

Nova Scotia Public Education System

# Changing the School Calendar due to School Closure

User Guide

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May 7, 2024

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*(Note: Student names appearing in this document are fictitious names)*

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## OVERVIEW

If your school has an unanticipated school closure - such as a storm day, shutdown due to operational reasons, or change of date for professional development - it may be necessary to adjust your school's calendar in PowerSchool. Prior to adjusting the school calendar, it is important to understand how your school handles cycle rotation procedures after unexpected school closures. The two types of procedures are explained below.

### TYPE 1: THE CYCLE DAY IS NOT LOST:

In this scenario, if today was Day A and there was an unexpected school closure, then tomorrow would still be a Day A. This requires adjusting the school calendar for the rest of the school year, or perhaps at least until the remainder of the current semester (for semestered schools that start the 2<sup>nd</sup> semester on Day A). If your school operates on this scenario, begin at Step 1.

### TYPE 2: THE CYCLE DAY IS LOST:

For example, if today was Day A and there was an unexpected school closure, then tomorrow would be a Day B. Day A is lost, or skipped over, due to the school closure, and no other school cycle days are disrupted. If this procedure applies to your school, go directly to Step 2.

## STEP 1: SEARCH FOR STUDENTS WHO HAVE FUTURE ATTENDANCE CODES

Before making any changes to the school's calendar, for students having pre-entered attendance values on days after the unexpected school closure occurred, those attendance values will need to be removed from PowerSchool. If future attendance values are not removed from the system, then attendance issues will arise as attendance codes will be incorrectly linked to the wrong classes (since what used to be set as Day A in the school calendar two days in the future, is no longer Day A).

By completing the below steps, you will be able to search for students having future attendance codes and once you know who they are, you can then run a report to view their attendance values and dates. Since all attendance values will be removed in Step 2, having a record of the students' attendance will allow you to re-enter the values afterwards if necessary.

- A. Log in to PowerSchool and go to the Start Page.
- B. Under **Attendance** menu, select the **Attendance Count** report.
- C. Submit the Attendance Count report as guided in the following diagram.

## Attendance Count Report

Report Name	Attendance Count																																																																																		
Version	3.8																																																																																		
Description	Multi-day period by period attendance code report. Note: Limit the cycle days in daily mode using the first period in the period by cycle day matrix.																																																																																		
Comments																																																																																			
Attendance Mode	Meeting ▾																																																																																		
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students																																																																																		
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13																																																																																		
Attendance Codes	ALL CODES L (Late) U (Absent Unexcused) E (Absent Excused) SC (Absent Special Circumstance) ACT (School Based Activity) ISS (In School Suspension) OSS (Out of School Suspension)																																																																																		
Begin Date and Ending Date	1/26/2018 <input type="text"/> 6/29/2018 <input type="text"/>																																																																																		
Period(s) (leave blank for all)	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>			A	B	C	D	E	F	G	H	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Processing Options	In Background Now ▾																																																																																		
Specific Date/Time	MM/DD/YYYY <input type="text"/> <input type="text"/>																																																																																		
Data to be filled	(Check checkbox on the right to save as default value) <input type="button" value="Reset All"/>																																																																																		
Include Dropped Classes	<input type="checkbox"/>	<input type="checkbox"/>																																																																																	
Minimum Number of Total Occurrences	1	<input type="checkbox"/>																																																																																	
Itemize by Day	<input type="checkbox"/>	<input type="checkbox"/>																																																																																	
Include Student Number	<input type="checkbox"/>	<input type="checkbox"/>																																																																																	
Number of Blank Lines Below Student Names	0	<input type="checkbox"/>																																																																																	
Report Output Locale	English ▾	<input type="checkbox"/>																																																																																	
		<input type="button" value="Submit"/>																																																																																	

- D. After clicking Submit, the Report Queue Page will appear, and the report will have a status of running.

Created	Job Name	Started	Ended	Status
01/27/2018	Attendance Count	01/27/2018 09:40 AM		Running

- E. Click 'Refresh' to update the report status until it displays as completed.

Refresh

Created	Job Name	Started	Ended	Status
01/27/2018	Attendance Count	01/27/2018 09:40 AM	01/27/2018 09:40 AM	Completed

- F. Once completed, click 'View' to see if any students have attendance values that need to be removed. Their names will appear similar to what is depicted in the below screen shot.



*If no students appear as matches, proceed directly to Step 3.*

Occurrences of these codes: A,ACT,APP,AWN,ISS,L,LE,MR,OI,OSS,R  
Number of occurrences between 09/01/2023 - 06/28/2024

		M		Tu		Th		
Student	Grade	AM	PM	AM	PM	AM	PM	Total
Albers, Beulah	2	7	4	12	5	11	5	44

Set Current Selection

- G. Click the **Set Current Selection** link to make the list of students your current selection. By doing so, you can then run a report for these students to see what future attendance values they have in PowerSchool, and then re-enter those attendance values (after removing them and adjusting your school's calendar).
- H. From the **Start Page**, run the **Student Attendance List** report by navigating to:

- Data and Reporting > Custom Reports > Attendance > Student Attendance List

- I. When selecting the report parameters, be sure that the **Student(s) to View** is set to 'Currentted Selected Students' and that the **Codes to View** is set to 'All Codes' (as depicted below). Keep in mind that you only need to be concerned with dates starting as of the school closure date and beyond. Press **Submit** to run the report.

Select report parameters and press Submit.

Student(s) To View	Code(s) To View	Start Date MM/DD/YYYY	End Date MM/DD/YYYY
Current Selected(1) Students	All Codes	1/26/2018	06/29/2018

Submit

- J. Similar to what is depicted in the below diagram, the report will display all future attendance dates and codes for your current student selection. You can either save or print this report so that you will have a record of the attendance values - now that you are ready to remove them from the system. Recall that these values must be removed before you adjust your school calendar, otherwise attendance issues will arise for these students. You can now proceed to Step 2.

Show  entries

Copy CSV Excel PDF Print

Meeting Attendance from 1/26/2018 to 06/29/2018 having AllCodes code

Student	Current Grade	Attendance Date	Att. School	1	2	3	4	5	6	7	8
3 Aaberg, Stella Madison	10	02/02/2018	Rocky Shore High School	U		U		U	U	U	
2 Aaberg, Stella Madison	10	01/31/2018	Rocky Shore High School								U
1 Aaberg, Stella Madison	10	01/29/2018	Rocky Shore High School							U	U

## STEP 2: REMOVING PRE-ENTERED ATTENDANCE VALUES

Students having attendance values entered on a school day that was unexpectedly closed, will need to have those attendance values removed from PowerSchool. Furthermore, if the cycle day is NOT lost (as explained on page 3), then any attendance codes entered beyond the school closure date must also be removed (complete Step 1 if you have not done so already).

To remove pre-entered attendance values:

- On the **Start Page**, select All students.
- From the Functions dropdown list, select Mass Update **Attendance**.

Current Student Selection (2)

Student	Grade Level	Student Number	Date of Birth
Abalos, Ana	12	3102312284	11/6/2001
Antle, Savannah Teaghan	8	3101382277	8/11/2004

<< < 1 2 3 > >>

Select By Hand Select Function [?] [?]

- Submit the Mass Update **Attendance** report as guided in the following diagram.

## Change Meeting Attendance

Meeting

Option	Value																														
Change attendance for	The selected 266 students																														
From this Date	1/26/2018																														
To this Date	1/26/2018																														
Meetings to scan	<table> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>P2</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>P3</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>P4</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>P5</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		A	B	C	D	P1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A	B	C	D																											
P1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																											
P2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																											
P3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																											
P4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																											
P5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																											
Code(s) to scan for	<div> <div>All</div> <div>These codes</div> <div> Present  L - Late  E - Absent Excused  U - Absent Unexcused  SC - Absent Special Circumstance  ACT - School Based Activity  ISS - In School Suspension  OSS - Out of School Suspension </div> </div>																														
Attendance Code to Set	(Present)																														
If Other Than a Default Present (default presents will be overwritten regardless)	<div> <div>Overwrite</div> <div>Don't Overwrite</div> </div>																														
Comment																															

Enter date of school closure

1

Enter date of school closure

2

If cycle day is lost, enter same date as above.

If cycle day is NOT lost, enter last day of school or end of 1<sup>st</sup> semester (if calendar resets to Day A at start of 2<sup>nd</sup> semester).

3

Click Select All

\*notice checkmarks appear in all Meetings to scan boxes

4

Click These Codes

5

Click L – Late with your mouse, and then hold down your Shift button on keyboard.

Click OSS – Out of School Suspension, and then release Shift button. This selects all attendance codes other than Present.

6

Select Present

7

Choose 'Overwrite'

8

Enter comment stating what occurred and that the original value on this day(s) was changed.

9

Click Submit

Submit

D. Once submitted, any pre-entered attendance values will be removed from PowerSchool. The following message will appear, and now you can return to the **Start Page** to begin Step 3 (adjusting the school's calendar).

### Changes Recorded

✓

The changes have been recorded.

Back

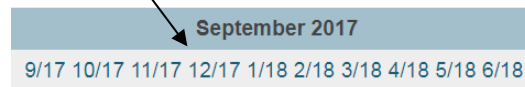
7

inSCHOOL  
Nova Scotia Student Information System

## STEP 3: ADJUSTING YOUR SCHOOL'S CALENDAR DUE TO UNEXPECTED SCHOOL CLOSURES

To adjust your school's calendar:

- On the **Start Page**, select **School Management** > Scheduling > Configure **Calendar**.
- Select the appropriate month, as designated by the Month/Year.



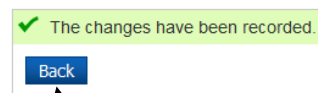
- Make the necessary adjustments to your calendar as shown in the below diagram. For example, if school was unexpectedly closed on November 23<sup>rd</sup>, you would make the following changes:

A screenshot of the calendar adjustment interface. The interface shows a table of dates from Tuesday, November 22 to Wednesday, November 30. Each row has several columns for settings. Callouts point to specific settings: 'Clear Day' points to the 'Day' dropdown; 'Clear Bell Schedule' points to the 'Bell Schedule' dropdown; 'Uncheck the School In-Session' points to the 'In-Session' checkbox; 'Set membership value to '0'' points to the 'Membership' dropdown; 'Select Type from Drop-down list' points to the 'Type' dropdown; and 'Optional: Add comment' points to the 'Comments' text area.

Date	Day	Bell Schedule	In-Session	Membership	Type	Comments
Tue, Nov 22	B	Day A	<input checked="" type="checkbox"/>	1		
Wed, Nov 23			<input checked="" type="checkbox"/>	0	Storm Day - Full Day	
Thu, Nov 24	C	Day C	<input checked="" type="checkbox"/>	1		
Fri, Nov 25	D	Day D	<input checked="" type="checkbox"/>	1		
Sat, Nov 26			<input type="checkbox"/>	0		
Sun, Nov 27			<input type="checkbox"/>	0		
Mon, Nov 28	A	Day A	<input checked="" type="checkbox"/>	1		
Tue, Nov 29	A	Day A	<input checked="" type="checkbox"/>	0	School In-Service Full Day	
Wed, Nov 30	B	Day B	<input checked="" type="checkbox"/>	1		

- If the cycle day is NOT lost in your school, complete steps E – G.  
If the cycle day is lost, click **Submit** and then proceed to Step 4.
- Since November 23<sup>rd</sup> was supposed to be Day C, November 24<sup>th</sup> will now need to be set as Day C (as depicted above). November 25<sup>th</sup> will now become Day D ... and so on for the rest of this month.
- Click the **Submit** button to save the changes for the current month.

### Changes Recorded



- Click the Back button, and then click on the next month so that you can begin updating the Cycle Days for the other months up until the end of the school year/semester. Once completed, proceed to Step 4.



## STEP 4: REFRESH DAILY ATTENDANCE

After having removed attendance values in Step 2, daily attendance may need to be updated in PowerSchool.

Rather than wait for the nightly process to perform the attendance refresh functionality automatically, you can update the daily attendance manually by following the below steps:

- A. On the **Start Page**, change the Term to the current full year (for example, 2024-2025).
- B. On the **Start Page**, under the **Attendance** menu, select
- C. **Refresh Premier Attendance Views Data**.
- D. **Submit** the report as guided in the following diagram.

### Refresh Attendance Views Data Report

The screenshot shows the 'Refresh Attendance Views Data' report form. It includes fields for Report Name, Version, Description, and Comments. The 'Students' section has radio buttons for 'The selected 0 students only' and 'All students'. The 'Begin Date and Ending Date' section has date pickers for '09/05/2017' and '06/29/2018'. The 'Processing Options' section has a dropdown menu set to 'In Background Now'. The 'Specific Date/Time' section has a date/time picker. The 'Data to be filled' section has a checkbox and a 'Reset All' button. The 'Report Output Locale' section has a dropdown menu set to 'English'. A 'Submit' button is at the bottom right. Numbered callouts indicate the following steps: 1. Select All students, 2. Leave date as full school year, 3. Select In Background Now, 4. Click Submit.

## STEP 5: RE-ENTER FUTURE ATTENDANCE

If you completed Step 1, and have a copy of future attendance values that need to be re-entered into PowerSchool based on the recently adjusted school calendar, you can enter those codes now.