

# Manage School Out Days

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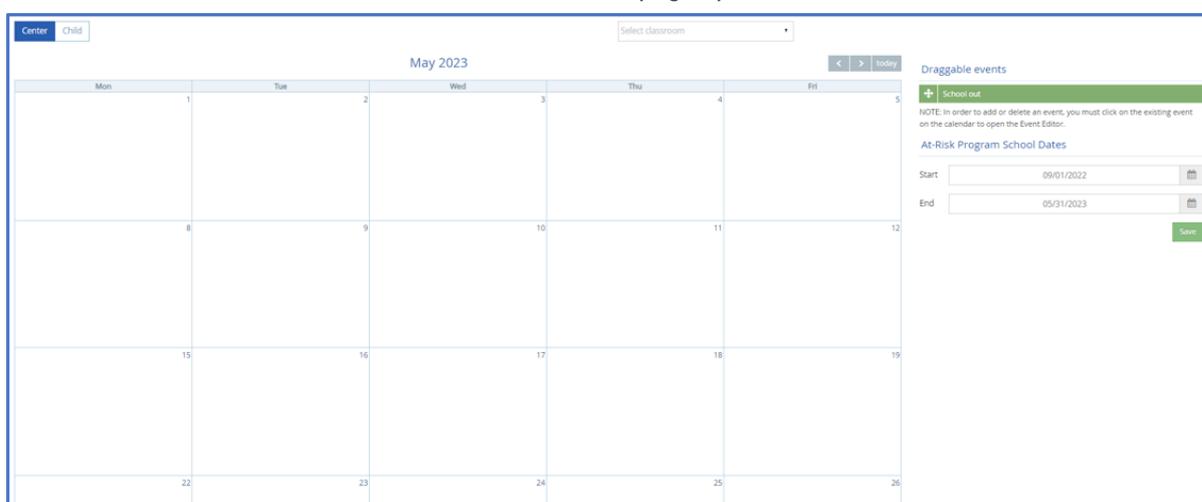
If school is out for a period of time, add a School Out event to the calendar. This prevents the School Out prompt from displaying when you take attendance and record meal counts for the day.

## In this article:

- [Add School Out Days](#)
- [Remove School Out Days](#)

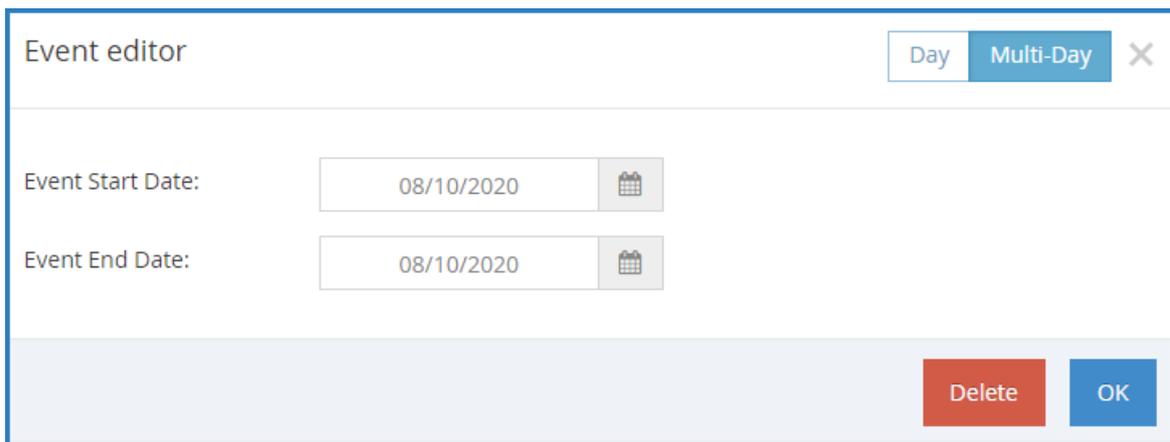
## Add School Out Days

1. From the menu to the left, click **Calendar**. The Calendar page opens.



2. To add a school out event for the entire center:
  - a. Click the **Center** tab.
  - b. From the **Draggable Events** section, click **School Out**, drag it, and drop it onto the calendar. If school is out for more than one day, go to **Step 5**.
3. To add a school out event for an entire classroom:
  - a. Click the **Center** tab.
  - b. Click the **Classroom** drop-down menu and select the classroom for which to add a school out day.
  - c. From the **Draggable Events** section, click **School Out**, drag it, and drop it onto the calendar. If school is out for more than one day, go to **Step 5**.
4. To add a school out event for individual children:
  - a. Click the **Child** tab.
  - b. Click the **Select Child** drop-down menu and select the child for whom to add an event.
  - c. From the **Draggable Events** section, click **School Out**, drag it, and drop it onto the calendar. If this child is out of school for more than one day, go to **Step 5**.
5. Click the event. The Event Editor pop-up opens.
6. Click **Multi-Day**.

7. Click the **Event Start Date** box and enter the first day school is out.
8. Click the **Event End Date** box and enter the last day school is out.



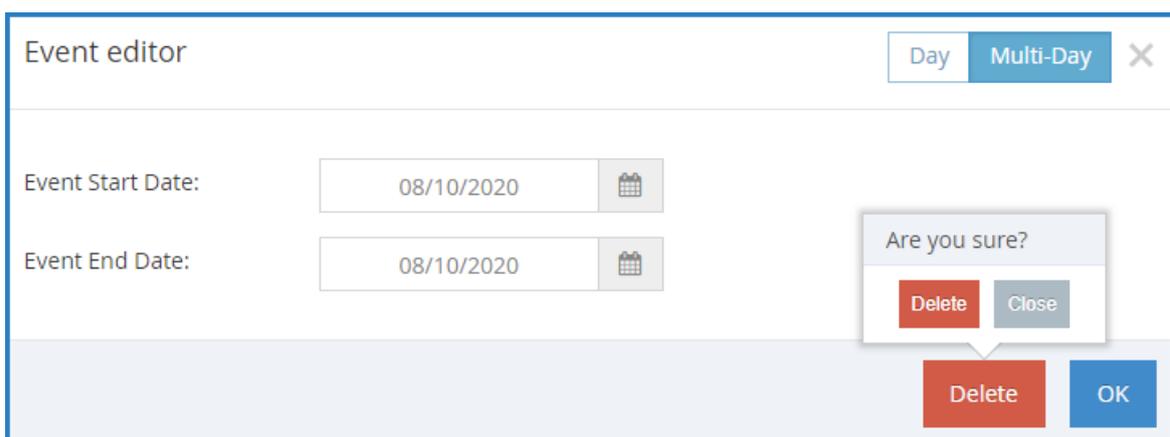
9. Click **OK**.

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## Remove School Out Days

You can remove school out days, as needed. To do so:

1. From the menu to the left, click **Calendar**. The Calendar page opens.
2. Click the **Center** tab to remove center-wide school out days, or click the **Child** tab to remove school out days for a specific child. If you select **Child**, click the **Select a Child** drop-down menu and select the child to edit.
3. Click the event on the calendar. The Event Editor opens.
4. Click **Delete**.



5. At the **Are You Sure** prompt, click **Yes**. The event is removed.

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