HAPPY Presidents Day

eSD February 2025 Newsletter

Calendars

Make sure you are using "Other Non-Attendance Days" for days off; do not use "Other."
Do NOT span a Legal holiday over multiple days.
Use Reports > Custom Reports > MS Reporting Services > Calendar Report
to check that your calendar dates are correct.

Snow Days: DO NOT USE the "Extraordinary Conditions" Type. This is only to be used if you have exhausted your allotted snow days for the school year and will be below your 180 days. You also need approval from the state to use this option.
You should be using "Other non-Attendance Days," with a subtype of "Weather."

Check your June calendars. There are NO Regents exams on June 12, 13, and 16. You will need to decide if these are days in session or not. If there are no students coming in for classes, then you will mark them as "Other Non Attendance Days."

January Graduates

January graduates will need to be manually graduated out with the correct exit reason. The majority will use an exit reason of 799.
Refer to the NY SIRS Manual based on the student's situations if you are unsure what code to use.

Teacher of Record

All courses should have a reportable teacher on them.
If using "Other" as a teacher's Role, make sure another teacher is listed as the TOR and are also in the Staff Snapshot with a Teach ID.

Upcoming Events

February Monthly Call
February 12, 2025
at 10:00 am

Reminder

Our office will be closed on Monday, February 17th in observance of President's Day.

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eschooldatateam@elb.org

Scheduling Notes

Registration for the remaining webinars for the 2025-26 Scheduling Season, as well as recordings of previously completed ones from this year, are available with the link below. If you are one of your schools primary schedulers, please email KMartin@elb.org to make sure you are on the scheduling distribution list for upcoming events and scheduling reminders. Thank you!

Scheduling Season 2025-2026

Decide if you need to make any changes to your master schedule, especially your daycode or semester patterns, then fill out the form below.

School Setup Form

We will be running feeder patterns for your schools if they have not already been run. Once these are completed, you will see the Scheduling School and Scheduling Grade listed for each student. If you need to manually change it for a student being retained, you can complete that once they are run the first time..

Release Highlights

Scheduling:
- Reports>Scheduling>Master Schedule Reports – View and edit icons have been added to the Master Schedule by Course Report
- Users with permissions to view Teacher Connect rosters will now have a quick launch to TC from the student schedule page
- Teacher of Record roles will pre-populate the first row with the primary teacher's name and start date
- Scheduling>Courses>Courses – a new smart feature has been added when searching for courses
- Scheduling>Scheduling>Mass Class Assignment – the ability to deselect individual classes from the Add Classes list box by double clicking has been added
- System>Codes>Teacher Roles – when "Include on grade reports and schedules" is chosen, then co-teachers will print on schedules

Attendance:
- Student Profile>Attendance Report – Mid Day events can now be added successfully
- Student>Attendance>Administrative Reports – a new report, Student Attendance Percentage by Date Range has been added

Discipline:
- Teacher Connect>Discipline Shortcut – teachers can enter comments and recommendations when clicking on the D icon

Click here to access the Help Desk

Click on the Release Notes tab to download the full Release Notes for 12.5