



Verify Information

12/02/2025 7:32 am EST

Verify Schedule Structure Setup

Navigation: Scheduling & Courses > Calendar Setup > Schedule Structure Setup

- Verify that the Schedule Structure of **Main** is listed.

A screenshot of the "Schedule Structure Setup" page. At the top, there is a title "Schedule Structure Setup ☆". Below the title are three buttons: "New" (green), "Save" (blue), and "Delete" (red). The main area is divided into two sections. On the left is a "Schedule Structures Editor" table with a single row: "Name" (Main). On the right is a "Schedule Structure Detail" panel. It shows "Structure ID" (814), "Name" (Main), and "Sequence" (empty). There is also a "External LMS Exclude" checkbox which is unchecked.

Verify Grade Level Setup

Navigation: Scheduling & Courses > Calendar Setup > Grade Level Setup

- Verify that the grade level setup is correct.
- Please note that if the summer school will be accepting students in a different grade that is typically enrolled at that school, ensure that the Exclude from Enrollment checkbox for that grade level is unchecked.

Grade Level Setup ☆

Name	Seq
IT	1
PR	2
PK	3
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19

Grade Level Detail

Name (locked)
3
*Sequence Number
8
*State Grade Level Code
03: Third
Standard Day
Maximum Membership Days
Whole Day Absence (minutes)
Half Day Absence (minutes)
Maximum Approved School Choice Applications
0
Grade Code
Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

Standard Code (SIF code)
Exclude from SIF reporting

Exclude from Grade/Age Validation

External LMS Exclude

Exclude from Online Registration Calculations

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