Update Summer Calendar Information

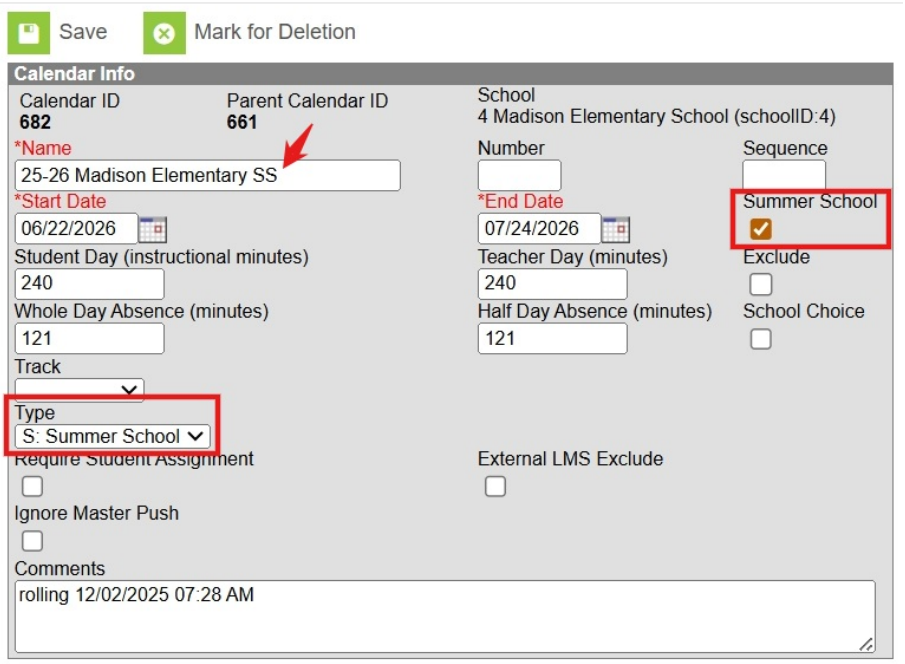
02/04/2026 2:44 pm EST

Calendar Information

Navigation: Scheduling & Courses > Calendar Setup > Calendar Information

Make sure the calendar context is the Summer School calendar.

- Update the Name to include "YY-YY *xxxxxx* **Summer School**" (30 character limit so "**SS**" can be used as needed)
- Enter a **sequence** to determine the order of the calendar in the context dropdown. (Optional)
- Verify the **start** and **end** dates are correct.
- Check the box for **Summer School.**
- Enter the **Student Day (instructional minutes)** based on the instructional day for summer school.
- Enter the **Teacher Day (minutes)** based on the expected teacher day for summer school.
- Enter the **Whole Day Absence (minutes)** based on half + 1 of the instructional day for summer school.
- Enter the same minutes from the Whole Day Absence field in the **Half Day Absence (minutes)** field.
- Select **S: Summer School** from the Type dropdown.
- Click **Save** to update the calendar information.


Save
Mark for Deletion
Calendar Info
Calendar ID
682
Parent Calendar ID
661
School
4 Madison Elementary School (schoolID:4)
*Name
25-26 Madison Elementary SS
Number
Sequence
*Start Date
06/22/2026
*End Date
07/24/2026
Summer School
Student Day (instructional minutes)
240
Teacher Day (minutes)
240
Exclude
Whole Day Absence (minutes)
121
Half Day Absence (minutes)
121
School Choice
Track
Type
S: Summer School
External LMS Exclude
Ignore Master Push
Comments
rolling 12/02/2025 07:28 AM