

From: MSB
Sent: Thursday, August 07, 2014 1:00 PM
To: Massachusetts School Districts
Subject: RMTS Annual Calendar



MSB™ Massachusetts Community Email | August 7, 2014

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 for next Friday, August 15th to have these calendars completed. We sent you Excel copies of last year's calendar on Monday via email. The calendars are prepopulated with last year's staff hours. If these hours are not correct for FY15, 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.

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, we can contact School-Based Claiming add a new school group specifically for them.

If possible, please return the calendar with any updates to [Sharon Gravel](#) by the end of day, Friday August 8th, as the upload due date for School-Based Claiming is August 15th, 2014.

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

MSB™

800.618.3111

msb-services.com

[Forward email](#)