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## CALENDAR EDIT REPORT

**Purpose:** Administration – Instructions for using the GW Calendar Edit Report to trouble shoot calendar setup problems.

Each Year – for each building on your site, the calendar must be setup and maintained throughout the school year. **While it might be tempting to just define up to the winter months, this unfortunately will not work.** The entire school year must be defined up front.

**The Calendar is a very critical piece that impacts many different aspects of PowerSchool!** Attendance – Membership, etc. are all driven by this table.

**While this table is critical, it is also an easy table to miss a critical field which then leads to other issues. Locating these fields has proven to be very time consuming and I would have to say frustrating.**

**We have a report that we believe will greatly assist in the process of hunting down these potential calendar errors.**

To run this report

- From the School Start Page (must be run from the School)
- Select **Reports**
- Select **Grant Wood AEA Reports**
- Select **Calendar Edit** (under Other)
- Enter the **Date Range** you wish to Check
- Click **Submit Query** (your screen will look similar to the one below)



### Calendar Edit Report Setup Criteria

**Report Start Date**

**Report End Date**

**Report Output** Screen  PDF

The program will go through the school calendar for the selected date range and run a series of edit checks that should pin point potential problem dates, where at least some of the information, but not all of the information for that specific date, has been completed.



As mentioned above, these usually tend to be errors where perhaps a Membership Value was left 0 for a School Day, or a Rotation Day was not assigned, etc.

### THE REPORT OUTPUT

For those dates identified as a potential problem, you will be provided a list of the dates and the associated values with the fields referenced at the top of this article. We believe you will easily be able to see the potential problem and simply having the date to look at will be a great help.

If all dates – pass these edit checks you will receive a message indicating that no errors were found.

Below is a sample report:

Date Range: 12/01/2009 - 12/31/2009 Jun 29, 2009 Page 1

Please check the following dates for potential Incomplete - Inaccurate Calendar Setup

Date:	Insession	Membership	Cycle Day	Type	Schedule	Note
2009-12-01	0	1	718	718	554	
2009-12-04	1	0	717	717	554	
2009-12-11	1	1	0	0	554	
2009-12-24	1	1	0	0	0	

As you can see, these dates possess a variety of errors. While these codes may not be meaningful to you as an end user, the lack of a code indicates that there is a problem with that date. Go to Calendar Setup, look at these dates and resolve the issue.