How to Add Days to the Current School Year

Overview

Adjusting your school calendar for snow days will involve the following major steps. Each step is described in more detail below.

1. Backup PowerSchool
2. Update Years and Terms
3. Update the School Calendar
4. Update Final Grade Setup
5. Update School Enrollments
6. Update Course Enrollments
7. Update Special Program Enrollments
8. Update PowerGrade and PowerTeacher Info
9. **Update Reports using Date-Specific Data Access Tags**

1: Backup PowerSchool

Before modifying any data, ensure that you have a working backup of PowerSchool. Many of the changes performed during this process cannot be undone.

2: Update Years and Terms

Years and Terms for a school can be updated at Start Page > School Setup > Years and Terms. Update the starting and ending dates of the scheduling terms to accommodate for the snow days.

Example:
When the school year was initially setup, the school year and semesters were assigned the following start and end dates for the 2008-2009 school year.

Term	Start Date	End Date
2008-2009 Year	8/11/2008	5/22/2009
Semester 1	8/11/2008	1/9/2009
Semester 2	1/12/2009	5/22/2009

During Semester 1, three in-session school days are canceled due to heavy snow. As a result, Semester 1 needs to be extended by three school days to ensure that school is in session for enough school days. Since Semester 1 is being extended, and cannot overlap with Semester 2, then the dates for Semester 2 also need to be adjusted. The school year will also be adjusted to accommodate an adjusted second semester. The updated scheduling terms on the Years and Terms page would be changed as follows:

Term	Start Date	End Date
2008-2009 Year	8/11/2008	5/27/2009
Semester 1	8/11/2008	1/14/2009
Semester 2	1/15/2009	5/27/2009

- The start date for the school year and Semester 1 remain unchanged.
- The end date of the school year is changed to 5/27/2009 to account for the adjusted ending date for Semester 2.
- The end date for Semester 1 is extended from 1/9/2009 to 1/14/2009, adding three additional week days (5 calendar days including the weekend) to make up for the three missed snow days.
- The start date for Semester 2 is adjusted to start the day after the new end date of Semester 1. However, after this change, Semester 2 has now lost 3 in-session days.
- The end date of Semester 2 is adjusted to 5/27/2009 to accommodate the 3 in-session days lost when adjusting the start date of Semester 2.

3: Update the School Calendar

In the previous section, the school year was extended from 5/22/2009 to 5/27/2009. However at this point, the added calendar days do not yet exist in the School Calendar at Start Page > School Setup > Calendar Setup.

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Update the Calendar

Once the calendar has been reinitialized, you can update any new or existing calendar days.

1. Navigate to Start Page > School Setup > Calendar Setup.
2. Update any calendar days needing a new cycle day, bell schedule, in-session designation, membership value, or calendar day type.

Note: In schools using a simple cycle day and bell schedule scheme, it may only be necessary to update a few calendar days. However, in schools using a more complex cycle day and bell schedule scheme (rotating schedules), it may be necessary to update all calendar days beginning with the missed snow days, until the end of the school year.

4: Update Final Grade Setup

When scheduling terms are modified, this may cause the beginning or ending date of some Final Grade Reporting Terms to fall outside of the intended scheduling term. Final Grade Reporting Terms are the store bins configured at Start Page > School Setup > Final Grade Setup. For instance, referring back to the initial example scheduling terms from the Update Years and Terms section, a Semester 2 final grade may be setup as S2 beginning 1/12/2009 and ending 5/22/2009. These final grade dates must be changed to coincide with the new dates for Semester 2.

1. Navigate to Start Page > School Setup > Final Grade Setup.
2. Select a final grade that needs to be updated.
3. Apply the necessary adjustments for the starting and ending date for that final grade.
4. Repeat steps 2 and 3 as necessary for other final grades.

Refer to article 10288 if you encounter the "Invalid Parent Final Grade" error message when attempting to update final grade reporting terms.

5: Update School Enrollments

Most school enrollments will need to be updated when adding snow days to the end of the school year. A student's school enrollment can be viewed on the Transfer Info student screen. Each student's active school enrollment is stored in the [Students] table.

Update Individual School Enrollments

1. Select a student to update.
2. Navigate to the Transfer Info student screen.
3. Edit the current enrollment.
4. Update the ending date of the student's school enrollment to equal one day after the last day of the school year. In this example, the ending date would be changed from 5/23/2009 to 5/28/2009.

Mass Update School Enrollments

1. Select all students who are supposed to be enrolled for the entire school year. For this example, select all students with an ExitDate value of 5/23/2009. Perform the following search on the start page: exitdate=5/23/2009
2. Select Student Field Value from the Group Functions Menu on the Student Selection page.
3. Enter ExitDate in the Field to Update field.
4. Enter the new exit date in the New Field Value field. In this example, the new exit date would be 5/28/2009.
5. Submit the page. PowerSchool will return a list of the student records that are about to be updated by the Student Field Value group function.
6. Verify the proposed changes, then submit. All students previously set to be enrolled for the entire school year are now correctly enrolled for the new dates.

Note: When adjusting school enrollments due to snow days, usually only current enrollments ([Students] table) are affected. It is rare that a historical school enrollment will be affected by snow days, unless a student was transferred out in PowerSchool prior to the student's actual date of transfer. These historical enrollments, which reside in the [ReEnrollments] table, may be updated individually on the Transfer Info student screen.

6: Update Course Enrollments

Update course enrollments (records in the [CC] table) so that the starting and ending dates correspond with the new scheduling terms. In this example, Semester 1, Semester 2, and Year-long course enrollments will all need to be adjusted.

Updating Individual Course Enrollments

Individual course enrollments can be updated on the All Enrollments student screen.
1. Select a student.
2. Select the All Enrollments student screen.
3. Click Edit next to the enrollment you would like to modify.
4. Update the Enroll Date and Exit Dates accordingly. Remember that the Exit Date for a course enrollment equals the day after the last day the student is actually in class. For

example, before any snow days occurred, a student's enrollment into a Semester 2 course would start on 1/12/2009 and end on 5/23/2009 (the day after the original end of Semester 2). After the snow days occurred, the course would need to be modified so that the start date equals 1/15/2009 (the new start of Semester 2) and the exit date equals 5/28/2009 (the day after the new end of Semester 2).

Mass Updating Course Enrollments

Course enrollments can be mass updated using Direct Database Access (DDA). When selecting CC records to update, ensure that you are only selecting CC records for the school affected by the snow days. You should update the CC records in groups based on the scheduling term.

1. Navigate to Direct Database Access (DDA). For instructions on accessing DDA, please refer to article 6167. Please note that this article is only available to technical contacts.
2. Select CC (4) from the Current Table menu.
3. Search for all CC records that meet the following criteria.
    - DateLeft or DateEnrolled = the date you would like to adjust. The field you search on and the date you use will vary depending on which classes (year-long, semester 1, semester 2, etc.) you are correcting.
    - SchoolID = the school number of the school affected by the snow days.
    - TermID = the TermID of the scheduling term related to the courses you wish to update. For example, if you are updating year-long course enrollments for the 2008-2009 school year, you would use a TermID value of 1800.
4. Once your record selection has been made, click List View and confirm your selection of records.
5. Return to the main DDA page and click Modify Records.
6. Select the appropriate field to modify (DateLeft or DateEnrolled) from the popup menu. This will be the same field you searched on in step 3.
7. Enter the new date value for the field specified in the previous step.
8. Submit your changes.

Example:
If you are updating the year-long classes in the 2008-2009 school year at school number 100, you would search for all CC records where:
- SchoolID = 100
- TermID = 1800
- DateLeft = 5/23/2009 (the original exit date for the year-long course enrollment)

You would then update the DateLeft field so that it equals 5/28/2009 (the day after the last actual day in class).

Based on the example used in the first part of this article, the following course enrollments would require an update:

- Year-long course enrollments - The exit date ([CC]DateLeft value) must be updated for all year-long course enrollments.
- Semester 1 - The exit date ([CC]DateLeft value) must be updated for all Semester 1 course enrollments.
- Semester 2 - The entry date ([CC]DateEnrolled value) and exit date ([CC]DateLeft value) must be updated for all Semester 2 course enrollments.

7: Update Special Program Enrollments

Special Program enrollments may also need to be updated if your school calendar has changed.

Updating Individual Special Program Enrollments

1. Select a student.
2. Navigate to the Special Program student screen.
3. Select a special program enrollment to edit.
4. Update the entry and exit date as necessary.
5. Submit your changes.

Mass Updating Special Program Enrollments

1. Navigate to DDA.
2. Select the SpEnrollments (41) table.
3. Search for all SpEnrollments records where:
   - SchoolID = the school number of the school affected by snow days.
   - Enter_Date or Exit_Date = the date you would like to adjust.
4. Once your record selection has been made, click List View and confirm your selection of records.
5. Return to the main DDA page and click Modify Records.
6. Select Enter_Date or Exit_Date from the menu depending on the field you selected in step 3.
7. Enter the new date value.
8. Submit your changes.

Please note that the Exit_Date value for a special enrollment equals the last day the student was in that special enrollment. This is different than school enrollments or course enrollments which use an exit date equal to the day *after* the student's last day in school or class.

Example
For example, a student with a year-long special program enrollment for the 2008-2009 school year would have a special program enrollment from 8/11/2008 - 5/22/2009. After changing your school calendar for snow days, it may be appropriate to extend the dates of this special program enrollment to 8/11/2008 - 5/27/2009 since 5/27/2009 is the last day of the school year.

8: Update Gradebook Info (PowerGrade and PowerTeacher)
The following tasks within PowerGrade or PowerTeacher Gradebook may be necessary to ensure that grade book data corresponds with the updated scheduling dates, school enrollments, course enrollments, and final grade dates.

Synchronize (PowerTeacher Gradebook Only)
This task must be performed by a PowerSchool administrator if teachers are using PowerTeacher Gradebook.
Force a re-sync between the PowerTeacher Gradebook tables and the PowerSchool Premier Tables. For details on this process, please see article 10062.

Assignments

After modifying the final grade reporting term dates, some assignments may no longer fall within the intended date range, and thus, the assignment scores may be included in the wrong final grade. Update the assignment dates as needed to ensure all assignments are calculated into the correct final grade reporting term.

9: Update Reports with Date-Specific Data Access Tags

Some reports on your PowerSchool server may be configured to return data based on specific term dates instead of term abbreviations. Some data access tags (DAT) such as ^(*DABS;8/15/2008;6/15/2009) would need to be updated to report on the correct date range. Review any reports configured with such tags and make the necessary corrections.