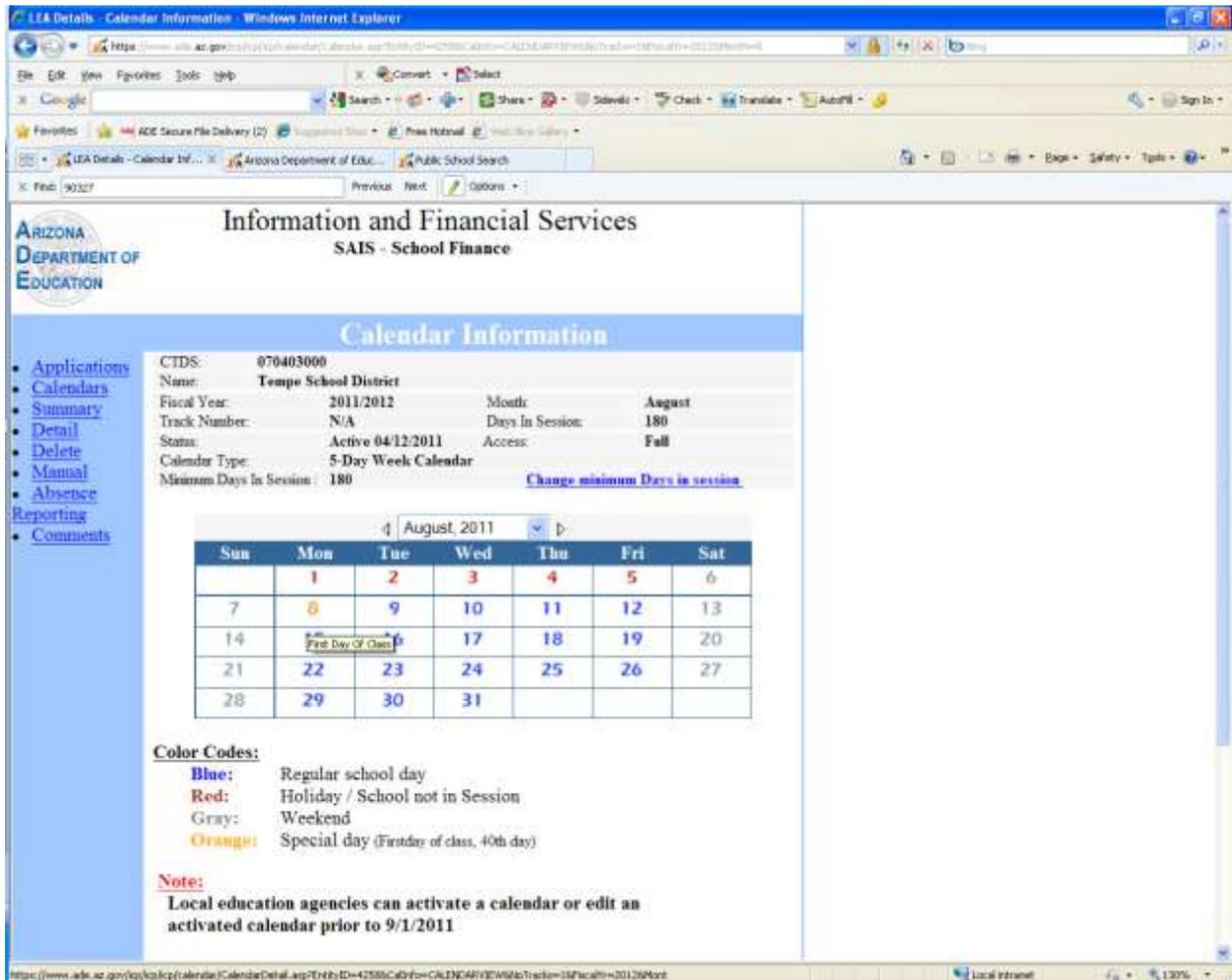


Figure 7 - Calendar Page

First Day of School will be highlighted in orange.

Place cursor within date and window will appear indicating First Day of School.

This is the confirmation page indicating calendar has been activated. (Upon completion of the system enhancements, the page will look similar to this.)

Information and Financial Services
SAIS - School Finance

Calendar Information

- Applications
- Calendars
- Summary
- **Detail** (indicated by a red arrow)
- Activate
- Delete
- Manual

CTDS: 070403000 Track Number: N/A
 Name: Tempe School District Status: Active 7/27/2011
 Fiscal Year: 2011/2012 Days In Session: 180
[Change Minimum Days In Session](#)

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

| Grade | Minutes/Week | Hours/Year |
|--------------|--------------|------------|
| Preschool | 360 | N/A |
| Kindergarten | N/A | 356 |
| 1-3 | N/A | 712 |
| 4-6 | N/A | 890 |
| 7-8 | N/A | 1,000 |
| 9-12 | N/A | 720 |

070403000

Congratulations! Your Calendar is now active.
 7/7/2011 8:52:03 AM

You can activate a Calendar or edit an activated Calendar prior to 9/1/2011. After that date, please contact your Account Analyst to make any changes to your Calendar.

Figure 8 - Activate Calendar

Click on Detail Link to return to the Detail Calendar.

D. Edit Calendar

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

Information and Financial Services
SAIS - School Finance

Calendar Information

CTDS: 070403000
Name: Tempe School District
Fiscal Year: 2011/2012 Month: November
Track Number: N/A Days In Session: 180
Status: Active 04/12/2011 Access: Full
Calendar Type: 5-Day Week Calendar
Minimum Days In Session: 180 [Change minimum Days in session](#)

November, 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----------------------|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 Regular School Day | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Color Codes:
Blue: Regular school day
Red: Holiday / School not in Session
Gray: Weekend
Orange: Special day (First day of class, 40th day)

Note:
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2011

When you place the cursor within date square, a tool tip will appear indicating the status of that day.

Figure 9 - Calendar Page

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 10.)

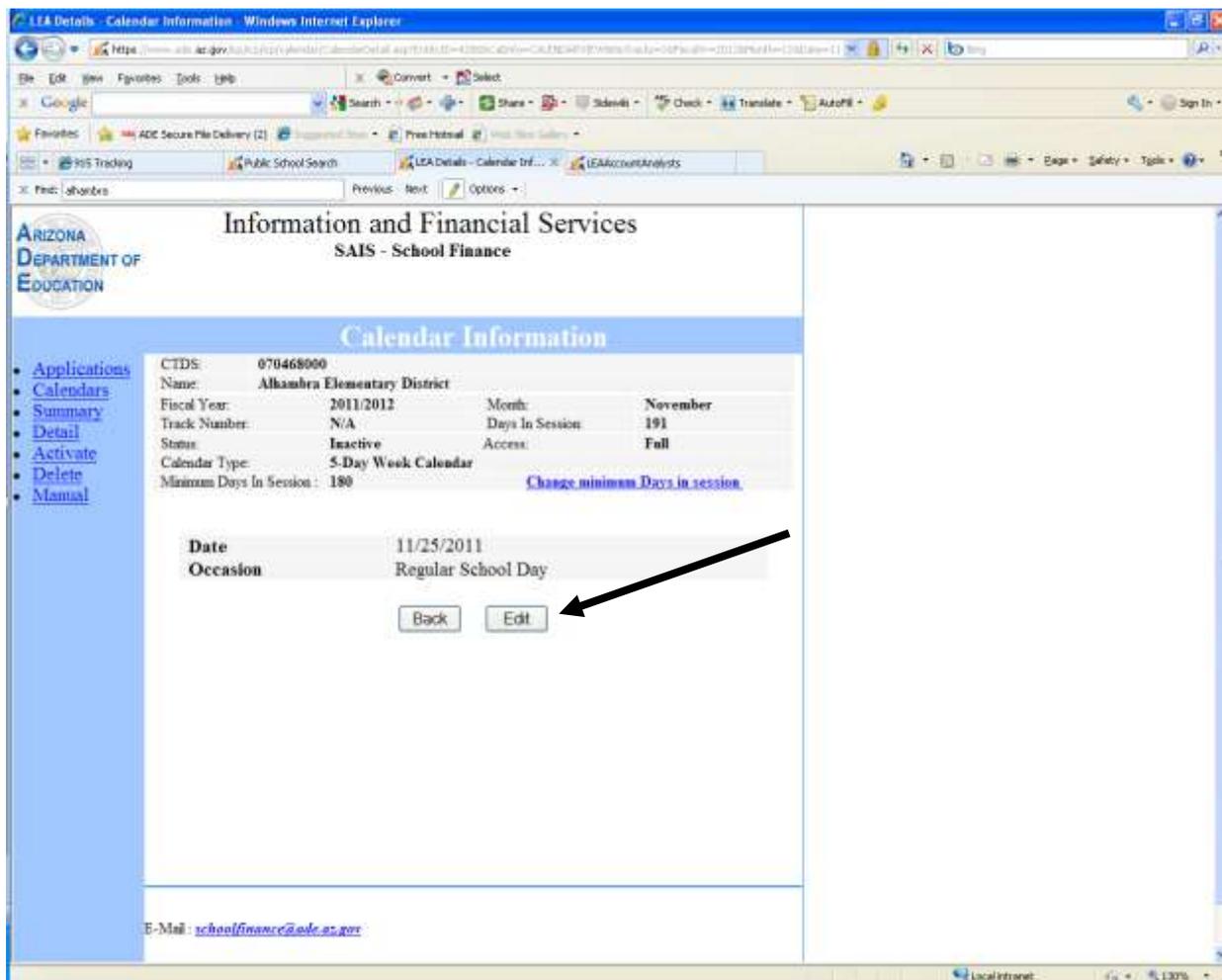


Figure 10 – Changing Date Occasion

If this is the date you wish to change, click the Edit button.

If an incorrect date has been selected, click the Back button to start over again.

Using the drop down arrow in the **Occasion** box, scroll to **Day after Thanksgiving** and click.

Figure 11 below displays the date and occasion of the date selected to be viewed.

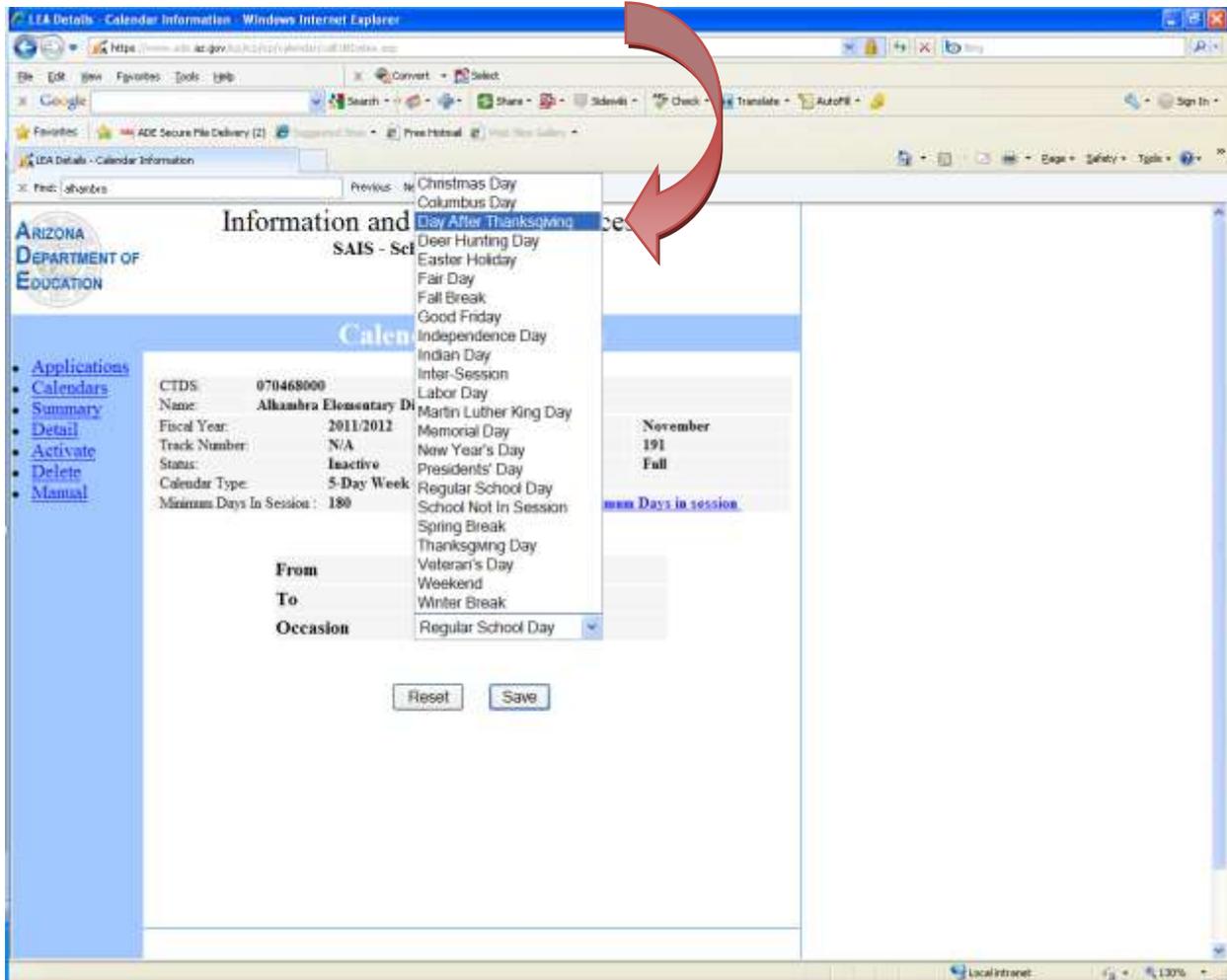


Figure 11 - Occasion Selection Page

Click the **Save** button and the calendar page will appear with Nov. 25th, in red.

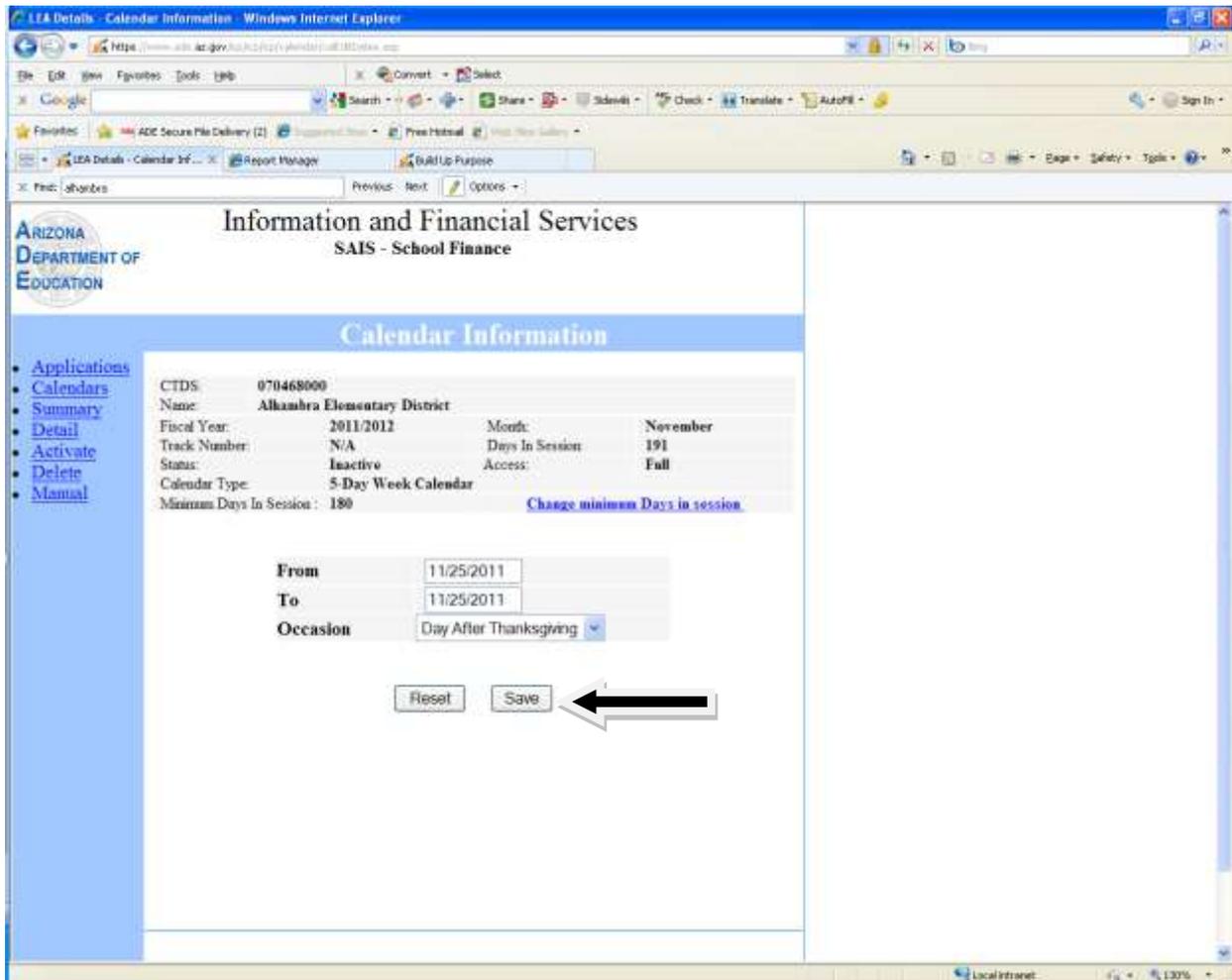


Figure 12 - Save

Once the Save button has been clicked the detail calendar will appear with the new change.

In this case the 25th is in red. Also the counter has removed one day from the DAYS IN SESSION row.

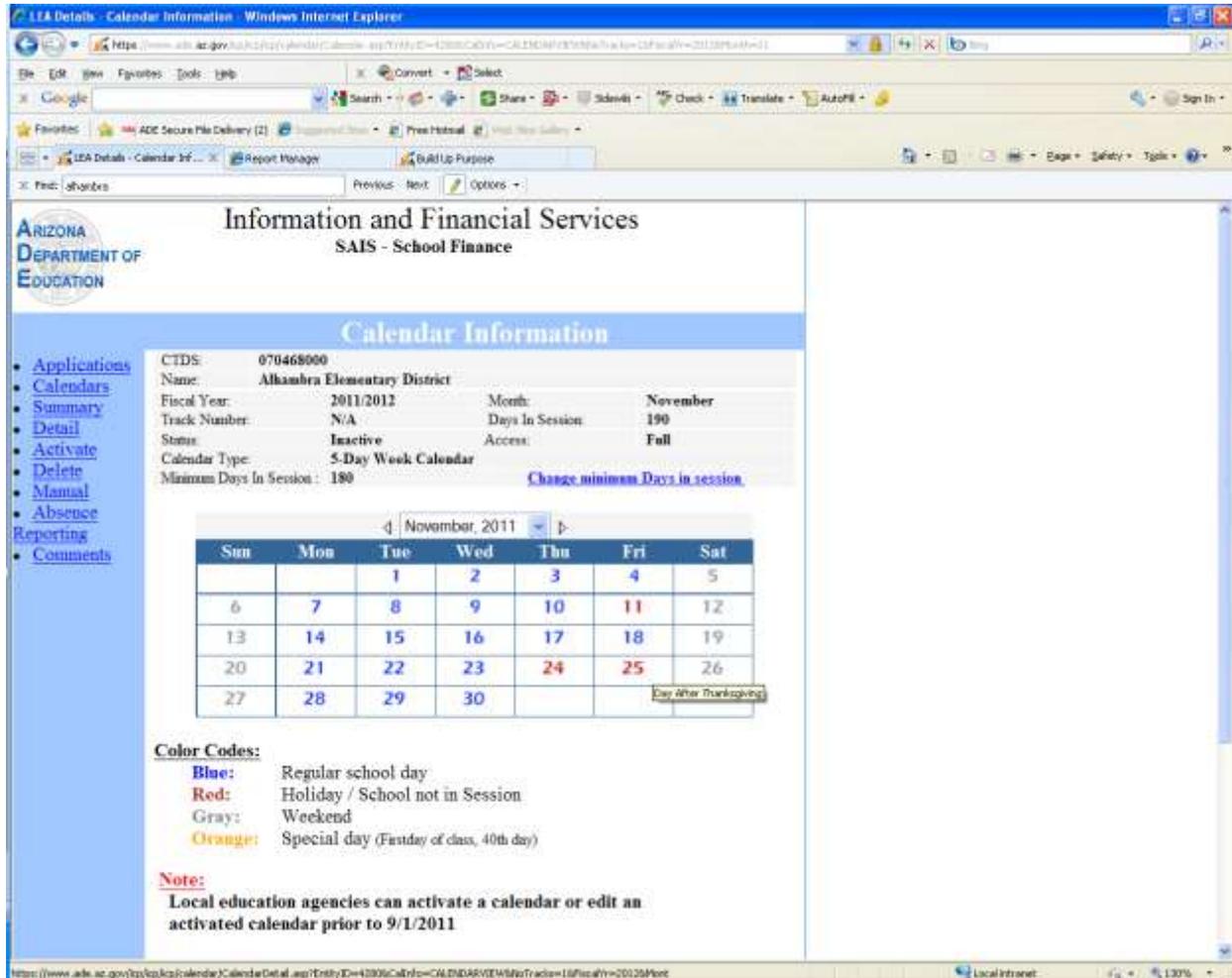


Figure 13 - Calendar Page

If this is the only change, ACTIVATE the calendar from here. If further changes are necessary, follow the outlined procedure.

For changes that require a date range, meaning changing two or more days in the same sequence, please follow this example.

Scroll to the necessary month and click inside the first day of the date range.

Calendar Information

CTDS: 070468000
 Name: Alhambra Elementary District
 Fiscal Year: 2011/2012 Month: March
 Track Number: N/A Days In Session: 190
 Status: Inactive Access: Full
 Calendar Type: 5-Day Week Calendar
 Minimum Days In Session: 180 [Change minimum Days in session](#)

March, 2012

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | 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 |

Color Codes:
 Blue: Regular school day
 Red: Holiday / School not in Session
 Gray: Weekend
 Orange: Special day (First day of class, 40th day)

Note:
 Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2011

Figure 14 – Changing a Date Range

In this example, school will not be in session due to ***Inter-Sessions***, from March 12, 2012 to March 20, 2012.

Edit screen will appear. Click on the Edit, to proceed.

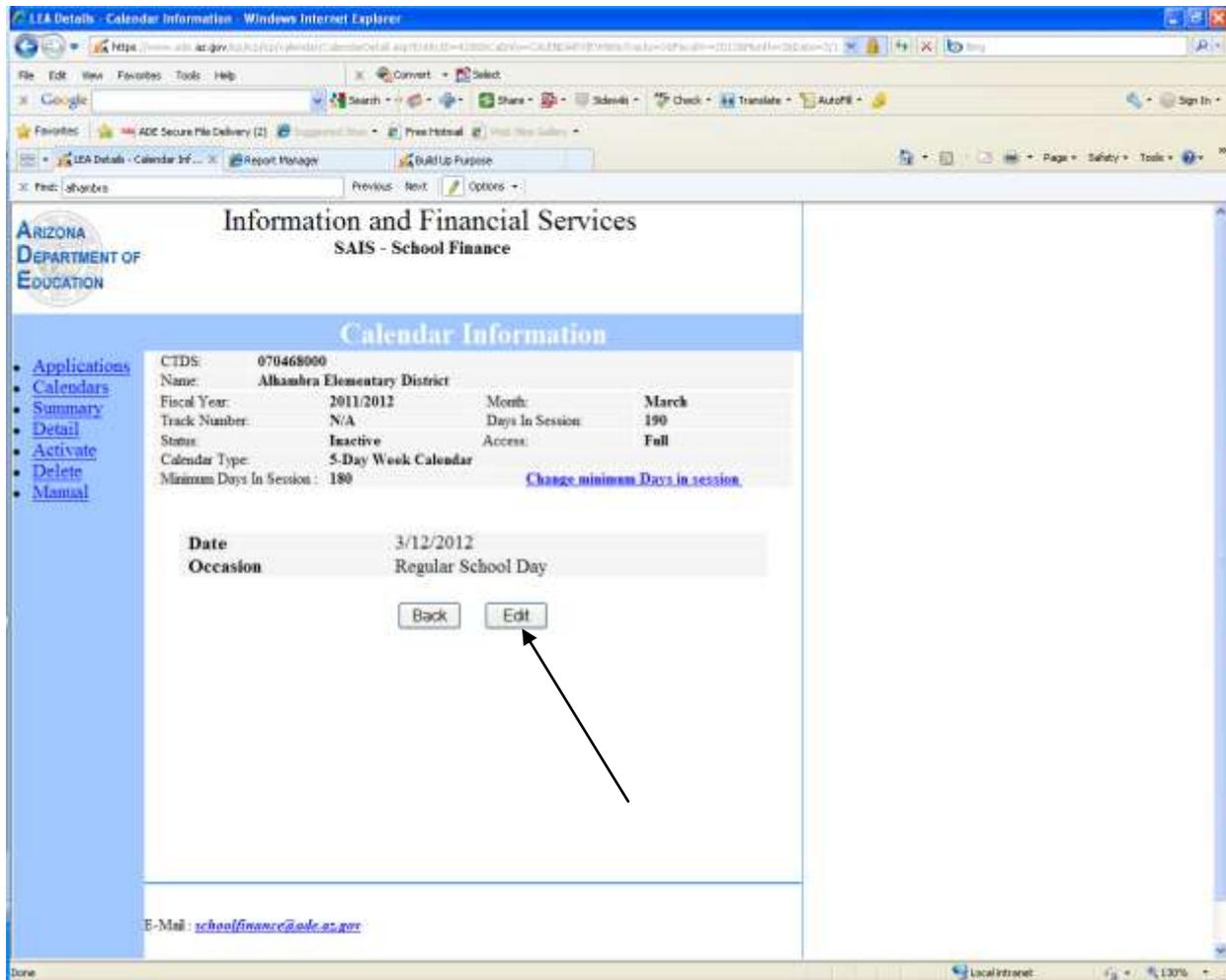


Figure 15 - Update Page

When the **Occasion** page appears the **From** row should indicate March 12, 2012. In the **To** row, change that date to March 20, 2012.

This change can be completed by placing the cursor in the date section and keying in the end date of the Inter-Session.

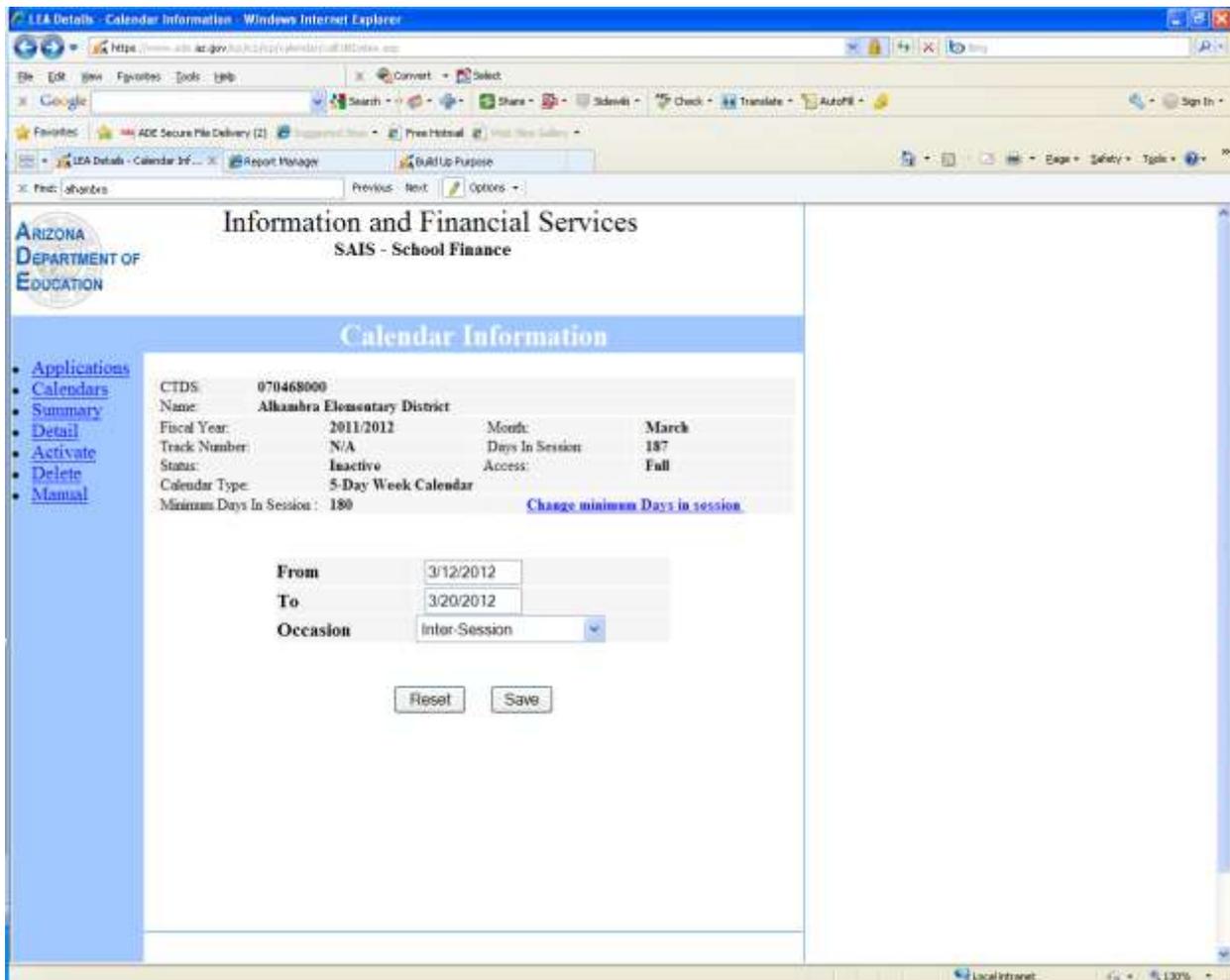


Figure 16 – Changing Date Ranges

Counter should reflect Days School in Session. Days in Session=187.

The **From** row should now be March 12, 2012, the **To** row should be March 20, 2012 and the **Occasion** row should be **Inter-Session**.

Once this is complete, click on the **Occasion** arrow, scroll down until the **Inter-Session** option is highlighted and click.

Then click on the **Save** button.

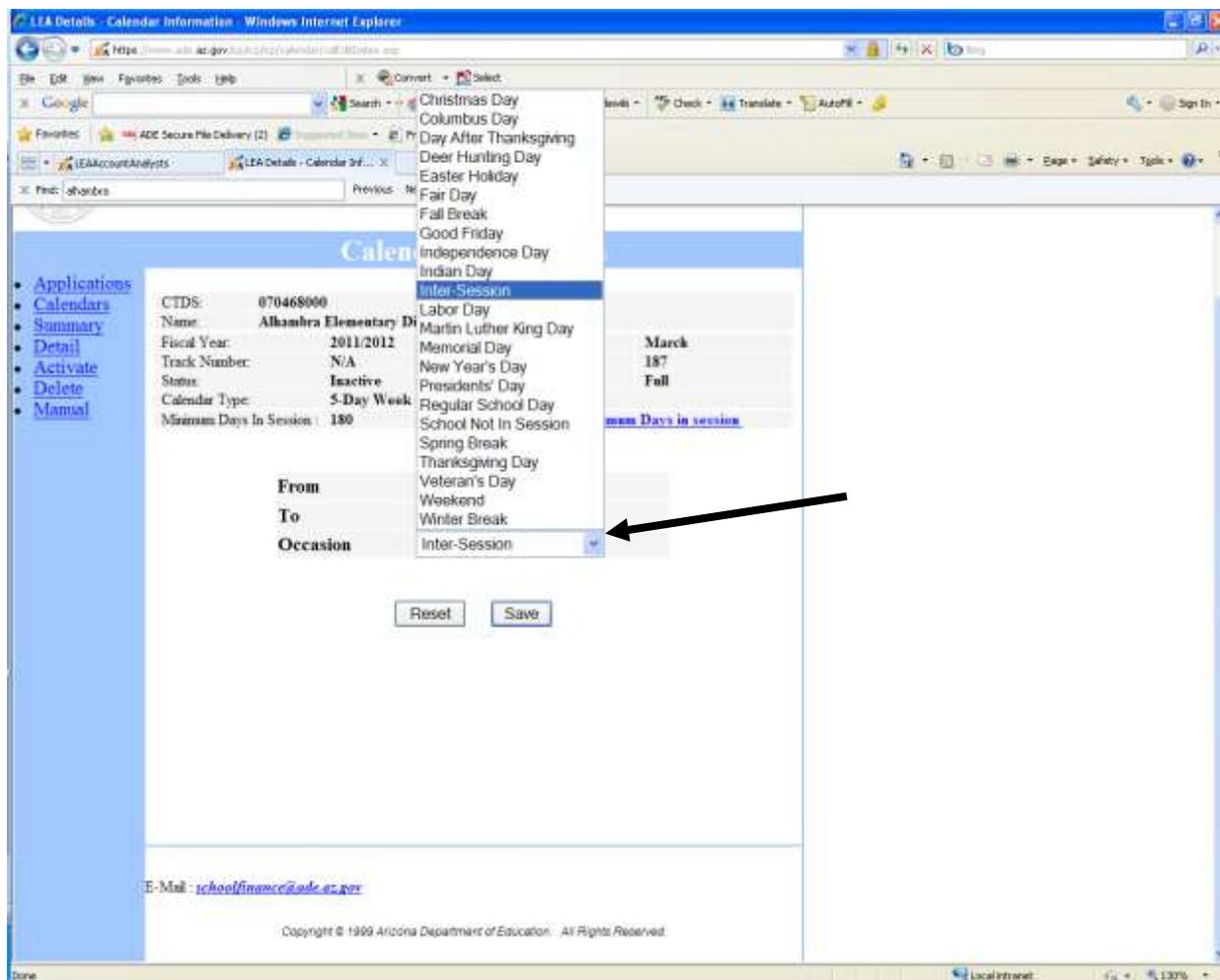


Figure 17 - Update Page

A calendar with new changes should appear. Again the Days in Session Counter changed reflecting the changes made. If this is the only change needed then **Activate** the calendar. If further changes are required, continue to update the calendar.

Some schools might have occasion where school will not be in session and there is not an appropriate title in the selection menu. In this case, please mark that day as "School Not in Session".

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 a **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 a **School Not in Session** status.

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

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.

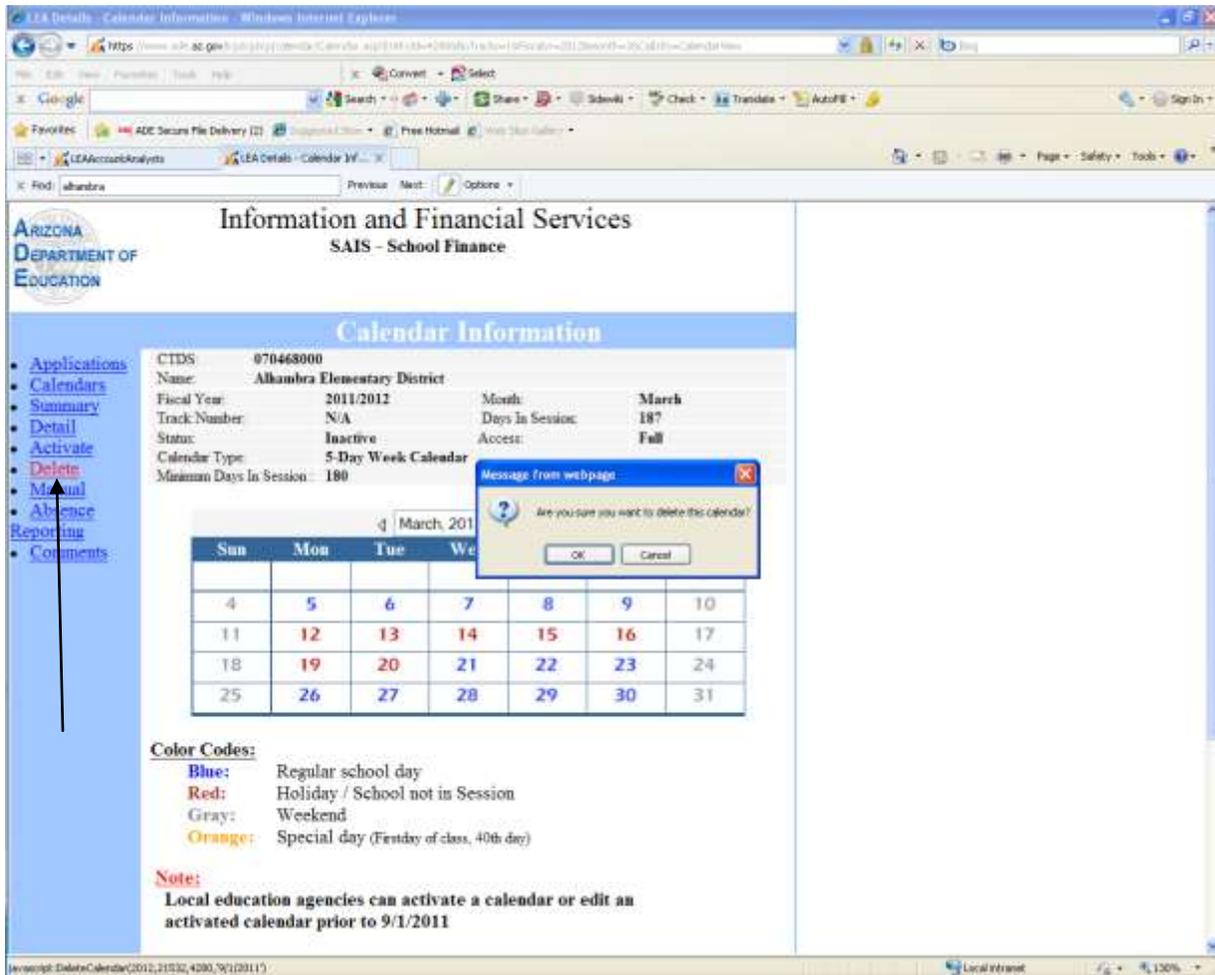


Figure 18 - Delete Option

VI. SUBMITTING DEPENDENT ENTITY CALENDARS

The two scenarios described above give entities enough information to complete and submit their calendar. If the dependent entity follows the same schedule as the parent entity this will be all that is required from the parent entity.

Note: Entities are able to make changes up until September 1st of the current school year. Once the LEA Calendar had been activated and August 31st is passed, requests for changes or activation should be submitted using this link: <http://www.ade.az.gov/schoolfinance/Forms/CalendarChangeRequest.pdf>

The following information is provided for dependent 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.



ARIZONA DEPARTMENT OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information.

Username:

Password:

Continue >>

- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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Figure 19 - Common Logon Page

Place cursor on the **LEA Calendar** option

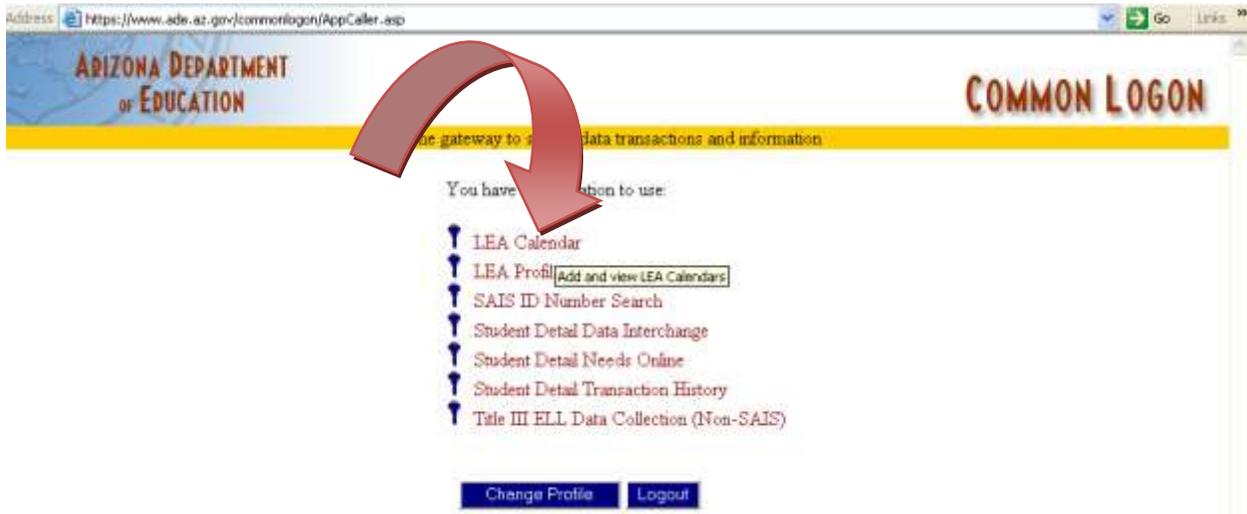


Figure 20 - LEA Calendar Page

A. Dependent Entity Calendar Selections

Enter the CTDS number that the calendar needs to be created for and click on the **Go** button.

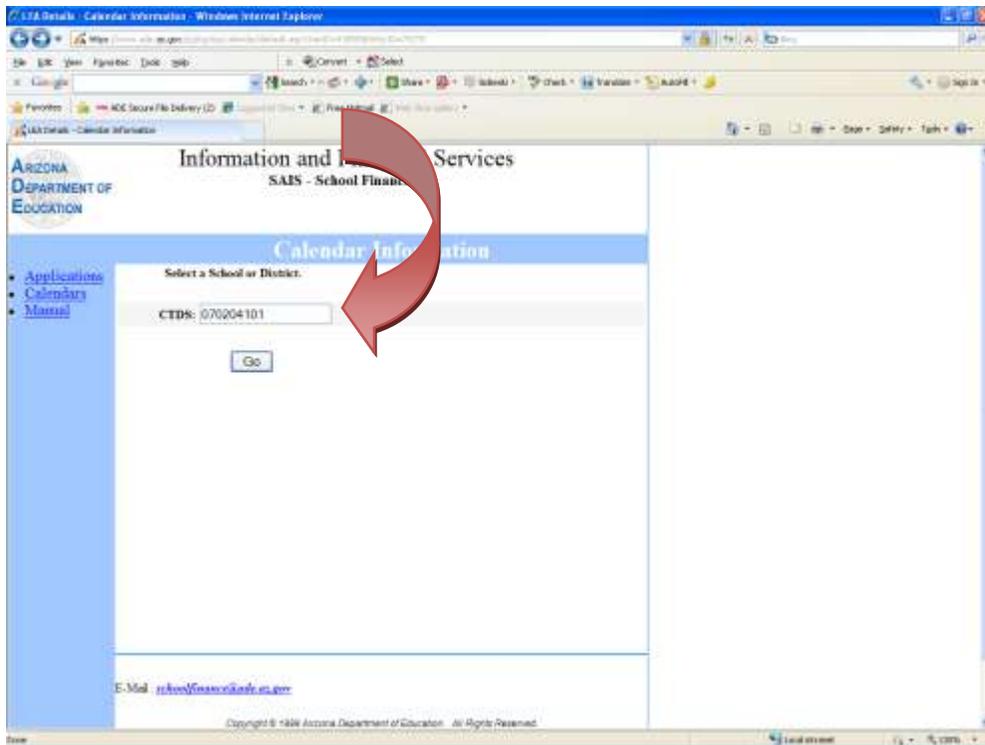


Figure 21 - LEA Dependent Entity Page

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 Calendar for every track. A 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.

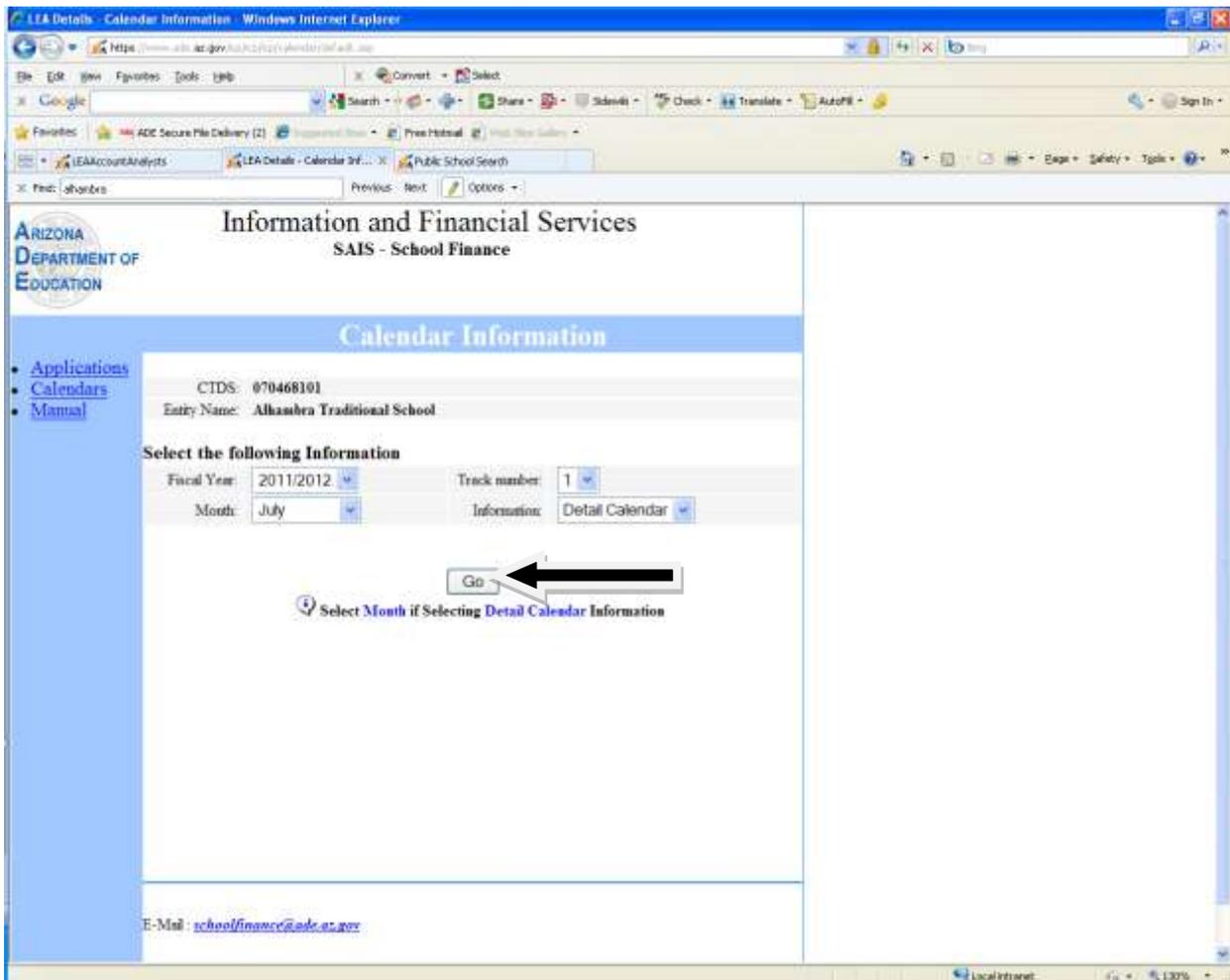


Figure 22 - Dependent Entity Calendar Options

C. Dependent Entity Selections

Select a calendar type by clicking on one of the radio buttons. After this is done click on the Add Calendar button.

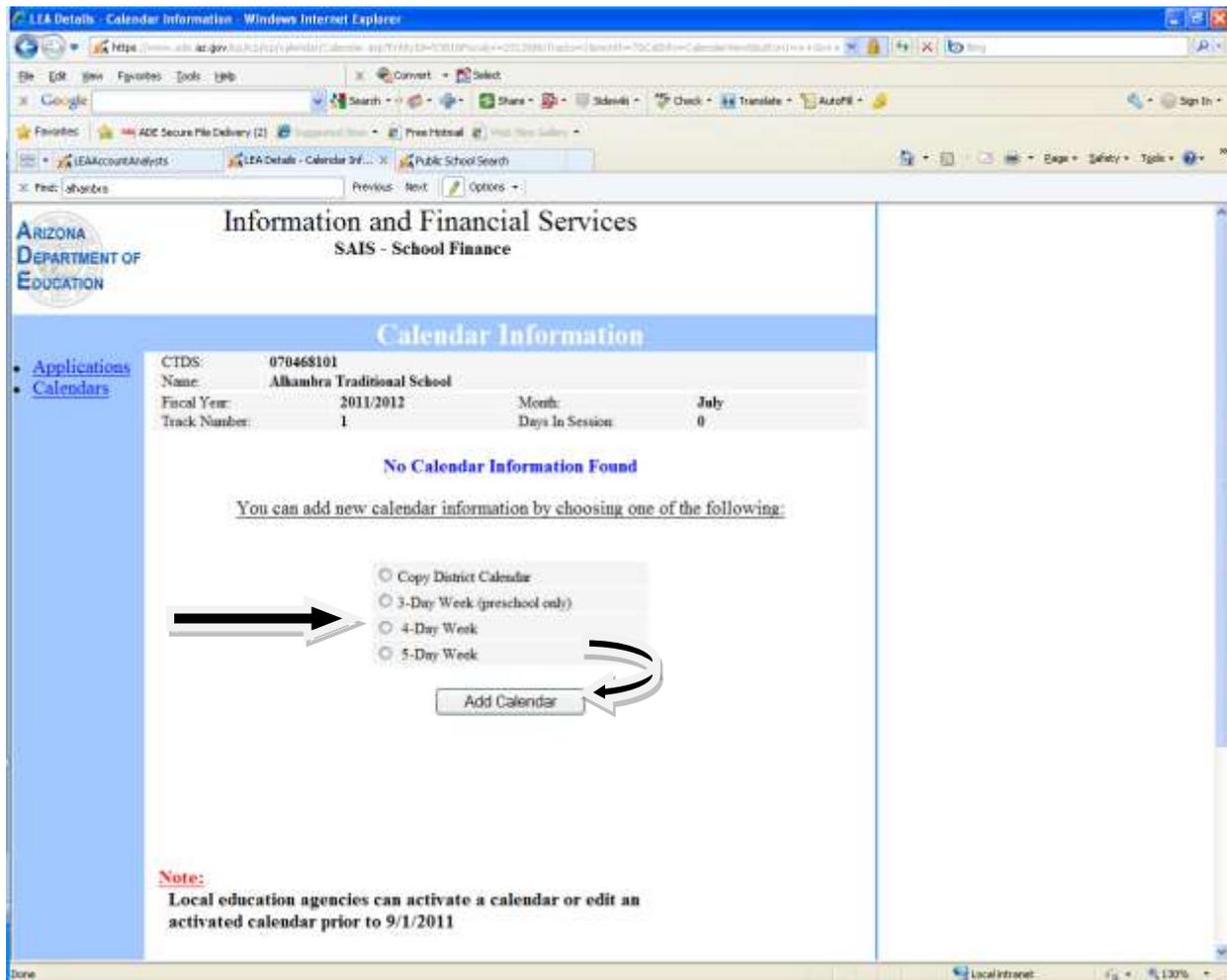


Figure 23 – Select Calendar Type

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 **Submit** button.

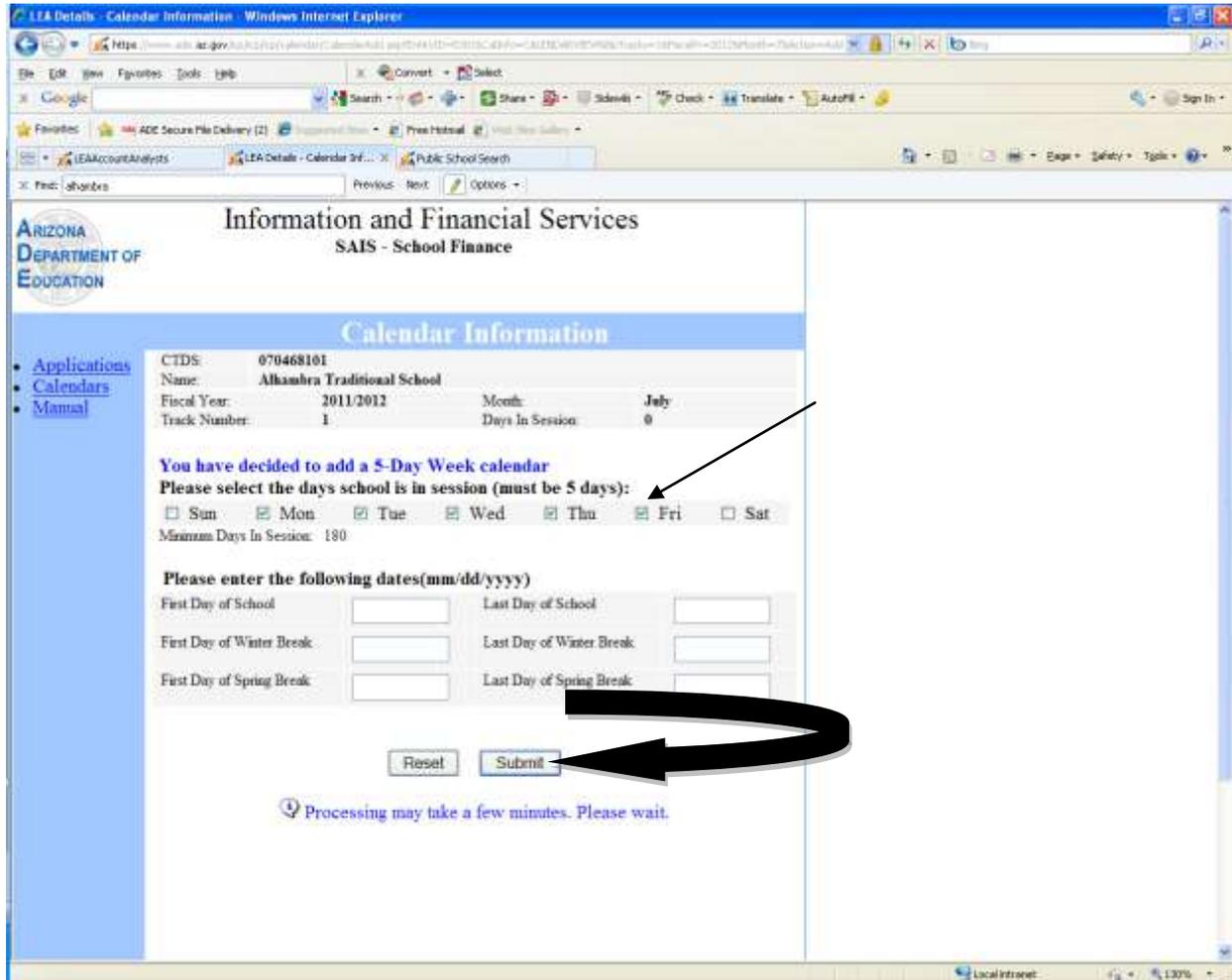


Figure 24 - Dependent Entity Load Page

For entities that operate on a four day calendar, place cursors in the check mark boxes and click appropriate Days in Session. In the following example Friday is unchecked.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTDS: 070468101
Name: Alhambra Traditional School
Fiscal Year: 2011/2012 Month: July
Track Number: 1 Days In Session: 0

You have decided to add a 4-Day Week calendar
Please select the days school is in session (must be 4 days):
 Sun Mon Tue Wed Thu Fri Sat
Minimum Days In Session: 144

Please enter the following dates(mm/dd/yyyy)

First Day of School: Last Day of School:
First Day of Winter Break: Last Day of Winter Break:
First Day of Spring Break: Last Day of Spring Break:

Processing may take a few minutes. Please wait.

Figure 25 - Dependent Entity Load Page

This action will make all Fridays as **School Not in Session** days and highlighted in red.

To continue editing the calendar please follow the instructions laid out in the **Parent Edit Calendar** instructions.

Always remember to **Activate** the calendar when finished with your editing.

VII. 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 the calendar is activated and the operator wishes to log off, click on **Log On**. This will default back to the **Common Log On** Page.

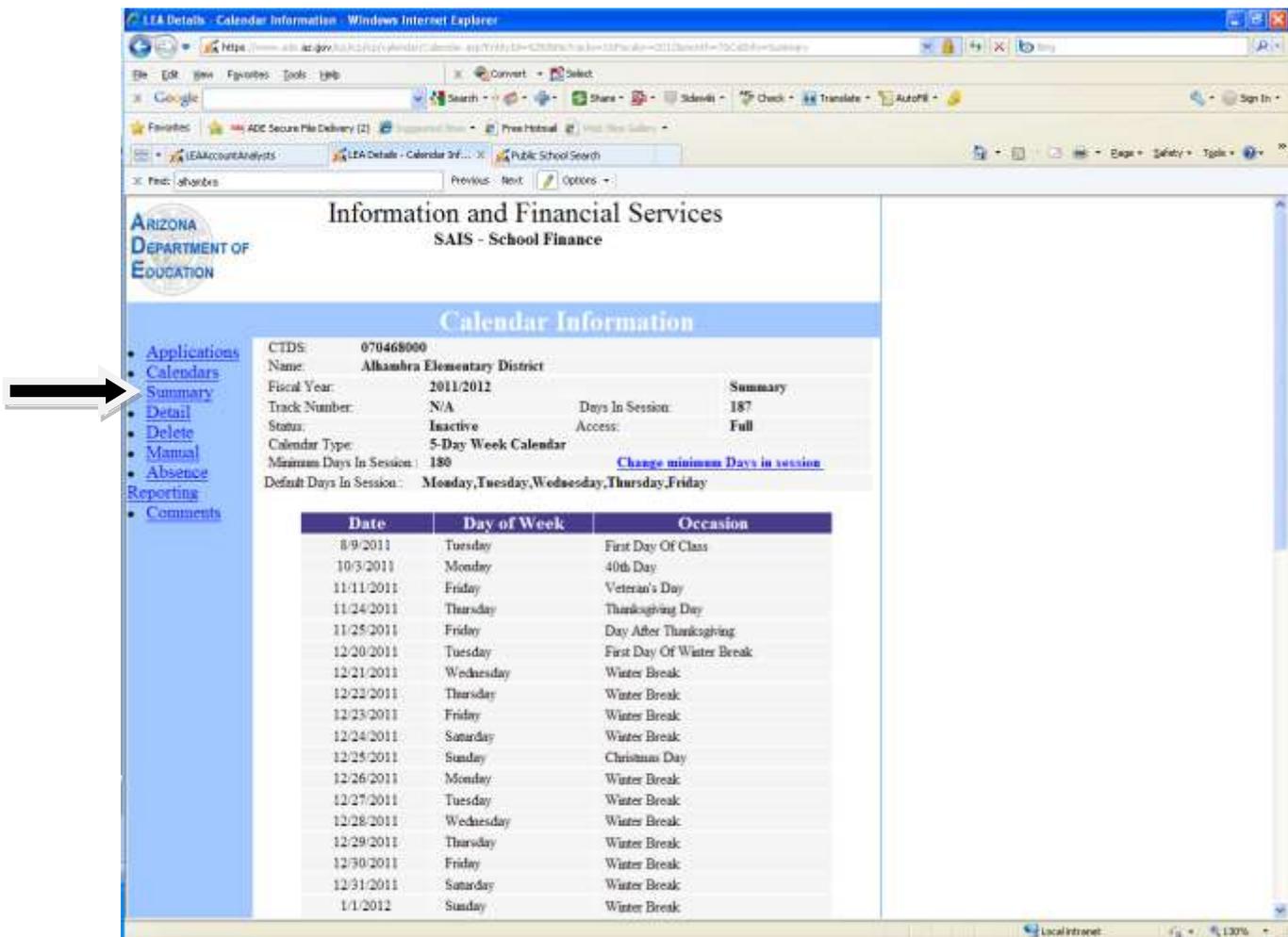


Figure 26 – Summary Page

VIII. WRAP UP

School Finance has created this manual to help users fill out the LEA Calendar. Please forward any comments and/or suggestions to your Account Analyst at the Arizona Department of Education. To locate your analyst look on the School Finance Website under Contacts or click on the following: <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Or – see screen shot on page 4 of this document to access the list of Account Analysts.

All suggestions and comments to improve this manual are welcome.

Request for calendar changes after August 31, 2011, should be submitted to your Account Analyst using the following link:

<http://www.ade.az.gov/schoolfinance/Forms/CalendarChangeRequest.pdf>