

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

In order to complete this reporting you will need a copy of your school's academic calendar.

**Day Calendar Manual Entry:**

**Search For Records:**  
Note: all fields are optional, but at least 1 must be filled in for search.

Search Month: [dropdown]  
Search Date: [text]  
Search Location: [dropdown]  
Search Grade Level: [dropdown]  
Search Day Type: [dropdown] [Search]

**Day Calendar Records:**  
No Day Calendar Records Found.

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

**Validation/Search Messages:**

Validate & Save Day Calendar Data 5  
Same Day / Add New 5  
Same Loc. / Add New 5  
Clear 6  
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

This view is of the Level 0 manual input screen and outlines the data that is needed for each day of school. The options for each dropdown appear below.

1. **School Date:** Enter each date as yyyy-mm-dd for 365/366 days of the year. If all grade levels at your school have the exact same days of instruction and days off only one records is required for each day.
2. **Location Code:** select the school's name from the drop-down menu.
3. & 4. **Location Grade Level: & Day Type:** Select AL from the dropdown for days when every grade level has the same day type (i.e. summer and weekends are Other, a regular day of school would be Instructional). If the school calendar differs by grade level within a location, report one record for each grade level for each date (i.e. Day 1 at a HS is for freshmen only, on Day 2, all grade level s have classes)
  - Day 1 for 1 gr 9 = Instructional,
  - Day 1 for gr 10 = Other
  - Day 1 for gr 11 = Other,
  - Day 1 for gr 12 = Other,
  - Day 2 for AL grades = Instructional

**NOTE- Pub health inst or no inst:** these codes should ONLY be used if your school was closed due to local/county/state Department of Health directive(s) due to COVID-19. If your school's leadership closed the school building(s) and instruction was held remotely a regular "Instructional" day should be reported.

5. **Validate & Save:** tap after entering each record.
6. **Finished? Clear:** When you are ready to add another day to your school's Day Calendar, always click the clear button before entering the new date (else you will edit the same day).

Hover over **L1-DATA PREP**

Tap on **Day Calendar**

Complete two clicks on this screen to **CREATE** a file. Great job!

**Day Calendar Data Prep. for Level 1:**

**Verification Checks:**  
Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', day calendar data can not be sent to Level 1 until this process has been completed with no errors.

**Last Level 1 File Creation/Upload: None**

Click the button below to create export file for Level 1

Green SUCCESS message? Yeah!

**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***