ACCESS Newsletter
January 2020

Happy New Year!

We are midway through the school year. ACCESS continues to assist you with your needs for the balance of this school year while working toward preparing for the next school year. We continue to evaluate how best to serve your needs. Check out our Library Support page for some new information.

ACCESS welcomes **Joshua Boone** to our family. Josh, aka "Boone", joined us in December as a member of our Network Services team. We look forward to you meeting him.

Lisa

Cheers to a new year and another chance for us to get it right.
- Oprah Winfrey

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Best Wishes for a Happy New Year from the ACCESS team.
Note: Our first staff picture ever! Thankful for Apple Iphone camera countdown.

☺

Thank you for supporting ACCESS by participating in our ODE Site Review.

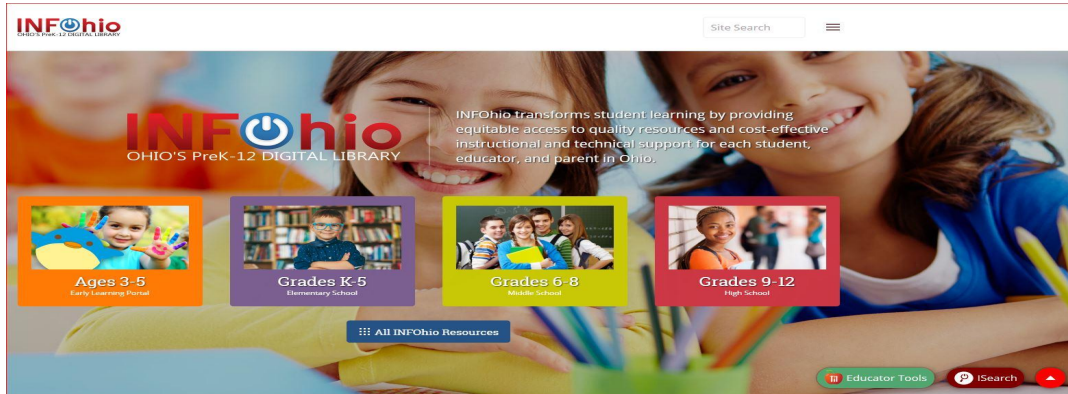A copy of our review can be found on our webpage at ACCESS Site Review 2019 Final Report

http://www.access-k12.org
Main Number: 330-702-7860
Help Desk - support@access-k12.org

INFOHIO Library Services Update

PLEASE JOIN US!

ACCESS, in partnership with the *Columbiana County ESC* and the *Mahoning County ESC* invite you to participate in an event to learn more about new and updated **INFOhio Educational Resources** currently available to your school as a member of ACCESS.

INFOhio is constantly acquiring and adding valuable electronic resources to support teachers' educational needs in the classroom. No longer just a supporter of physical library environments, INFOhio brings the library into the classroom with resources already aligned to the State of Ohio standards. Come connect with INFOhio to learn more about early literacy tools, fostering close reading, encouraging inquiry-based learning, and developing college and career readiness skills using multiple INFOhio resources. Engage with INFOhio learning pathways for additional flexible professional development opportunities.

WHERE: ACCESS Offices, 493 Bev Road, #1, Boardman, Ohio (330-702-7860)

WHEN: **Thursday, January 30, 2020**

TIME: Two Identical Sessions - 9:00 a.m. or 12:30 p.m.

DEVICES: Bring a device if you'd like to follow along

AUDIENCE: Curriculum Specialists, Instructional Integration Specialists, Teachers, Principals, Superintendents, and others who are interested.

QUESTIONS, contact...

Lisa Smith, Executive Director, ACCESS (smith@access-k12.org)
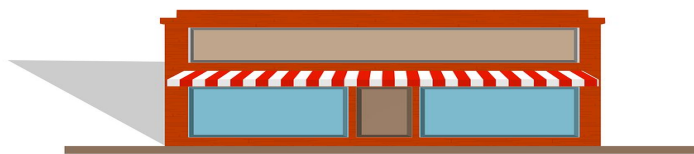
Marie Williams, Director, Teaching & Learning, CCESC

John Kuzma, Director, Teaching & Learning, MCESC

Library support is now being handled directly by INFOhio.
Phone number: 330-702-7875
Support Email Address: support@infohio.org

THE ACCESS STORE

SHOP WITH US!

Consortium Offerings - through our partnerships, discounted pricing is available on the following products and services. We hope to continue adding to this list.

- **Fred Pryor Learning Solutions** -Online and In-person training
  https://www.pryor.com/
- **Knowbe4 Cybersecurity Training** courses for students/staff
  https://www.knowbe4.com/
- **Zoom Video Conferencing** with Ohio BECM and DLA content
  www.oecn.org/shop
- **GoGuardian** - Safe Digital Learning for Schools   www.goguardian.com
- **Generation Yes** - Student Technology Leaders curriculum/program.
  www.genyes.org
- **TEC** - Bully Tip Lines, Text Messaging, etc. http://www.tec911.net/
- **Schoology** - https://www.schoology.com/
- **Illuminate Education -** https://www.illuminateed.com
- **Data Map** - https://www.progressbook.com/datamap/

For special pricing, give Lisa a call or email smith@access-k12.org

WHAT'S AHEAD!

ERATE SEASON…

If you are interested in any additional services that ACCESS can provide, please let us know.

Quotes for Internet, Application, VoIP, Wireless, Maintenance and Hosting services are in the process of being sent to our schools. Remember...Internet and Wireless are E-rate eligible.

ACCESS Services Overview

STUDENT INFORMATION SOFTWARE REVIEW

ACCESS will be inviting vendors in to share information about their Student Information Applications.

We want to be proactive and familiarize ourselves with products currently available for future planning. We will be looking at functionality, costs, enhancement schedules, and EMIS compatibility.

We will be extending invitations to:
- Pearson PowerSchool
- Frontline Software Answers
- Infinite Campus

As soon as these are scheduled, an invite will be sent out for districts to attend. STAY TUNED!

FISCAL SERVICES

Upcoming Fiscal Trainings for All Districts

Feb 5, 2020	USAS-r Series #1 Training 9:00AM - 11:30AM
Feb 11, 2020	USAS-r Series #2 Training 9:00AM - 3:00PM
March 11, 2020	USAS-r Series #3 Training 9:00AM - 3:00PM
Feb 5, 2020	USPS-r Series #1 Training 1:00PM - 3:30PM
Feb 26, 2020	SPS-r Series #2 Training 9:00AM - 3:00PM
March 25, 2020	USPS-r Series #3 9:00AM - 3:00PM
April 1, 2020	USAS-r#1 Training 9:00AM - 11:30AM
April 21, 2020	USAS-r #2 Training 9:00AM - 3:00PM
May 5, 2020	USAS-r #3 Training 9:00AM - 3:00PM
April 1, 2020	USPS-r #1 Training 1:00PM - 3:30PM
April 29, 2020	USPS-r #2 Training 9:00AM - 3:00PM
May 20, 2020	USPS-r #3 Training 9:00AM - 3:00PM

Fiscal services

REDESIGN UPDATE....

As of December 31, 2019, there are now **12** ACCESS districts live on the redesign software. Migrations continue with typically six districts working toward going live during each wave. ACCESS continues to offer quarterly trainings for those preparing to go live or interested in getting a jump start on training. It is recommended that district staff attend two sessions of redesign training prior to going live on the software. Districts planning to go live between July 2020 and December 2020 should consider attending at least one set of training between Jan 2020 and June 2020, if not two depending when you plan to go live. Prep Sessions continue to be offered on Thursdays for districts going live in the current wave. These should be utilized for data prep work, additional training needs, and parallel processing. Future go live districts should reserve Thursdays during their go live wave for these purposes as well.

Districts in current wave for go live between Jan 2020 and June 2020:
Austintown
Beaver
Campbell
Columbiana Exempted Village
Mahoning County CTC
Salem
Struthers

Next wave districts for a go live between July and December 2020:
Boardman
Mahoning County ESC
Mahoning Council of Government
Mahoning Unlimited Classroom
Mahoning Valley Stem
Youngstown Community School

Network Services

CYBERSECURITY INFORMATION - TOOLBOX

ACCESS has created resources on Cybersecurity to benefit our schools.

Check out our information on our website by clicking on CYBERSECURITY TOOLBOX

We continue to enhance our security and will share information as developed.

NOTE: With tensions on the rise around the world, be very vigilant in how you handle data, accounts and devices both in school and at home. Phishing and spoofed email messages are being seen in area schools.

Tech Working Group

An invitation for a **Password Policy** working group meeting will be sent out shortly.

Date selected is Friday, February 21, 2020. Mark your calendar! More information to follow. We encourage you to participate.

SYSTEM MAINTENANCE - STUDENT AND FISCAL APPLICATIONS

A maintenance schedule has been developed for the following applications. Our Service Level Agreements can be found at SLA

ProgressBook Suite of Products - Wednesday 9-11 PM with notice being sent 3 days prior per SLA

Fiscal Redesign - Saturday and Sunday 4-6 AM - all security updates, etc. per SLA

Fiscal Classic - As needed with notice sent per SLA

Emergency Situations are handled on an individual basis.

STUDENT SERVICES

Semester 2 Homerooms - taking attendance

As many of you are beginning (or will soon begin) your second semester of classes, buildings with semester homerooms will want to go to "Set Required Homerooms for Homeroom Attendance" to review the homerooms and/or classes in which teachers submit their attendance. This is done in GradeBook under either the Principal or Clerical roles. These changes take place immediately, so make sure not to remove any first semester homerooms/classes until the second semester has already begun.

Additionally, please remind teachers if they have hidden any second semester classes, they will want to unhide these from the Class Setup screen. This is accessed from the Edit List link beside the class list on the Teacher Home Page. In the Hide column, select a checkbox to hide the class or deselect the checkbox to unhide the class.

ProgressBook - YouTube Channel

Did you know ProgressBook has its own YouTube Channel? There are a lot of helpful videos posted, with most range from 1-5 minutes in length. This is a great resource for quick instruction! A few videos that you may find helpful are:

Adding ParentAccess Alerts
Setting up Teacher Preferences in GradeBook
ProgressBook GradeBook: Google Classroom Sync
StudentInformation Graduation Points Search and Summary
Student Fees in StudentInformation: Refunds, Transfers, Waivers, and Miscellaneous Credits
Creating RIMPs in DataMap
Student Roadmap in DataMap

PE Waiver on Transcript

Did you know PE Waivers can be listed on student transcripts? If your district has adopted a policy to waive physical education requirements for students who have participated in appropriate extracurricular activities, in addition to entering this information for EMIS reporting, there is also an option to include this waiver on student transcripts.

If this is something you're interested in, please send an email to student@access-k12.org and let us know which format of the R702 you use. We will make any needed adjustments to your format, and walk you through the steps needed.

You can't live a positive life with a negative mind.
~ChrisFreytag.com

STUDENT SERVICES, cont.

Taking a Screenshot

Often times as we work through issues with many of you, we are sending and receiving screencaptures to emphasize important information. However, simply highlighting data on your screen and doing a copy/paste is *not* inserting a screenshot...sending information this way is often times hard to decipher when we receive it.

Here are some instructions/tips to assist you in this process:

Taking screenshots in Windows
- Print Scrn button copies the entire screen
- Alt + Print Scrn button copies the active window or dialog box
- Windows button + Print Scrn screenshot will be saved in Pictures > Screenshots folder

Taking screenshots on macOS
- Shift + Command + 3 takes a screenshot of the entire screen
- Shift + Command + 4 click and drag the mouse to take a screenshot

Screenshot apps
- Snipping Tool included with many versions of Windows (can be found under the Start menu)
- Grab included in all versions of macOS

Printing GradeBook Grid

Quite a few school are still asking for teachers to submit hard copies of their grades at the end of the school year. As classes are finishing up at semester time, teachers are looking for ways to print out these records. The new GradeBook Grid no longer prints in a friendly fashion, but teachers can use the *Class Assignment Marks* report to generate an excel file with all assignments and marks issued.

Additionally, please remember the Principal role does grant Read-Only access to view teachers' gradebook information. ACCESS also posts Year-End Reports to GradeBook in August/September with the prior year's gradebook data. These reports can be accessed on the Administrator Home Page, and by both Principal and Counselor roles.

Go the extra mile. It's never crowded there.

-Dr. Wayne Dyer
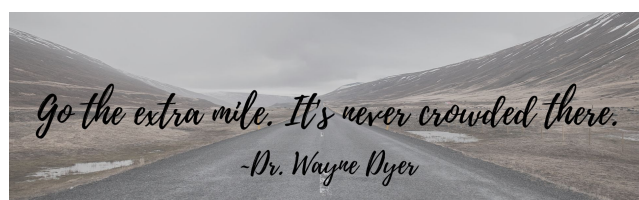
STUDENT SERVICES, cont.

Recent updates to Student Absence Intervention screen

1) **Print Thresholds** option allows users to view and print a list of all thresholds that a student has crossed (including each time the student crosses the consecutive Habitual Truancy threshold) and the dates on which the thresholds were crossed.

2) The Intervention Plan tab HB410 Event Maintenance area **Event List** tab displays all FT events that will be reported to EMIS for the student in context. This includes both automatically generated and manually added reporting events.

3) The Intervention Plan tab HB410 Event Maintenance area **User-added Events** tab lets you manually add HB410 reporting events for students who attend multiple districts. Since records must be reported for combined attendance, districts can view the student's attendance at both districts and then manually add reporting events if applicable.
   ○ *Districts should only use this option to report an event that does not already appear on the Event List tab.*

4) The **Trusted District Attendance** tab displays the student's absence information at 1 or more districts if applicable.

5) **Medical Excused Absences** are now listed in the Absence Hours grid. Medical excused absences are excluded from Excessive Absences.
   ○ *Medical bookmarks are not yet available to add to the Absence Intervention letters. These are expected in the 19.5 release.*

STUDENT SERVICES, cont.

Recent updates to Analytics Hub Reports in StudentInformation

Attendance reports
- **Monthly Absence Detail with Perfect Attendance** report lists by student the months in which they have perfect attendance in a spreadsheet format
- **Yearly Absence Detail** report now includes Total Absence % and Total Attendance % columns

EMIS reports
- Previously, the **EMIS FT Detail report** incorrectly displayed data from prior years. Now, the report displays data only for the fiscal year selected

Discipline reports
- The new **Discipline Victim Information** report lists the victims of discipline incidents and whether the student required medical treatment and/or non-medical assistance

Student reports
- The new **Ad Hoc Memberships** report lists students assigned to publicly viewable and active ad hoc memberships within the district/building
- The **Student Address History** report now lets you run the report only for students who have had an address change

Upcoming Student Trainings

Individuals attending training will need to register from the ACCESS webpage, www.access-k12.org. Please be aware that sessions may be cancelled if we don't meet a minimum of registered participants (this includes Open Labs). It is important to register for events you would like to attend.

Trainings will be held at:
ACCESS, 493 Bev Road, Unit 1, Boardman, Ohio 44512

JVS Import (Home School Import) and Running Student Transcripts - We will review the process and options for using the file(s) sent by the JVS to import students' marks and attendance. We will also review the R702 formatter, setting up/saving Load Settings, and configuring quick printing from the 'I Want To' menu.

    Wednesday, January 22nd from 9:00-12:00

Student Absence Intervention - We will review the process of creating/updating absence intervention information, printing absence intervention letter, view a student's attendance if they attend more than one district within ACCESS, manually entering any reporting events that are applicable and how to view all FT records that will be reported to EMIS for the student.

    Tuesday, February 4th from 9:00-11:30

Student Services - Open Labs - Please remember to register for Open Labs.

    Friday, January 31st from 9:00-12:00
    Wednesday, March 25th from 9:00-12:00 (limited number of seats - held in the small 1st floor lab)
    Wednesday, April 22nd from 9:00-3:00 (combined - Student Services and Scheduling Open Lab)
    Monday, May 18th from 9:00-3:00 (combined - Student Services and Scheduling Open Lab)

Scheduling Training offerings continued on next page.

STUDENT SERVICES, Trainings, cont.

Student Promotion / Bulk Enrollment - involves promoting students from this school year and enrolling them into next school year. Student Promotion / Bulk Enroll works best if one person in each district handles the entire process.
(For all parts of this session, the SYI must be completed, returned, and processed by ACCESS before any hands-on work can be done by the district.)
>	Wednesday, February 12th from 9:00-11:00
>	Wednesday, February 19th from 9:00-11:00

 High School & Middle School Courses/Sections/Groups & Entering Course Requests - involves reviewing and verifying some of the items from the initialization, going over Course/Course Section setup and Course Groups, and understanding how to enter Student Course Requests.
(Please make sure that your SYI has been completed and returned if you are planning to do any "hands-on" training. Also, please note the Student Promotion / Bulk Enrollment must be complete in order to enter Student Course Requests.)
>	Wednesday, February 12th from 12:00-3:00
>	Wednesday, February 19th from 12:00-3:00

 Online Course Request (Public Course Request) - for schools who have students enter their own course requests for the upcoming school year.
(Please make sure that all Pre-scheduling and Student Promotion / Bulk Enrollment have been completed for your building prior to training.)
>	Wednesday, March 4th from 9:00-12:00

High School and Middle School Scheduling Training - All students in the MS and HS should have course requests entered before running the Batch Scheduler, however we will review the process to enter student course requests. Course requests are needed to determine correct tallies so adjustments can be made to next year's master schedule. We will configure the Batch Scheduler, reviewing all parameters and the impact each has on the process. We will look at the various reports available to assist with completing the scheduling process.
(Please make sure that Pre-scheduling and Student Promotion / Bulk Enrollment have been completed for your building prior to training. Student course requests will also need to be in StudentInformation in order to run the Batch Scheduler.)
>	Wednesday, March 18th from 9:00-2:00
>	Friday, March 27th from 9:00-2:00

Elementary Scheduling Training - Some middle schools also use the elementary scheduling method. Students move as a group for the majority of or the entire day. We will review the Course records, Course Section records, and Course Group setup, as well as scheduling students into these groups. This scheduling method is based on the class lists for next year. Please have your lists prepared prior to the scheduling training event. It is a possibility to have your building completely scheduled before you leave.
>	Wednesday, May 13th from 9:00-12:00
>	Wednesday, June 17th from 9:00-12:00

Scheduling Worksessions (Open Labs) - all sessions 9:00-3:00 unless otherwise noted. Please remember to register for Open Labs.
>	Tuesday, April 7th
>	Wednesday, April 22nd (combined - Student Services and Scheduling Open Lab)
>	Thursday, May 7th (limited number of seats - held in the small 1st floor lab)
>	Wednesday, May 13th from 1:00-3:00
>	Monday, May 18th (combined - Student Services and Scheduling Open Lab)
>	Wednesday, June 3rd
>	Wednesday, June 17th from 1:00-3:00
>	Thursday, June 25th

EMIS SERVICES

Truancy Records and Preschool Students
The FY20S EMIS transfer is currently including all students and grade levels in the FT Student Truancy and Excessive Absence file that moves to the Data Collector. Preschool student records are included, but are exempt from this reporting and are creating a Level 1 Fatal error. At this time, EMIS Coordinators should ignore these Level 1 fatal errors.

Positive Behavior Intervention Support (PBIS) Implementation Stage
During the FY19 school year ODE began collecting Positive Behavior Intervention Support (PBIS) information via EMIS. This information continues to be collected during the Mid and Final S and Final SOES Collections. Reporting elements include the Implementation Stage and the number of months as of the last day of school for each building. Implementation Stage Values are as follows:

> **A Work on implementing PBIS has not yet begun**
> **B Explorations and Adoption**
> *Researching PBIS, exploring readiness, and securing staff and administration agreement to implement the PBIS.*
> **C Installation**
> *Creating the PBIS team, completing PBIS team training, and establishing initial systems, data-decision, policies, and practices that will be required to implement PBIS.*
> **D Initial Implementations**
> *Rolling out and implementing PBIS schoolwide with a focus on Tier I supports.*
> **E Full Implementation**
> *Implementing PBIS with all systemic components and a range of interventions (Tier I,II and III supports).*
> **F Innovation and Sustainability**
> *Implementing PBIS with all systemic components and a range of interventions (Tier I,II,III supports) beyond 1 year and demonstrating routine annual reviews for implementation with fidelity using the Tiered Fidelity Inventory, using results to update and modify practices as needed.*

ODDEX > Assessments and StudentInformation > Assessment Imports
Beginning with the 19.5 release of StudentInformation (expected within the next couple of weeks), *StudentInformation > Assessment Imports* will begin to have the ability to import a file of student assessment results created from ODDEX > Assessments > Export. This first release will include the ability to import *ACT*, *AP Exam* and *Preschool ELA Assessments.* State Support expects the ability to import all state test results in the near future. This will be helpful when enrolling students that come from districts outside of ACCESS.

New FY20 ELL Program Codes
The next update to StudentInformation (19.5) will include the new FY20 ELL Program Codes.
> These new Program Codes are
>> 235023 - English as a Second Language (ESL)
>> 235025 - Transitional Bilingual Education (TBE) Program

FY20L First Staff and Course Collection closing January 31, 2020
The FY20L Initial Staff and Course Collection is set to close on Friday, January 31, 2020. Most staff elements found on the Local Report Card are reported during this initial staff and course reporting period. The ESSA State Licensure Assurance Report is based on the Teacher Licensure Status Report that is generated during this reporting period. ODE expects to release a preliminary ESSA report after January 16, 2020, with a final release of the report after the close of the FY20L First Staff and Course collection. Principals will sign off on this report. This is a good time for district staff to work together to verify all reports and reporting elements of this collection.

EMIS - Upcoming Trainings

The upcoming trainings have been scheduled to date. Registration is required for all sessions and is available from the ACCESS webpage at *http://www.access-k12.org*.

All trainings will be held at **ACCESS,** 493 Bev Road, Unit 1,Boardman, Ohio 44512

ODE/ITC EMIS Trainings (Skype)

ODE conducts the January and February ODE ITC EMIS Trainings via Skype. We've scheduled the following dates and times for ACCESS EMIS Coordinators who like to meet as a group.

Wednesday, **January 15, 2020** from **9 - 11 a.m.**
Wednesday, **February 26, 2020** from **1 - 3 p.m.**

ODE/ITC EMIS Training

ODE staff is back on the road and will be at ACCESS on the following dates and times to meet with district EMIS Coordinators and staff.

Friday, **April 24, 2020** from **9:30 - 11:30 a.m.**
Monday, **June 22, 2020** from **1:30 - 3:30 p.m.**

EMIS Alliance Trainings

EMIS Alliance is a collaboration between ODE, the MCOECN and ITCs. The Alliance trains ITC staff who then train district staff with the purpose of improving EMIS data quality.

State Identifiers (SSIDs)
Wednesday, **January 29, 2020** from **9 - 11 a.m.**
Troubleshooting the FTE Reports
Monday, **March 2, 2020** from **9 - Noon**
Troubleshooting the CTE Reports
Friday, **March 20, 2020** from **9 - Noon**

EMIS Work Sessions

These are general EMIS Work Sessions. Bring your work, your questions and join ACCESS staff in the ACCESS computer lab.

Friday, **January 24, 2020** from **9 - Noon**
Wednesday, **January 29, 2020** from **Noon - 3 p.m.**
Friday, **February 7, 2020** from **9 - Noon**
Tuesday, **February 18, 2020** from **Noon - 3 p.m.**
Monday, **March 2, 2020** from **1 - 3 p.m.**
Friday, **March 20, 2020** from **1 - 3 p.m.**
Tuesday, **March 31, 2020** from **9 - Noon**
Wednesday, **April 8, 2020** from **9 a.m. - 3 p.m.**
Friday, **April 24, 2020 from 12:30 - 3 p.m.**
Tuesday, **May 12, 2020** from **9 - Noon**
Tuesday, **May 19, 2020** from **Noon - 3 p.m.**
Tuesday, **June 2, 2020** from **9 - Noon**

EMIS Coordinator Meeting

We will cover the year end reporting requirements for FY20 Final S and SOES reporting and FY20 Graduate reporting details.

Thursday, **April 30, 2020** from **9 a.m. - 3 p.m.**

Additional EMIS events will be scheduled as needed.

EMIS

Open EMIS Student Reporting Collections

FY20 Collections

Midyear Student Collection (FY20)
01/03/2020-04/30/2020
Midyear collection of student data for all Traditional Districts, JVSd, ESCs, and State Supported Schools. Data reported is used for school funding, federal reporting and other ODE requirements.

SOES End of Year Student Collection (FY20)
01/03/2020-07/15/2020
This collection is required for all Community School and STEM districts reporting of student data. Data reported is used for school funding, federal reporting and other ODE requirements.

Staff and Course Collection - Initial (FY20)
10/01/2019-01/31/2020
This collection is required for all EMIS reporting entities. The initial staff collection includes staff employed any time in FY20 and staff members who were employed as of the end of last school year. During this reporting period, most of the staff elements reported will appear on the FY20 Local Report Card. This reporting includes students and their course records.

Calendar Collection - Final (FY20)
10/01/2019-08/07/2020
This collection is required for all EMIS reporting entities.

Student Cross Reference (FY20)
07/05/2019-08/07/2020
All EMIS reporting entities are required to submit data. Updated student information (admission and withdraw) must be reported within 30 days to SCR.

SOES Student Contact(s) Collection (FY20)
08/02/2019-08/07/2020
This collection is required for all community schools and STEM districts. This collection allows the resident district, community school, and STEM district to see student name and contact information in relation to conflicts regarding the student.

Fall 3rd Gr ELA and Reading Collection (FY20)
10/11/2019-02/28/2020
All entities who administered the Grade 3 Fall ELA will submit these assessment results.

Summer and Fall End of Course Assessment Collection (FY20)
09/13/2019-03/27/2020
This collection is required for all districts whose students took the Summer and/or Fall End of Course Assessment.

Child Outcome Summary Assessment Collection (FY20)
10/18/2019-07/10/2020
Required collection for students given the Early Learning COS assessments. Beginning last school year, ESCs no longer submit these results to EMIS. All reporting is from the district of residence.

Fall Early Learning Assessment Collection (FY20)
09/27/2019-03/06/2020
This collection includes the reporting of the PS ELA Assessments. Beginning last school year, ESCs no longer submit these results to EMIS. All reporting is from the district of residence.

Kindergarten Readiness Assessment Collection (FY20)
09/27/2019-04/24/2020
This is the required collection for the Kindergarten Readiness State Assessment.

OGT Assessment Collection (FY20)
10/08/2019-08/07/2020
This collection will include OGT results administered anytime during this fiscal year.

DPR Growth Assessment Collection (FY20)
10/25/2019-07/15/2020
This collection allows dropout recovery schools to submit MAP Assessment results.

EMIS

Opening soon...

March Follow-up Collection (FY20)
1/31/2020 4/10/2020
The March reporting period is where Perkins IV student follow-up survey information of CTE Concentrators who left secondary education during the 2018-2019 school year. Districts begin to collect survey information no earlier than January 1st. ODE expects to release the files of students who will be included in the March Follow-Up reporting. All For districts with this reporting requirement, ACCESS will load your student file to the EMISFFE (flat file editor for you).

The complete FY20 EMIS Data Processing Calendar is available from the ODE website.

No one can whistle a symphony. It takes a whole orchestra to play it

HS Luccock

ProgressBook - YouTube Channel

Videos are available on the ProgressBook-YouTube Channel to assist you with EMIS reporting. The following videos can be helpful as we work through a snow day and updating Calendar information.

Entering Snow Days on Reporting Term Start Date - Watch the YouTube video
        Instructional Sheet

Entering Snow Days using the Calendar Bulk Exception screen - Watch the YouTube video

**Thank you for your support.
See you in Spring!**