

# Manage the School Calendar

Last Modified on 05/14/2020 2:30 pm CDT

The Manage School Calendar window 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. Click the **Select Center** drop-down menu in the top of the application window and select a center.
2. Click the **Menus/Attendance** menu and select **Manage School Calendar**. The Manage School Calendar window opens.
3. Select one of the following options:
  - Choose Specific Child
  - Selected Center
  - Select Specific School
  - School District
  - All Children, All Centers
4. Do one of the following to add School Out days:
  - Double-click a day to add a School Out day.
  - Click the starting day on the calendar, hold down **Shift** on your keyboard, and click the ending day on the calendar. Then, right-click the calendar and select **Add School Out**. If the center is an ARAS center, and the school out day is not ARAS-eligible, select **Add School Out (Not At-Risk)** instead.
5. To remove School Out Days, right-click **School Out** and select **Remove School Out**. You can also double-click **School Out** to remove the day.

Manage School Calendar X

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**February 2020**
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**Filter Calendar**

Choose Specific Child:

Selected Center

Select Specific School:

School District:  State:

All Children, All Centers

**At-Risk Program School Year Start/End Dates**

School Starts: 
 School Ends:

Choose the dates when school starts + ends for the selected school year.  
 If nothing is supplied, school year is assumed to start on 9/1 and end on 5/31 for At-Risk claims.

Monday	Tuesday	Wednesday	Thursday	Friday	
27	28	29	30	31	^
3	4	5	6	7	
10	11	12	13	14	
	School Out	School Out	School Out		
17	18	19	20	21	
24	25	26	27	28	
2	3	4	5	6	∨

Right-click to add or remove a school day and/or create an At-Risk eligible day.  
 Double-click to add or remove a single school out day.  
 Shift-click to select multiple days for updating, then use right-click to add day out or At-Risk .  
 For At-Risk centers right click to add or remove a school day where the center does not serve at-risk meals (i.e. summer months)