

Marking Vacation Days

1. Log onto the Online School
2. Select the ***Daily*** Plan tab. (green tab on the left side).
3. Click "Schedule Setup" on the right side under Quick Links.
4. Click on the date(s).
5. Click "Save".
6. Complete *Family Vacation Event Contract* and send via K-Mail to Mrs. Hargens.

Days Off **Plan**

The school calendar is already set up for you. You may use it as is or make changes. To add a vacation day, select the date on the calendar. Select a highlighted day on the calendar to remove it from your "Days Off" schedule.

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Day Off

Days Off

02/02/04 to 02/06/04

Total days off: 5

Clear All Use School Calendar

Save Restore