

[VIDEO] Use the School Calendar

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1. Click the Select Center drop-down menu at the top of the window and select a center.
2. Click the Menus/Attendance menu and select Manage School Calendar. The Manage School Calendar window opens.

3. Click  and  to change the month.

4. Select one of the following options:

- Choose Specific Child
- Selected Center
- Select Specific School
- School District
- All Children, All Centers

Note: If you did not select a center in **Step 1**, All Children, All Centers is selected by default and you cannot change it.

5. Double-click a day to mark school out. To mark multiple days at once, click and drag your mouse across the days to select, then right-click the calendar and select Add School Out.

Manage School Calendar 83

<< **February 2019** >>

Filter Calendar

☐ Choose Specific Child:

☒ Selected Center

☐ Select Specific School: -- Select --

☐ School District: -- Select --
State: TX

☐ All Children, All Centers

At-Risk Program School Year Start/End Dates

School Starts: 9/1/2018
 School Ends: 5/31/2019

Choose the dates when school starts + ends for the selected school year.
 If nothing is supplied, school year is assumed to start on 9/1 and end on 5/31 for At-Risk claims.

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	February 01
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	March 01
4	5	6	School Out	8

Right-click to add or remove a school day.
 Double-click to add or remove a single school out day.
 Shift-click to select multiple days for updating, then use right-click to add day out.

6. Right-click the School-Out banner to remove it.
7. For At-Risk centers, set school year start and end dates in the At-Risk Program School Year Start/End Dates section. If you do not set dates here, defaults are used. When finished, click Save.

Changes made to the school calendar are saved automatically. However, you must save any changes made to the At-Risk School Year Start/End Dates.