

# Update Summer Calendar Information

04/20/2026 9:33 pm EDT

## 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)
  - If more than one summer school calendar is created for the same school year, use an extension of the name to identify different calendars. (i.e. SS1, SS2 or SS26, SS27)
- 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 <b>682</b>	Parent Calendar ID <b>661</b>	School 4 Madison Elementary School (schoolID:4)
*Name 25-26 Madison Elementary SS	Number <input type="text"/>	Sequence <input type="text"/>
*Start Date 06/22/2026	*End Date 07/24/2026	Summer School <input checked="" type="checkbox"/>
Student Day (instructional minutes) 240	Teacher Day (minutes) 240	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) 121	Half Day Absence (minutes) 121	School Choice <input type="checkbox"/>
Track <input type="text"/>		
Type S: Summer School		
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
Ignore Master Push <input type="checkbox"/>		
Comments rolling 12/02/2025 07:28 AM		