

### Cell: A1

Comment: If your school offers more than one ECS program and the classes are on different days and/or the total instructional days are different, create another calendar by copying this worksheet and rename each worksheet with the appropriate program name. If ECS Programs have the same class days and total instructional days, then one ECS Calendar is sufficient, however, identify the specific ECS programs in the calendar title.

In the second row, identify the specific ECS Program(s).

Instructions are below to dentify the dates of ECS classes. Utilize one of the options to either identify the dates that ECS classes are NOT offered or to identify the dates they ARE offered as follows:

- 1. From the Dates & Details column August, click on the cell pattern for the "No ECS Classes" or select a colour and/or pattern and then and click on it if utilizing the "ECS Classes" option.
- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy that pattern style by clicking on the dates that the ECS Program is not offered or days classes are offered.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.
- 5. Revise/enter the # of student instructional days cell indicated to the right of each monthly mini-calendar.

## Identify the staggered entry days for ECS classes:

- 1. From the Dates & Details column September cell, click on the cell pattern for the "ECS Staggered Entry Days".
- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy the pattern style by clicking on the dates that Staggered Entry is scheduled.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.
- 5. Staggered entry days do not count as instructional days so do not include them in the student instructional days cell to the right of each monthly mini-calendar. Staggered entry days are included in column M Additional Instruction Time.

## Cell: I1

Comment: The school name should auto-fill if you inserted your school name in the first worksheet.

#### Cell: A2

Comment: In the second row, identify the specific ECS Program(s)

#### Call: K

Comment: Instructions to identify the days that ECS classes are NOT offered:

- 1. Click on the cell pattern for the "No ECS Classes".
- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy that pattern style by clicking on the dates that the ECS Program is not offered.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.
- 5. Enter the # of student instructional days for the month in each cell indicated to the right of each monthly mini-calendar.

## Cell: K7

Comment: Instructions to identify the days that ECS classes ARE offered:

- 1. Click on cell on front of "ECS Classes" and select a colour and/or pattern that is not used in this calendar.
- 2. Click on that cell pattern for the "ECS Classes".
- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy that pattern style by clicking on the dates that the ECS Program is offered.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.
- 5. Enter the # of student instructional days for the month in each cell indicated to the right of each monthly mini-calendar.

# Cell: K8

Comment: Instructions to identify the days that ECS classes are combined with another ECS class:

- 1. Click on the cell pattern for the " ECS Common Days".
- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy that pattern style by clicking on the dates that the ECS Common Days are occurring.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.
- 5. Enter the # of student instructional days for the month in each cell indicated to the right of each monthly mini-calendar.
- 6. ECS Division Meeting days cannot be counted as Instructional Days if classes are not held.

## Cell: K9

Comment: Replace "???" and indicate the ECS Staggered Entry Days and indicate colour pattern on actual date(s) in the mini-calendar.

Identify the staggered entry days for ECS classes:

- 1. Click on the cell pattern for the "ECS Staggered Entry Days".
- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy the pattern style by clicking on the dates that Staggered Entry is scheduled.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.
- 5. Staggered entry days do not count as instructional days so do not include them in the student instructional days cell to the right of each monthly mini-calendar. Staggered entry days are included in column M Additional Instruction Time.

## Cell: K10

Comment: Replace "???" and indicate September start date of ECS Classes and indicate colour pattern on actual date in the mini-calendar.

Instructions to identify the ECS start date:

- 1. Click on the cell pattern for the "September ??? ECS Classes Commence".
- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy that pattern style by clicking on the date that the ECS Classes commence.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.

# Cell: K13

Comment: Replace "???" and indicate September start date of ECS Classes and indicate colour pattern on actual date in the mini-calendar.

## Instructions to identify the ECS start date:

1. Click on the cell pattern for the "September ??? - ECS Classes Commence".

- 2. Double-click on the "Format Painter" button on the tool bar to select and retain that pattern style.
- 3. Copy that pattern style by clicking on the date that the ECS Classes commence.
- 4. Once copying is complete, click on the "Format Painter" button again to deselect it.

Cell: 183

Comment: Do NOT enter any numbers in this formulated cell. The # of ECS instructional days for the school year will automatically calculate based on the # of student days per month entered in the cells above.