



eSD August 2026 Newsletter

National Wellness Month

August is National Wellness Month. School will be here before you know it. Spend some time outdoors enjoying the sunshine, going for a hike, going to the beach, or just sitting in your backyard relaxing!

We look forward to working with you this school year!

September Monthly Call

Wednesday, September 2nd at 10:00 am

Click [here](#) to register.

Click [here](#) to join our meeting



Summer Hours

Please note, our team is working summer hours in August.

Someone will be available from 7:00 am – 3:30 pm daily.

Starting on Sept. 3rd, we will resume our 7:30 am – 4:00 pm schedule.

Please have patience with us on our responses to your phone calls and emails. We have been experiencing high levels of communications and are trying our best to respond to them as soon as we are able.

2026–27 School Calendars

You can start filling in your school calendar once school setup has been run for all the buildings in your district.

- Add Legal Holidays, SA-129 dates, Superintendent Conference dates, BEDS Day, Vacations, and NYS Assessment dates at District level
- Your Semester, Marking Period, Progress Report dates and Regents assessments should be listed at building level
- Any other days off besides the Legal Holidays should be entered as “Other Non-Attendance Days”
- Any half days should be entered as “Shortened Sessions” – your end time should be when the school day ends; check all grade levels in that building; make sure UG and UGS are also checked
- Once you have entered your dates, you can run your Daycode generator at building level

If you have any questions about your calendar, reach out to the team and we can walk you through setting it up.

****Note that your September calendar days in session will be incorrect until after bitflip. They will continue counting from June.****

Bit Flip

Contact your eSchool contact person if you have not scheduled your bit flip yet.

Please give at least 36 hours notice before wanting it completed.

Remember that Scheduling Runs and all School Setups must be completed before having eSchool complete your bit flip.

If Dale was your contact person, please email the team to set this up.

* Start Time: 01 00 AM
* End Time: 11 00 AM
Show on Parent Portal ☐
Show on Student Portal ☐
* Grades: ☐ All ☐ PS ☐ PK ☐ PA ☐ PKF ☐ PKH ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

September, 2026		
Wednesday	Thursday	Friday
02	03	04
09 (W) (171) DEFAULT	10 (R) (172) DEFAULT	11 (F) (173) Day F Schedule

Important Notes

- Please note that autoloads have been turned off
- When you make changes in eSchool, you will need to contact us to manually load your data to Level O; when doing so, please let us know which specific data sets you need uploaded
- Please make sure when emailing the team that you are providing as much information as possible so we can quickly and thoroughly troubleshoot the issue.
- UG is for grade level K-6; UGS is for grades 7-12
- If you have turned off the portals for parents and students for seeing their schedules, make sure you turn them back on when you are ready



Bell Times

Adjusting bell times is an easy process. Under District > School > Bell Time (At building level) you can edit the Default bell times if they are changing for the upcoming school year. Look for documentation and a video next week on how to do this.

Gradebook Default Settings

System > Grade Reporting >
Teacher Connect Toolkit

1. You can use the options here to set up Report Templates the teachers can use
2. Set up templates for courses in the building for all teachers to be able to choose from for consistency
3. Set up default settings in the gradebook that you can push out to the teachers before school starts. Be aware that the teachers can edit these settings, but you can help get them started on what they will need



Trainings

Reminder there will be a second Elementary Scheduling training on Wednesday, August 5th from 9-11 am.

We will be in person and virtual for those who would like to come in and for those who would like to join us virtually.

[Registration for in person](#)

[Registration for virtual](#)

New Staff Training

Have new staff starting this summer or fall? Use the Document below to find recorded trainings we have completed. Have the new staff members watch these and then contact us if you have any questions.

[Training Documents](#)

Once Bit Flip is Completed

- Double check each of your main buildings to make sure you have an Attendance Closeout.
- Go to Student > Attendance Closeout Defaults – check the drop down for “Closeout Default Dates” to make sure there is one for 26-27 school year.
- If there is one, click Search to bring it up – scroll down to make sure all grade levels have a period chosen and check that it is correct.
- If there is not one, you will need to create one; contact us and we can walk you through how to create one
- Inactivate your old staff – make sure to remove them from courses for the 26-27 school year first
- If a staff member has a cross building assignment, make sure to break that before inactivating them
- Security documents were sent with this newsletter for your reference