

# Westside Atlanta Charter School Balanced Calendar

## 2018-2019

### School Year Calendar



#### July 18

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				

#### August 18

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	

#### September 18

Su	M	Tu	W	Th	F	Sa
						1
2	H	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						

#### October 18

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			

#### November 18

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	

#### December 18

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 19

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	H	22	23	24	25	26
27	28	29	30	31		

#### February 19

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28		

#### March 19

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						

#### April 19

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	##	27
28	29	30				

#### May 19

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	H	28	29	30	31	

#### June 19

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 19

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			

#### August 19

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



## Calendar Template Help

### Marking Special Days and Events

- DO NOT change the year and month AFTER customizing the format of individual days
- Make sure that the legend you use will work when printed in black and white! Use a mixture of cross-hatching, border styles, and shapes, taking into account that some markers may overlap, such as issuing report cards on an early release day.

**Tip:** Using the **Format Painter** toolbar button makes it simple to copy the format from one cell or block of cells to another. For example, use the Format Painter to mark the "School Closed" days by first selecting the cell in the legend, then clicking on the format painter button, and then the day that you want to mark.

### Marking Days Using Autoshapes

Array formulas are used to determine the calendar days, so you can't overwrite the numbers to place an "H" for holidays or some other indicator. You can either get rid of the formulas altogether (by copying the calendar and then going to Paste Special > Values), OR you can place autoshapes over the top of a day. Although the "H" in the legend looks like a formatted cell, it is actually an Autoshape, that you can copy and paste over a particular cell. The triangles for the first and last day of class are also Autoshapes.

### Modifying the COLOR Scheme in Excel 2003

- The background color of the weekends and blank days are controlled using conditional formatting (Format > Conditional Formatting)
- To change the color scheme, you can modify the formatting of each of the cells, or you can change the color palette. Go to Tools > Options > Color Tab. Select the color and then click on the Modify button and go to the Custom tab, and in the Color Model drop-down box, select "HSL". Changing the Hue will adjust the color, while maintaining the same brightness. Take note of the value you chose, and assign this Hue value to the other colors in the same column in the palette.



- You can copy the color palette from a different open workbook by going to Tools > Options > Color Tab and selecting the workbook from the "Copy Color From" drop-down box.

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### Creating a PDF

If you make a PDF of the calendar, it must have "Created using a free template from vertex42.com" or a similar notice to that effect somewhere on the page (usually in the footer). If you want to post a calendar that has been created specifically for your school on a website in PDF format, you may do so as long as the above reference is included on the PDF (usually in the footer) and a link is placed on your website pointing to the original download page, using the following URL:

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