

SETTING UP YOUR SCHOOL CALENDAR

From the PowerSchool Start Page under the section **School Management**, click on **Scheduling** and then click on Configure **Calendar**.

IMPORTANT NOTE ABOUT THE FIRST DAY OF SCHOOL IN SEPTEMBER

For administrative and data tracking purposes the first day in the calendar **must be set as an In-Session day**, otherwise class counts and tallies will not be accurate prior to that calendar day. This will be the only time you may have a non-attendance day set up as an In-Session day.

Tue, Sep 5 | A Day | Regular | | 1 | | Organization Day |

REGULAR SCHOOL DAYS WHEN STUDENTS ARE AT SCHOOL

Thu, Sep 7 | B Day | Regular | | 1 | | | |

ALL OTHER (1) SCHOOL DAYS AND (2) HOLIDAYS

(PD Days/Marking Days/Storm Days/Unforeseen closures – or any other school day when students are not at school)

Fri, Sep 29 | | | | 0 | | School Board In-Service Full Day |

Mon, Oct 9 | | | | 0 | | Holiday |

SAMPLE CALENDAR CONFIGURATION

Configure Calendar - 2024-2025

September 2024										
9/24 10/24 11/24 12/24 1/25 2/25 3/25 4/25 5/25 6/25										
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session					
					A	B	C	D	E	F
Tue, Sep 3	Monday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>					
Wed, Sep 4			<input type="checkbox"/>	0	<input type="checkbox"/>					
Thu, Sep 5	Wednesday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>					
Fri, Sep 6	Thursday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>					
Sat, Sep 7			<input type="checkbox"/>	0	<input type="checkbox"/>					
Sun, Sep 8			<input type="checkbox"/>	0	<input type="checkbox"/>					
Mon, Sep 9	Monday 2	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>					
Tue, Sep			<input type="checkbox"/>	0	<input type="checkbox"/>					

See note below regarding 1st day of school settings

No students, no Day set, no Bell Schedule set, no In Session set, and Membership Value set to 0.

Unexpected lost day – clear Day, clear Bell Schedule, uncheck In Session, and enter 0 for Membership Value.

NOTE: For administrative and data tracking purposes the first day in the calendar must be set as an In-Session day, otherwise class counts and tallies will not be accurate prior to that calendar day. Set the day, bell schedule, check in session and add a membership value of 1. If using the first day in the calendar, this will be the only time you may have a non-attendance day set up as an In-Session day.

This should be standard for your region, and please check with your region’s SIS team to ensure you have selected the correct day as the first ‘In-Session’ day.