ADE Quick Reference Guides AzEDS Reports







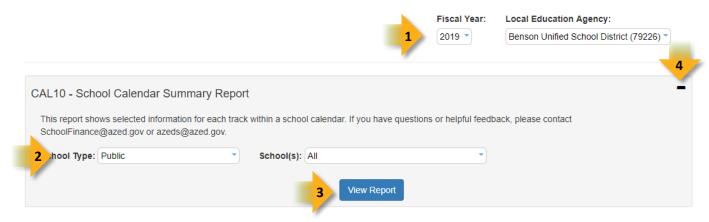






CAL10 - School Calendar Summary Report

The Cal10 School Calendar Summary Report summarizes school calendar tracks.



- 1. Select Fiscal Year and Local Education Agency in the upper-right corner before running the report.
- 2. Reporting Parameters: Users must choose options from the following menus:
 - School Type
 - School(s)
- 3. View Report: Queries results (shown below).
- - Expand: Click the + icon button of a collapsed report to expand the report interface.
 - 6. **Export Options:** Selecting CSV prompts to save or open the report as an Excel document. Selecting Print displays the report in a preview window. Click the print button to print the report as it appears on the screen.
 - 7. **Navigation:** The 4 and buttons move forward and backward, one page at a time. The 14 and buttons move to the first and last page, respectively. A specific page number can be entered in the textbox.
 - 8. **Search:** Type the name of the entity, or part of a name, to quickly scan the report. Matches are highlighted in blue.
 - 9. Main Header: Displays the Report Name, Fiscal Year, and School Year on the left side of each page; displays the LEA name and Entity ID number on the center of each page; displays the LEA CTDS number, Page Number, and Date of the report on the right side of each page.

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- 10. Sub-Header: Displays the School CTDS and School Name on the left side as a group header.
- 11. Track Data: Displays the following information for each track, if available:
 - Track number

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- Declared Begin Date: as submitted when creating the track
- Declared End Date: as submitted when creating the track
- Declared Instructional Days: as submitted when creating the track
- 12. **Track Summary:** Displays summary counts of submitted days for the track and calculated 40th, 100th, and 200th Days as applicable.
- 13. Days School Not In Session: Displays non-session track days as submitted.
- 14. Holidays: Displays track holidays as submitted.