

**From:** MSB  
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**To:** Massachusetts School Districts  
**Subject:** RMTS Annual Calendar



MSB™ Massachusetts Community Email | August 7, 2014

#### RMTS School Calendar

The RMTS online School Calendar has been available online since late May however we realize that many districts may not have their calendars finalized until later in the summer.

School-Based claiming has set a deadline Friday, August 15<sup>th</sup> to have these calendars completed. The calendars are prepopulated with last year's staff hours. If these hours are not correct, please make the adjustments as needed. The holidays and days off may not be complete for your school district. If your school has any half days, please indicate that in the appropriate section.

Please note that enhancements have been made to the online system so School-Based Claiming asks that you carefully review the guide for updates. For your convenience, we have included a copy of the [School Calendar Guide](#).

RMTS moments will be generated for the next school year based on this information. Accuracy is important as you do not want hours or days selected when the time study participant is not in school. If you have a staff member or members who may be working a unique schedule not already covered by the current school groups, you can contact School-Based Claiming at (800) 535-6741 option 1 to add a new school group specifically for them.

Again, the upload due date for SBC is August 15, 2014.

If you have any questions, please contact [Sharon Gravel](#).

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