

DOE-CID Certification of Instructional Days for 2017-2018 School Year

The 2017-18 School Calendar must be certified by June 15, 2018 or five (5) business days after the last instructional day for students at the school, whichever is later. Without a certified calendar, the required Attendance Collection will be rejected.

The Calendar application can be found in DOE-Online <https://doeonline.doe.in.gov> Users must have either a Corporation Administrator or State Reporting role to access this function of DOE-Online.

Helpful Hints:

- If you do not get the Successful Submission message after submitting, look for Red Errors which must be fixed prior to submission. Orange warnings should be reviewed for accuracy.
- Email SchoolAccountability@doe.in.gov with any questions.

The following instructions assume that you are logged into DOE-Online with the appropriate access:

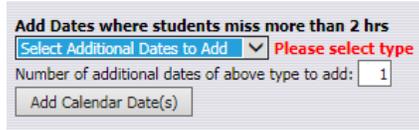
Entering Cancelled Days (Repeat as necessary)

1. Click “Calendar/Cert of Inst Days” on the left side of the screen.
2. Choose “2017-2018 Certification of Instructional Day” from the Select School Year dropdown box.
3. Select the school(s) that experienced the cancelled day. (Multiple schools can be selected by holding down the “Shift” key while selecting the schools)
4. Click the “Enter Cancelled Day” button.
5. Choose the reason for cancellation and enter the date. (The calendar icon next to each box allows the user to choose a day from a monthly calendar rather than typing in the date. Dates should be entered using the format MM/DD/YYYY.)
6. Click the “Submit” button.

Add Days to Calendar (to make-up days)

1. Click “Calendar/Cert of Inst Days” on the left side of the screen. (if not already in the Calendar application)
2. Choose “2017-2018 Certification of Instructional Day” from the Select School Year dropdown box.
3. Click the “Edit” button  next to the desired school to add additional calendar days for cancelations or make-up days or to correct a date.
4. If the last day of school was changed to add days, change the end date for the Student Calendar using the format MM/DD/YYYY. This approach may be used if a break was shortened to add days.
5. If a previously scheduled vacation day was canceled in order to make up days, press the Clear button next to that day.

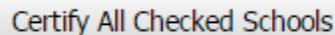
6. If additional days need to be added:



- i. Choose the appropriate type of additional date to add from the dropdown box labeled, “Select Additional Dates to Add” (See picture above)
- ii. Type in the number of Additional dates to add.
- iii. Click “Add Calendar Date(s)” button. This will add days to the calendar list.

Certifying the Calendar

1. Once your calendar is accurate and complete you will need to certify it for each school.
2. To certify the calendar for one or all schools select the school or use the Select All option.
3. Click on the “Certify All Checked Schools” button.



4. A blue message of the school(s) that were successfully certified will appear.
5. Log Out when finished.

Waiver Days

Approved waiver days have been entered in the system. If you think your school is missing a waiver day please email SchoolAccountability@doe.in.gov