

# Colorado Calendar

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**Classic View:** System Administration > Calendar > Calendar

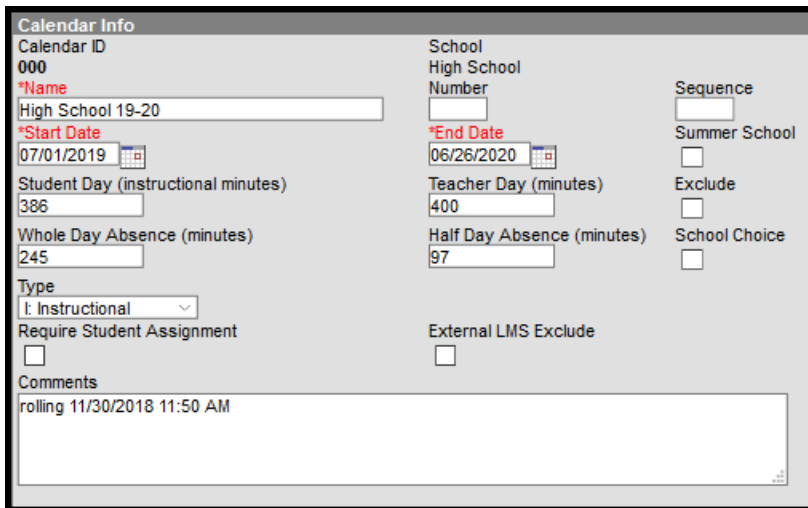
**Search Terms:** Calendar

## Colorado Calendar Tools

Within Calendar, there are nine tools: [Calendar Details](#), [Grade Levels](#), [Schedule Structure](#), [Terms](#), [Periods](#), [Days](#), [Overrides](#), [Attendance Periods](#), and [Calendar GPA](#). While not all fields in these tools are specific to Colorado, some of these fields are critical to ensuring accurate state reporting. These tools and fields are described below. For all other inquires, please see the appropriate article linked above.

## Calendar

The Calendar tool stores basic information about the calendar, including many fields which impact how the calendar is included within state reports and accountability calculations. The Colorado Calendar tool does not have any fields that are specific to Colorado. Please see the [Calendar Details](#) article for all other inquiries.



**Calendar Info**

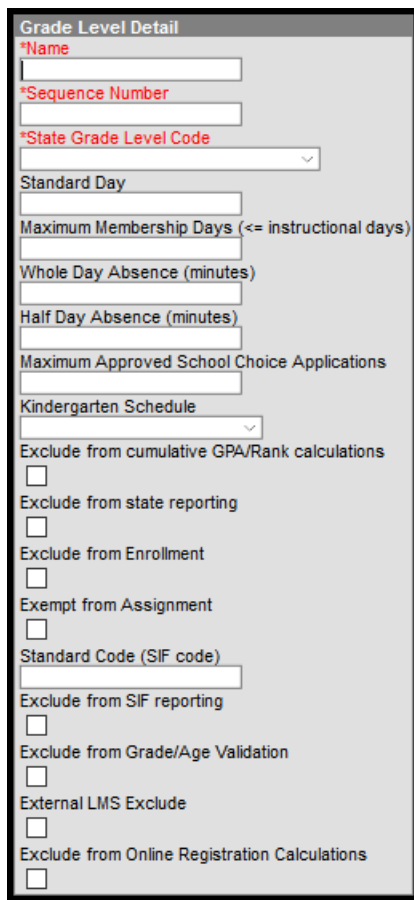
Calendar ID 000	School High School	Sequence <input type="text"/>
*Name High School 19-20	Number <input type="text"/>	Summer School <input type="checkbox"/>
*Start Date 07/01/2019	*End Date 06/26/2020	Exclude <input type="checkbox"/>
Student Day (instructional minutes) 386	Teacher Day (minutes) 400	School Choice <input type="checkbox"/>
Whole Day Absence (minutes) 245	Half Day Absence (minutes) 97	
Type I: Instructional	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Comments rolling 11/30/2018 11:50 AM		

*Calendar Info Editor*

## Grade Levels

The Grade Levels tab lists the grades that attend the selected school. Only students in the listed grades can be enrolled into that calendar. Fields that are specific to the state of Colorado are defined below. Specific information to help clarify how certain fields affect reporting are also found

below. Please see the [Grade Levels](#) article for all other inquiries.



The screenshot shows a form titled "Grade Level Detail" with the following fields and options:

- \*Name: Text input field
- \*Sequence Number: Text input field
- \*State Grade Level Code: Dropdown menu
- Standard Day: Text input field
- Maximum Membership Days (<= instructional days): Text input field
- Whole Day Absence (minutes): Text input field
- Half Day Absence (minutes): Text input field
- Maximum Approved School Choice Applications: Text input field
- Kindergarten Schedule: Dropdown menu
- Exclude from cumulative GPA/Rank calculations:
- Exclude from state reporting:
- Exclude from Enrollment:
- Exempt from Assignment:
- Standard Code (SIF code): Text input field
- Exclude from SIF reporting:
- Exclude from Grade/Age Validation:
- External LMS Exclude:
- Exclude from Online Registration Calculations:

*Grade Level Detail Editor*

## State Grade Level Code

The grade level or primary instructional level at which a student enters a school or an educational institution during a given school year.

Be sure that grade levels are properly mapped to the proper state codes.

▶ [Click here to expand...](#)

## Kindergarten Schedule

Selection indicates the type of Kindergarten grade level in the selected school. Only make a selection if the grade level is a kindergarten grade level.

▶ [Click here to expand...](#)

## Schedule Structure

Schedule Structures provide a means of allowing different groups of students (by grade level, by different terms, by different day layout) to have a unique layout for their learning day. This tab does not have any fields that are specific to the state of Colorado. Please see the [Schedule Structure](#) article for more information.

Do **NOT** create multiple Schedule Structures within a calendar. Instead, create multiple, unique calendars for each Schedule Structure.

## Terms

Calendar Terms list the type of calendar structure the school has - trimesters, quarters, etc. Also available on this tab are the start and end dates of the terms. This tool does not have any fields that are specific to the state of Colorado. Please see the [Terms](#) article for more information.

## Periods

The Periods tool lists the names and the times of the periods meeting throughout a school day. The editor displays the period information based on the school selected in the Campus toolbar. At least one period schedule needs to exist in a calendar. Once a period schedule exists, periods can be assigned to that schedule. Then, Calendar Days can be established and assigned a period schedule (day rotation). This tool does not have any fields that are specific to the state of Colorado. Please see the [Periods](#) article for more information.

## Days

The Days tool provides a calendar type of view for all of the days in the school calendar, determined by the year, school and calendar selected in the Campus toolbar. The Days tool also displays which Period Schedules are assigned to a particular day, if any special events are assigned to a day, or if a particular day is not recording attendance, is not an instruction day, or is not a school day. Please see the [Days](#) article for more information.

Before using any of the tools on the Days tab, verify the following has been done for the selected calendar:

- [Calendar](#) dates are correct.
- [Term](#) dates are correct.
- [Periods](#) and Period Schedules are established.

## Overrides

Calendar overrides apply to the programs a school offers to students. Overrides may be set for a person or on a household address. Person overrides take precedence over the household address override. A student may be denied enrollment to a school if the student does not live at an address

within the school boundary. In this case, the student would need to obtain a person override to attend the school based on a specific curriculum program or administrative decision. This tool does not have any fields that are specific to the state of Colorado. Please see the [Overrides](#) article for more information.

## Calendar GPA

The Calendar GPA tool lists all available Custom GPA Calculation (name and type) that may be chosen for use within that calendar. They are ordered by the sequence entered for that calculation on the [GPA Calculation](#) tool. This tool does not have any fields that are specific to the state of Colorado. Please see the [Calendar GPA](#) article for more information.

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