

Declare a Snow Day or Emergency Closure

Step 1: Locating the Snow or Emergency Declaration Button

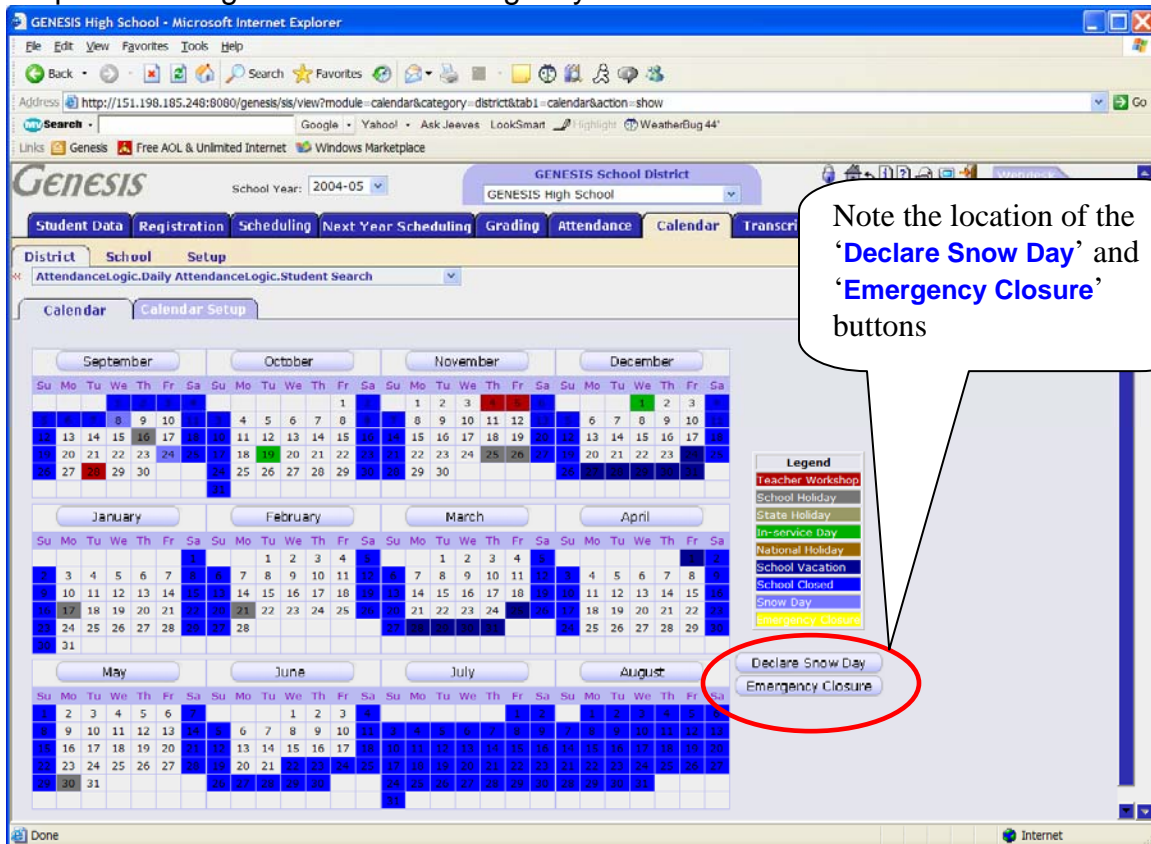


Figure 12 – The **Calendar→School→Calendar** screen with Snow and Emergency Declaration Buttons highlighted

Restricted Access!

Only system administrators or school administrators with the proper Genesis Roles have access to the ‘**Declare Snow Day**’ and ‘**Emergency Closure**’ functions.

Location of **Declare Snow Day** and **Emergency Closure** Buttons

These two functions are found on the ‘**Calendar→School→Calendar**’ screen:

1. Click the Calendar Top Tab. This takes you immediately to the **Calendar→School→Calendar** screen

NOTE: If the Calendar tab does not appear on your Genesis screen, you do not have access to these functions.

The **Declare Snow Day** and **Emergency Closure** buttons are at the lower right beneath the Legend of colors. They are highlighted in Figure 12 above.

Declaring a Snow Day or Emergency Closure, Cont.

Step 2: Click the Desired Function & Specify Parameters

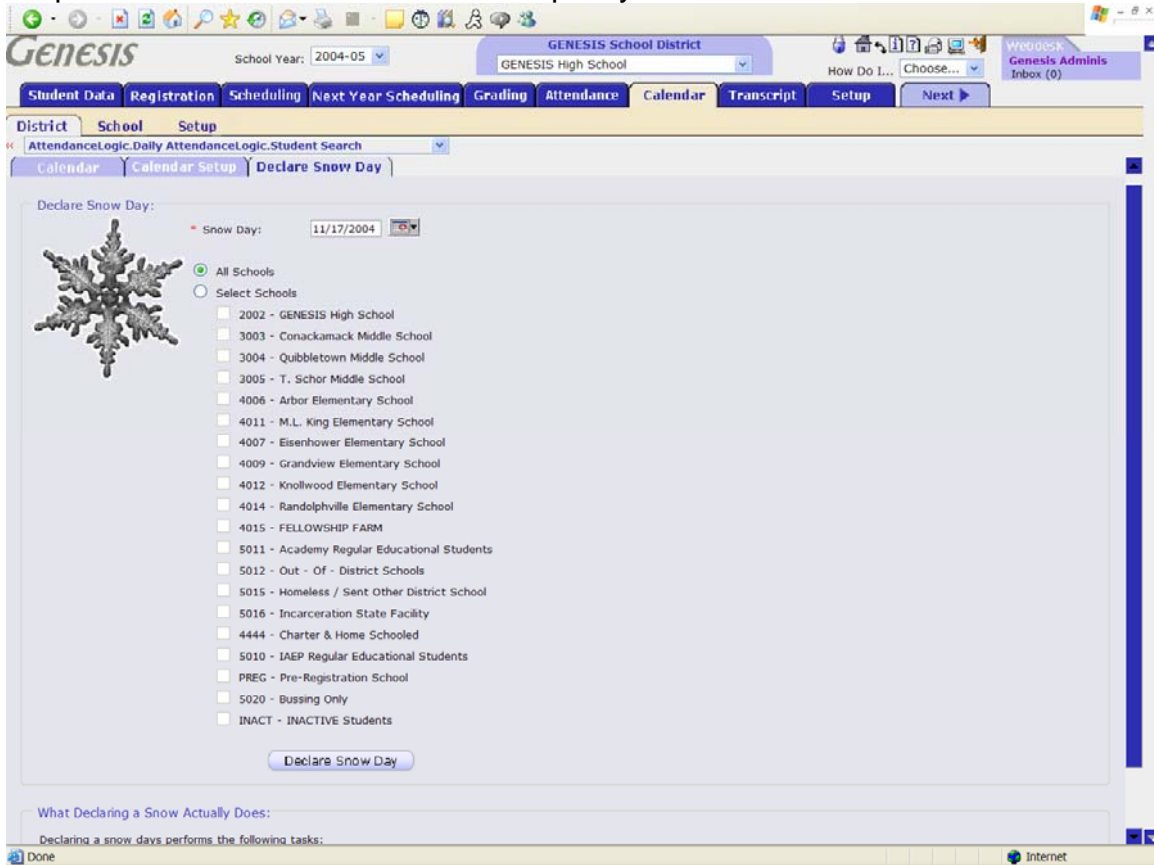


Figure 13 – The **Calendar**→**District**→**Declare Snow Day** screen

Declaring a Snow Day

1. Click the **Calendar** Top Tab
2. Click the **Declare Snow Day** button
3. Update the 'Snow Day' date field to the desired date
4. Select 'All Schools' or 'Select Schools'
5. If you choose 'Select Schools', check the affected schools
6. Click the **Declare Snow Day** button at the bottom of the list of schools

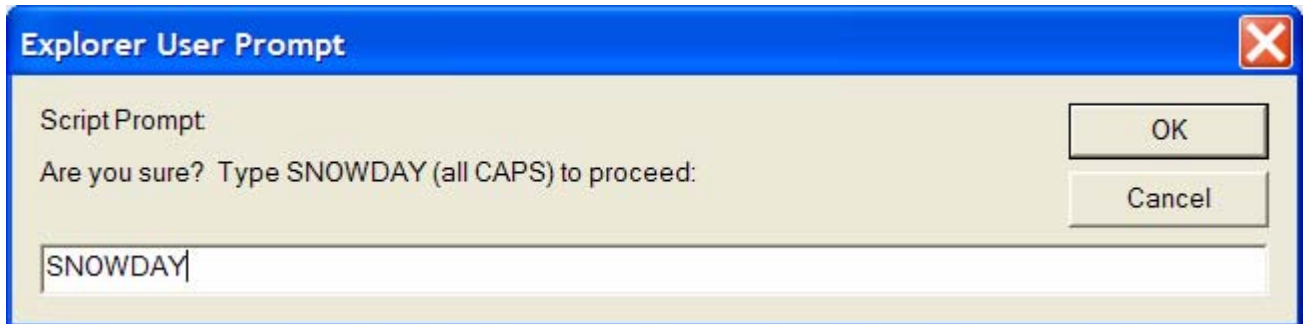
Effects of Declaring a Snow Day or Emergency Closure

The declaration of either a Snow Day or an Emergency Closure does two things:

1. Creates a calendar event in each of the selected schools that indicates either a Snow Day or an Emergency Closure, whichever you actually declared.
2. Marks all active students in the affected schools with the Snow Day or Emergency Closure attendance code.

Declaring a Snow Day or Emergency Closure, Cont.

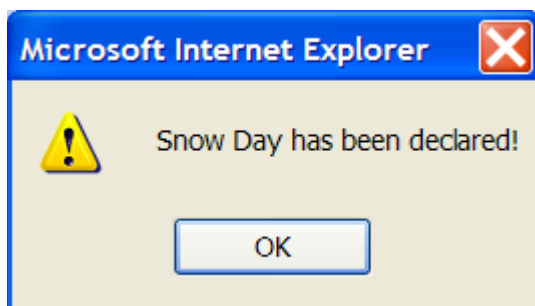
Step 3: Verify that You Mean It!

Figure 14 – The [Calendar](#)→[District](#)→[Declare Snow Day](#) verification popup**Verifying the Declaration**

The declaration of a snow day must be verified by entering the word 'SNOWDAY' into the verification popup and clicking the 'OK' button. This causes the system to go ahead and perform the Snow Day declaration.

The declaration of an Emergency Closure must be verified by entering the word 'EMERGENCY' into the verification popup and clicking the 'OK' button. This causes the system to go ahead and perform the Emergency Closure declaration.

Step 4: Dismiss the Acknowledgement Popup



Click 'OK' to dismiss the popup and complete the declaration.

Declaring a Snow Day or Emergency Closure, Cont.

Emergency Closure Screens

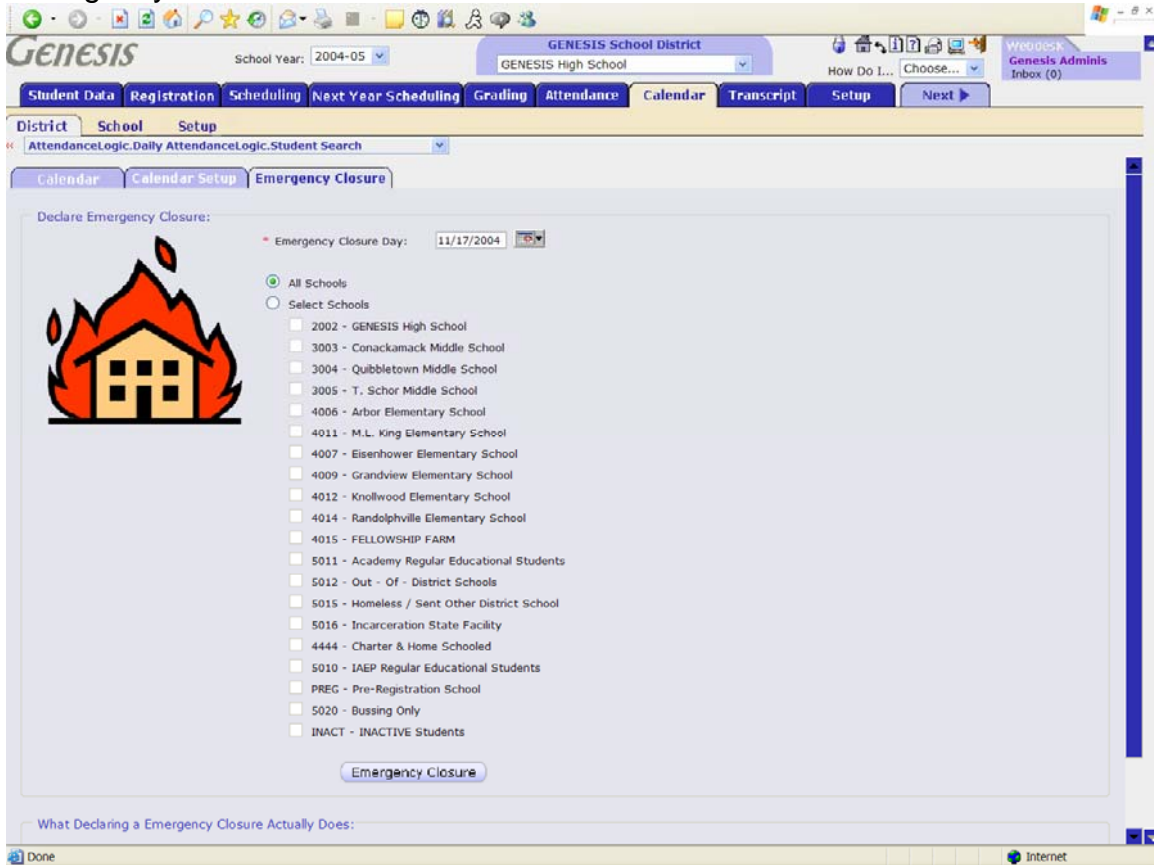


Figure 15 – The **Calendar**→**District**→**Emergency Closure** screen

These screens are essentially the same as the Snow Day screens and differ only in the attendance and calendar codes used to designate the day.

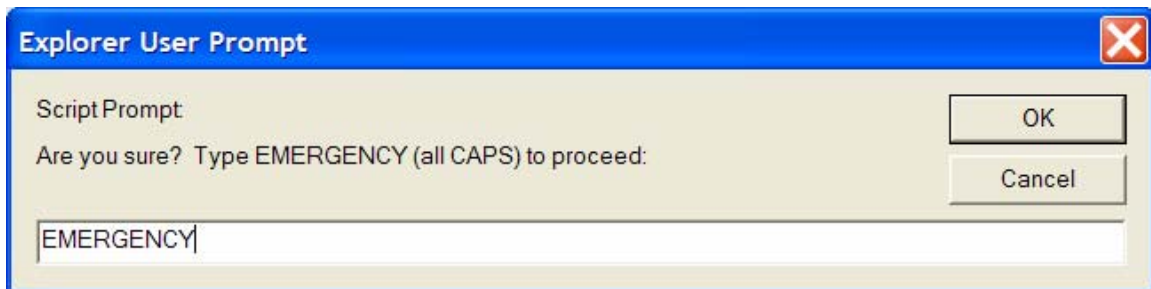


Figure 16 – The **Calendar**→**District**→**Emergency Closure** verification popup

Declaring a Snow Day

1. Click the **Calendar** Top Tab
2. Click the **Emergency Closure** button
3. Update the 'Closure' date field to the desired date
4. Select 'All Schools' or 'Select Schools'
5. If you choose 'Select Schools', check the affected schools

6. Click the '**Emergency Closure**' button at the bottom of the list of schools
7. Enter the word 'EMERGENCY' into the verification popup.
8. Click '**OK**'