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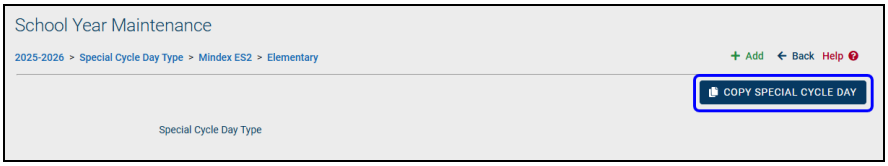
Copy Special Cycle Days

Summary

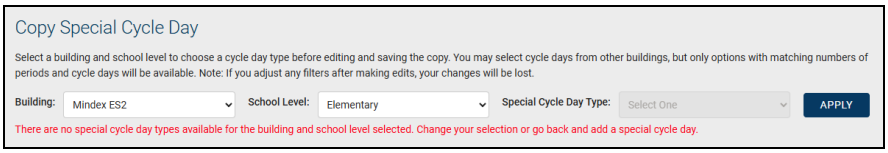
Districts can now create a new special cycle day based on an existing special cycle day.

Details

In **Maintenance > School Year > *Select a Year* > Special Cycle Day Maintenance > *Select a Building***, you can now create a new special cycle day based on an existing special cycle day. There are no new permissions associated with this functionality.



Click the **Copy Special Cycle Day** button to begin. First, select the Building and School Level where you are creating the new special cycle day. If there are no existing special cycle days, a message appears stating that "There are no special cycle day types available for the building and school level selected. Change your selection or go back and add a special cycle day."



Note: You can copy a special cycle day from the currently selected building and school level or from another building and school level whose number of periods and cycle days match the current selection. The Building and School Level drop-downs will only show options that are eligible to be selected (matching number of periods and cycle days).

If a special cycle day exists, choose the day you wish to base the new one on from the Special Cycle Day Type drop-down. Make your selection, then click the **Apply** button.

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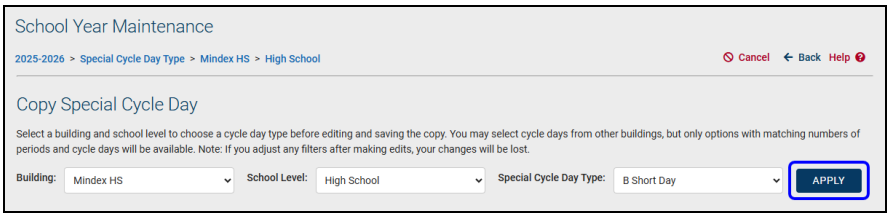
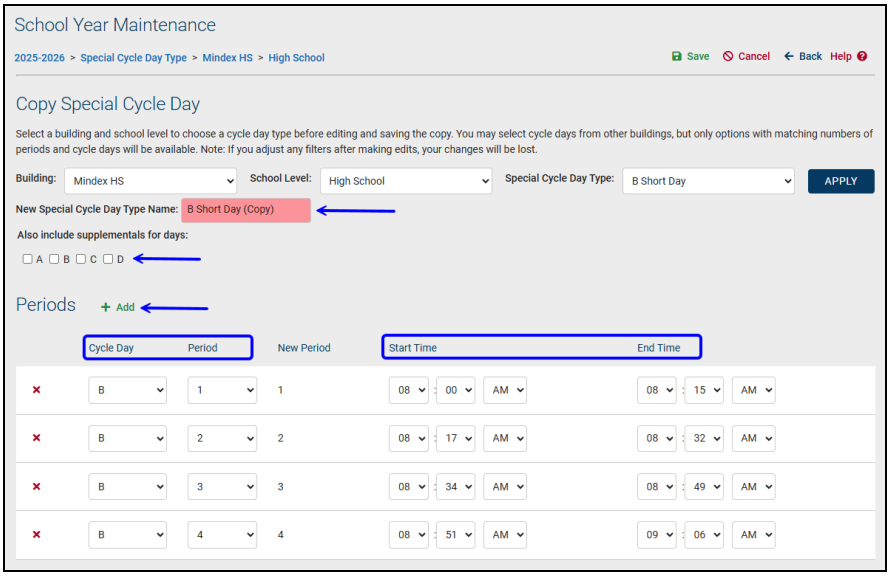


The page will populate with all of the same information that was configured for the selected special cycle day.



The *New Special Cycle Day Type Name* field shows the name of the existing special cycle day followed by Copy in parentheses. Special cycle days that exist in the same building school level (BSL) cannot have the same name.

Any selections that were made for supplemental days will persist and can be changed as desired. In the Period section, the copied periods will appear as configured. The Cycle Day, Period, Start Time, and End Time fields can be adjusted as desired. New periods may be added as well. Click **Save** at the top of the page to save the changes or Cancel to return to the previous screen.

Note: If Period is being used to drive daily attendance, an additional column titled Drives Daily Attendance displays and can be adjusted as desired.

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