

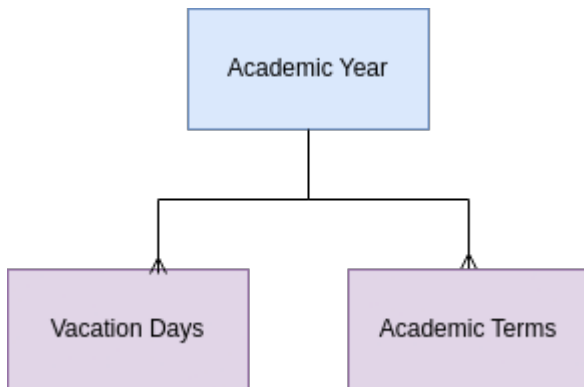
# Calendar Module

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# Academic Years Table

Academic Years

## Calendar Module Data Relationship



## Academic Years Table

An Academic Year record represents a single year the school is in operation. It has a calendar start date and end date. There is one record for each year in operation. The [Programs of Study](#) module requires sufficient academic year records to plan out the courses students will take until they graduate.

When a student transfers into Studia Nova, the student's previous records need to be [articulated](#), which means the process that one school goes through to award credit to the student for taking classes at another school. Therefore, there needs to be sufficient past academic years so that any new student's previous classes can be entered in the year they took them.

Future academic years are required.

Past academic years are required.

Academic Years have a status field with options of past, future, or current. Also, based on the total number of vacations days, the academic year record calculates the total days in the academic year. This is important since there are many regulations that specify the total number of days in an academic year.

## Fields

- The user enters year name, start year, end year, start date, end date, and sequence.
- PEMS calculates school days, vacation days.

- PEMS updates the status of the year based on the calendar.

## Action Items JAN 2024

4-MVP | ADVANCEMENT | Automatically create a new academic year record on the promotion date (school configuration variable)

4-MVP | ADVANCEMENT | Automatically update current and next academic year status.

|                    |             |                                                                                                                                                                                                                                                                      |
|--------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Calendar Functions | Not started | <b>1.0 Calculate field Values for Calendar Tables</b>                                                                                                                                                                                                                |
|                    | Purpose     | After the user enters vacation days, and configures start dated, PEMS calculates the number of days in a term.                                                                                                                                                       |
|                    | Trigger     | Recalculate anytime there is a change to any records used to make these calculations upon save                                                                                                                                                                       |
|                    | Conditions  | Initial configuration was completed.                                                                                                                                                                                                                                 |
|                    | Sequence    | <p>These functions may be run anytime there is a new school term record.</p> <p>need some way to limit how many times this is recalculated.</p>                                                                                                                      |
|                    | Step 1      | For each new <a href="#">School Term</a> record, calculate the number of calendar days between the start and end dates, excluding the days specified in the associated <a href="#">Term Label</a> record. Enter result in <a href="#">School Term</a> calendar days. |
|                    | Step 2      | For each <a href="#">School Term</a> , count the number of associated <a href="#">Vacation Days</a> records with status = activated.                                                                                                                                 |

|     |        |                                                                                                                                                                                   |
|-----|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Step 3 | Calculate <a href="#">School Term</a> school days by subtracting the number of vacation days found above from the school days, enter as <a href="#">School Term</a> calendar days |
|     | Step 4 | <a href="#">Academic Year</a> school days is the sum of the associated <a href="#">School Term</a> school days.                                                                   |
|     | Step 5 | <a href="#">Academic Year</a> calendar days is the sum of the associated <a href="#">School Term</a> calendar days.                                                               |
| END |        |                                                                                                                                                                                   |

# Terms Table

## Terms Table

### Relevant Topics

A **term** is the division of the academic year into grading periods. Terms may be semesters or quarters. The term record is a record that indicates the start and end date of each term. Multiple terms are related to academic years. Terms are also related to a Term Label record.

**Term Labels** are the names of the terms a school is running, like Spring, Fall, etc. The number of Term Label records indicates the number of terms the school operates. Term Labels indicate if that term is required or optional, like a summer term.

### School Terms (Terms)

Academic terms may be semester, quarters, or any division that the school determines to break up a grading period of the academic year. A record is required for every term the school operates, and for past academic years in order to properly enter the a transfer student's transcripts.

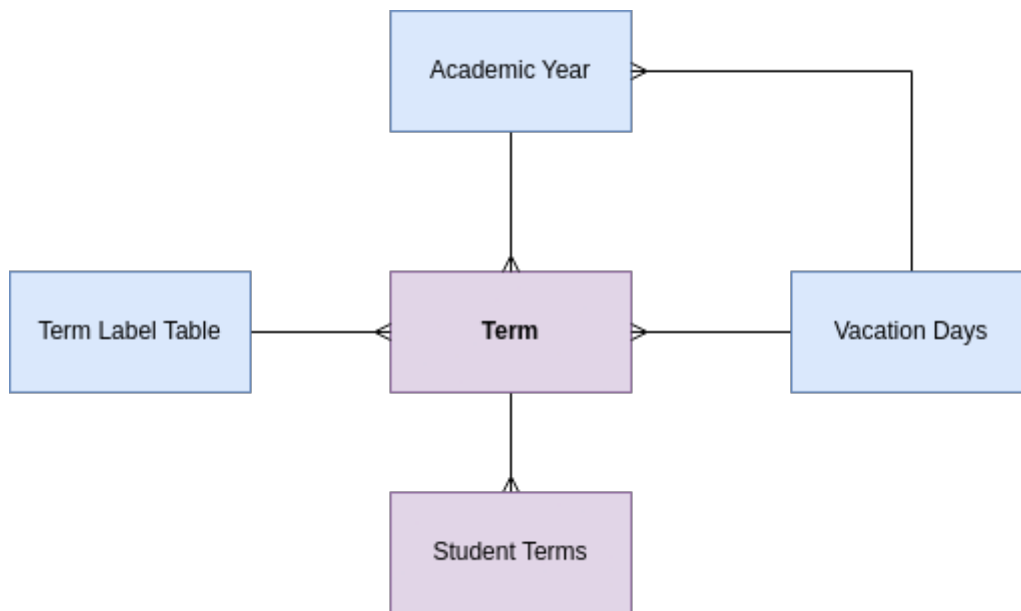
Every class a student takes in taken is a specific academic term. Academic terms are related to the academic years, so they can not be created if there is no academic year in the system.

In manual operation, The user links the term record to an academic year record by selecting the record. PEMS will implement automation so that school term records are auto-created.

### School Terms Actual Start/End Dates

The user specifies a start date and end date for every academic year. In the **term label** record, the user specifies the general day and month that each term is starts and ends. Based on this information term school records are created. After these school term records are created, the user can adjust the specific days of each school term. Future records that have not been updated are considered estimated start days.

### Data Relationships



The term record is related to a term label record. A term label record stores the name of the term, fall, spring and the attributes common to all terms.

## Fields

**Start year, end year** are the same as the academic year the term is related to, auto-entered by PEMS.

The **start date** and **end date** mark the actual dates the term starts and end. When new term records are automatically created The start date of the first term of the year is the same as the start date of the related academic year.

Using the term label record and the year of the term start date, the PEMS concatenates the **Term name**, "Fall 2020"

The **ordinate** is user-entered and is the order the terms take place in aggregate.

**Calendar days** and **school days** are calculated based on the vacation day records.

**Flag** is inherited from the term label record and is needed to help PEMS determine if the term is the first term of the year or the last term of the year. This is used in other algorithms in PEMS.

## Action items JAN 2024

4-MVP | ADVANCEMENT| Auto-**create term records** every time a new academic year record is created per 1.3 Automatically Create School Term Records

|                    |             |                                                                                                                                                                        |
|--------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Calendar Functions | Not started | <b>1.2 Automatically Update Status of Academic Years.</b>                                                                                                              |
|                    | Purpose     | Academic Year records have a status of current, past, or future, update the status of the records automatically when the user-defined promotion date has been reached. |
|                    | Trigger     | Managed by the Promotion WorkFlow                                                                                                                                      |
|                    | Conditions  | There can be only one current year.                                                                                                                                    |
|                    | Sequence    | This step is best triggered after the next future record has been made and in accordance with the PROMOTION workflow.                                                  |
|                    | Step 1      | Set previous current academic year status to 'past'                                                                                                                    |
|                    | Step 2      | Set next year, based on ordinate to current.                                                                                                                           |
| END                |             |                                                                                                                                                                        |

# Vacation Days Table

## Vacation Days

A Vacation Day record is made for each and every day that school is not in session during any term the school is in operation. Vacation days are not events with a start date and end date, they are specific days. For example, the Christmas holiday may be one school break, but there may be up to ten regular school days not in session, so this required ten records to be entered.

A vacation day record is created for all reasons that school is not in session, having no bearing on why.

Week ends of days that school is not normally in session do not need to be entered as vacation days.

## Fields

**Day** - user enters the date of the vacation day.

**Status** - user selects activated or deactivated. This status allows users to turn off vacation days in the planning process with out deleting the information.

**Occasion** - user provides a description of why the day is off, such as thanks giving, etc.

**Term** - the vacation day to the term in which the vacation takes place.

## Action Items JAN 2024

4-MVP | ADVANCEMENT | First, Victoria to enter vacation day records, there is no data in the system to perform calculations.

4-MVP | ADVANCEMENT | Related the school term to the vacation day record automatically based on its date and term dates.

4-MVP | ADVANCEMENT | Status - set default to 'activated'

## Next Version

Occasion - change from text enter field to drop down list so that days associated with an occasion may be grouped.

Upload a spreadsheet of Federal Holidays and/or update from an online database.

Create a calendar view like outlook to create vacation day records.