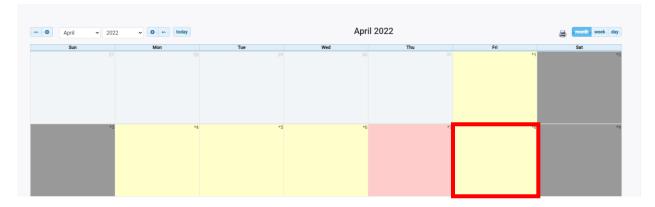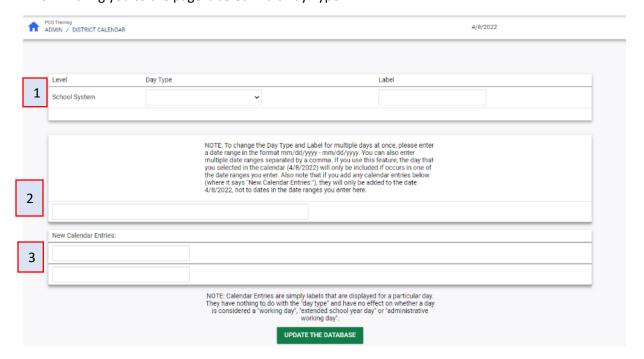**CTSEDS**

Editing the District Calendar

From any page within CTSEDS, click on Admin in the dark blue menu bar, and then District Calendar in the light blue menu bar.

When the calendar opens, click on the date you would like to edit, or any date if you are planning on editing multiple days at once (#2 below)

This will bring you to the page labeled "Edit Day Type"

Within this page, you may:

1. Edit the type and label for the day you clicked
2. Edit the type and label for **a range of dates**
   *type the desired dates in mm/dd/yyyy format into the box shown in a comma-separated list
3. Add new calendar entries for the day you clicked (note that these entries **will not** affect the day type)

Your choices for day types include:

Day Type	Compliance Day?	Service Logging?	Extended School Year
School Day	Yes	Yes	
Weekend			
Snow Day		Yes	
Teacher Workday		Yes	
No School (5+ Days)		Yes	
Summer		Yes	Yes
ESY		Yes	Yes

➢ **Compliance Day** designates that a day marked "Yes" will count toward compliance timelines The default day type before any revisions are made to the calendar is that week days would be School Days, and therefore count toward any compliance timeline. It is important to set the other day types for your calendar to have the compliance timelines calculate correctly.
➢ **Service Logging** designates that a provider can document services as provided on those days. All day types expect Weekends permit services to be documented as provided on those days.
➢ **Extended School Year** designates days that are for ESY. Services can be documented as provided, but they do not count toward compliance timelines.

Editing A School Calendar

From any page within CTSEDS, click on Admin in the dark blue menu bar, and then Schools in the light blue menu bar.

This will bring you to the Schools page showing a list of the schools in your district. Click on the calendar icon to edit the school calendar. The steps for editing are the same as they are for the District calendar.