ODE has recently confirmed that for EMIS reporting purposes, schools are to use CALAMITY DAYS for the master day type only for COVID-19 closures, March 1 and dates forward. This covers students; The hours will be 0.00 for this CALAMITY DAY exception. This will remove the hours from your calendar. Then, for those schools that have made a good faith effort to provide online or packet learning for students you will ADD those hours back into the calendar calculations by adding a second exception of Blizzard Bag, with the total hours of your typical school day.

Scenario 1:

ex: March 17 was the first official statewide closing day for COVID-19. March 17 would have two calendar exceptions. This would also be used for any day that you were closed for COVID-19. No change to Sub Calendar Day Type.

Two exceptions

Calamity Day with 0.00 hours

Blizzard Bags with 6.50 hours (6.50 match your districts hours on the calendar)

		Exception Type	Hours
🗑	✏	Calamity Day	0.00
🗑	✏	Blizzard Bag Day	6.50

Scenario 2: Closed on March 12, 13 or 16 to prepare for the time off AND staff was working to prepare. Sub Calendar Day type would change to "other calamity day".

Two exceptions:

Staff Professional Day with hours 6.50 (or your specific calendar hours)

Calamity Day with 0.00 hours

		Exception Type	Hours
🗑	✏	Calamity Day	0.00
🗑	✏	Staff Professional Day	6.50

Scenario 3; Easter Break

If the closing of school state wide fell within your "regular" spring break; then you LEAVE the spring break exceptions as is, Planned Full Day. ODE does NOT want you change that to a calamity day.

ex: Spring break was April 6 - April 10 and you had already reported this with a Holiday exception - do not change this leave as is. Sub Calendar day remains at Holiday.

		Exception Type	Hours
🗑	✏	Planned Full Day	0.00

You can use the Calendar Bulk Exception Management page to add EMIS exceptions to multiple calendars for the same date. When accessed at the **district level**, calendars from buildings throughout the district may be modified at the same time. There is also the option to use the recurring day tab, which will allow you to enter a begin/end date range and choose M-F. Be careful with this option so that you do not enter ranges where you have closed days (Good Friday).

StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management

TIP – For those of you that have PS calendars – you may consider doing those in a separate process since they might have different days in session etc.

In the help section of DASL - under the EMIS area - please see the revised Calendar with EMIS exceptions-page 10 (updated 03/13/2020) for more specific details on either option.

ODE FAQ

Q: Calamity Days prior to March 1st should still be reported as they actually were?
A: Yes. Use the actual calamity prior to March 1st.

Q: In the FAQ, there is a sentence that says "For any day the district does not take advantage of the flexibility and does not make a good faith effort to offer instruction to its students, the district should report the day only as a true calamity day (using the different EMIS code referenced in the prior paragraph)". That is where the confusion came from. For the first 4 days that they closed and did not offer instruction, which code do you want to see reported?
A: Calamity day for those. Supplemental EMIS reporting will be posted for this.

Q: For the Blizzard Bag days, do we just report Blizzard Bag code or Calamity Day and Blizzard Bag?
A: If its closure due to COVID ordered closure and you are making a good faith effort to provide services on that day, you report BOTH codes. If you did not provide services on a day you were closed because you were preparing for e-learning, then you just report the day calamity taken.

Q: Should districts be reporting staff PD days if they were preparing for the closure?
A: Yes. You can report staff days in addition to calamity days. Only so many count towards your minimum calendar but it is appropriate to report that staff was working with using one of the staff codes in addition to calamity.

Q: If districts took time off in January due to snow, do they change that or leave as is?
A: Leave it as reported. They would only change if it were a date after March 1st.