

## **Calendar Changes as a Result of Inclement Weather**

Following instances of inclement weather that result in school closure, three actions need to be taken to ensure that changes to EIS school and district calendars are properly processed.

- 1) The school must determine the number of days available for use as an inclement weather stockpile. *(This should have occurred at the beginning of the year.)*
  - If an adequate stockpile does not exist to cover missed days, adjustments to the instructional calendar may prove necessary (e.g. extension to the school year).
- 2) The school must label the missed days as “stockpile – inclement weather” on both school and district calendars in EIS. If a stockpile does not exist, the days should be labeled as a missed instructional days and calendar adjusted to compensate.
- 3) The school must adjust its reporting periods to reflect that days originally scheduled as instructional have become non-instructional.

### **As an example:**

- 1) Imagine that a school missed three planned instructional days due to inclement weather (2/17, 2/18, and 2/19).

First, the school must determine the available stockpile for use in covering inclement weather days. The student standard day (SSD) is pulled into an equation to make this determination. This school has a standard day of 410 minutes in effect and an instructional calendar of 180 days.

Total Inclement Weather Stockpile = [(School Reported Student Standard Day – 390)\*180]/390.

Total Inclement Weather Stockpile = [(410 – 390)\*180]/390 = 9.23

Based on the reported standard day, this school has approximately 9 days to use to cover closures due to inclement weather. This can be used to cover the three planned instructional days that were missed.

- 2) With the stockpile determined, the school must then label the missed days as “stockpile - inclement weather” in PowerSchool and then submit extracts to EIS. *(Membership values will be 0 for those days when calculating ADM since they are non-instructional days.)*

Changes will need to be made on both the district AND school calendars in PowerSchool.

- Switch into District Office → District (under Setup) → District Calendars (under Tennessee State Information)
- Switch into each School → School (under Setup) → Calendar Setup (under Calendaring)

Submission of the 11 and 22 extracts should process the changes.

- 3) The final change to be made involves an adjustment of the reporting segments at the school level. The reporting segments can be accessed in PowerSchool by switching into each school, clicking School (under Setup), and then Reporting Segments (under Calendaring).

If the school originally had their sixth reporting segment running from 01/22/2015 to 02/18/2015, this would have to shift since two days originally counted as instructional within the period (2/17 and 2/18) were missed due to inclement weather. With 2/19 being missed as well, the period's end date would shift to 2/23.

This would cause the beginning of the 7<sup>th</sup> reporting period to move to the next instructional day (2/24) and the calculation of 20 instructional days for this period to begin again. All subsequent reporting periods will have to shift to accommodate the missed days.

As a reminder, the EIS Business Rules define reporting period days as:

*“Report-Period-Days is the number of days for which the report is produced. The standard report periods are eight successive 20 instructional-day periods, a ninth period, which may be 20 instructional days or less, and the full school year, which may be 180 instructional days or less.”<sup>i</sup>*

Submission of the 21 extract should process changes to a school's reporting periods.

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<sup>i</sup> The ninth reporting period can be more than 20 days and the full school year more than 180 instructional days.