After logging into the calendar system

Select or Ci	reate Calendar for Sample	District	Use this page to edi	t, duplicate, or
Create New Calend			delete an existing ca create a new one.	
School Year	Calendar Name	Edit	Duplicate	Delete
	District Wide - High School	Edit	Duplicate	Delete
2016-2017	District wide - High School			
2016-2017 2015-2016	High School	Edit	Duplicate	Delete

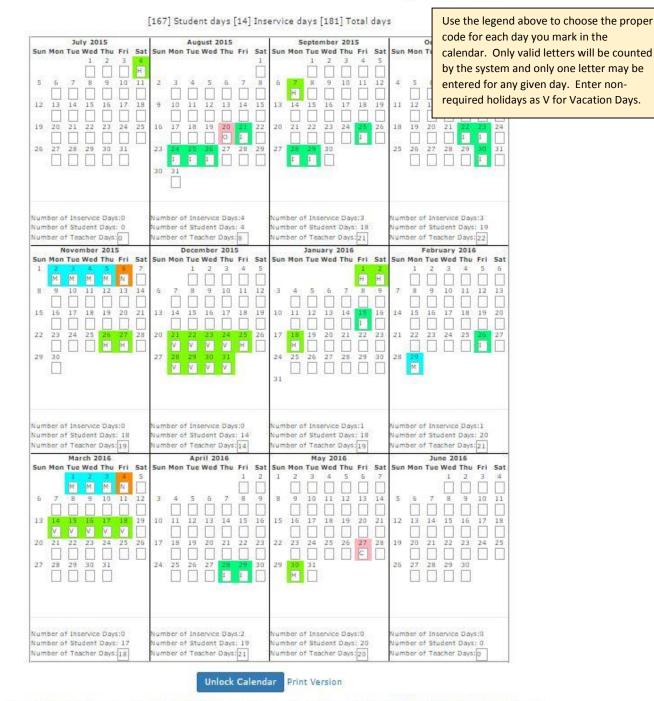
To create a new calendar

Calendar Title	for 'Sample Distric		
School School Year	District Wide or Select School		After clicking on <i>Create New Calendar</i> or the previous page, select the correct school year and school (or leave as is for
Created By			District Wide calendar). Choose a uniqu title that is different from previously entered calendars for the same school
Created By Title Created By Email			year.
	Save Calendar Details		
		X	

Calendar Rules

- Not Meeting Days do not count toward the minimum school-term requirements stipulated in AS 14.03,030
- Legal Holidays, Vacation Days, Teacher Work Days, and Emergency Closure Days also do not count under AS 14.03.030
- Districts must submit a separate calendar for correspondence schools
- A school term must include no less than 180 days in session
- Up to 10 Inservice Days may be substituted for days in session
 A school term must include no loss than 170 student days
- A school term must include no less than 170 student days

LEGEND C School Closes E End of Quarter H Legal Holiday L Inservice Day Meeting Tip? Not Meeting Tip? O School Opens S Saturday School T Testing V Vacation Day V Vacation Day Emergency Closure Day



For Technical Assistance check out the user guide or please contact Libby Clough at Libby.Clough@alaska.gov, or call 907-465-8727