MySchool

Holiday Management

Quick reference guide

To access Holiday Management:

⚙ **Administer** > Advanced Options > Holiday Management

Create a holiday or non school day in MySchool

Manage your schools bank holidays, term holidays, and inset days. Clerks can input holidays into all MySchool users schedules.

1. Go to Holiday management in Administer > advanced options.

2. To add holidays to your schools calendar, then click 'create event'

3. There three mandatory fields required : Title, Date start/End, and School level

4. If you wish to cancel attendance then select 'Scheduled courses' - Cancel

5. The description will appear on users My Schedules, if made publicly available.

24	25
Christmas Holidays	Christmas Holidays

GOOD TO KNOW

1. Select the **start date** as the first missed school day of the holidays

2. The end date is the last school day of the holidays (i.e. Friday)

3. Weekends in the range will be included, but do not affect attendance data.

4. Summer holidays should **not** be entered (July – Sept)

5. Holidays are full days. For half days or early finishes then it is not necessary for Kinder & Primary Schools to enter these days.

6. Holidays once saved are deleted with the red cross **X** in the list page

Events

Primary Middle Secondary

Description		Date	
Description	🔍	Date	
Christmas Holidays		12/22/2018	✕

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