

Calendars & Rolling Forward

An End of the Year State Reporting Series presented by the EDUCATE Unit and
School Services of MT

CALENDAR ELEMENTS



DATES



SCHEDULES



STUDENTS

SCHOOL YEAR SETUP

- **Label**
- **Start Year/End Year**
- **Instructional Minutes:**
 - **CHECK**
 - Exclude Non-Instructional Periods
 - Exclude Non-Instructional Minutes
 - **UNCHECK**
 - Exclude Time Gaps Between Periods
- **School Day Minutes:**
 - **CHECK**
 - Exclude Non-Instructional Periods
 - **UNCHECK**
 - Exclude Non-Instructional Minutes
 - Exclude Time Gaps Between Periods

Scheduling & Courses > Calendar Setup > School Year Setup

SCHOOL YEAR SETUP

School Year Detail

*Label	26-27	Active	<input type="checkbox"/>
*Start Year	2026	*End Year	2027
Start Date	<input type="text"/>	End Date	<input type="text"/>

School Year

Instructional Minutes Preference

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods Max non-instructional minutes for period gaps

School Day Minutes Preference

- Exclude non-instructional periods
- Exclude non-instructional minutes Max non-instructional minutes per period
- Exclude time gaps between periods Max non-instructional minutes for period gaps

CALENDAR CREATION OPTIONS

Creating Calendars (Calendar Wizard)

- **Create New Blank Calendars**
- **Create New Calendars by Rolling Forward Selected Data**
- **Copy Data Into Existing Calendars**

Scheduling & Courses > Calendar Setup > Calendar Wizard

CREATE NEW BLANK CALENDARS

Creating Calendars (Calendar Wizard)

Why would you create a new, blank calendar?


- Your calendar is completely different from something already created
- You don't need the grades, terms, period schedules or day in another calendar
- Examples: Home-Based Early Targeted Intervention, Extracurricular Participation


Edit Calendar Attributes for new Calendars

Year ▾

Name Template [year][schoolname] ▾

Number

*Start Date 

*End Date 

Select Schools

- Adams High School
- Jefferson Elem School
- Madison School
- Washington Middle School

CTRL-click and SHIFT-click for multiple

Create New Blank Calendar



Creating Calendars (Calendar Wizard)

CREATE NEW CALENDARS BY ROLLING FORWARD SELECTED DATA

Why would you create a Calendar using Create New Calendars by Rolling Forward Selected Data?

- Things this year are basically the same as last year
- You need to create a second instructional calendar in the current year because your K-3 go have different recess times than your 4-6.
- Think carefully about what you choose to roll forward!

Edit Calendar Attributes for new Calendars


Year ▼
Name Template ▼
Number
*Start Date 
*End Date 

Select Calendars to Roll

- 25-26 Adams High School
- 26-27 Jefferson Elem School
- AUD 25-26 Adams High School
- AUD 25-26 Jefferson Elem Schoo
- AUD 25-26 Madison School
- Adams High School 2026 A
- Jefferson Elem School 2026 A
- Jefferson Elem School 2026 B
- Jefferson Elem School 2026 C
- Jefferson Elem School 2026 D
- Washington Middle Sc 2026 A
- Adams High School 2025 A
- Jefferson Elem School 2025 A
- Jefferson Elem School 2025 B
- Jefferson Elem School 2025 C
- Jefferson Elem School 2025 D

CTRL-click and SHIFT-click for multiple

Pick the Data to Copy

- Calendar Attributes
- Schedule Structures
 - Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 - Period Schedules
 - Days
 - Day Events
 - Section Templates
 - Portal Calendar and Term Settings
- Grade Levels
- Courses
 - Sections w/ Schedule Placement
 - Teacher Assignments
 - Section Staff Assignments
 - Room Assignments
 - Grading Tasks, Credits, Standards 
 - Grade Calc Options
- Categories
- Course Rules
- Schedule Building Constraints
- Course Fees

Create New Calendar by Rolling Forward Selected Data

Creating Calendars (Calendar Wizard)

COPY DATA INTO EXISTING CALENDARS

What are the options when selecting Copy Data Into Existing Calendars?

- Overwrite Terms/Days
- Copy/Append Other Data Elements
- Copy School Month Data (don't use in MT)

Scheduling & Courses > Calendar Setup > Calendar Wizard

Source Calendar

Destination Calendars


- 25-26 Adams High School
- 26-27 Jefferson Elem School
- AUD 25-26 Adams High School
- AUD 25-26 Jefferson Elem Schoo
- AUD 25-26 Madison School
- Adams High School 2026 A
- Jefferson Elem School 2026 A
- Jefferson Elem School 2026 B
- Jefferson Elem School 2026 C
- Jefferson Elem School 2026 D
- Washington Middle Sc 2026 A
- Adams High School 2025 A
- Jefferson Elem School 2025 A
- Jefferson Elem School 2025 B
- Jefferson Elem School 2025 C
- Jefferson Elem School 2025 D

CTRL-click and SHIFT-click for multiple

< Back

Next >

Pick the Data to Copy

- Calendar Attributes
- Schedule Structures
 - Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 - Period Schedules
 - Days
 - Day Events
 - Section Templates
 - Portal Calendar and Term Settings
- Grade Levels
- Courses
 - Sections w/ Schedule Placement
 - Teacher Assignments
 - Section Staff Assignments
 - Room Assignments
 - Grading Tasks, Credits, Standards 
 - Grade Calc Options
- Categories

Copy Data Into Existing Calendars

CALENDAR INFORMATION

Scheduling & Courses > Calendar Setup >
Calendar Information



VIP

BASIC DETAILS

- Name
- Start and End Dates
- Student Day (Instructional Minutes)
- Teacher Day (Total Minutes)
- Food Service Edit Check – Leave as Default to blank – no override
- Days Per Week – Requirement for Calendar Validation and Certification

USING CAMPUS TO TAKE ATTENDANCE

- Whole Day Absence (Minutes) – best practice use 80-90% of total instructional minutes
- Half Day Absence (Minutes) – best practice exactly 50% of total instructional minutes

Calendar Information

Calendar Info

Calendar ID
261

*Name

26-27 Harrison High

*Start Date

07/01/2026

Student Day (instructional minutes)

385

Whole Day Absence (minutes)

316

Type

I: Instructional

Require Student Assignment

Ignore Master Push

Testing Count Date

Comments

rolling March 3rd, 2026

Food Service Edit Check

(default to blank - no override)

Days Per Week

Traditional 5-day week

Traditional 5-day week

Full 4-day week

Modified 4-day week (some Fridays)

Other (Preschool/Kindergarten/SPED Only)

School

190 Harrison High (schoolID:15)

Number

*End Date

06/30/2027

Teacher Day (minutes)

415

Half Day Absence (minutes)

192

Sequence

1

Summer School

Exclude

School Choice

External LMS Exclude

GRADE LEVEL SETUP

- **Review nomenclature – as long as mapped to correct State Grade Level Code**
 - **Ideas:**
 - Running a Jumpstart program, label those grade levels specific to that program as J01, J02, etc.
 - Homebased program, label grade levels specific to program as 01H, 02H, etc.
 - Early Targeted Intervention? ETI, PKI, etc.
- **If sequencing is off between calendars, partner with EDUCATE or SSoM to fix**
- **Drives data for accreditation and student enrollment**

Scheduling & Courses > Calendar Setup > Grade Level Setup

Grade Level Setup ☆

 New  Save  Delete

Grade Level Editor

Name	Seq
HBPK	0
HBKG	1
HB01	2
HB02	3

Grade Level Detail

Name (locked)

*Sequence Number

*State Grade Level Code

Standard Day

Maximum Membership Days

Grade Level Setup ☆

 New  Save  Delete

Grade Level Editor

Name	Seq
09	10
10	11
11	12
12	13

Grade Level Detail

Name (locked)

*Sequence Number

*State Grade Level Code

Standard Day

Maximum Membership Days

GRADE LEVEL EXAMPLES

TERM SETUP



Student Start Dates

Student End Dates

**Best Practice: NO GAPS
between terms**

**Drives grading and
course/minute validations**

WHY DOES IT MATTER???

- 1 semester > other semester – potential to run short on course minutes
- End 1st semester before Winter Break– short on course minutes
- 4 day school week with unequal term dates – potential to fall short on required minutes

Term Detail					
	*Name	*Sequence	*Start Date	*End Date	
X	1	1	07/01/2026	09/25/2026	
X	2	2	9/26/2026	12/18/2026	
X	3	3	12/19/2026	03/19/2027	
X	4	4	3/20/2027	06/30/2027	

Scheduling & Courses > Calendar Setup > Term Setup

PERIOD SCHEDULES

Even 1 Early Out must be built... EVERY MINUTE
COUNTS.

Accreditation, School Finance, State Reporting...
do it for the kids!

Period Schedule Info

*Name	*Sequence	Exception/Special	Instructional	School
Daily	1	Day <input type="checkbox"/>	Minutes 360	Day 390

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:30 AM	11:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	11:30 AM	03:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X Language	3			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Reading	4			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Math	5			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Science	6			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Social	7			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Music	8			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Art	9			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Phy Ed	10			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Period Schedule Info

*Name	*Sequence	Exception/Special	Instructional	School
Daily	1	Day <input type="checkbox"/>	Minutes 1220	Day 1245

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	3	09:40 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	4	10:40 AM	11:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	5	11:40 AM	01:00 PM	25	<input type="checkbox"/>	<input type="checkbox"/>
X 5	6	01:05 PM	01:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6	7	02:00 AM	02:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	8	03:00 PM	03:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X WIN	9	04:00 PM	04:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X ACT	10	04:30 PM	05:30 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Can you spot the errors?

Period Schedule Info

*Name	*Sequence	Exception/Special	Instructional	School
Daily	1	Day <input type="checkbox"/>	Minutes 360	Day 390

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:30 AM	11:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	11:30 AM	03:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X Language	3			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Reading	4			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Math	5			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Science	6			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Social	7			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Music	8			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Art	9			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Phy Ed	10			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Period Schedule Info

*Name	*Sequence	Exception/Special	Instructional	School
Daily	1	Day <input type="checkbox"/>	Minutes 1220	Day 1245

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	3	09:40 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	4	10:40 AM	11:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	5	11:40 AM	01:00 PM	25	<input type="checkbox"/>	<input type="checkbox"/>
X 5	6	01:05 PM	01:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6	7	02:00 AM	02:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	8	03:00 PM	03:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X WIN	9	04:00 PM	04:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X ACT	10	04:30 PM	05:30 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Can you spot the errors?

PERIOD SCHEDULE RULES

ELEMENTARY SCHOOL

- Student Start and End Times
- Structured Recess must have course association (requires properly licensed and endorsed teacher and must meet staffing requirements – by grade level)
- Non-instructional checkbox cannot be marked between Student Start and End Times
- Lunch time minutes can be split between AM /PM
- Lunch time minutes includes both lunch and unstructured recess
- Periods cannot have empty Start and End Time fields

HELPFUL TIPS

- If you use Campus for Attendance and Instruction, create periods for each subject area to make the gradebook easier to navigate for teachers! (See previous slide for example)
- For Elementary ONLY, course or subject area periods marked non-instructional can have the same start and end time; e.g. 3:00 – 3:00, 3:01-3:01

Subject Areas or Courses **MUST** have Start/End Time

Period Schedule Info				
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Daily	1	<input type="checkbox"/>	360	390

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:30 AM	11:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	11:30 AM	03:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X Language	3			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Reading	4			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Math	5			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Science	6			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Social	7			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Music	8			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Art	9			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Phy Ed	10			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25 26 School Year

In this example, Language could have a start time of 3:01 PM and an end time of 3:01PM

Elementary Example #1

PeriodSchedule Info				
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Daily	1	<input type="checkbox"/>	375	420

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	AM	1	08:00 AM	11:30 AM	15	<input type="checkbox"/>	<input type="checkbox"/>
X	PM	2	11:30 AM	03:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X	Reading	3	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	Lang Arts	4	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	Science	5	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	Social Stu	6	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	Math	7	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	Specials	8	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Elementary Example #2

PeriodSchedule Info				
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Elementary	1	<input type="checkbox"/>	390	450

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
<input type="checkbox"/> AM	1	08:00 AM	12:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PM	2	12:00 PM	03:30 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Courses	3	03:31 PM	03:32 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Instructional Minutes Preference for 25-26 School Year

When life hands you lemons, make grape juice and sit back as the world wonders how you did it.



PERIOD SCHEDULE RULES

MS/JHS/HS

- Student Start and End Times
- Passing minutes count toward overall minutes
- Accuracy matters – course minutes add up

ZERO HOURS/AFTER HOURS COLLEGE COURSES

- Mark these periods as non-instructional and either put in accurate start/end times (e.g. Zero hour) OR times that reflect the time the student would be attending IF the student were taking the same class during the day

Middle School/JHS

Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Daily	1	<input type="checkbox"/>	375	420

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:00 AM	11:30 AM	15	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	11:30 AM	03:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X Reading	3	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Lang Arts	4	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Science	5	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Social Stu	6	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Math	7	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Specials	8	03:00 PM	03:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

This style of period schedule does not work for accreditation – why?

Middle School/JHS

Period Schedule Info				
*Name	*Sequence	Exception/Special	Instructional	School
Main	1	Day <input type="checkbox"/>	Minutes 449	Day 492

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	1	1	08:00 AM	09:02 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	2	2	09:05 AM	10:07 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	3	3	10:10 AM	11:12 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	4	4	11:15 AM	01:00 PM	43	<input type="checkbox"/>	<input type="checkbox"/>
X	5	5	01:00 PM	02:02 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	6	6	02:05 PM	03:07 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	7	7	03:10 PM	04:12 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	Activities	8	04:30 PM	04:31 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

This style works well and denotes hours accurately

HS Schedule with Zero Hour and College After Hours Courses

Period Schedule Info

*Name	*Sequence	Exception/Special	Instructional	School
Daily	1	Day <input type="checkbox"/>	Minutes 445	Day 470

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	3	09:40 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	4	10:40 AM	11:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	5	11:40 AM	01:00 PM	25	<input type="checkbox"/>	<input type="checkbox"/>
X 5	6	01:05 PM	01:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6	7	02:00 PM	02:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	8	03:00 PM	03:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X WIN	9	04:00 PM	04:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X College	10	04:30 PM	05:25 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 26-27 School Year

Notice Non-Instructional has been marked for both zero hour and College courses happening after school hours

Day Setup

STUDENT DAYS

- Day Reset (first day of school to last day of school)
 - **DO NOT USE AFTER SCHOOL STARTS**
- Remove or add Day Event to non-instructional days
- Change Period Schedule for irregular days
- Options for day rotation

PIR DAYS

- Check School Day
- Add Day Event
- **ONLY IS: In-Service and PT: Parent Teacher Conference**
- Must be between 120 minutes and 360 minutes

In-Service or Different Period Schedule

Day Setup ☆

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print Print Rotation

<< **August 2026**

Sun	Mon	Tue	Wed	Thu	Fri
02	03	04	05	06	07
09	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26 Regular	27 Regular	28 Regular
30	31 Regular				

▼ Event on this Day

Day Detail

Date: 08/20/2026

*Period Schedule: Not an instructional day.

Regular School Day

Instruction Attendance

Start Time: End Time: Duration: 0

Comments:

Day Events

Type	Duration	Inst.	Minutes
IS: In Service	360	0	

Add DayEvent

Day Setup ☆

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print Print Rotation

<< **October 2026** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01 Regular	02 Regular	03
04	05 Regular	06 Regular	07 Regular	08 Regular	09 Regular	10
11	12 Regular	13 Regular	14 Regular	15	16	17
18	19 Regular	20 Regular	21 Regular	22 Regular	23 Regular	24
25	26 Regular	27 Regular	28 Regular	29 Regular	30 Early release	31

▼ Event on this Day

Day Detail

Date: 10/14/2026 Day #: 35

*Period Schedule: Early release

Regular School Day

Instruction Attendance

Start Time: End Time: Duration: 0

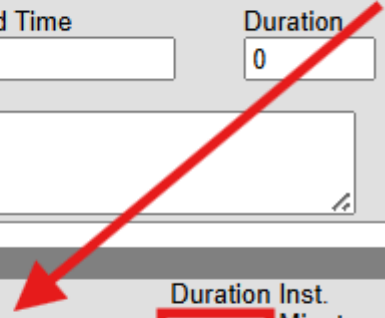
Comments:

Parent Teacher
Conference on a
School Day

Day Detail		
Date	Day #	
11/19/2025	54	
*Period Schedule		
EO		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	0
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> PT: Parent-Teacher Conference	285	0
<input type="button" value="Add DayEvent"/>		

Blended Learning Groups ?
<input type="button" value="Add Group"/>



Calendar Validations

CALENDAR VALIDATIONS AND INFORMATION

- Overall Aggregate Hours
 - *Are you at 360 for PK-KG, 720 for 1-3, and 8100 for 4-12*
- Aggregate Hours by Term (Quarter, Trimester, Semester)
 - *Look for big differences in term(s)*
- Minutes by Period
 - *Do middle school, 7-8, and high school minutes equal 1080 per year, 4050 per semester, 2025 per quarter?*
- PIR Days and Hours
 - *7 days/42 hours required for School Finance, 3 days/18 hours for Accreditation*
- Calendar Days Per Week

Rolling Students Forward

Student Information > General
Student Administration >
Enrollment Roll Forward Wizard

Select Source Calendars	Select Local Start Status
<ul style="list-style-type: none">26-27 Beaverhead Co High Schoo26-27 EXTRA CURRICULAR25-26 Beaverhead Co High Schoo25-26 EXTRA CURRICULAR24-25 Beaverhead Co High Schoo24-25 EXTRA CURRICULAR23-24 Beaverhead Co High Schoo23-24 EXTRA CURRICULAR ONLY22-23 Beaverhead Co High Schoo22-23 Extra Curricular Only21-22 Beaverhead Co High Schoo21-22 Extracurricular Only20-21 Beaverhead Co High Schoo19-20 Beaverhead Co High Schoo18-19 Beaverhead Co High Schoo <p>CTRL-click and SHIFT-click for multiple</p>	<p>01: First time receiving educational services (Valid 93-94 th ▼)</p>
<p><input checked="" type="radio"/> Select Source Grades</p> <p><input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12</p> <p><input type="checkbox"/> UH</p> <p><input type="radio"/> Source Ad Hoc Student Filter</p> <p>▼</p>	<p>(OPTIONAL) Select Destination Calendar</p> <p>▼</p> <p>Select Destination Grade</p> <p>▼</p> <p>Select Destination Structure</p> <p>▼</p> <p>Start Date Override If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.</p> <p>▼</p> <p><input type="checkbox"/> Allow Duplicate Primary Enrollments</p>
<p>Source Service Type</p> <p><input type="checkbox"/> Primary</p> <p><input type="checkbox"/> Partial</p> <p><input type="checkbox"/> Special Ed Services</p>	<p><input checked="" type="checkbox"/> Totals Only</p> <p><input type="checkbox"/> Show Warnings</p> <p><input type="checkbox"/> Include students whose enrollments end on the last day of the last term</p>
<p>Select Source Structure</p> <p>▼</p>	<p>RUN TEST RUN</p>

Rolling Students Forward

Student Information > General
Student Administration >
Enrollment Roll Forward Wizard

- **Helpful Hints and Tips:**
 - Work from left to right, top to bottom
 - Start with 1 school & 1 Start Status (e.g., KG-5 are staying in the K-6 school next year – Start Status 02, 6 is going to middle school – Start Status 04)
 - Verify Start Date
 - If not sure about PK Students, don't roll! Partner with SPED or Early Targeted Intervention Team (this is where separate grade levels help!)
 - **ALWAYS Run Test**

1. Select source calendar to roll students from
2. Select grade levels that have the same Local Start Status; e.g. continued enrollment at the same school, transfer from another school within district/state
3. Choose which Service Types to Roll
4. Campus nuance pick a Source Structure
5. Select the Local Start Status reflective of the enrollment; e.g. 9-11th are staying in the same school, just moving up a grade level, choose 02: Continued enrollment same school

Select Source Calendars

26-27 Beaverhead Co High Scho
 26-27 EXTRA CURRICULAR
 25-26 Beaverhead Co High Scho
 25-26 EXTRA CURRICULAR
 24-25 Beaverhead Co High Scho
 24-25 EXTRA CURRICULAR
 23-24 Beaverhead Co High Scho
 23-24 EXTRA CURRICULAR ONLY
 22-23 Beaverhead Co High Scho
 22-23 Extra Curricular Only
 21-22 Beaverhead Co High Scho
 21-22 Extracurricular Only
 20-21 Beaverhead Co High Scho
 19-20 Beaverhead Co High Scho
 18-19 Beaverhead Co High Scho

CTRL-click and SHIFT-click for multiple

1

Select Source Grades

09 10 11 12 2

UH

Source Ad Hoc Student Filter

Source Service Type

Primary 3

Partial

Special Ed Services

Select Source Structure

Main ▾ 4

Select Local Start Status 5

02: Continued enrollment same school, no interruption (Vali ▾)

(OPTIONAL)

Select Destination Calendar

26-27 Beaverhead Co High Scho ▾ 6

Select Destination Grade

▾ Use when moving from one school to the next or rolling 1 grade level at a time

Select Destination Structure

Main ▾ 7

Start Date Override
 If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

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Allow Duplicate Primary Enrollments

Totals Only

Show Warnings

Include students whose enrollments end on the last day of the last term

RUN TEST 9 **RUN 10**

6. Select the Destination Calendar
7. Campus nuance choose a Destination Structure
8. Enter in the first day of school
9. ALWAYS run a Test to preview enrollment numbers and how enrollments move from one grade level to the next
10. RUN

Helpful Tip – Select Destination Grade is handy when moving 8th graders from Middle School to HS as new 9th graders

Select Source Calendars

26-27 Beaverhead Co High Scho
 26-27 EXTRA CURRICULAR
 25-26 Beaverhead Co High Scho
 25-26 EXTRA CURRICULAR
 24-25 Beaverhead Co High Scho
 24-25 EXTRA CURRICULAR
 23-24 Beaverhead Co High Scho
 23-24 EXTRA CURRICULAR ONLY
 22-23 Beaverhead Co High Scho
 22-23 Extra Curricular Only
 21-22 Beaverhead Co High Scho
 21-22 Extracurricular Only
 20-21 Beaverhead Co High Scho
 19-20 Beaverhead Co High Scho
 18-19 Beaverhead Co High Scho

CTRL-click and SHIFT-click for multiple

Select Source Grades

09
 10
 11
 12
 UH

Source Ad Hoc Student Filter

Source Service Type

Primary
 Partial
 Special Ed Services

Select Source Structure

Main

Select Local Start Status

02: Continued enrollment same school, no interruption (Vali

(OPTIONAL)
Select Destination Calendar

26-27 Beaverhead Co High Scho

Select Destination Grade

Use when moving from one school to the next or rolling 1 grade level at a time

Select Destination Structure

Main

Start Date Override

If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

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Allow Duplicate Primary Enrollments

Totals Only

Show Warnings

Include students whose enrollments end on the last day of the last term

RUN TEST
RUN

Enrollment End Batch

Student Information > General
Student Administration >
Enrollment End Batch Wizard

Select Calendars

- 25-26 Adams High School
- 26-27 Jefferson Elem School
- AUD 25-26 Adams High School
- AUD 25-26 Jefferson Elem Schoo
- AUD 25-26 Madison School
- Adams High School 2026 A
- Jefferson Elem School 2026 A
- Jefferson Elem School 2026 B
- Jefferson Elem School 2026 C
- Jefferson Elem School 2026 D
- Washington Middle Sc 2026 A
- Adams High School 2025 A
- Jefferson Elem School 2025 A
- Jefferson Elem School 2025 B
- Jefferson Elem School 2025 C

CTRL-click and SHIFT-click for multiple

Select Grades

- 01 02 03 04
- 05 06 07 08
- 09 10 11 12
- Aud1 ETI HB01
- HB02 HBKG HBPK
- KF KH P1 PK
- UE UH UM

Select Ad Hoc Student Filter

Select Fields to fill

- End Date
- Local End Status
- End Action

Graduation

- Diploma Date
- Diploma Type
- Diploma Period
- Post Grad Location
- Post Grad Plans

RUN

Enrollment End Batch

Student Information > General
Student Administration >
Enrollment End Batch Wizard

- **DO NOT DO THIS BEFORE:**
 - Finalizing grades
 - Ensuring attendance records are accurate
 - Reviewing transcript grades and posting to the transcript
 - Printing report cards and any attendance records

1. Select source calendar to end students from
2. Select grade levels that have the same Local End Status; e.g. Students will continue enrollment at the same school
3. Enter the End Date (last day of school)
4. Select Local End Status (**important**: ensure that the correct End Status is selected)

Steps 5-7 are to be completed ONLY for graduates (End Status 400 or 410)

8. Click Run to complete the new enrollments

Select Calendars 1

- 25-26 Adams High School
- 26-27 Jefferson Elem School
- AUD 25-26 Adams High School
- AUD 25-26 Jefferson Elem Schoo
- AUD 25-26 Madison School
- Adams High School 2026 A
- Jefferson Elem School 2026 A
- Jefferson Elem School 2026 B
- Jefferson Elem School 2026 C
- Jefferson Elem School 2026 D
- Washington Middle Sc 2026 A
- Adams High School 2025 A
- Jefferson Elem School 2025 A
- Jefferson Elem School 2025 B
- Jefferson Elem School 2025 C

CTRL-click and SHIFT-click for multiple

Select Fields to fill

End Date 3

Local End Status 4

End Action

Graduation

Diploma Date 5

Diploma Type 6

Diploma Period 7

Post Grad Location

Post Grad Plans

8

Select Grades 2

<input checked="" type="checkbox"/> 01	<input checked="" type="checkbox"/> 02	<input checked="" type="checkbox"/> 03	<input checked="" type="checkbox"/> 04
<input checked="" type="checkbox"/> 05	<input type="checkbox"/> 06	<input type="checkbox"/> 07	<input type="checkbox"/> 08
<input type="checkbox"/> 09	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> Aud1	<input type="checkbox"/> ETI	<input type="checkbox"/> HB01	
<input type="checkbox"/> HB02	<input type="checkbox"/> HBKG	<input type="checkbox"/> HBPK	
<input checked="" type="checkbox"/> KF	<input type="checkbox"/> KH	<input type="checkbox"/> P1	<input type="checkbox"/> PK
<input type="checkbox"/> UE	<input type="checkbox"/> UH	<input type="checkbox"/> UM	

Select Ad Hoc Student Filter

Enrollment End Batch

Student Information > General
Student Administration >
Enrollment End Batch Wizard

■ Helpful Hints and Tips:

- Work from left to right, top to bottom
- Start with 1 school & 1 End Status (e.g., KG-5 are staying in the K-6 school next year –End Status is 100, 6 is going to middle school – End Status 110)
- Verify End Date (and Diploma Date, Diploma Type and Diploma Period for graduates)
- If a student decides not to return (or leaves prior to the end of school), delete the 26-27 enrollment and adjust the End Date and/or End Status of the 25-26 enrollment.
- If a student is retained, change the grade for 26-27 (staying in same school) or delete the 26-27 enrollment and create a new enrollment in the correct school.

HOMEWORK

- Run the **Calendar Validations and Information** report under **Reporting > Data Validation > Validation Groups OR Reports**
- **Double check:**
 - **Aggregate hours by calendar**
 - **Minutes by period**
 - **In-Service and PT Days**
 - **Term Dates**
 - **Student Enrollments**



Thanks for joining us!

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