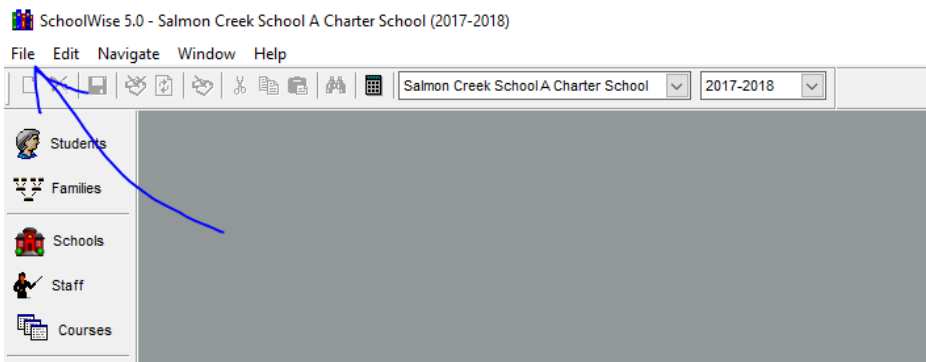


How to code your SchoolWise™ calendar and how to add a new attendance code for when a natural disaster occurs

Step 1

Changing your calendar days to reflect Emergency Closure dates

Under “file” – click – scroll to “District Setup” – slide to the right for “School Calendar Setup”



Step 2

Find the dates you need to change. Once you find your date/dates - click on the “Day Type”. –this will bring up a pulldown option. For “Emergency Closed Day” – either scroll to find or type in an “E” – this will give you a short cut option.

PLEASE NOTE: If you have more than 1 school you will have to repeat the process for all of your schools.

A screenshot of the "School Calendar for Salmon Creek School A Charter School" window. The "School Year" is set to "2017-2018". The "School Days" tab is active. There is an "Edit Months..." button. Below is a table with columns: Day No, D.O.W., Date, Day Type, In Session, and Month. The table shows days from 37 to 54. Days 41-46 are marked as "Emergency Closed Day".

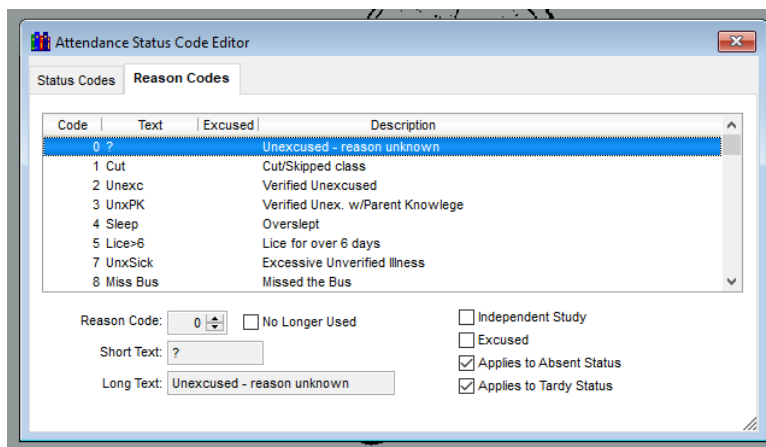
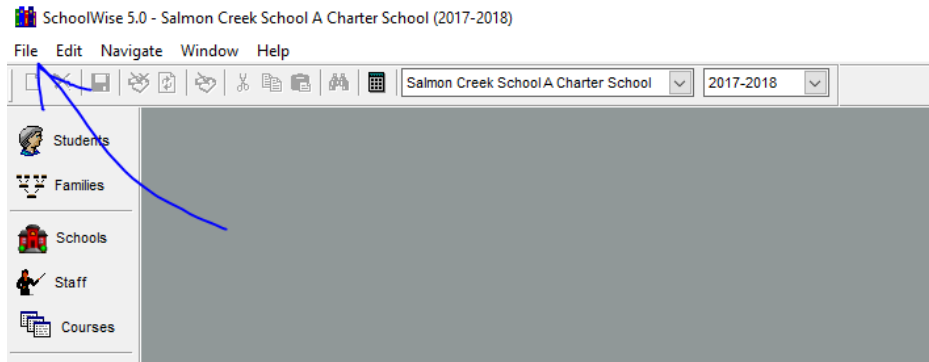
Day No	D.O.W.	Date	Day Type	In Session	Month
37	Tue	10/03/2017	Regular Day	Yes	MONTH2
38	Wed	10/04/2017	Regular Day	Yes	MONTH2
39	Thu	10/05/2017	Regular Day	Yes	MONTH2
40	Fri	10/06/2017	Regular Day	Yes	MONTH2
41	Mon	10/09/2017	Emergency Closed Day		MONTH3
42	Tue	10/10/2017	Emergency Closed Day		MONTH3
43	Wed	10/11/2017	Emergency Closed Day		MONTH3
44	Thu	10/12/2017	Emergency Closed Day		MONTH3
45	Fri	10/13/2017	Emergency Closed Day		MONTH3
46	Mon	10/16/2017	Emergency Closed Day		MONTH3
47	Tue	10/17/2017	Regular Day	Yes	MONTH3
48	Wed	10/18/2017	Regular Day	Yes	MONTH3
49	Thu	10/19/2017	Regular Day	Yes	MONTH3
50	Fri	10/20/2017	Regular Day	Yes	MONTH3
51	Mon	10/23/2017	Regular Day	Yes	MONTH3
52	Tue	10/24/2017	Regular Day	Yes	MONTH3
53	Wed	10/25/2017	Regular Day	Yes	MONTH3
54	Thu	10/26/2017	Regular Day	Yes	MONTH3

ADA Months: 11 Total Days: 220 In Session Days: 174

Changing your Attendance Code to reflect closure days

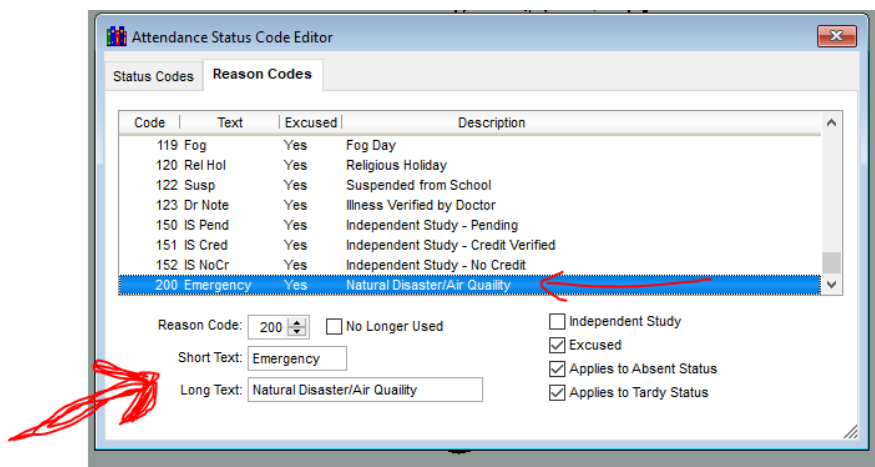
Step 3

Under “file” – click – scroll to “District Setup” – slide to the right and down for “Attendance Status Code Editor”.



Step 4

Click on the “Reason Codes” tab – then scroll to the bottom of the list. Right click – this will bring up the “Add New Status” – this will give you a blank field. Fill in your new code a “Short Text”, “Long Text” and click “Excused”. Make sure you ask your Superintendent if this will apply to “Tardy Status” or not. If so, make sure the box is checked [✓]. Once you are satisfied – click save.



NOTE: Make sure you pass the new coding info on to your Attendance people.