

## 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organization Day
Wed, Sep 4			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Board In-Service Full Day
Thu, Sep 5	Wednesday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Session
Fri, Sep 6	Thursday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Session
Sat, Sep 7			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun, Sep 8			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, Sep 9	Monday 2	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Session
Tue, Sep			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Facility Unfit for Occupancy

**See note below regarding 1<sup>st</sup> 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.