

# Calendar (California)

Last Modified on 10/22/2022 10:15 am CDT

[California Calendar Tools](#) | [Calendar](#) | [Grade Levels](#) | [Schedule Structure](#) | [Terms](#) | [Periods](#) | [Days](#) | [Overrides](#) | [School Month](#) | [Calendar GPA](#)

**Classic View:** [System Administration](#) > [Calendar](#) > [Calendar](#)

**Search Terms:** [Calendar](#)

## California Calendar Tools

Within Calendar, there are nine tools: [Calendar Details](#), [Grade Levels](#), [Schedule Structure](#), [Terms](#), [Periods](#), [Days](#), [Overrides](#), [School Month](#), and [Calendar GPA](#). While not all fields in these tools are specific to California, some of these fields are critical to ensuring accurate state reporting. These tools and fields are described below. For all other inquiries, 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. This tool does not have any fields that are specific to the state of California. Please see the [Calendar Details](#) article for all other inquiries.

## 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 California 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.

**Grade Level Detail**

**\*Name**

**\*Sequence Number**

**\*State Grade Level Code**

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Grade Code

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exempt from Assignment

Standard Code (SIF code)

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 State Grade Level Code indicates the current grade level of the student. This field is a required field.

▶ [Click here to expand...](#)

## Grade Code

The Grade Code is not used in state reporting and is used only for district-tracking purposes.

▶ [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 California. 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 tab does not have any fields that are specific to the state of California. Please see the [Terms](#) article for more information.

## Periods

The Periods tab 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 tab does not have any fields that are specific to the state of California. Please see the [Periods](#) article for more information.

Only continuation schools are required to employ passing time. If the Passing Minutes field is used, the time should reflect the time passing INTO a period. Passing time cannot be included in the first period or from lunch.

## Days

The Days tab 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 tab 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. This tab does not have any fields that are specific to the state of California. Please see the [Days](#) article for more information.

## 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 tab does not have any fields that are specific to the state of California. Please see the [Overrides](#) article for more information.

## School Month

School Months break down the months within the school year into segments of time, most often used for state reporting. School Months can be created in one school calendar and copied to other school calendars using the [Calendar Wizard](#). Please see the [School Month](#) article for more information.

School Month setup is **CRITICAL** to California state attendance reports. Please see the [School Months \(California\)](#) article for California-specific School Month setup recommendations. For more information on School Month fields and how to make use of the tab, please see the [School Month](#) article.

▶ [Click here to expand...](#)

## Calendar GPA

The Calendar GPA tab 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](#) tab. This tab does not have any fields that are specific to the state of California. Please see the [Calendar GPA](#) article for more information.

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