Nova Scotia Public Education System QUICK REFERENCE SHEET

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.

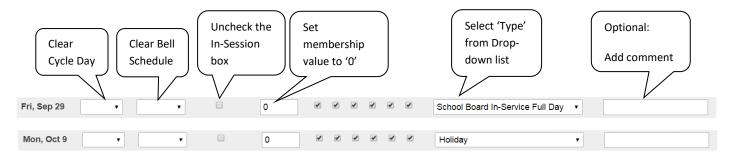


REGULAR SCHOOL DAYS WHEN STUDENTS ARE AT SCHOOL



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)

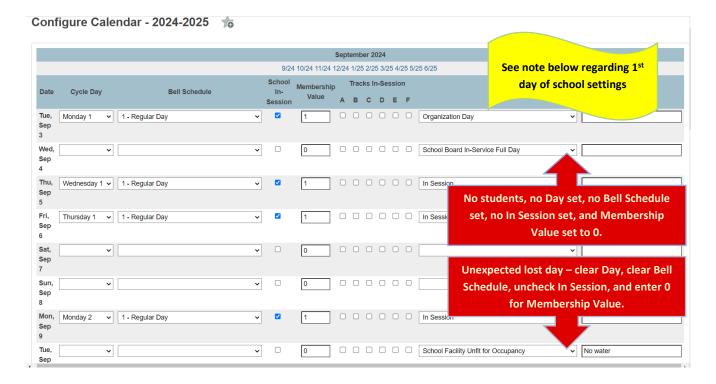


Revision Date: 5/15/2024 Page 1



Nova Scotia Public Education System QUICK REFERENCE SHEET

SAMPLE CALENDAR CONFIGURATION



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.

Revision Date: 5/15/2024 Page 2