Calendar Integrity Reference Guide

This guide is designed to assist Data Coordinators in successfully submitting calendar data to the Arizona Education Data Standards (AzEDS) system.

What is Integrity?

Integrity is a set of rules that is defined by Arizona Department of Education (ADE) business and Arizona Revised Statute (A.R.S.). Integrity is run on student data that has passed through the Application Programming Interface (API) into AzEDS. The Integrity process runs nightly. A report (INTEG35) is generated nightly to show the results of Integrity processing on submitted school tracks/calendars.

What is a Dynamic Message?

The INTEG35 report contains Dynamic Messages for some rules. Most Integrity rule Error Descriptions are generic, however, rules with Dynamic Messages will contain information specific to the calendar data that was submitted. For example, the Error Description for error 90000 states "If the track begin and end dates are not within the fiscal year, report the discrepancy as a warning". If a calendar had a declared begin date of 8/1/19 and a declared end of Friday, 7/17/20, yet the fiscal year for FY20 ends on 6/30/19, the calendar would fail Integrity for rule 90000. Here is an example of what the Dynamic Message would look like for this specific scenario: "The submitted track begin date 8/1/19 and end date 7/17/20 must be within the current fiscal year FY20."

Types of Calendars

For FY20 and beyond, calendars will be defined using calendar types:

Instructional Days per Week	Grades	School	Default Count
5	All Grades	All Schools	1
4	All Grades	All Schools	
4	KG or PS	Schools Serving KG/PS	3
3	KG or PS	Schools Serving KG/PS	3
3	9, 10, 11, or 12	CTED only	0
2	9, 10, 11, or 12	CTED only	0
1	9, 10, 11, or 12	CTED only	0

Submission of a calendar in FY20 and beyond will require a Calendar Code. This code must contain the following requirements: LEAID-SCHOOLID-CalendarType-Sequence.

The definitions of these elements are:

- LEAID – District Entity ID

- SCHOOLID – School Entity ID
- Calendar Type – Number of Instructional days per week and grades
- Sequence – The sequential number of the calendar type being submitted

Example: 4345-4346-5dayallgrades-01

Note: An Entity ID is <u>not</u> a CTDS number.

Types of Tracks

For Fiscal Year 19 (FY19), tracks were defined as:

Types of Tracks in AzEDS

Track ID	Grades	Total Scheduled Days in Track	Instructional Days per Week
01	PS, KG, UE, 1-12	180	5
02	PS, KG, UE, 1-12	144	4
03	KG	108	3
04	KG	108	3
05	KG	108	3
06	PS	108	3
07	PS	108	3
08	PS	108	3

What is a Primary Calendar?

Per A.R.S. § 15-801, A., an educational program offered on the basis of a four day school week or an alternative kindergarten program offered on the basis of a three day school week, the school year shall begin July 1 and end June 30 and a school month is twenty school days, or four weeks of five days each. By default in AzEDS, all schools are allowed only one 5-day or 4-day calendar and exactly one 5-day or 4-day calendar must be submitted. The required 5-day or 4-day calendar is considered the school's primary calendar. Once the primary calendar has been submitted, additional 4-day or 3-day calendars for preschool or kindergarten may be submitted. A school may have up to 3 of each type of preschool/kindergarten calendars and students assigned to these calendars must be submitted with a preschool/kindergarten grade to pass Integrity. To request approval for more calendars beyond the defaults described above, please contact SFAnalystTeam@azed.gov.

What is the Exception Process?

All schools are allowed only one 5-day or 4-day calendar and exactly one 5-day or 4-day calendar must be submitted. To request an additional calendar, an LEA must complete a Calendar Access Request Form and submit it to SFAnalystTeam@azed.gov. Your request will either be reviewed and approved, or you'll

receive a request for additional information. Once the request is approved, you'll be given a timeframe in which you can sync the new calendar from your Student Information System (SIS) to AzEDS. An Integrity rule is in place to ensure that calendars in excess of the allowed number are on the exception list. Any calendars that are not on the exception list will fail Integrity.

Event Descriptors

Each date in a track/calendar can have only one descriptor as follows:

Event Descriptor	Instructional or Non-Instructional	Planned or Unplanned
Instructional day	Instructional	Planned
Weekend day	Non-Instructional	Planned
Other Non-Session Day	Non-Instructional	Planned
Teacher only day	Non-Instructional	Planned
Student late arrival/early dismissal	Instructional	Planned
Independence Day	Non-Instructional	Planned
Veterans' Day	Non-Instructional	Planned
Thanksgiving Day	Non-Instructional	Planned
Christmas Day	Non-Instructional	Planned
Columbus Day	Non-Instructional	Planned
Labor Day	Non-Instructional	Planned
Martin Luther King Day	Non-Instructional	Planned
Memorial Day	Non-Instructional	Planned
New Year's Day	Non-Instructional	Planned
Other Holiday	Non-Instructional	Planned
President's Day	Non-Instructional	Planned
Fall Break	Non-Instructional	Planned
Winter Break	Non-Instructional	Planned
Spring Break	Non-Instructional	Planned
Emergency day, Instructional	Instructional	Unplanned
Emergency day, Non-Instructional	Non-Instructional	Unplanned
Make-up day, Instructional	Instructional	Unplanned
Student Refusal to Attend 15-806, Instructional	Instructional	Unplanned
Student Refusal to Attend 15-806, Non-Instructional	Non-Instructional	Unplanned
Teacher Strike, Non-Instructional	Non-Instructional	Unplanned
Weather day, Instructional	Instructional	Unplanned
Weather day, Non-Instructional	Non-Instructional	Unplanned

Descriptors can be planned or unplanned as noted in the table above. Unplanned Event Descriptors can only be applied to a date in a calendar after the date of the unplanned event has occurred. For example, you cannot designate January 5th as a "Weather Day" prior to the date that the weather day occurs. In this scenario, an LEA would complete a [FY20 Calendar Access Request Form](#) and submit it to [SFAnalystTeam@azed.gov](#) after January 5th to report that January 5th was deemed a "Weather Day".

Integrity Rule -90000

Error Message

The submitted track/calendar begin date and end date must be within the current fiscal year.

Description

If the track/calendar begin and end dates are not within the fiscal year, report the discrepancy as warning.

Definitions

A fiscal year runs from July 1 of the current year to June 30 of the next calendar year. A track/calendar must have a declared begin and end date. These dates are reported to AzEDS and must fall within the current fiscal year. A date before or after the fiscal year is not permitted to contain an Event Descriptor as the date does not fall within the fiscal year.

Resolution

Before September 1st: Ensure the submitted track/calendar begin and end dates fall within the current fiscal year in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window to the track/calendar has been opened, ensure the submitted track/calendar begin and end dates fall within the current fiscal year in your SIS and resync with AzEDS.

Integrity Rule -90001

Error Message
Track/Calendar begin and end dates must be instructional days.

Description
If the track/calendar begin and end dates are not instructional days, report the discrepancy as an error.

Definition
Instructional, or "IsInstructional", is a quality of an Event Descriptor in the AzEDS instructional calendar track/calendars (see above). An Event Descriptor defined as "Instructional" is a day where class is scheduled to meet. The track/calendar begin and end dates must contain a descriptor defined as "Instructional".

Resolution
Before September 1st: Ensure the submitted track/calendar begin and end dates contain an Event Descriptor that is defined as Instructional (see above) in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure the submitted track/calendar begin and end dates are reported with an Event Descriptor that is defined as Instructional (see above) in your SIS and resync with AzEDS.

Integrity Rule -90002

Error Message

Public schools are expected to recognize the July 4 holiday. Please include this required holiday in the school calendar on the required date. See A.R.S. 15-801 for more information.

Description

If the school calendar does not include the required July 4 holiday on the specified date, then report the discrepancy as an error.

Definition

The calendar must observe four defined holidays **if they fall within the start and end dates of your track/calendar**:

- July 4th, "Independence Day"
- November 11th, "Veterans' Day"
- Fourth Thursday in November, "Thanksgiving Day"
- December 25th, "Christmas Day"

Schools may not be in session on any of the four defined holidays. You may only use these designated holiday Event Descriptors on the actual date of the respective holiday. You may use "Other Non-Session Day" or "Other Holiday" descriptors if you choose to observe the holiday on a different date. Error 90002 will occur if your calendar begins before July 4th and you have not submitted July 4th with the Independence Day Event Descriptor or if you reported a date other than July 4th with the Independence Day Event Descriptor.

Resolution

If July 4th falls within your track/calendar start and end dates, it must be submitted with "Independence Day" as the Event Descriptor, even when the holiday falls on a Saturday or Sunday. You may use "Other Non-Session Day" or "Other Holiday" descriptors if you choose to observe the holiday on a different date.

Before September 1st: Ensure July 4th is defined with the "Independence Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Independence Day" Event Descriptor was used on a date other than July 4th, correct the descriptor in your SIS and resync with AzEDS.

After September 1st: Complete a [Calendar Change Request Form](#) and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure July 4th is defined with the "Independence Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Independence Day" Event Descriptors was used on a date other than July 4th, correct the descriptor in your SIS and resync with AzEDS.

Integrity Rule -90003

Error Message

Public schools are expected to recognize the Veterans' Day holiday. Please include this required holiday in the school calendar on the required date. See A.R.S. 15-801 for more information.

Description

If the school calendar does not include the required Veterans' Day holiday on the specified date, the report the discrepancy as an error.

Definition

The calendar must observe four defined holidays if they fall within your designated track/calendar:

- July 4th, "Independence Day"

- November 11th, "Veterans' Day"

- Fourth Thursday in November, "Thanksgiving Day"

- December 25th, "Christmas Day"

Schools may not be in session on any of the four defined holidays. You may only use these designated holiday Event Descriptors on the actual date of the respective holiday. You may use "Other Non-Session Day" or "Other Holiday" descriptors if you choose to observe the holiday on a different date. Error 90003 will occur if you have not submitted November 11th with the Veterans' Day Event Descriptor or if you reported a date other than November 11th with the Veterans' Day Event Descriptor.

Resolution

November 11th must be submitted with "Veterans' Day" as the Event Descriptors, even when the holiday falls on a Saturday or Sunday. You may use "Other Non-Session Day" or "Other Holiday" Event Descriptors if you choose to observe the holiday on a different date.

Before September 1st: Ensure November 11th is defined with the "Veterans' Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Veterans' Day" Event Descriptor was used on a date other than November 11th, correct the descriptor in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure November 11th is defined with the "Veterans' Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Veterans' Day" Event Descriptor was used on a date other than November 11th, correct the descriptor in your SIS and resync with AzEDS.

Integrity Rule -90004

Error Message

Public schools are expected to recognize the December 25 holiday. Please include this required holiday in the school calendar on the required date. See A.R.S. 15-801 for more information.

Description

If the school calendar does not include the required December 25 holiday on the specified date, then report discrepancy as error.

Definition

The calendar must observe four defined holidays if they fall within your designated track/calendar:

- July 4th, "Independence Day"

- November 11th, "Veterans' Day"

- Fourth Thursday in November, "Thanksgiving Day"

- December 25th, "Christmas Day"

Schools may not be in session on any of the four defined holidays. You may only use these designated holiday Event Descriptors on the actual date of the respective holiday. You may use "Other Non-Session Day" or "Other Holiday" descriptors if you choose to observe the holiday on a different date. Error 90004 will occur if you have not submitted December 25th with the Christmas Day Event Descriptor or if you reported a date other than December 25th with the Christmas Day Event Descriptor.

Resolution

December 25th must be submitted with "Christmas Day" as the Event Descriptor, even when the holiday falls on a Saturday or Sunday. You may use "Other Non-Session Day" or "Other Holiday" descriptors if you choose to observe the holiday on a different date.

Before September 1st: Ensure December 25th is defined with the "Christmas Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Christmas Day" Event Descriptor was used on a date other than December 25th, correct the descriptor in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure December 25th is defined with the "Christmas Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Christmas Day" Event Descriptor was used on a date other than December 25th, correct the descriptor in your SIS and resync with AzEDS.

Integrity Rule -90005

Error Message

Public schools are expected to recognize the Thanksgiving Day holiday. Please include this required holiday in the school calendar on the required date. See A.R.S. 15-801 for more information.

Description

If the school calendar does not include the required Thanksgiving Day holiday on the specified date, then report the discrepancy as an error.

Definition

The calendar must observe four defined holidays if they fall within your designated track/calendar:

- July 4th, "Independence Day"
- November 11th, "Veterans' Day"
- Fourth Thursday in November, "Thanksgiving Day"
- December 25th, "Christmas Day"

Schools may not be in session on any of the four defined holidays. You may only use these designated holiday Event Descriptors on the actual date of the respective holiday. You may use "Other Non-Session Day" or "Other Holiday" descriptors if you choose to observe the holiday on a different date. Error 90005 will occur if you have not submitted the fourth Thursday in November with the Thanksgiving Day Event Descriptor or if you reported a date other than the fourth Thursday in November with the Thanksgiving Day descriptor.

Resolution

The fourth Thursday in November must be submitted with "Thanksgiving Day" as the Event Descriptor, even when the holiday falls on a Saturday or Sunday. You may use "Other Non-Session Day" or "Other Holiday" descriptors if you choose to observe the holiday on a different date.

Before September 1st: Ensure the fourth Thursday in November is defined with the "Thanksgiving Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Thanksgiving Day" Event Descriptor was used on a day other than the fourth Thursday in November, correct the date descriptor in your SIS and resync with AzEDS.

After September 1st: Complete a [Calendar Change Request Form](#) and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure the fourth Thursday in November is defined with the "Thanksgiving Day" Event Descriptor in your SIS and resync with AzEDS or, if the "Thanksgiving Day" Event Descriptor was used on a day other than the fourth Thursday in November, correct the descriptor in your SIS and resync with AzEDS.

Integrity Rule -90006

Error Message

Only one Fall Break is allowed.

Description

If a school calendar has more than one Fall break, then report the discrepancy as error.

Definition

This error occurred because the duration of a break may only contain consecutive days of that break's Event Descriptor and can only be interrupted by required holidays (see A.R.S. § 15-801).

Resolution

Before September 1st: Ensure that the Fall Break Event Descriptor is used on consecutive days (including weekend days if applicable) and that the Fall Break date descriptor is only used for one period of consecutive days per track/calendar. Correct the errors in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure that the Fall Break Event Descriptor is used on consecutive days (including weekend days if applicable) and that the Fall Break Event Descriptor is only used for one period of consecutive days per track/calendar. Correct the errors in your SIS and resync with AzEDS.

Integrity Rule -90007

Error Message

Only one Winter Break is allowed.

Description

If the school calendar has more than one Winter Break, then report the discrepancy as error.

Definition

This error occurred because the duration of a break may only contain consecutive days of that break's Event Descriptor and can only be interrupted by required holidays (see A.R.S. § 15-801).

Resolution

Before September 1st: Ensure that the Winter Break Event Descriptor is used on consecutive days (including weekend days if applicable) and that the Winter Break Event Descriptor is only used for one period of consecutive days per track/calendar. Correct the errors in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure that the Winter Break Event Descriptor is used on consecutive days (including weekend days if applicable) and that the Winter Break Event Descriptor is only used for one period of consecutive days per track/calendar. Correct the errors in your SIS and resync with AzEDS.

Integrity Rule -90008

Error Message
Only one Spring Break is allowed.

Description
If a school calendar has more than one Spring Break, then report the discrepancy as error.

Definition
This error occurred because the duration of a break may only contain consecutive days of that break's Event Descriptor and can only be interrupted by required holidays (see A.R.S. § 15-801).

Resolution
Before September 1st: Ensure that the Spring Break Event Descriptor is used on consecutive days (including weekend days if applicable) and that the Spring Break Event Descriptor is only used for one period of consecutive days per track/calendar. Correct the errors in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure that the Spring Break Event Descriptor is used on consecutive days (including weekend days if applicable) and that the Spring Break Event Descriptor is only used for one period of consecutive days per track/calendar. Correct the errors in your SIS and resync with AzEDS.

Integrity Rule -90009

Error Message

Each calendar date must be within the track/calendar begin date and end date.

Description

If calendar dates are not within the track/calendar begin and end dates, then report the discrepancy as an error.

Definition

An Event Descriptor may not be used on a date that falls outside the track/calendar begin and end date.

For example, if July 4th does not fall within your declared track/calendar begin and end dates, then you do not need to use the Independence Day Event Descriptor on that date.

Resolution

Before September 1st: Ensure all submitted Event Descriptors fall within the declared track/calendar begin and end dates in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure all submitted Event Descriptors fall within the declared track/calendar begin and end dates in your SIS and resync with AzEDS.

Integrity Rule -90010

Error Message

A "X" day school track/calendar should have a minimum of "Y" instructional days.

Description

A school track/calendar should have the specified minimum required number of instructional days.

Definition

Please note that this is a warning and will not cause a track/calendar to fail Integrity.

A.R.S. § 15-341.01 states: "school instruction shall be conducted in each public school in this state for school sessions that total at least one hundred eighty days each school year. For the purposes of this section, "one hundred eighty days" means one hundred eighty days of instruction or an equivalent number of minutes of instruction per school year based on a different number of days of instruction approved by the school district governing board or charter school governing body."

A.R.S. § 15-901 provides the instructional hour/minute requirements by grade. To ensure you are in compliance, you will need to make sure that, if you are not providing 180 days of instruction, you meet the instructional time requirements in A.R.S. § 15-901.

Integrity performs a reasonability test based on the number of days in the track/calendar and the number of weeks in the track/calendar to determine if the calendar is in operation for the minimum number of instructional days prescribed in A.R.S. § 15-901. If the track/calendar fails the reasonability test, a warning will appear on the INTEG35 report to prompt the LEA to ensure the track/calendar meets the instructional hour/minute requirements by grade. A track/calendar must meet either the instructional day requirement or the instructional hour/minute requirement to be in compliance.

Resolution

Please refer to pages 1 and 2 of this document to locate guidance regarding the expected number of scheduled days in a track or calendar.

Before September 1st: Correct the appropriate fields in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, correct the appropriate fields in your SIS and resync with AzEDS.

Integrity Rule -90011

Error Message

A school operated by a 200-day district must include 200 instructional days for all tracks/calendars.

Description

If a school is in a 200-day district, the school calendar must include 200 instructional days for all track/calendars. Otherwise report the discrepancy as error.

Definition

Pursuant to A.R.S. § 15-902.04, school districts and charter districts may offer 200 days of instruction and have their ADM calculated based on 200 days. School districts or charter districts that elect to extend their school year to 200 days are allowed a 5% increase to their base level amount. Annual instructional time must be increased by 10% to receive the increased funding.

Resolution

Every school in a district that has been approved to offer 200 days of instruction must ensure that the tracks/calendars for every school within the district contain a minimum of 200 days identified with Event Descriptors defined as instructional.

Before September 1st: Correct the instructional days in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, correct the instructional days in your SIS and resync with AzEDS.

Integrity Rule -90012

Error Message
TrackLEAID needs to be a public entity (i.e. Sector Type 1).

Description
If TrackLEAID is not a public entity, then report the discrepancy as an error.

Definition
The TrackLocalEducationAgencyID (TrackLEAID) field must contain the submitting LEAs Entity ID and not the school/site Entity ID. This applies to LEAs submitting tracks/calendars for private day schools. A private day school track/calendar must be submitted with the submitting LEA's Entity ID in this field and not that of the private day school.

Resolution
The TrackLEAID field must contain an Entity ID for a public entity and not a private school.

Before September 1st: Correct the field in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, correct the field in your SIS and resync with AzEDS.

Integrity Rule -90013

Error Message

A public SchoolID needs to be owned by TrackLEAID; or a non-public SchoolID not public, needs an AlternateEducationOrganizationRelationship table relationship with TrackLEAID.

Description

If TrackLEAID is not submitting LEA, then report the discrepancy as an error.

Definition

The TrackLocalEducationAgencyID (TrackLEAID) field must contain the submitting LEA's Entity ID and not the school/site Entity ID.

Resolution

The submitting LEA will need to submit the district Entity ID in the TrackLEAID field and not the school Entity ID.

Before September 1st: Correct the field in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, correct the field in your SIS and resync with AzEDS.

Integrity Rule -90014

Error Message

The number of school days in a week does not match the valid number of instructional days in the week for the track/calendar submitted.

Description

If the number of school days in a week does not match with NumberOfInstructionalDaysInWeekDescriptorId, then report the discrepancy as an error.

Definition

Please refer to pages 1 and 2 of this document to locate guidance regarding the expected number of instructional days in the week for a track or calendar. This Integrity rule will ensure the number of instructional days per week meets the minimum requirements according to the tables on pages 1 and 2.

Resolution

Ensure the number of instructional days per week meets the minimum requirements according to the tables on pages 1 and 2 of this document.

Before September 1st: Either the submitted TrackID/Calendar ID or the number of submitted instructional days per week will need to be corrected in your SIS and resynced with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, correct either the submitted TrackID/Calendar ID or the number of submitted instructional days per week in your SIS and resync with AzEDS.

Integrity Rule -90015

Error Message

AOI schools should not submit calendars.

Description

If an AOI school submits a calendar, then report the discrepancy as an error.

Definition

Arizona Online Instruction (AOI) schools are not required to and should not submit calendars.

Resolution

Before September 1st: Delete the track/calendar submitted for the AOI school and sync the delete with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, delete the track/calendar submitted for the AOI school and sync the delete with AzEDS.

Arizona
Department of Education

Integrity Rule -90016

Error Message
A Weekend Event Descriptor can only be applied to Saturday or Sunday: {Date}.

Description
If weekend day is applied to a day besides Saturday or Sunday, report the discrepancy as a warning.

Definition
The Weekend day Event Descriptor can only be associated with a Saturday or Sunday.

Resolution
Before September 1st: Ensure the Weekend day Event Descriptor is only used on Saturdays or Sundays. Non-weekend days submitted with a Weekend day Event Descriptor will need to be corrected in your SIS and resynced with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, correct any non-weekend days submitted with a Weekend day Event Descriptor in your SIS and resync with AzEDS.

Integrity Rule -90017

Error Message

For each calendar date of a track/calendar, there must be exactly one descriptor.

Each date with multiple descriptors will be listed in the error.

Description

If a track/calendar has multiple descriptors for a given date between the begin date and end date, report the discrepancy as an error.

Definition

Each day in a track/calendar must have only one Event Descriptor (see table above).

Resolution

Ensure each date is submitted to AzEDS with only one Event Descriptor. Dates submitted with more than one descriptor will need to be deleted in your SIS. You can locate the resource ID associated with each submitted descriptor on the CAL15 report located in the Reports section of the AzEDS Portal accessed through ADEConnect.

Before September 1st: Delete instances of multiple descriptors on a single date in your SIS, ensure a singular correct Event Descriptor is assigned to the affected dates, then resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, delete instances of multiple descriptors on a single date in your SIS, ensure a singular correct Event Descriptor is assigned to the affected dates, then resync with AzEDS.

Integrity Rule -90018

Error Message

The end date for a track/calendar cannot be before the begin date of the track/calendar.

Description

If a track/calendar end date is not greater than its track/calendar begin date, then report the discrepancy as an error.

Definition

Track/calendars are defined with a begin and end date and the end date cannot occur before the begin date.

Resolution

Before September 1st: Modify the begin or end date of the track/calendar so that the begin date occurs before the end date and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, modify the begin or end date of the track/calendar so that the begin date occurs before the end date and resync with AzEDS.

Integrity Rule -90019

Error Message

Track/Calendar submitted has missing DescriptorID for the {Date(s)}.

Description

If there are any missing dates between track/calendar begin date and end date, then report the discrepancy as an error.

Definition

Each day within a track/calendar (Sunday-Saturday) must be defined with an Event Descriptor (see above). A day within a track/calendar that is not associated with an Event Descriptor will cause the track/calendar to fail Integrity.

Resolution

Before September 1st: The INTEG35 will display the dates that are not associated with an Event Descriptor. Associate those dates with the appropriate descriptor in your SIS then resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure the dates missing an Event Descriptor (can be found on INTEG35) have been assigned the appropriate descriptor in your SIS then resync with AzEDS.

Integrity Rule -90020

Please note that this error has been disabled for FY20 and was only used in FY19.

Error Message

The number of instructional days in a week submitted for track/calendar does not match the {Number of Instructional} days per week it is allowed to have.

Description

If the track/calendar number and number of instructional days in a week are not valid, then report the discrepancy as an error.

Definition

Tracks definitions can be found on page 1 of this document.

Integrity will check that the Track ID used matches the NumberOfSessionDaysInWeek field submitted for that track/calendar.

Resolution

Before September 1st: Ensure that the number reported in the NumberOfSessionDaysInWeek field matches what is allowed for the corresponding Track ID.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, ensure that the number reported in the NumberOfSessionDaysInWeek field matches what is allowed for the corresponding Track ID.

Integrity Rule -90021

Error Message

By default, all schools are allowed only one 5-day or 4-day calendar. The allowed number of calendars has been exceeded. School ID {SchoolID} has {actual} 5-day or 4-day calendars, for the following submitter: {LEA ID}. To request approval for additional calendars please contact SFAnalystTeam@azed.gov.

Description

If a school has more than one primary (5-day or 4-day) calendar without School Finance's approval, then report the discrepancy as an error.

Definition

A school must submit to AzEDS **only one** 5-day or 4-day calendar. AzEDS will automatically allow you to submit **one** 5-day or 4-day calendar, however, if more than one 5-day or 4-day calendar are submitted, then all will fail Integrity.

Resolution

Before September 1st: The CAL10 report in the AzEDS Portal will show the number of calendars submitted. If you submitted more than the one allowed calendar, you'll have access to delete the calendar submitted in excess. If your school requires more than one 5-day or 4-day calendar, please submit a request via email to SFAnalystTeam@azed.gov with a detailed description of the reason the additional calendar is needed. The request will be reviewed, and you'll be contacted with a determination. If approved, you'll need to complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the track/calendar has been opened, you'll be able to upload the newly approved calendar.

After September 1st: The CAL10 report in the AzEDS Portal will show the number of calendars submitted. If you submitted more than the one allowed calendar, you'll need to Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the calendar has been opened, you'll have access to delete the calendar submitted in excess. If your school requires more than one 5-day or 4-day calendar, please submit a request via email to SFAnalystTeam@azed.gov with a detailed description of the reason the additional calendar is needed. The request will be reviewed, and you'll be contacted with a determination. If approved, you'll need to complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the calendar has been opened, you'll be able to upload the newly approved calendar.

Integrity Rule -90022

Error Message

A school cannot have additional PS/KG calendars without a primary (5-day or 4-day) calendar.

Description

If a school submits a 4-day PS/KG calendar before submitting a primary (5-day or 4-day) calendar, then report the discrepancy as an error.

Definition

A.S.R. § 15-801 defines the school year as an educational program offered on the basis of a four-day school week (or an alternative kindergarten program offered on the basis of a 3-day school week) that begins July 1 and end June 30 and a school month is twenty school days or four weeks of five days each. Therefore, a school must submit one 5-day or 4-day calendar. Once a primary 5-day or 4-day calendar is submitted, a 4-day preschool/kindergarten calendar may be submitted.

Resolution

The CAL10 report in the Reports page of the AzEDS portal will show all submitted calendars. Review your CAL10 to ensure you submitted either a 5-day or 4-day calendar. You must submit a primary 5-day or 4-day calendar in order to submit a 4-day preschool/kindergarten calendar. You do not need to delete a previously submitted 4-day preschool/kindergarten calendar, however, you must submit a 5-day or 4-day calendar in order for the submitted 4-day preschool/kindergarten calendar to pass Integrity.

Before September 1st: Submit a 5-day or 4-day primary calendar to AzEDS (see page 2 for the definition of a Primary Calendar).

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the calendar has been opened, submit a 5-day or 4-day primary calendar to AzEDS (see page 2 for the definition of a Primary Calendar).

Integrity Rule -90023

Error Message

School ID {School ID} is approved for {3 or exception list} 4-day PS/KG calendars, for the following submitter: {LEA ID}. The allowable number of calendars has been exceeded. To request approval for more calendars please contact SFAnalystTeam@azed.gov.

Description

If a school submits more than three 4-day PS/KG calendars without the approval of School Finance, then report the discrepancy as an error.

Definition

Each school is automatically approved for three 4-day PS/KG calendars. This error is the result of an attempt to submit more than the three allowed 4-day preschool/kindergarten calendars. A primary calendar must be submitted before any additional calendars can be submitted. You must contact School Finance to request approval for an additional calendar. If approved, the additional calendar will be placed on an exception list (see page 3 for details regarding the exception process). This Integrity rule is in place to ensure that calendars in excess of the allowed number are on the exception list. Any calendars that are not on this list will fail Integrity.

Resolution

Each school is automatically approved for three 4-day PS/KG calendars. If additional preschool/kindergarten calendars are needed, please send a detailed description of the reason for the additional calendars to SFAnalystTeam@azed.gov for approval. Your request will either be approved, or you'll receive a request for additional information. Once the request is approved, you'll be given a timeframe in which you can sync the new calendar from your SIS to AzEDS.

Before September 1st: Submit a request for an additional 3-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendar. If approved, ensure the additional calendar has been created in your SIS and sync with AzEDS.

 After September 1st: Submit a request for additional 3-day calendars to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendars. If approved, complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to submit the calendar has been opened, sync the approved calendar with AzEDS.

Integrity Rule -90024

Error Message

A school cannot have additional PS/KG calendars without a primary (5-day or 4-day) calendar.

Description

If a school submits a 3-day PS/KG calendar before submitting a primary (5-day or 4-day) calendar, then report the discrepancy as an error.

Definition

A.S.R. § 15-801 defines the school year as an educational program offered on the basis of a four day school week (or an alternative kindergarten program offered on the basis of a 3 day school week) that begins July 1 and end June 30 and a school month is twenty school days or four weeks of five days each. Therefore, a school must submit one 5-day or 4-day calendar. Once a primary 5-day or 4-day calendar is submitted, a 3-day preschool/kindergarten calendar may be submitted.

Resolution

The CAL10 report in the Reports page of the AzEDS portal will show all submitted calendars. Review your CAL10 to ensure you submitted either a 5-day or 4-day calendar. You must submit a primary 5-day or 4-day calendar in order to submit a 3-day preschool/kindergarten calendar. You do not need to delete a previously submitted 3-day preschool/kindergarten calendar, however, you must submit a 5-day or 4-day calendar in order for the submitted 3-day preschool/kindergarten calendar to pass Integrity.

Before September 1st: Submit a 5-day or 4-day primary calendar to AzEDS (see page 2 for the definition of a Primary Calendar).

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to the calendar has been opened, submit a 5-day or 4-day primary calendar to AzEDS (see page 2 for the definition of a Primary Calendar).

Integrity Rule -90025

Error Message

School ID {SchoolID} is approved for {3 or exception list} 3-day PS/KG calendars, for the following submitter: {LEA ID}. The allowed number of calendars has been exceeded. Please contact SFAnalystTeam@azed.gov to request approval for additional calendars.

Description

If a school submits more than three 3-day PS/KG calendars without School Finance's approval, then report the discrepancy as an error.

Definition

Each school is automatically approved for three 3-day PS/KG calendars. This error is the result of an attempt to submit more than the three allowed 3-day preschool/kindergarten calendars. A primary calendar must be submitted before any additional calendars can be submitted. You must contact School Finance to request approval for an additional calendar. If approved, the additional calendar will be placed on an exception list (see page 3 for details regarding the exception process). This Integrity rule is in place to ensure that calendars in excess of the allowed number are on the exception list. Any calendars that are not on this list will fail Integrity.

Resolution

Each school is automatically approved for three 3-day PS/KG calendars. If additional preschool/kindergarten calendars are needed, please send a detailed description of the reason for the additional calendars to SFAnalystTeam@azed.gov for approval. Your request will either be approved, or you'll receive a request for additional information. Once the request is approved, you'll be given a timeframe in which you can sync the new calendar from your SIS to AzEDS.

Before September 1st: Submit a request for an additional 3-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for an additional calendar. If approved, ensure the additional calendar has been created in your SIS and sync with AzEDS.

After September 1st: Submit a request for additional 3- day calendars to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendars. If approved, complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to submit the calendar has been opened, sync the approved calendar with AzEDS.

Integrity Rule -90026

Error Message

School ID {SchoolID} is approved for {exception list} 3-day calendar for grades 9, 10, 11, or 12, for the following submitter: {LEA ID}. The allowable number of calendars has been exceeded. To request approval for more calendars please contact SFAnalystTeam@azed.gov.

Description

If a 3-day calendar for grades 9, 10, 11, or 12 is submitted without the approval of School Finance, then report the discrepancy as an error.

Definition

This error is the result of attempting to submit a 3-day calendar in excess of what is approved on the exception list (see page 3) without first obtaining approval from School Finance. This Integrity rule is in place to ensure that calendars in excess of the allowed number are on the exception list. Any calendars that are not on this list will fail Integrity. You must contact School Finance to request approval for an additional calendar. If approved, the additional calendar will be placed on an exception list and will pass Integrity.

Resolution

If additional calendars are needed beyond the number on the exception list, please send a detailed description of the reason for the additional calendar to SFAnalystTeam@azed.gov for approval. Your request will either be approved, or you'll receive a request for additional information. Once the request is approved, you'll be given a timeframe in which you can sync the new calendar from your SIS to AzEDS.

Before September 1st: Submit a request for an additional 3-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendar. If approved, you'll receive notification when the window allowing access to submit the calendar has been opened. Ensure the additional calendar has been created in your SIS and sync the newly approved calendar with AzEDS.

After September 1st: Submit a request for an additional 3-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendar. If approved, complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to submit the calendar has been opened, sync the newly approved calendar with AzEDS.

Integrity Rule -90027

Error Message

School ID {SchoolID} is approved for {exception list} 2-day calendar for grades 9, 10, 11, or 12, for the following submitter: {LEA ID}. The allowable number of calendars has been exceeded. To request approval for more calendars please contact SFAnalystTeam@azed.gov.

Description

If a 2-day calendar for grades 9, 10, 11, or 12 is submitted without School Finance's approval, then report the discrepancy as an error.

Definition

This error is the result of attempting to submit a 2-day calendar in excess of what is approved on the exception list (see page 3) without first obtaining approval from School Finance. This Integrity rule is in place to ensure that calendars in excess of the allowed number are on the exception list. Any calendars that are not on this list will fail Integrity. You must contact School Finance to request approval for an additional calendar. If approved, the additional calendar will be placed on an exception list and will pass Integrity.

Resolution

If additional calendars are needed beyond the number on the exception list, please send a detailed description of the reason for the additional calendar to SFAnalystTeam@azed.gov for approval. Your request will either be approved, or you'll receive a request for additional information. Once the request is approved, you'll be given a timeframe in which you can sync the new calendar from your SIS to AzEDS.

Before September 1st: Submit a request for an additional 2-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendar. If approved, you'll receive notification when the window allowing access to submit the calendar has been opened. Ensure the additional calendar has been created in your SIS and sync the newly approved calendar with AzEDS.

After September 1st: Submit a request for an additional 2-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendar. If approved, complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to submit the calendar has been opened, sync the newly approved calendar with AzEDS.

Integrity Rule -90028

Error Message

School ID {SchoolID} is approved for {exception list} 1-day calendar for grades 9, 10, 11, or 12, for the following submitter: {LEA ID}. The allowable number of calendars has been exceeded. To request approval for more calendars please contact SFAnalystTeam@azed.gov.

Description

If a 1-day calendar for grades 9, 10, 11, or 12 is submitted without School Finance's approval, then report the discrepancy as an error.

Definition

This error is the result of attempting to submit a 1-day calendar in excess of what is approved on the exception list (see page 3) without first obtaining approval from School Finance. This Integrity rule is in place to ensure that calendars in excess of the allowed number are on the exception list. Any calendars that are not on this list will fail Integrity. You must contact School Finance to request approval for an additional calendar. If approved, the additional calendar will be placed on an exception list and will pass Integrity.

Resolution

If additional calendars are needed beyond the number on the exception list, please send a detailed description of the reason for the additional calendar to SFAnalystTeam@azed.gov for approval. Your request will either be approved, or you'll receive a request for additional information. Once the request is approved, you'll be given a timeframe in which you can sync the new calendar from your SIS to AzEDS.

Before September 1st: Submit a request for an additional 1-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendar. If approved, you'll receive notification when the window allowing access to submit the calendar has been opened. Ensure the additional calendar has been created in your SIS and sync the newly approved calendar with AzEDS.

After September 1st: Submit a request for an additional 1-day calendar to SFAnalystTeam@azed.gov with a detailed description of the reason for the additional calendar. If approved, complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to submit the calendar has been opened, sync the newly approved calendar with AzEDS.

Integrity Rule -90029

Error Message

Only planned calendar events can be submitted during the normal calendar submission window.

Description

If an unplanned calendar event is submitted during the normal submission window, then report the discrepancy as an error.

Definition

The table on page 3 shows the Unplanned Event Descriptors available for use. Descriptors can be planned or unplanned as noted in the table above. Unplanned Event Descriptors can only be applied to a date in a calendar after the date of the unplanned event has occurred. For example, you cannot designate January 5th as a "Weather Day" prior to the date that the weather day occurs. In this scenario, an LEA would complete a FY20 Calendar Access Request Form and submit it to SFAnalystTeam@azed.gov after January 5th to report that January 5th was deemed a "Weather Day".

Resolution

The CAL15 report in the AzEDS portal will show all Event Descriptors for each calendar. Unplanned Event Descriptors can only be applied to a date in a calendar after the date of the unplanned event has occurred.

Before September 1st: Correct the Unplanned Event Descriptors and resync with AzEDS.

 After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to correct the Event Descriptors has been opened, sync the updates with AzEDS.

Integrity Rule -90030

Error Message

Calendar codes must begin with the submitting LEA ID.

Description

If a submitted calendar code does not begin with the submitting LEA ID, then report the discrepancy as an error.

Definition

For FY20, the Calendar Code has replaced the TrackID. While the Calendar Code may contain any information you choose, it does have a maximum number of characters and it must begin with the submitting LEA's Entity ID. Entity IDs can be found on the ADE Find A School page by using the search options.

Resolution

Before September 1st: Correct the LEAID field in your SIS and resync with AzEDS.

After September 1st: Complete a Calendar Change Request Form and submit it to SFAnalystTeam@azed.gov. Once you receive notification that the window allowing access to correct the LEA ID has been opened, sync the update with AzEDS.