

# School Year Calendar Template

<http://www.vertex42.com/calendars/school-calendar.html>



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Year:

Beginning Month:

Start day:  1: Sunday, 2: Monday

## Christ the Cornerstone Academy

### 2017-2018 School Calendar

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	★	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	△	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	EP	21
22	23	24	25	26	○	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	△	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					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						

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	EP	13
14	15	16	17	18	○	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	△	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	EP	17
18	19	20	21	22	○	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	△	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	★	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					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

July 2018						
Su	M	Tu	W	Th	F	Sa
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				

- School Closed
- Early Release Day
- Progress Reports
- End of Grading Period/Early Release Day
- First and Last Day of School
- Report Card

August 21	First Day of School for students	January 13	End of Period 2/Early Dismissal
September 4	Labor Day - Closed	January 15	Martin Luther King, Jr Holiday - Closed
September 20	Progress Report 1	January 19	Report Card - Quarter 2
October 20	End of Period 1/Early Dismissal	February 14	Progress Report 3
October 27	Report Card - Quarter 1	February 19	President's Day Holiday - Closed
November 10	Veteran's Day Holiday - Closed	March 16	End of Period 3/Early Dismissal
November 21	Progress Report 2	March 23	Report Card - Quarter 3
November 22-24	Thanksgiving Break	March 30 - April 6	Easter Break
December 15	Early Release day	April 25	Progress Report 4
Dec. 18 - Jan. 1	Christmas Break	May 25	Last Day of School/Early Release
		May 25	Report Card - Quarter 4

## INSTRUCTIONS

### « Choose the year and beginning month

Note: If you choose Monday as the start day, you will need to modify some of the formatting in the calendars (bold vs. non-bold days).

**Publishing your calendar.** If you want to publish a school calendar, you must ensure that it includes the following note and URL in the footer: Calendar Templates by Vertex42.com - <http://www.vertex42.com/calendars/school-calendar.html>

**Converting the calendar to a PDF.** To publish a school calendar on your website, you should first convert it to a PDF. The best way to do that is to either print to a PDF driver, or in Excel 2010/2013 you can go to Save As and select PDF.

**Background colors.** The background color for the weekends and blank days are controlled using conditional formatting. To edit the color, go to Home > Conditional Formatting > Manage Rules and select "This Worksheet" from the drop-down box.

**Changing the color scheme.** You can change the color scheme by going to Page Layout > Themes > Colors.

**Overwriting formulas.** You can overwrite a formula to place an "H" in place of a holiday for example. Be very careful if you copy/paste days so that you don't mess up the formulas. You can copy/paste the formulas for the days *within* the same month, but *not between* months.

**View the Print Area.** To view the current print area, first view the Print Preview (Ctrl+P) then return to the Home tab. Or, go to View > Page Break Preview. The print area will become highlighted with a dashed line. To choose a new print area, select the cells you want to include and go to Page Layout > Print Area > Set Print Area.

« Use the **Format Painter** to copy the format from one cell to another

« Copy and paste these **Shapes** to highlight specific days

« Make a list of important dates. Enter dates as text by entering an apostrophe before the date, like 'Aug 8