

# Manually Input/Update Day Calendar

Sign into Level 0, go to **Manual Input > Day Calendar**

EDITING the Day Calendar requires that you first access the original record on the date needing an update.

Dates with a DAY TYPE assigned to all Grade MUST first be re-saved for a single grade & Day Type.

**Day Calendar Manual Entry:**

**Search For Records:**  
 Note: all fields are optional, but at least 1 must be filled in for search.  
 Search Month: **September** **A**  
 Search Date: \_\_\_\_\_  
 Search Location: \_\_\_\_\_  
 Search Grade Level: \_\_\_\_\_  
 Search Day Type: \_\_\_\_\_ **Search**

**Day Calendar Records: 30 records found.**

Status:	Date:	Location:	Grade:	Day Type:
<a href="#">View</a>	Valid	2023-09-01	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Other
<a href="#">View</a>	Valid	2023-09-02	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Other
<a href="#">View</a>	Valid	2023-09-03	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Other
<a href="#">View</a>	Valid	2023-09-04	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Other
<a href="#">View</a>	Valid	2023-09-05	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Other
<a href="#">View</a>	Valid	2023-09-06	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Other
<a href="#">View</a>	Valid	2023-09-07	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Instructional day
<a href="#">View</a>	Valid	2023-09-08	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Instructional day
<a href="#">View</a>	Valid	2023-09-09	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Instructional day
<a href="#">View</a>	Valid	2023-09-10	84X730 :: BRONX CHARTER SCHOOL FOR THE ARTS	AL Other

**Data Entry:**  
 \* denotes a required field  
 Status: \_\_\_\_\_  
 Last Update: \_\_\_\_\_  
 By: \_\_\_\_\_  
 \*School Date: \_\_\_\_\_ **1**  
 \*Location Code: \_\_\_\_\_ **2**  
 \*Location Grade Level: \_\_\_\_\_ **3**  
 \*Day Type: \_\_\_\_\_ **4**

**Validation/Search Messages:**

- Validate & Save Day Calendar Data**
- Same Day / Add New
- Same Loc. / Add New
- Clear
- Delete Record

**\*Location Grade Level:**

- AL
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 0K
- 10
- 11
- 12
- 13
- 14
- GD

**\*Day Type:**

- Emergency day
- Holiday
- Instructional day
- Late Arrv/Early Dism
- Make-up day
- Other
- Pub health/inst
- Pub health/no inst
- Rgnts Attendance
- Rgnts No Attendance
- Strike
- Super Conf Full Day
- Teacher only day
- Weather day

**B** - Tap on **VIEW** next to the date that needs to be adjusted

**C** - Use the Data Entry prompts to Update the date

ESBOCES' prepopulated calendars assigning each day with a single Day Type for all grades. I.E. summer and weekend days are Other, a regular day of school for AL (all) grades is Instructional.

# Manually Input/Update Day Calendar

**WARNING-** On each date when school is held for some but not all grade levels, there **must** be an individual Day Calendar record for each grade on that date with the correct Day Type for that grade/day.

1. School Date
2. Location Code
3. Location Grade Level: change the original record as needed
4. Day Type: change as needed

**D. VALIDATE & SAVE Day Calendar Date**

EVERY record MUST be saved

Add another record for the same Date, different Grade Level/Day Type select

**SAME DAY...** or

**SAME LOC...**

Adjust open fields (3 & 4) for Grade Level and Day Type and

**VALIDATE & SAVE Day Calendar Date**

Continue until finished.

To add another record for another Date, Grade Level/Day Type select **CLEAR**

**EXAMPLE:**

**K-12 school has only certain grades reporting to school on 9/6 and all students have school as of 9/7.**

**Validate & Save Day Calendar Data**

Same Day / Add New

Same Loc. / Add New

Clear

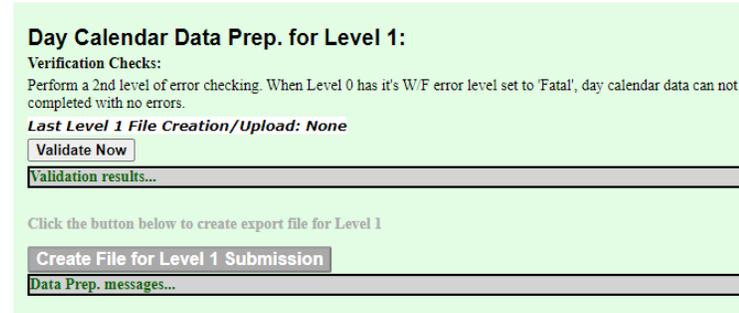
Delete Record

<a href="#">View</a>	Valid	2023-09-06		1	Instructional day
<a href="#">View</a>	Valid	2023-09-06		10	Other
<a href="#">View</a>	Valid	2023-09-06		11	Other
<a href="#">View</a>	Valid	2023-09-06		12	Instructional day
<a href="#">View</a>	Valid	2023-09-06		2	Other
<a href="#">View</a>	Valid	2023-09-06		3	Other
<a href="#">View</a>	Valid	2023-09-06		4	Other
<a href="#">View</a>	Valid	2023-09-06		5	Instructional day
<a href="#">View</a>	Valid	2023-09-06		6	Other
<a href="#">View</a>	Valid	2023-09-06		7	Other
<a href="#">View</a>	Valid	2023-09-06		8	Instructional day
<a href="#">View</a>	Valid	2023-09-06		9	Instructional day
<a href="#">View</a>	Valid	2023-09-07		At	Instructional day
<a href="#">View</a>	Valid	2023-09-06		13	Instructional day
<a href="#">View</a>	Valid	2023-09-06		14	Instructional day

NYSAA SPED students have grade level assignments as  
 Grade 13: NYSAA students in K-6  
 Grade 14: NYSAA students in 7-12

# Manually Input/Update Day Calendar

Hover over **L1-DATA PREP**  
 Tap on **Day Calendar**  
 Complete two clicks on this screen to **CREATE** a file.  
*Green SUCCESS message? Yeah!*



The Day Calendar needs to be updated throughout the year if school closes and NO REMOTE instruction is provided. If the school switches to remote instruction on what could have been a snow day, the Day Calendar remains the same: Instructional day.

The following Public Health codes should ONLY be used if the school is ordered to close by the NYC or NYS Department of Health.	<b>Pub health/inst</b> (remote instruction)	<b>Pub health/no inst</b> (no instruction)
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**Data Verification in L2RPT** [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

- Ensure that SED has the correct data by reviewing the **SIRS 370: Day Calendar Summary Report**. Corrections to the SIRS 370 are made by updating Level 0. Day Calendar must be completed in order to report SDA.

**As always, call us if you need us at 631.218.4134**