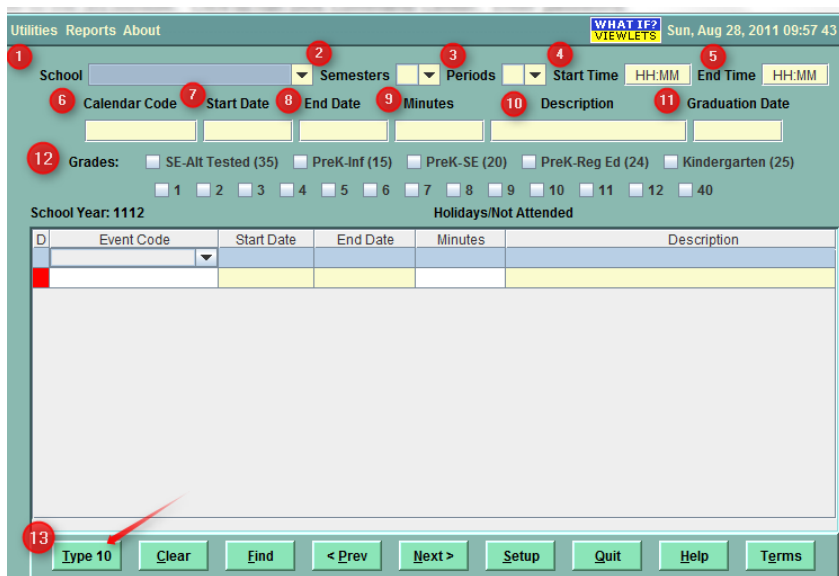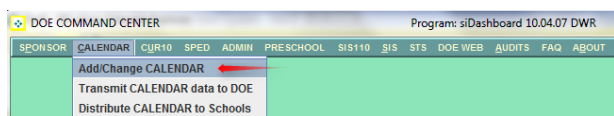# Creating the Calendar in SIS Module

Go to the SIS module. Click to run DOE Command Center. Enter password.

Use this program to create a calendar set or to edit a calendar set. A calendar set, which has a unique calendar code (between 001 to 999), may consist of up to a total of six different calendar record types. The different record types include – 10 (Basic calendar), 20 (Teacher only), 30 (Holiday), 40 (Early dismissal), 50 (Emergency Day) and 60 (Makeup Day). The calendar code is important not only because it uniquely identifies the calendar set but also because it links individual students to a specific calendar which is then used by many different modules in JPAMS.

Click on Calendar and then Add/Change CALENDAR.

1. Pick the **School**.

2. Pick the number of **Semesters**.

3. Pick the number of **Periods**.

4. Enter the **Start Time** (use military time).

5. Enter the **End Time** (use military time).

6. Enter a **Calendar Code** (a unique number between 001 and 999).

7. **Start Date** – day instruction begins (usually first day students attend).

8. **End Date** – last day of instruction (usually last day students attend).

9. **Minutes** – number of instructional minutes per day (does not include minutes used for homeroom, recess, lunch, time between classes). The SIS coordinator should have a worksheet to assist in finding the correct number of minutes.

10. **Description** – description name. Ex: Basic Calendar, Basic Calendar grades K-3, etc.

11. **Graduation Day** – actual date graduation is held. If elementary school calendar, use last date of school.

12. **Grades** – indicate grades using this calendar.

13. **Type 10** - used to save the type 10 record information at the top of the screen (green area) including item #1 - #12 above.

Once the Type 10 – Basic Calendar information is entered and you save (clicking on Type 10 button), the following screen will appear.
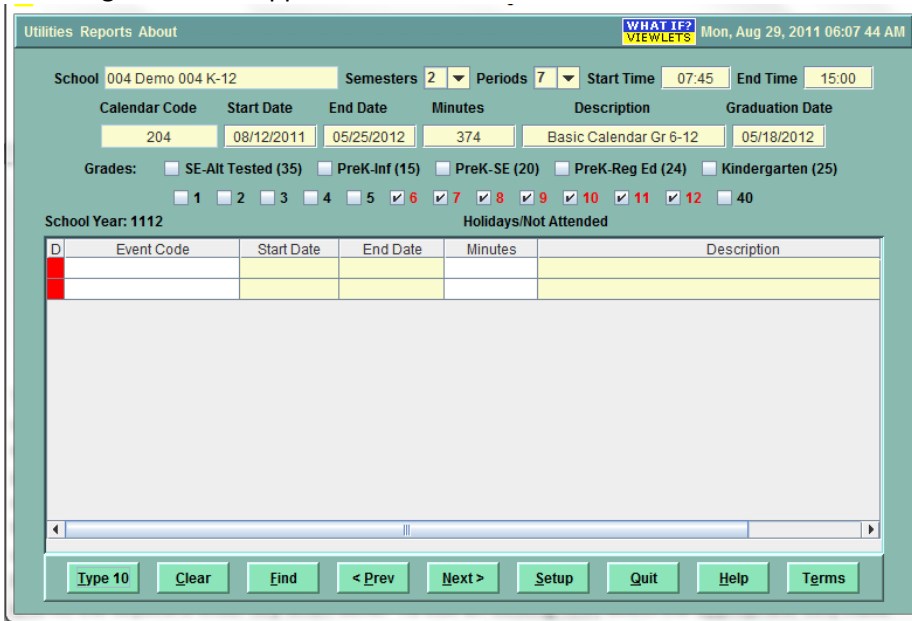
You may want to create all the necessary calendars before going to the next step. Since Type 10 information will be different for each school, create the calendar first, then add dates in the bottom part of the screen. The calendars can be copied from one school year to the next which is discussed later in the document.

Now you are ready to enter the event days in the lower part of the screen. Event type 20, 30, 40, 50, and 60.

To add a date(s) to the calendar as an event click "**Add-A-Date**" under **Utilities**:
Even though the **Basic Calendar (Type 10)** must start and end on the first and last day

of instruction, any teacher days at the beginning (prior to the start date) and at the end of the year (after the end date) must be included in the reporting dates.
To add two days prior at the beginning: Click **Add-A-Date**. The following screen appears:
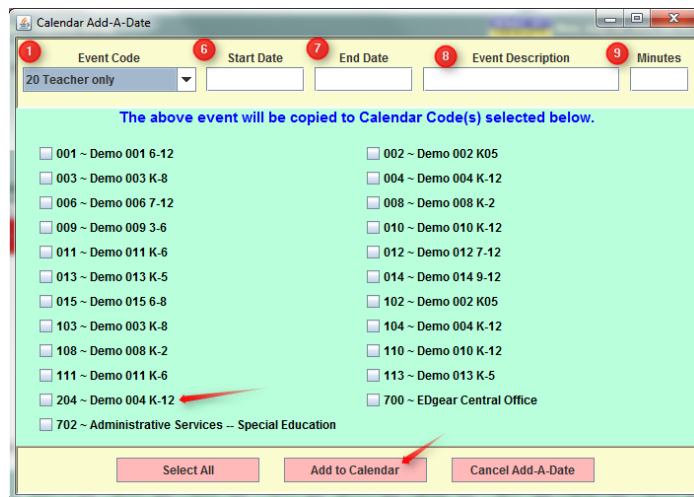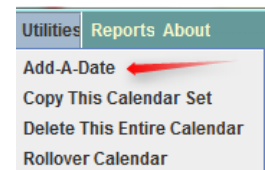
1. Select the **Event Code Type**.
    20 Teacher Only
    30 Holiday
    40 Early Dismissal
    50 Emergency Whole Days
    60 Make-up days
2. Enter the **Start Date** of the event.

3. Enter the **End Date** of the event.

4. Enter an **Event Description**.

5. Enter the **Minutes** of instructional only if it is less than the minutes on the Basic Calendar. Leave blank if Minutes of instruction is equal to the minutes reported in the Basic Calendar.

6. Select the **Calendar Code(s)** for the Event Code.

To include this Event Code on more than one calendar, either select all or only the ones needed.

Click the **Add to Calendar** button at the bottom.

Continue to add dates to each calendar using this Add-A-Date method.

Copy This Calendar Set

Alternate method to place date(s) on a calendar that already exists. Open the calendar you wish to copy all or part of it to another calendar. The copy "to" calendar needs to be created before you can copy items to it.

Part I – copies the Basic Calendar information which contains Type 10 record.

Part III – copies individual dates that are already created.

Part II – Choose the school(s) to "Copy To" information from either Part I or Part III.

Delete This Entire Calendar

Choose/Open the calendar you wish to delete. Click on **Utilities** and then **Delete This Entire Calendar**.

Confirm the delete.
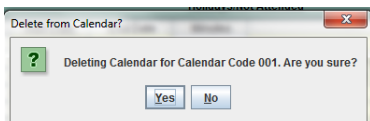
  Click Yes to delete the entire calendar or No to continue without deleting.

Copy This Calendar Set

This utility allows you to copy all calendars from one year to the next then make necessary changes to the calendar.

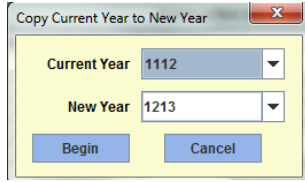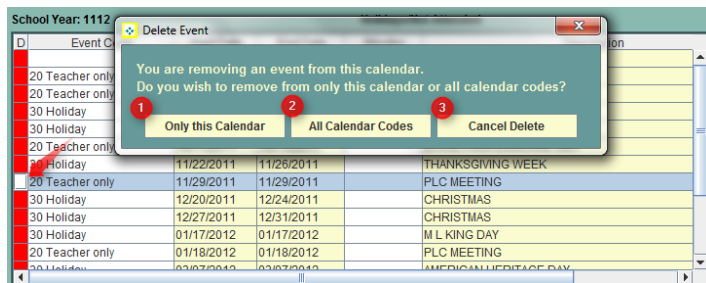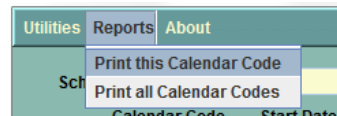## Delete an Individual Event

To delete an individual Event Item from a single calendar or all calendars, open the calendar from which you want to delete an individual item. Double click on the red box under the "D" – Delete – column.
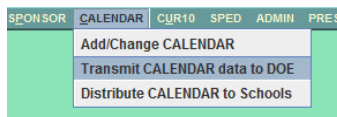
Make a choice: (1) Only this Calendar, (2) All Calendar Codes, (3) Cancel Delete.

Print the Calendar(s)

Allows you to print the chosen Calendar Code or print all Calendar Codes.

Transmit the Calendar to the state – SPC001 creation

From the **DOE Command Center**, click on **Calendar** then **Transmit CALENDAR data to DOE**.
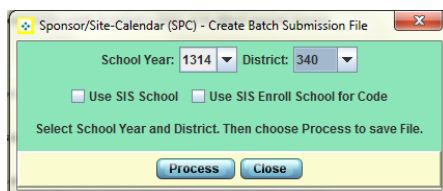
Make sure the **School Year** and **District** are correct.

You will then click on **Process** and then be asked where to save the file. If your district uses SIS School, then check off the appropriate box for "Use SIS School" or "Use SIS Enroll School for Code".
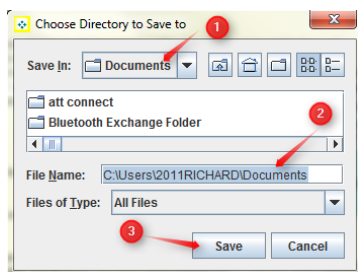
Choose the directory to Save to:
- (1) Choose the "Save In" folder.
- (2) The "Save In" folder name will appear. Process creates file name.
- (3) Click the **Save** button.
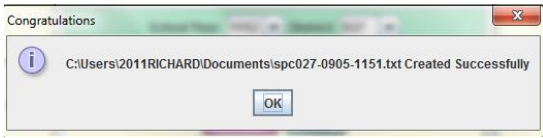
You will then be given a confirmation message that the calendar has been created, where to find it, and its name.

Then you are ready to upload the calendar to LEADS.

LEADS

Login to LEADS Portal/LEADS Insight Portal. Select SPC – School Calendar System.
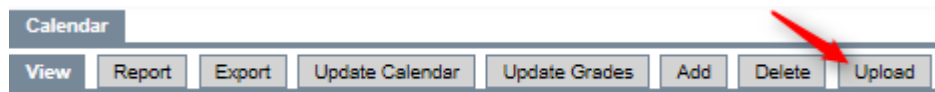Select the Calendar Upload Option.

The following screen appears:

1. Choose the Beginning of the School Session Year.
2. Choose the Processing Period. This is usually the period or periods that are currently opened.
3. Choose the Validate Only? The usual is No since you want to upload your file. Choosing Yes will validate your records without uploading your file.
4. Browse to find your calendar file.
5. Once the file name is in the File to Upload field, click Upload My File Now. Once your file is uploaded, you will see a message below the row of buttons that your file has been received.

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

6. To track your file status, click on the date and time that represents your file below the column heading – Load Begin - then click View Upload Status. A progression of the file running will appear. Status will go through Validating, Loading, and then Complete.

You may also choose to click the Refresh button to see the status of the file upload.

User:	
Beginning Schl Sess Yr:	2013
Processing Period Cd:	3
Sponsor:	
Begin Date/Time	1/22/2014 6:46 AM
End Date/Time	1/22/2014 6:46 AM
File Size (Bytes):	23408
Total Records:	154
Records Copied To Holding:	154
Records Validated:	154
Records In Error:	0
Total Errors Found:	0
Total Warnings Found:	1
Event Records Loaded to DB:	154
Event Records Deleted from DB:	
Status:	Complete.

When you see Complete and there are errors listed under
the column heading – Records in Error – click on the date and time that represents your file and click the View Errors button. On the window that appears, click on Generate Error Report to obtain a report to review and/or print.

Sponsor:

Load Begin: 1/22/2014 6:44:18 AM

**All Errors Must Be Corrected Before Calendar File Will Load to LDE Database**

Rcd No	Cal Cd	Rcd Type Cd	Field Name	Data in Error	Error Type	Error Cd	Error Message
141	700	10	Grades	0102030405060708091011 12 202425	W	020	Grade {15} Missing from LEA {004} Calendars
155	800	10	Site Code		E	049	Site Code {004800} Invalid; School Has Been Closed
167	801	10	Site Code		E	049	Site Code {004801} Invalid; School Has Been Closed
1							

Generate Error Report   Export Errors

Fix any or all errors in JPAMS Calendar. Begin the process again and upload your file. Once you reach Records in Error = 0, then you can continue and upload SIS files. The calendar must be free of errors to upload SIS.

If you have to send up another SPC file, remember to send your SIS file again.

For more details in the upload process, go to the main menu on LEADS and select the user guide for Calendar and click on View.

User Guides Calendar   View

ADDITIONAL LINKS
▶ LEADS News
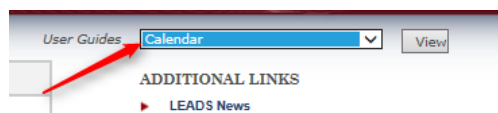
Select the link to obtain the pdf version of the user guide. Save an electronic copy on your computer.

The calendar is uploaded during each processing period when SIS is uploaded.
PP1 – October 1st MFP – Planned calendar
PP2 – October 1st LEADS – Planned calendar
PP3 – February 1st – Planned calendar
PP9 – End-of-Year (EOY) – Actual Calendar

Reports – Calendar Reports are available on SPC system. Be sure to check the Number of Instructional Days provided.