

EMIS MANUAL

Section 5.1.1: Reporting Calendars Overview

Version 2.0

July 1, 2024

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
2.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
1.1	8/9/23	FY24	24-63	Updated Percent of Time for PK/KG; added FAQ 10.
1.0	7/7/23	FY24	24-18	Section initially created and posted.

COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the information in this section, see the appropriate EMIS Changes webpage.

TABLE OF CONTENTS

REVISION HISTORY	2
COMING CHANGES.....	2
TABLE OF CONTENTS.....	3
5.1.1 REPORTING CALENDARS FOR STUDENTS OVERVIEW	4
WHAT IS A CALENDAR?	4
COLLECTION REQUESTS	4
<i>Initial Calendar (C) Collection</i>	4
<i>Final Calendar (C) Collection</i>	4
CALENDAR REPORTING	4
<i>District-Level Calendar</i>	5
<i>Building-Level Calendar</i>	5
<i>Grade-Level Calendar</i>	6
<i>Attendance Pattern-Level Calendar</i>	6
FREQUENTLY ASKED QUESTIONS.....	7

5.1.1 REPORTING CALENDARS FOR STUDENTS OVERVIEW

WHAT IS A CALENDAR?

Together, the Grade Schedule (DL) and Organization–General Information (DN) Records comprise a calendar. Data from the DN Record is combined with data from the appropriate DL Record to provide a complete picture of the school calendar for each student. Calendar data is used in several ways, including validation of building hours in session, student attendance, and determining FTE for funding (See [Level 2 Report Explanation: FTE Reports](#) on the Department website for more information.)

The DL Record establishes the start and end dates of the district’s or building’s school year. It also establishes the length of a typical school day. Days between the start and end dates that are not in session or are not the length of a typical school day are reported via DN Records. These variations may include, for example, holidays and calamity days.

When there are calendar variations that apply only to a subgroup of students and not to an entire building or to the entire district, then that group of students should have a DL Record reported that reflects that variation. Such variations generally apply to an entire grade, though they may be for a smaller subgroup. So, for example, if you have a group of students who start school 5 days after most students, then a separate DL Record should be reported for this group of later starting students.

In general, individual students are not placed on their own calendars. Individual student variations are typically reported via either absences or a reduced percent of time. See the Frequently Asked Questions at the end of this section for more information.

COLLECTION REQUESTS

Initial Calendar (C) Collection. This collection typically opens in mid-summer and closes in early fall; includes a DL Record with the school year start and end dates and hours per day for each calendar within the Local Education Agency (LEA); and includes a DN Record with any known planned time off (including professional development, parent-teacher conferences, holidays, and other exceptions to a typical Monday through Friday schedule). Group-specific calendars and unplanned time off can also be submitted in this collection.

Final Calendar (C) Collection. This collection includes all calendar data submitted during the Initial Collection, plus group-specific calendars not previously reported, unplanned time off, and any other changes to the district’s calendar. The Final Collection typically opens in the fall shortly after the close of the Initial Collection and closes in mid-summer.

CALENDAR REPORTING

In this section, we have included the element code with each mention of a data element. This code is made up of two letters followed by three numbers. The two letters refer to the record on which the element is found. For example, the data element “Last Day of School (DL090)” is found on the Grade Schedule—or DL—Record. Though this information is not normally included throughout the reporting instructions, it has been included here to help distinguish between the DL and DN Records and between fields on the DL and DN Records and other records used in the calendar assignment process.

Student calendars may be reported at the district level, at the student subgroup level, or at any level in between. The hierarchy for creating a calendar is as follows:

District IRN (DL040) →
 Building IRN (DL050) →
 Grade Code (DL060) →
 Attendance Pattern (DL070)

The student calendar assignment process—or how the Department determines which calendar to use for a particular student at a particular point in time for a particular purpose—and the state default calendar are explained in the FTE report explanation.

The basis for the calendar is a 5-day per week, Monday through Friday calendar, beginning on the First Day of School (DL080), ending on the Last Day of School (DL090), and identifying the Hours Per Day (DL100) for each day of the calendar using the Grade Schedule (DL) Record. All days shortened, lengthened, added to, or taken from that calendar are identified by a specific Organization–General Information (DN) Record. (See EMIS Manual Section 5.3: Organization–General Information (DN) Record for more information about DN options.)

District-Level Calendar

If the district has a single calendar that is followed by most students in the district, then a district-wide DL Record is reported. Such a record would be reported as follows:

- District IRN (DL040) = District IRN
- Building IRN (DL050) = District IRN
- Grade Code (DL060) = “***”
- Attendance Pattern (DL070) = “***”

Any DN exceptions for this calendar will use “*****” for the Attribute Text Element (DN080).

Building-Level Calendar

When a specific building within a district has a different schedule, such as a preschool-only building that starts a week later than the other buildings in the district, then a building-level calendar is necessary. Such a record would be reported as follows:

- District IRN (DL040) = District IRN
- Building IRN (DL050) = Building IRN
- Grade Code (DL060) = “***”
- Attendance Pattern (DL070) = “***”

Any DN exceptions for this calendar will use “*****” for the Attribute Text Element (DN080). Note that this is only needed for buildings that vary from the district’s calendar. Buildings that are following the district’s calendar can have a separate DL Record reported, but are not required to.

Grade-Level Calendar

When a specific grade level within a building has a different schedule, such as seniors whose year ends earlier than the rest of the district, then a grade-level calendar is necessary. Such a record would be reported as follows:

- District IRN (DL040) = District IRN
- Building IRN (DL050) = Building IRN
- Grade Code (DL060) = “12”
- Attendance Pattern (DL070) = “**”

Any DN exceptions for this calendar will use “12**” for the Attribute Text Element (DN080). Note that this is only needed for grade levels that vary from the other grade levels in the building (in cases where a building-level calendar is being reported) or the district (in cases where no building-level calendar is being reported). Grade levels that are following the building or district calendar can have a separate DL Record reported, but are not required to.

Attendance Pattern-Level Calendar

When a specific group within a grade level within a building has a different schedule, such as kindergarten classes with staggered start dates, a unique Attendance Pattern (DL070) is required.

The Attendance Pattern (DL070) element on the DL Record is a district-defined two-character code that is used to assign a subgroup of students within a district-building-grade to a unique calendar. Option “**” is the default attendance pattern for reporting a calendar that does not specify a subgroup. Any other combination of letters and numbers uniquely identifies each group. Students are assigned to a calendar by reporting a Student Attributes–Effective Date (FD) Record with the appropriate Attendance Pattern (FD100).

For example, the district may create an Attendance Pattern (DL070) of “K1” to designate a group of kindergarten students with a staggered start date. Accurate calendar assignment for this group will require the following:

- District IRN (DL040) = District IRN
- Building IRN (DL050) = Building IRN
- Grade Code (DL060) = “KG”
- Attendance Pattern Code (DL070) = “K1”

Any DN exceptions will use “KGK1” for the Attribute Text Element (DN080).

FREQUENTLY ASKED QUESTIONS

In this section, we have included sample questions that are based on scenarios and questions from the field, along with answers based on the information contained in this document.

Question 1. *Once assigned to a calendar, do students have to remain on that calendar for the entire school year?*

Answer 1. No, a student can move from one calendar to another between the first day of school and the last day of school. When a student changes calendars, the current FD Record is closed and a new one is opened that accurately reflects the new Attendance Pattern (FD100) and the date of the change.

Question 2. *A special education student's IEP stipulates that the student is only able to attend school 3 days a week; this may not always be the same 3 days. Should this student be placed on a separate calendar?*

Answer 2. No, this student should not be placed on a separate calendar. All students should be reported on a calendar that reflects the hours per day they would attend if they were a full-time student.

Question 3. *If a student without disabilities is receiving home instruction from a tutor, should that student be on a different calendar?*

Answer 3. No, such students should be reported as though they were attending school. See "Home Instruction: Students Without Disabilities" in EMIS Manual Section 4.1 Course Records Overview.

Question 4. *Do joint vocational schools (JVSs) have to create separate calendars for students taking satellite courses?*

Answer 4. JVSs can submit their own calendar for satellite students, but they are not required to. For more information on how calendars are assigned when JVSs do not report for these students, see the Level 2 Report Explanation: FTE Reports on the Department website.

Question 5. *Do educational service centers (ESCs) have to report calendar data?*

Answer 5. ESCs do not report calendar data for school-aged students. For preschool students they are educating, they may choose to submit their own calendar for the students or they may use the calendars of the sending districts. (See Level 2 Report Explanation: FTE Reports on the Department website for full details of the calendar assignment process.)

Question 6. *Where can we see the hours reported for parent-teacher conferences and staff professional development?*

Answer 6. Any such hours reported with the appropriate DN attribute will be visible in the Calendar Display Level 1 Report at the bottom of each calendar.

Question 7. *What happens if my district does not submit calendar data before submitting student data?*

Answer 7. The district will not be able to see their FTE Detail Report until calendar data has been submitted. All students will be assigned to the state default calendar until the district reports calendar data. This could impact the amount of funding a district will receive. (See Level 2 Report Explanation: FTE Reports on the Department website for information on the state default calendar.)

Question 8. *Should students at a juvenile detention center (JDC) reported with Sent Reason (FS200) “CE” remain assigned to their regular calendar during the placement, or should they be reported with Attendance Pattern (FD100) “**”?*

Answer 8. FTE is calculated for students with Sent Reason (FS200) “CE” or “CO”. Therefore, these students should be reported with the calendar to which they would be assigned if attending the district. (See EMIS Manual Section 2.4: Student Standing (FS) Record for more information about Sent Reasons.)

Question 9. *Do students with Sent Reason (FS200) “MR” need to be assigned to a calendar?*

Answer 9. Yes, these students must be assigned to a calendar because the sending district is responsible for collecting and reporting attendance. (See EMIS Manual Section 2.4: Student Standing (FS) Record for more information about Sent Reasons.)

Question 10. *My district has a part-time preschool program. This program operates 455 hours a year. Should the students in this program be reported as 100% of time on a calendar that includes 455 hours?*

Answer 10. No, these are part-time students and should be reported as such. Full-time preschool is a minimum of 910 hours. Students attending a program that is 455 hours should be reported as 50% of time. For some preschool students, this could result in fairly small percentages of time being reported. That is fine, as long as that percentage represents the correct number of hours of attendance for the students.