

Adding a Calendar Membership Type

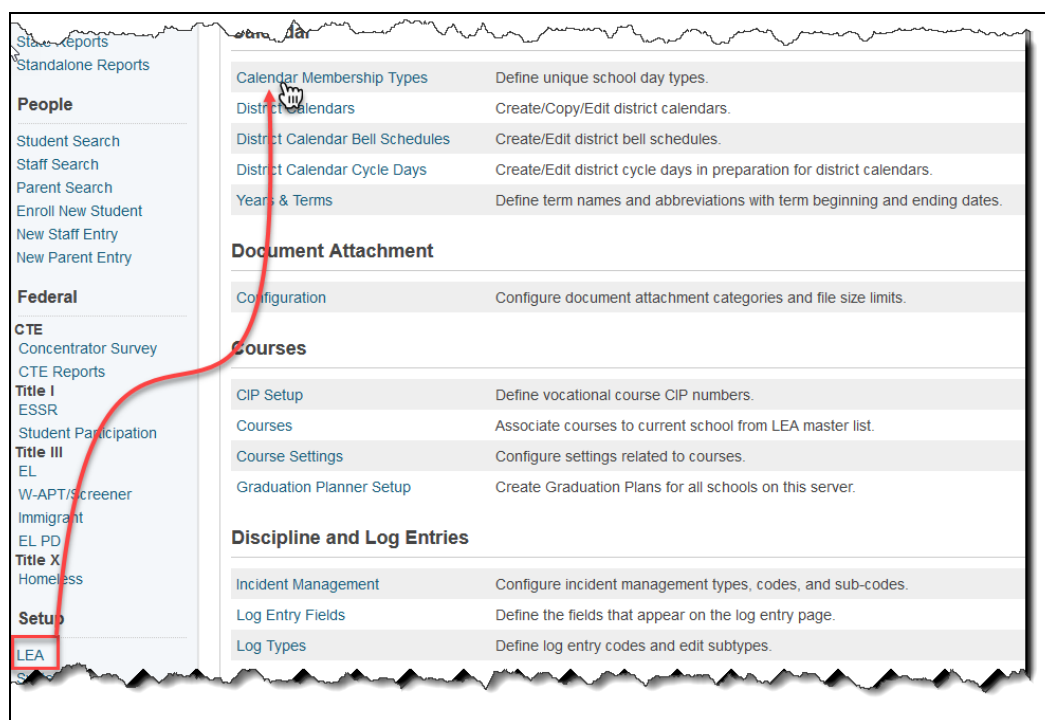
The purpose of this document is to instruct users on how to add a new Calendar Membership Type to the current list of membership types. Initial membership types are entered when an instance is created. To stay current, users must add new membership types that match throughout the state for standardization.

Two specific Calendar Membership Types that may be missing from some NC PowerSchool instances are the IS (In Session) membership and the U (Sunday) membership. All currently required membership types are listed below. Please use this guide to add any membership types missing from your instance.

1. **E - Emergency Closure**
2. **IS - In Session**
3. **S - Saturday**
4. **H - School Holiday**
5. **V - Teacher Annual Leave**
6. **P - Teacher Work Day**
7. **W - Weather Closure**
8. **U - Sunday (NEW)**

Adding a new Calendar Membership

Navigation: LEA Level: Start page > **Setup** – LEA > Calendar – **Calendar Membership Types**



Adding a Calendar Membership Type

9. Click New.

Calendar Membership Types

Code	Meaning
E	Emergency Closure
IS	In Session
S	Saturday
H	School Holiday
V	Teacher Annual Leave
P	Teacher Work Day
W	Weather Closure

Note: This list of entry codes applies to all schools using

Edit Calendar Membership Type

Code:

Meaning:

Submit

10. The Edit Calendar Membership Type screens open

a. Code = U

b. Meaning = Sunday

11. Click Submit.

Important: The Calendar Membership Type is now available for use in the Calendar Setup – Type for all schools within the LEA!

Calendar Setup - 2018-2019

September 2018

8/18 9/18 10/18 11/18 12/18 1/19 2/19 3/19 4/19 5/19 6/19

Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session	Type	Note
					1 2 3 4 5 6		
Sat, Sep 1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Saturday	
Sun, Sep 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Emergency Closure	
Mon, Sep 3	A	Normal	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session	
Tue, Sep 4	B	Normal	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Saturday	
Wed, Sep 5	A	Normal	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	School Holiday	
Thu, Sep 6	B	Normal	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sunday	
Fri, Sep 7	A	Normal	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Teacher Annual Leave	
						Teacher Work Day	
						Weather Closure	