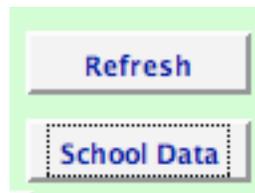


**Using the School Data Button  
To Change School Year Info**

If your school had days forgiven during the year so that instead of 360 half days you might have had 356 half days, this is where to go to make this change.

If you had your last day of school changed because of snow days, this is the place to go to make that change.

When in the i4see submission workbench, if you look to the top right, you will see a School Data Button. Click on that.



Next you will see a window with all your schools' information.

Opening Date	Closing Date	Half Days In Session
8/31/2005	6/19/2006	358
8/31/2005	6/19/2006	358
8/31/2005	6/19/2006	358
8/31/2005	6/19/2006	358
8/31/2005	6/19/2006	358

On the left you see an Edit button. You can click on that that and then edit the information so you have the correct first and last day of school and the correct number of school days.