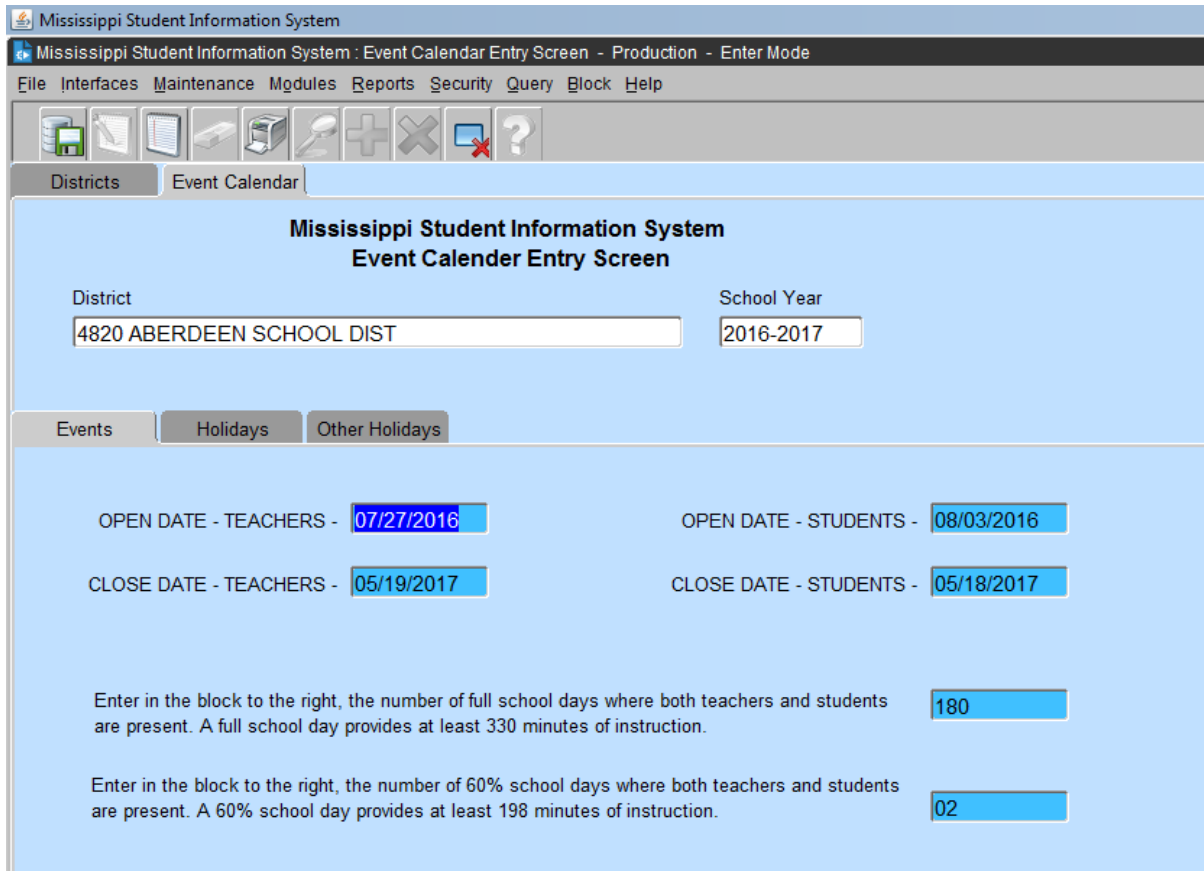


## DISTRICT EVENTS CALENDAR

This screen is accessed by going to MODULES>CALENDAR>DISTRICT EVENTS. Users with the District Personnel role can access the screen. The information on this screen needs to be updated each spring for the next school year. **The screen is defaulting to the old school year until July 1st. The school year in the school year box MUST BE the current school year.** Be sure to select the appropriate school year when updating or viewing the data.



Whenever entering a date in MSIS you must key the complete year including the century. If you key only the last two digits of the year the century defaults to 00.

**The beginning and ending dates of the holidays are important. The beginning date should be the first regular school day that students do not attend school and the ending date should be the date of the last day prior to returning to school.** The holidays entered should be student holidays during the regular school year.

For example:

For Labor Day (Monday); the beginning and ending dates would be Monday (XX/XX/XXXX), but the week of Thanksgiving (Monday thru Friday) would the beginning date is that Monday and the ending date would be that Sunday.