FACTS Detailed Instructions

The following instructions provide detailed instructions on setting your academic calendar. In FACTS, we no longer use A-Codes or need to identify the first or last day of instruction. These instructions are only for setting your academic calendar and meeting the assurance of calendar submissions. As always, it is important to ensure that all non-instructional and half-days (early dismissal/release) days are identified on your calendar.

Video Resources

ADW Specific Instructions:

FACTS Training Video:

FACTS SIS Add or edit years and terms.

[Year and Term Setup](#)

[Year and Term Setup How-To Video](#)

FACTS SIS Configure Day Setup.

[Day Setup](#)

[Day Setup How-To Video](#)

Detailed Steps

1. **Setting Up Terms and the School Year**

   o   Ensure your school year and terms are established.

   o   Full instructional days are automatically populated, so you only need to mark no-instruction and half-instruction days, such as holidays or professional development days.

2. **Managing Calendar Days**

   o   Navigate to **Systems > Configuration** to set up your school year and terms.

   o   Remember: Once a school year and term are created, they cannot be deleted, but dates and names can be adjusted.

3. **Marking Days Off and half- days**

   o   **First we will do a full day off no pd**

      1. Go to **Day Setup** and select your year.

2. Use the provided template (typically labeled "Elementary School").

3. Identify the non-instructional day in the date box

4. Identify the day type (No School Holiday)

5. Provide a Day title. For non-instructional non-PD day, you can name it whatever you would like

6. Set attendance to No Attendance

7. Save to Current template

- Next, we will do a full day off but PD for staff (for example collaboration day)

   1. Since we are already in Day Setup, we just need to Identify the non-instructional day in the date box

   2. Identify the day type (No School General)

   3. Provide a Day title. For non-instructional PD day, Please use the specific PD that teachers/staff will participate in. For example—Collaboration Day or Teacher PD on differentiated instruction.

   4. Set attendance to No Attendance

   5. Save to Current template

- For half days

   1. Again we are Day setup, so simply identify the day in the date box

   2. Identify the day type (School Day)

   3. Provide a Day title. Please start your day tile with "Half-Day" or "Early Dismissal/Release" (which ever term best meets your student/parent handbook and a short description. Early Release- Thanksgiving Break

   4. Set attendance to Half Day

   5. Save to Current template

4. **Special Instructions**

   - You do not need to mark the first and last instructional days—these are set by the term dates.

   - Follow calendar standards from the Catholic Schools Office, and include any unique school-specific days off.

Additional Notes

- A separate video will cover non-instructional days like dress-down or fundraising days, which follow a different process.

- This video focuses solely on instructional days required for attendance, report cards, and term/semester setup.

If you have questions or encounter any issues, please don't hesitate to reach out. Best of luck with your implementation!