

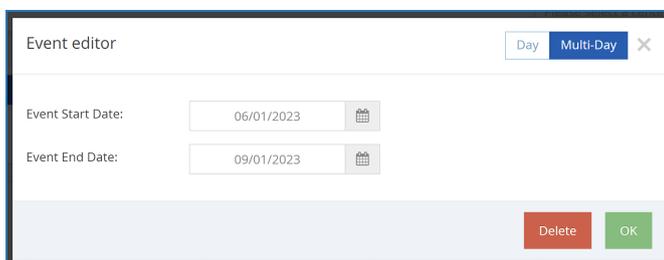
# Manage School Calendars

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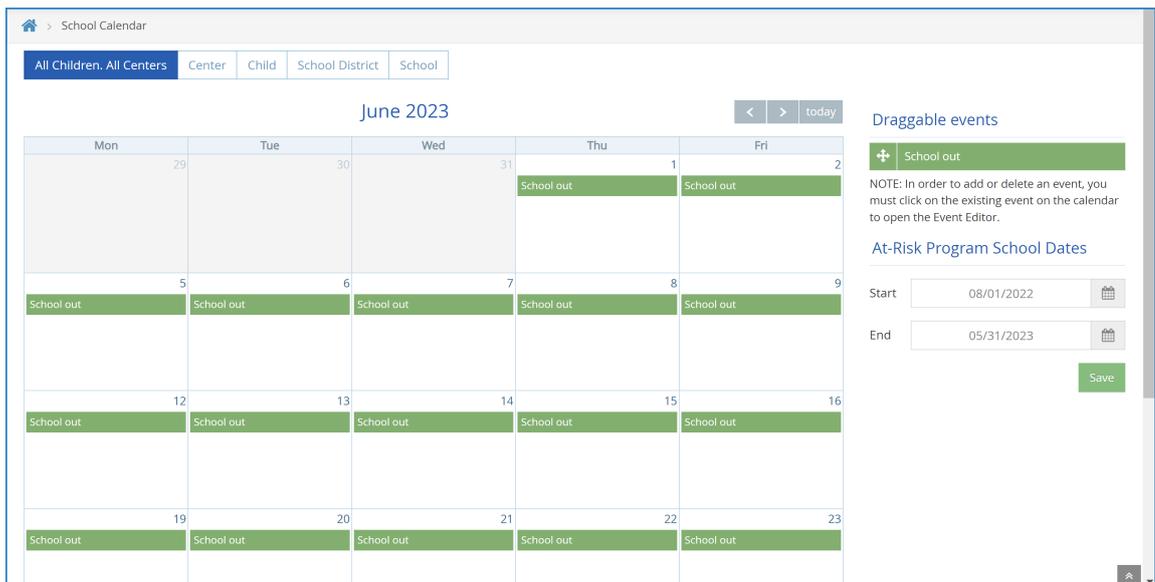
The School Calendar page allows you to add school out days for your sites. This is useful for setting up summer vacation, holidays, or extended school closures. Adding school out dates to the calendar removes the requirement that sites select School Out when checking children in for the day.

You can add school out days per child, center, school, or school district. You can also add school out days for all children and all centers at once.

1. From the menu to the left, click **Menus/Attendance**.
2. Select **School Calendar**. The School Calendar page opens.
3. Choose from the following options:
  - a. **All Children, All Centers**: Create a school out event for all sites and children.
  - b. **Center**: Create a school out event for a single site. If you select this option, you must select a center at the top of the window.
  - c. **Child**: Create a school out event for a specific child. If you select this option, you must select a center (top of the window) and a child (to the right of the calendar options).
  - d. **School District**: Create a school out event for an entire school district. If you select this option, you must select a center (top of the window), a state (if you operate in multiple states), and a school district (to the right of the calendar options).
  - e. **School**: Create a school out event for a single school. If you select this option, you must select a center (top of the window) and a school (to the right of the calendar options).
4. To add **School Out** days:
  - a. From the **Draggable Events** section, click and drag **School Out** to the calendar, and drop it on the first date of the event. If you are adding a single day, the process is complete.
  - b. If you need to add a date range, double-click the school out event you placed on the calendar. The Event Editor pop-up opens.
  - c. Select **Multi-Day**.
  - d. Use the **Event Start Date** and **Event End Date** boxes to update the date range. The Event Start Date defaults to the date on which you placed the event originally.



- e. Click **OK**. The event is added to the dates you specified.



5. To remove **School Out** days:
  - a. Double-click the event on the calendar. The Event Editor opens.
  - b. Click **Delete**.
  - c. At the **Are You Sure** prompt, click **Delete**.

## At-Risk Non Eligible School Out Days

If you sponsor centers who participate in the ARAS program, there is a secondary drag and drop option on the School Calendar Page. If the **School Out** day is not ARAS-eligible, select **Add School Out (Not At-Risk)** instead.

### Draggable events

-  School out
-  School out (Not At-Risk)

NOTE: In order to add or delete an event, you must click on the existing event on the calendar to open the Event Editor.

### At-Risk Program School Dates

Start  

End  



## Set At-Risk Program School Dates

If you sponsor centers who participate in the ARAS program, set ARAS Program school dates on the school calendar:

1. On the School Calendar page, select **All Children, All Centers**, or select **Center**. If you select Center, click

the drop-down menu at the top of the page to select a s specific center.

2. In the **At-Risk Program School Dates** section, click the **Start** box and enter the program start date.
3. Click **End** and select the program end date.
4. Click **Save**.