

How do I enter a snow/weather day or other emergency school closing?

Go to Attendance>Maintenance>Calendar Maintenance.

Click on the interactive calendar on the date of the school closing.

Enter the calendar date.

Set the day number and cycle day number to blank.

Enter the description of the event, such as Snow Day, Hurricane Day, etc.

Enter the End date of the school closing. If it is a single day event, enter the same calendar date as above.

Check box for Non-Instructional Day.

Recalculate future cycle days if necessary.

Click on Submit to record your changes.

Article ID: 419

Last updated: 23 Feb, 2016

Attendance -> Help -> How do I enter a snow/weather day or other emergency school closing?

<http://www.imgsoftware.com/kb/entry/419/>