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Summary

Your FACTS calendar must meet the basic requirements of 180 instructional days and should not exceed fifteen (15) half-days.

FACTS 2025-26 School Calendar Instructions

For the school year 2025-2026, we will use a new process through FACTS, our new student information system. As in the past, your 180 days will consist of the total number of instruction days including half days.

- No School/Holiday— Not counted as one of the 180 instructional days
- No School/PD Full Day— Not counted as one of the 180 instructional days
- Half Day of School/PD— Counted as one of the 180 instructional days
- Half Day of School/No PD— Counted as one of the 180 instructional days

The CSO asks that you include the following Required Days for all the school Calendars:

- Wednesday, June 18, 2025: Data Summit
- Monday, August 25, 2025: Opening School Mass (No School/PD Full day)
- Tuesday, August 26, 2025: First Day of School (First Day of School)
 - Schools can choose the first day between 8/18 and 9/2, depending on the school community's needs. Please contact Jeremy McDonald with any questions.
- Monday, September 1, 2025: Labor Day (No School/Holiday)
- Monday, September 22 - Friday, October 17, 2025: **Fall** NWEA MAP Growth Assessment window
- *Friday, October 24, 2025: Collaboration Day for PG/SoMD (Location: TBD)*
- *Monday, October 27, 2025: Collaboration Day for DC/MoCO (Location: TBD)*
- Thursday, Nov 27-Friday, November 28, 2025: Thanksgiving Holiday (No School/Holiday)
- Friday, December 19, 2025 - January 1, 2026: Christmas Holiday (No School/Holiday)
 - January 2nd is a Friday—please consider before setting this as the 1st day back
- Monday, January 19, 2026: Dr. Martin Luther King Day (No School/Holiday)
- Monday, January 12 - Friday, February 6, 2026: **Winter** NWEA MAP Growth Assessment window
- Friday, March 6, 2026: Collaboration Day for DC/MoCo (Location: TBD)
- Monday, March 9, 2026: Collaboration Day for PG/SoMD (Location: TBD)
- Friday, April 3, 2026: Good Friday (No School/Holiday)
- Monday, April 6-Friday, April 10, 2026: Easter Vacation (No School/Holiday)
- Monday, April 27- Friday, May 22, 2026: **Spring** NWEA MAP Growth Assessment window
- Monday, May 25, 2026: Memorial Day (No School/Holiday)

The following days are for your notice only, not required. However, please work with your communities

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now to establish your plan for your school calendars:

- ADW Summer Course Term: June 22-July 16, 2025
- CSO New Team Member Orientation (in-person): August 12-13(Location: TBD)
 - Virtual option is available on August 14th
- Feast of the Assumption: August 15, 2025
- ADW Fall Course Term: September 8 – November 7, 2025
- EdTech Summit 1st Semester: December 9, 2025 (Location: TBD)
- Catholic Schools Week: January 26 – January 30, 2026
- ADW Winter Course Term: January 20 – March 20, 2026
- ADW Spring Course Term: April 13 – June 18, 2026
- EdTech Summit 2nd Semester: May 5, 2026

LEA Calendar Links:

DCPS Calendar 2025-2026- [SY 25-26 Calendar Final_03202024_English.pdf](#)

Calvert County Calendar 2025-2026-[2025-2026 District School Year Calendar](#)

Charles County Calendar 2025-2026- Tentative* [At-A-Glance 2025-26 Calendar * - Charles County Public Schools](#)

Montgomery County 2025-2026- [0483.25_SY25-26_TRADITIONAL_BoardAdoptedCalendar.pdf - Google Drive](#)

PGCPS Calendar 2025-2026-

St. Mary's County Calendar 2025-2026- [Calendar_SMCPS2025-2026_FINAL_20240207.pdf](#)

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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

- Ensure your school year and terms are established.
- 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

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

- **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)

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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!