

After logging into the calendar system

School Calendar Admin Functions Contact Info Reports Change Calendar Log Out

## Select or Create Calendar for Sample District

Create New Calendar

Use this page to edit, duplicate, or delete an existing calendar, or to create a new one.

School Year	Calendar Name	Edit	Duplicate	Delete
2016-2017	District Wide - High School	Edit	Duplicate	Delete
2015-2016	High School	Edit	Duplicate	Delete
2014-2015	Elementary School	Edit	Duplicate	Delete

To create a new calendar

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## Create Calendar for 'Sample District'

Calendar Title

School --District Wide or Select School--

School Year ---Select---

Created By

Created By Title

Created By Email

Save Calendar Details

After clicking on **Create New Calendar** on the previous page, select the correct school year and school (or leave as is for a District Wide calendar). Choose a unique title that is different from previously entered calendars for the same school year.

Be sure to fill in the Created By, Created By Title and Created By Email boxes with complete information.

Once you have filled in all of the boxes, click **Save Calendar Details** to move to the screen where you can input your calendar.

## 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 less than 170 student days

LEGEND	
C	School Closes
E	End of Quarter
H	Legal Holiday
I	Inservice Day
M	Meeting Tip?
N	Not Meeting Tip?
O	School Opens
S	Saturday School
T	Testing
V	Vacation Day
W	Teacher Workday
X	Emergency Closure Day

[167] Student days [14] Inservice days [181] Total days

Use the legend above to choose the proper code for each day you mark in the calendar. Only valid letters will be counted by the system and only one letter may be entered for any given day. Enter non-required holidays as V for Vacation Days.

July 2015							August 2015							September 2015							October 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						S																					
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
						H																					
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	O	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			
Number of Inservice Days:0							Number of Inservice Days:4							Number of Inservice Days:3							Number of Inservice Days:3						
Number of Student Days:0							Number of Student Days:4							Number of Student Days:18							Number of Student Days:19						
Number of Teacher Days:0							Number of Teacher Days:8							Number of Teacher Days:21							Number of Teacher Days:22						

  

November 2015							December 2015							January 2016							February 2016											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13					
M	M	M	M	N																												
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20					
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27					
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	28	29										
29	30													31																		
Number of Inservice Days:0							Number of Inservice Days:0							Number of Inservice Days:1							Number of Inservice Days:1											
Number of Student Days:18							Number of Student Days:14							Number of Student Days:18							Number of Student Days:20											
Number of Teacher Days:19							Number of Teacher Days:14							Number of Teacher Days:19							Number of Teacher Days:21											

  

March 2016							April 2016							May 2016							June 2016											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
1	2	3	4	5	6	7	3	4	5	6	7	8	9	1	2	3	4	5	6	7												
M	M	M	N																													
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14	5	6	7	8	9	10	11					
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21	12	13	14	15	16	17	18					
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25					
27	28	29	30	31										29	30	31										26	27	28	29	30		
Number of Inservice Days:0							Number of Inservice Days:2							Number of Inservice Days:0							Number of Inservice Days:0											
Number of Student Days:17							Number of Student Days:19							Number of Student Days:20							Number of Student Days:0											
Number of Teacher Days:18							Number of Teacher Days:21							Number of Teacher Days:20							Number of Teacher Days:0											

[Unlock Calendar](#) [Print Version](#)

For Technical Assistance check out the [user guide](#) or please contact Libby Clough at [Libby.Clough@alaska.gov](mailto:Libby.Clough@alaska.gov), or call 907-465-8727

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