eSchoolData Mark Reporting and Calendar Specifications (2024-2025)

Self Service Calendar Organization Form for 2024-25 School Year. Reach out with questions on how you can setup your calendars or subscribe to the calendar service to eSchoolDataTeam@e1b.org. **ONLY RETURN THIS TO THE eSCHOOLDATA TEAM IF YOU HAVE A CALENDAR SERVICE CONTRACT SETUP.**

District: _____

School: _____   Grades: _____

Contact Name: _____

Phone: _____   Ext: _____   Email: _____

General Calendar Specifications

Number of Semesters: ◯1 ◯2 ◯3 ◯4 ◯5 ◯6 ◯7 ◯8   Please note this number should be the same as in: Scheduling>School Setup>Semester Pattern

School Setup: ◯Has already been completed (skip to daycodes)   ◯Needs to be completed (see below)

◯Copy over courses and classes

◯Only Copy over courses. I will add the classes.

Daycodes

Day code pattern is: ◯ the same   ◯ different than before

Daycode pattern: _____   (eg: M T W R F, 1 2 3 4 5 6 , A B C D E F, etc.)

Daycode pattern will be assigned:
- ◯ By Weekday (M T W R F, 1 2 3 4 5, A B C D E, etc.)
- ◯ By Weekday with Alt Mon or Fri (M T W T A/B, 1/2 A B C D, etc.)
- ◯ Rotating Days regardless of day of week (A B, A B C D E F G, 1 2 3 4 5 6)
- ◯ Two week pattern (0 1 2 3 4 5 6 7 8 9, A B C D E F G H I J)

First day students will attend school: _____

If following a rotating daycode pattern, each semester will:

Start with:	Daycode	or	Previous Semester		Daycode	or	Previous Semester
1	____		☐	5	____		☐
2	____		☐	6	____		☐
3	____		☐	7	____		☐
4	____		☐	8	____		☐

If following a rotating daycode pattern, unscheduled days off (Snow Days, Power Outage, etc.) will be handled in the following manner:

Daycode pattern will not be touched, daycode is skipped: ◯

Shift the daycode on the calendar, daycode is not skipped: ◯

Last day students will attend school: _____   This includes regents exams

Alternate Bell Times:
- ◯ We do not use alternate bell times
- ◯ We use alternate bell times as needed
- ◯ We have regularly scheduled alternate bell times

Please Note: For alternate bell times as needed, please contact the eSchooldata team several days in advance.

If using alternate bell times on a regular schedule, please attach the bell times to be used and the date(s) scheduled for their use.

If you have any questions please contact us by phone or email us at eschooldatateam@e1b.org

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Please Note:	Access to the Gradebook is by security permissions ONLY.
	Report Card and Progress Report grade entry is controlled by the Grade Entry Dates

	Marking Period Dates		Teacher Grade Entry Dates		Display on Portals	
	Begin	End	Begin	End	Parent	Student
MP1	_____	_____	_____	_____	☐	☐
MP2	_____	_____	_____	_____	☐	☐
MP3	_____	_____	_____	_____	☐	☐
MP4	_____	_____	_____	_____	☐	☐
MP5	_____	_____	_____	_____	☐	☐
MP6	_____	_____	_____	_____	☐	☐
MP7	_____	_____	_____	_____	☐	☐
MP8	_____	_____	_____	_____	☐	☐

Insert Mid Term exam on calenda☐

	Progress Report Dates		Teacher Grade Entry Dates		Display on Portals	
	Begin	End	Begin	End	Parent	Student
PR1	_____	_____	_____	_____	☐	☐
PR2	_____	_____	_____	_____	☐	☐
PR3	_____	_____	_____	_____	☐	☐
PR4	_____	_____	_____	_____	☐	☐
PR5	_____	_____	_____	_____	☐	☐
PR6	_____	_____	_____	_____	☐	☐
PR7	_____	_____	_____	_____	☐	☐
PR8	_____	_____	_____	_____	☐	☐

Please Note: Grade Entry dates can not be earlier than the MP or PR start date and MP2 and later Grade Entry should not begin before the prior MP's grade entry ends to prevent accidental entry of grades into the wrong marking period.
These grade entry dates may be changed throughout the year as needed.

Regents Exam dates

Important: Please check underneath each date if attendance will be recorded for all students, even those not taking the Regents Exam.

January: _____ _____   June: _____ _____

Attendance Taken:	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐
Covering Grades:	7	8	9	10	11	12		Covering Grades:	7	8	9	10	11	12
	☐	☐	☐	☐	☐				☐	☐	☐	☐	☐	☐

Note: Regents Days are not counted on the AT-6, but do count toward the 180 day requirement on the SA129.

Please enter NYS Assessment dates on the calendar(informational only): ☐

If you have any questions please contact us by phone or email us at eschooldatateam@e1b.org