# Amending the Calendar

Jason Glass, Commissioner

Kentucky Department of Education

Office of Finance and Operations

Division of District Support

January 2022

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# Closing Schools for the Day

When school is canceled, the calendar must be updated. This must be done so attendance will calculate correctly, and the attendance reports will be correct.

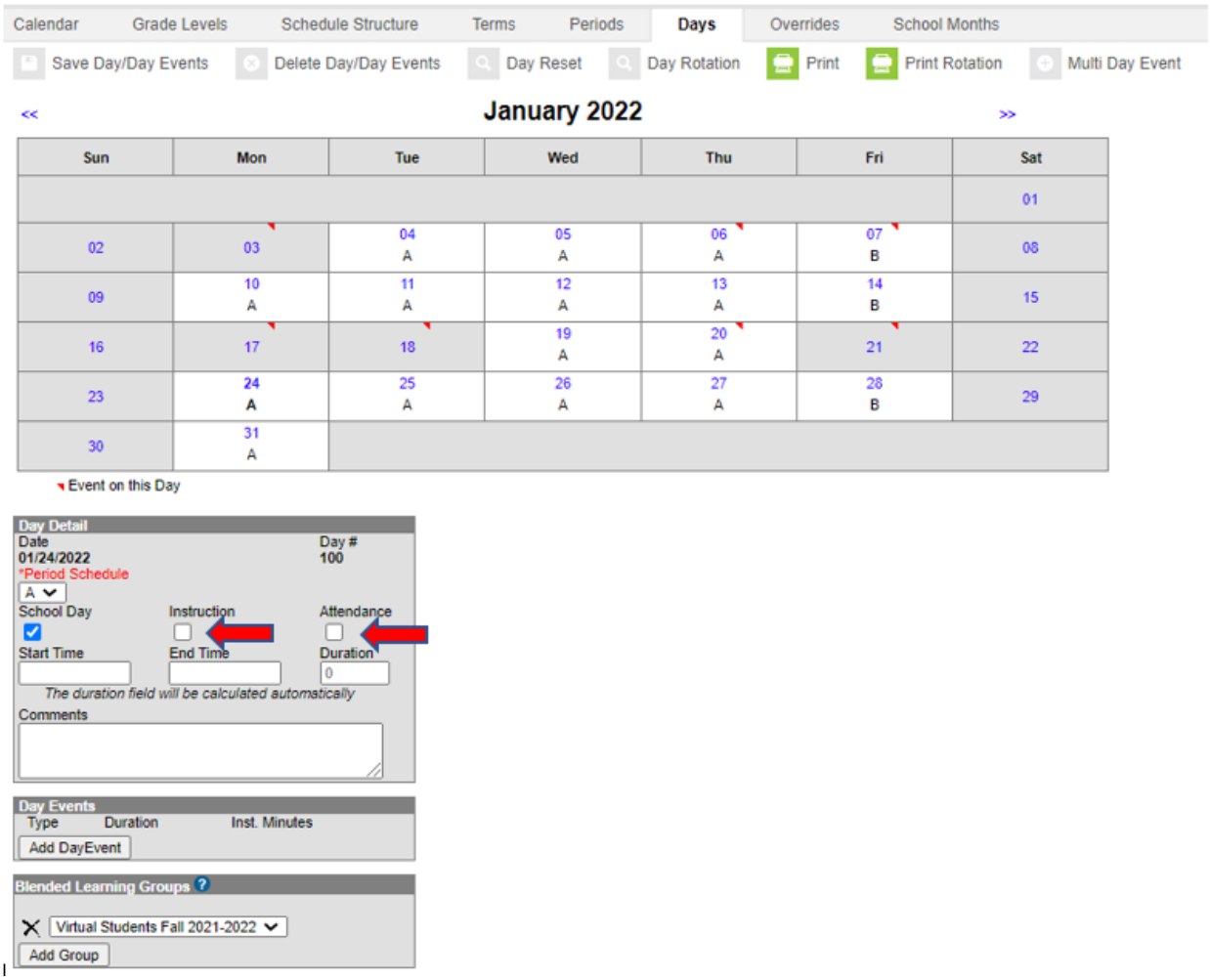
There are four options for updating the calendar for weather and sick days.

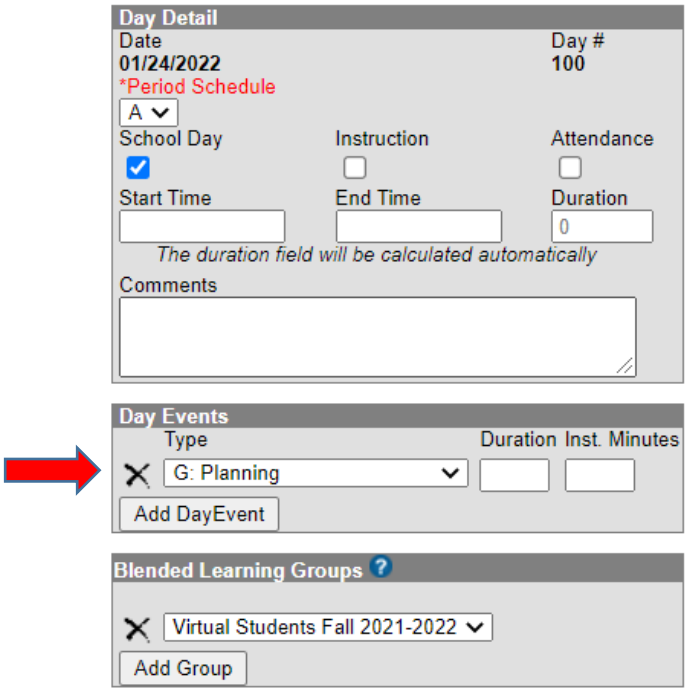
## Days

**Path:** *Index | System Administration | Calendar | Calendar | Days*

### 1. Teachers are working on the day school is cancelled:

**Remove** the check box for **Instruction** and **Attendance** for each schedule structure.

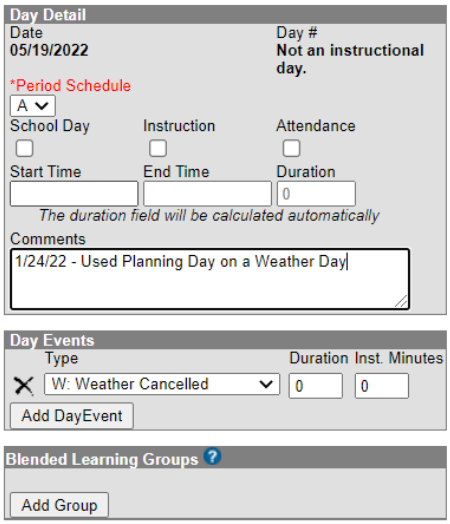





Choose "**Planning**" "**Teacher Equivalency**" or "**Professional Day**" in the dropdown list.

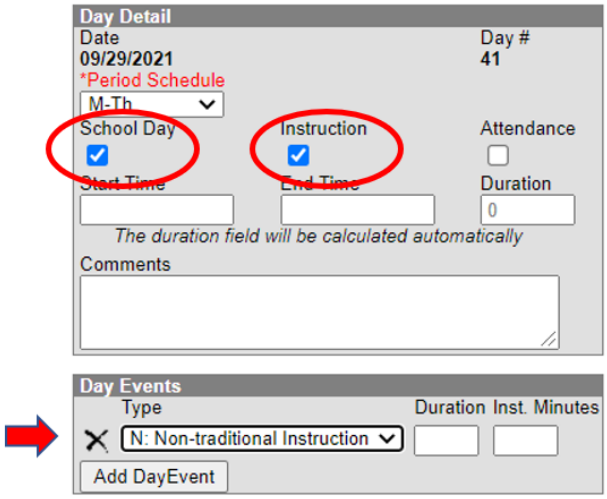
Click "**Save Day/Day Events**"

Since two day events cannot show on one day, the weather event can be entered at the end of the calendar. Since the number of weather days determines how many make up days must be added to future calendars, the weather day must be entered. Add a day at the end of the calendar for that weather day. In the comments indicate which teacher day was actually a weather day. (Alternatively, the weather day can be put on the actual day and the teacher day added on the end of the calendar



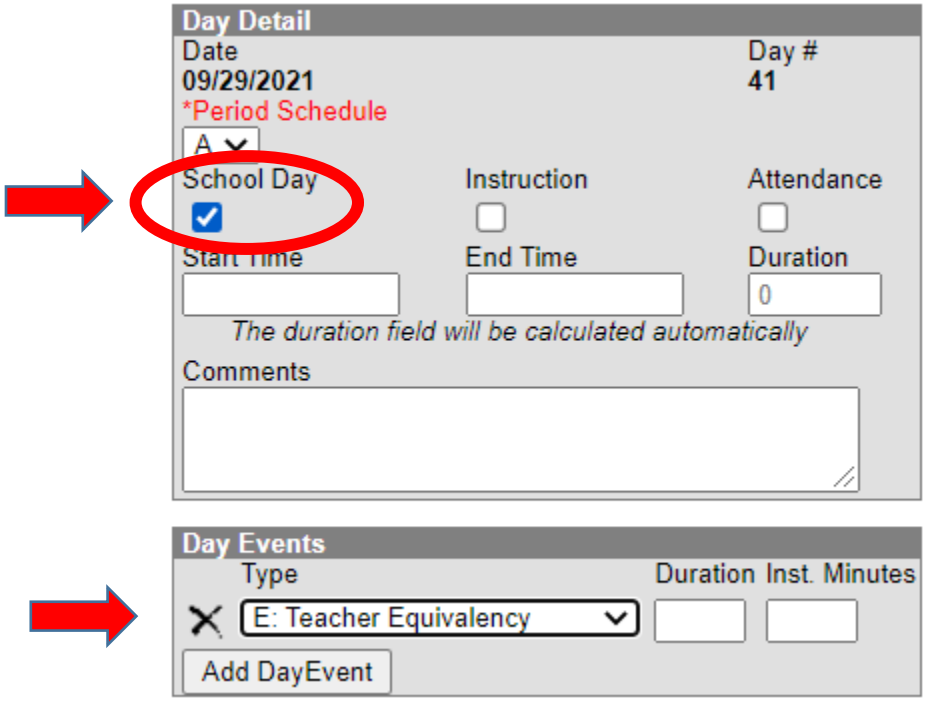
## 2. Non-Traditional Instruction Day for Weather:

When Non-Traditional Instruction Days are used, the day event should be **N: Non-Traditional Instruction** and the **Attendance** check box **should not** be checked.




Note: Since these are instructional days, they do count toward home hospital and students can be suspended on these days.

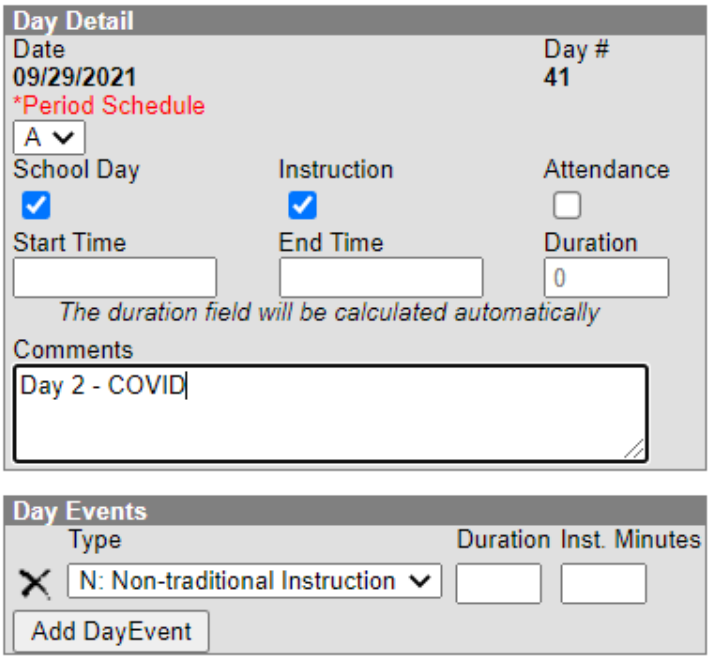
If the Non-Traditional Day is not approved, the day event should be changed to "**E: Teacher Equivalency Day**." The **Instructional** and **Attendance** checkbox should be unchecked.



### 3. Non-Traditional Instruction Day for COVID:

When Non-Traditional Instruction Days is used for COVID, the day event should be **N: Non-Traditional Instruction** and the **Attendance** check box **should not** be checked.

**Comments:** If the NTI day is due to COVID-19 – Enter Day # - COVID in the detail Box

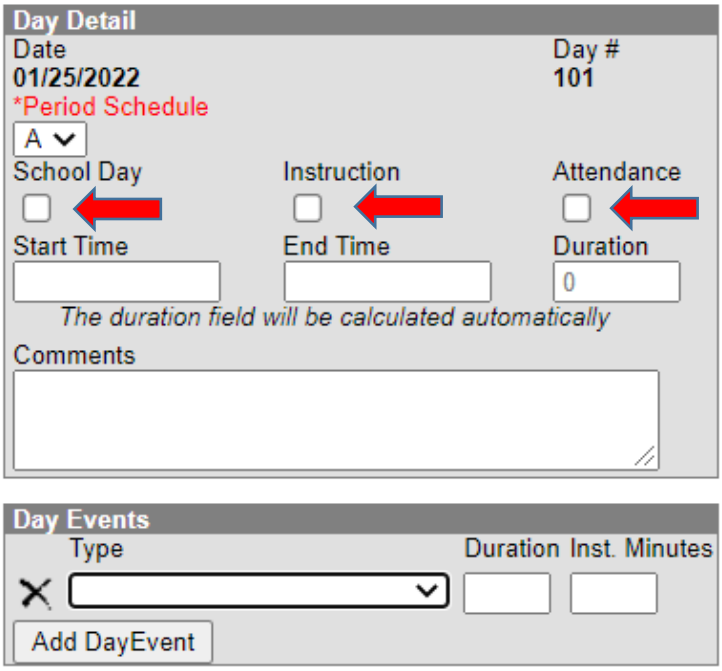



Refence Data Standard Non-Traditional Instruction for additional information.

Note: Since these are instructional days, they do count toward home hospital and students can be suspended on these days.

## 4. Cancelled Days for Students and Teachers:

Remove the check box for "**School Day**," "**Instruction**," and "**Attendance**" for each schedule structure.



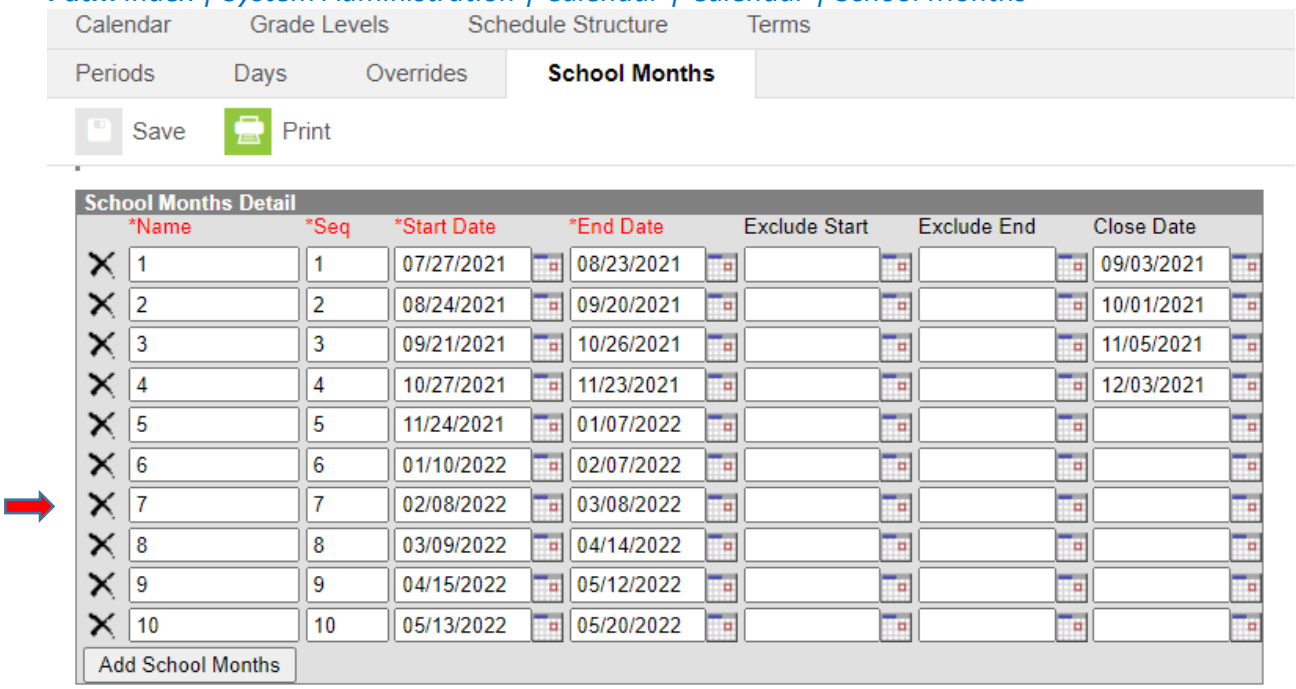

Choose "**Weather Cancelled**" or "**Closed Due to Illness**" in the dropdown list.

Click "**Save Day/Day Events**"

## School Months

Anytime the calendar is amended, school months should be checked to ensure all months, except the last month, have twenty days. You may need to adjust the start and end dates for the school months.

**Path:** *Index | System Administration | Calendar | Calendar | School Months*

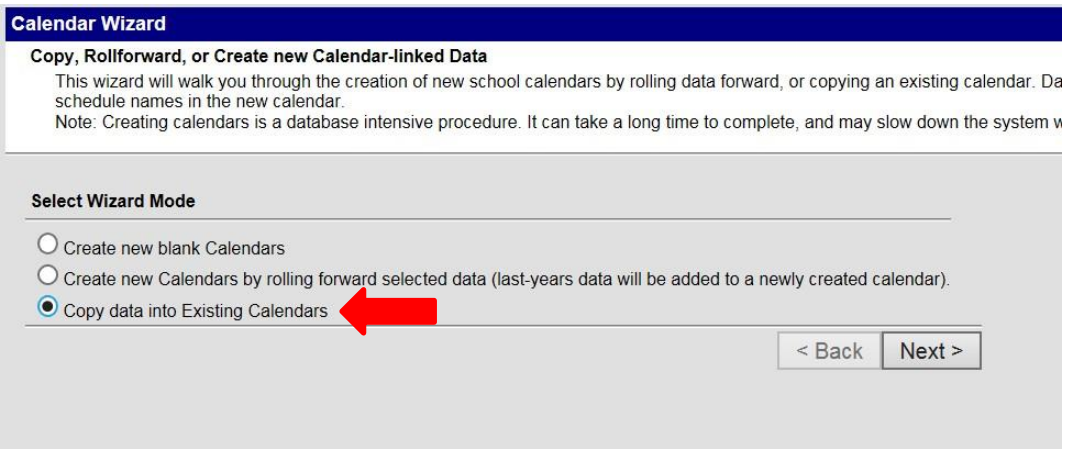



In the example, the snow day was in month 6. The end date of month 5 must be changed, the start and end date of months 7 through 10 must be changed as well.

NOTE: Once school months are corrected for one calendar, the calendar wizard can be used to copy the changes into all other calendars where it applies.

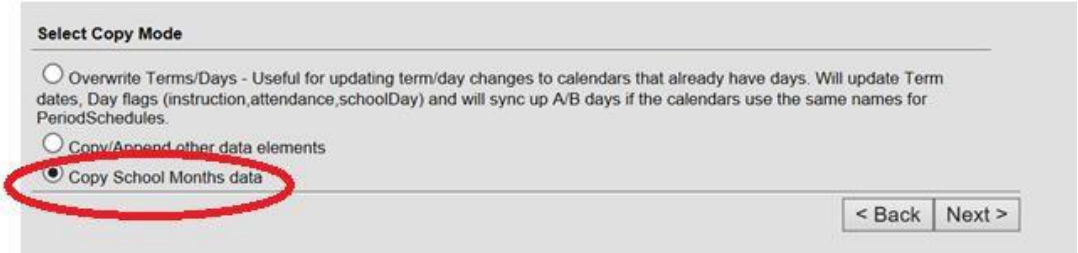
**Path:** *Index | System Administration | Calendar | Calendar Wizard*

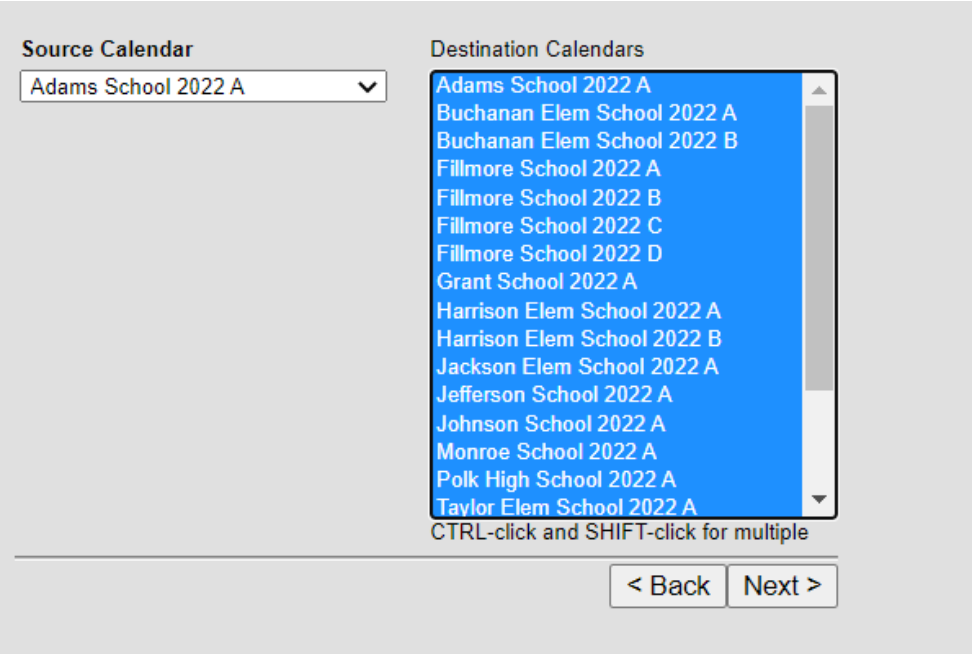
Select "**Copy data into Existing Calendars**"




Click "**Next**"

Select "**Copy School Months data**"



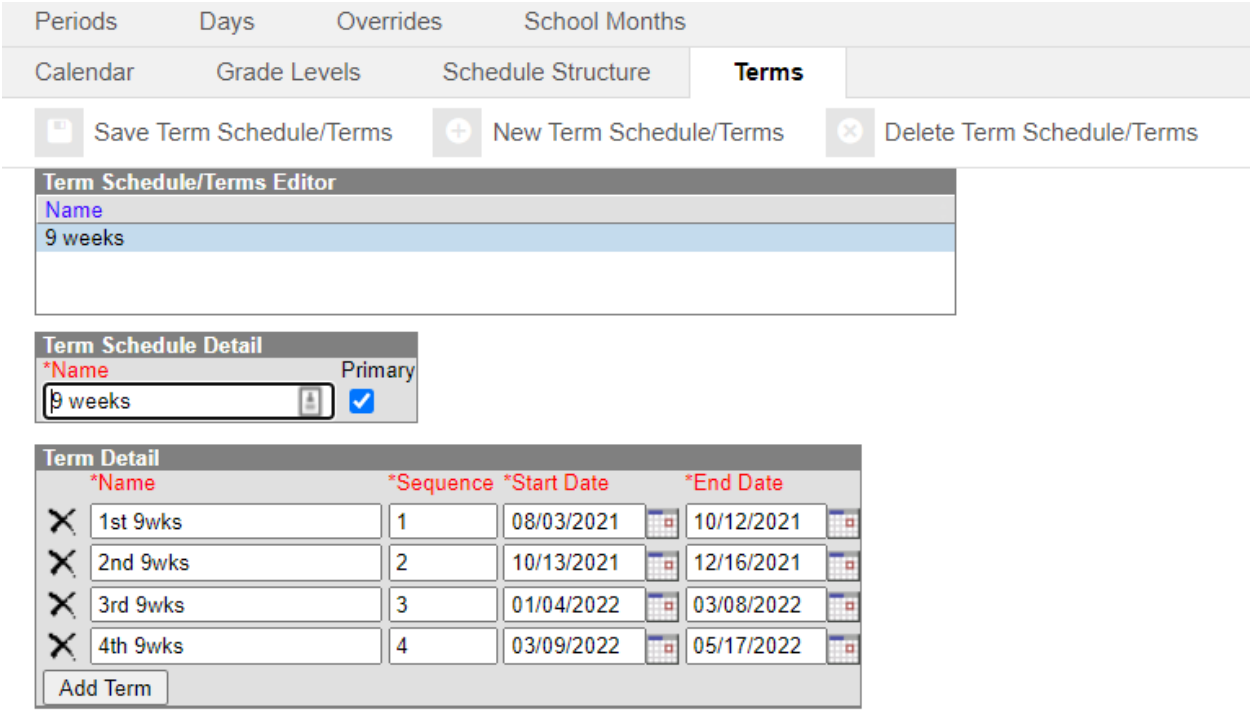



Verify the source calendar information is correct and the destination calendar is the one that needs to be changed.

## Terms

**Path:** *Index | System Administration | Calendar | Calendar | Terms*

If the weather day changes the end of terms, the start and end dates can be changed on the terms tab.

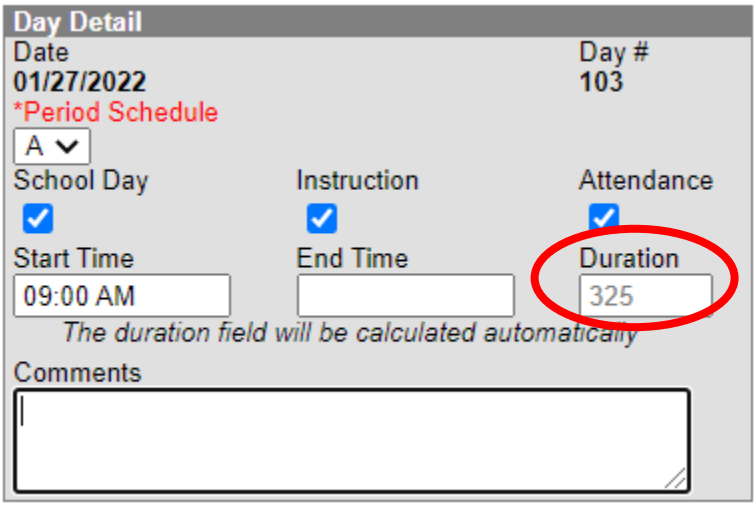



Please be sure the last term includes any instructional days that have been added.

## Shortened Days

When a day is shortened due to early release or delay, the calendar must be updated. This will allow absences and tardies to calculate correctly.
This update must be made on the calendar for each structure.

**Path:** *Index | System Administration | Calendar | Calendar > Days*




Enter the start for a delay or the end time for an early release.

Infinite Campus subtracts any non-instructional minutes listed on the period structure from the duration even if it is outside the shortened day. (For example, if you came in at 8:00 AM and left at 9:00 AM, Infinite Campus would automatically subtract lunch and any other breaks. So, if you had a fifteen-minute break and a thirty minute lunch, you would only be given instructional minutes for fifteen minutes)

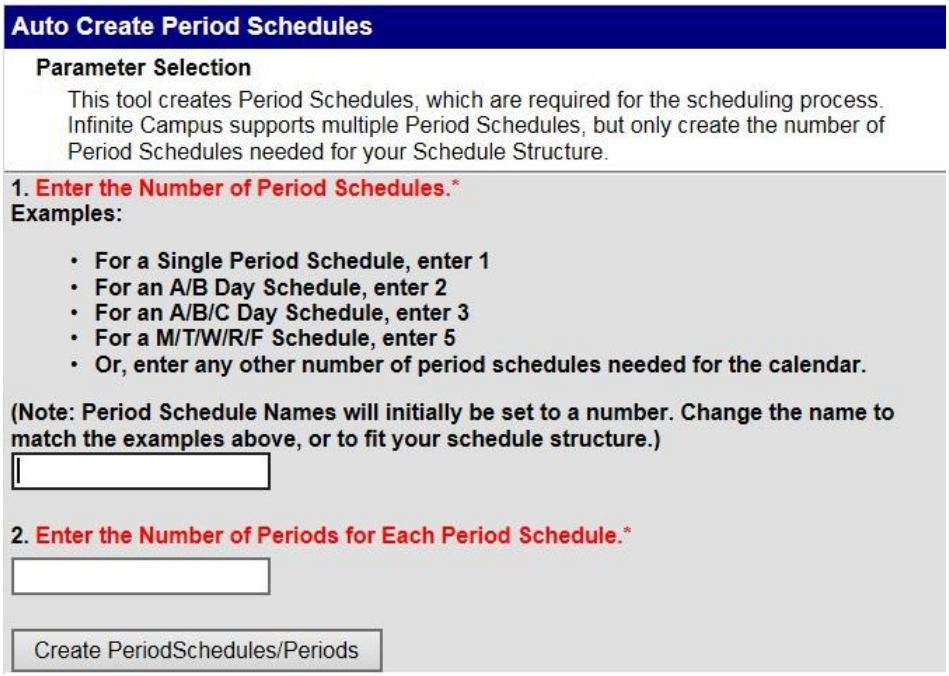
NOTE: If attendance will be taken in first period, it is best to wait until morning attendance is taken and **reconciled** before entering the new start time. It is permissible to wait until the next day to enter the start time on the calendar.

## Extending Day Period Schedule

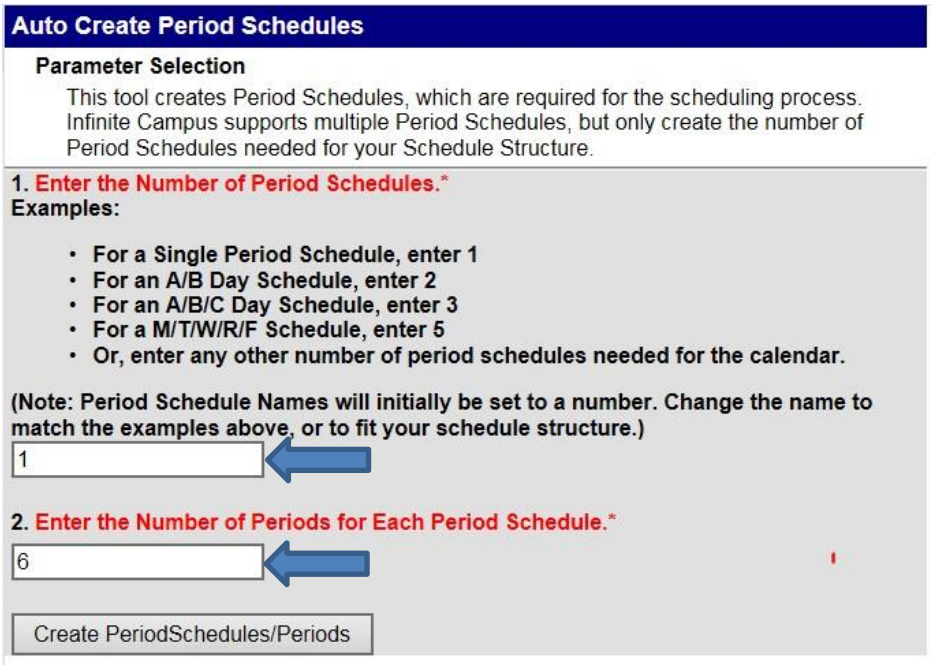
If days in the calendar are extended beyond the regular day, a new period schedule must be created.

**Path:** *Index | System Administration | Calendar | Calendar | Periods*

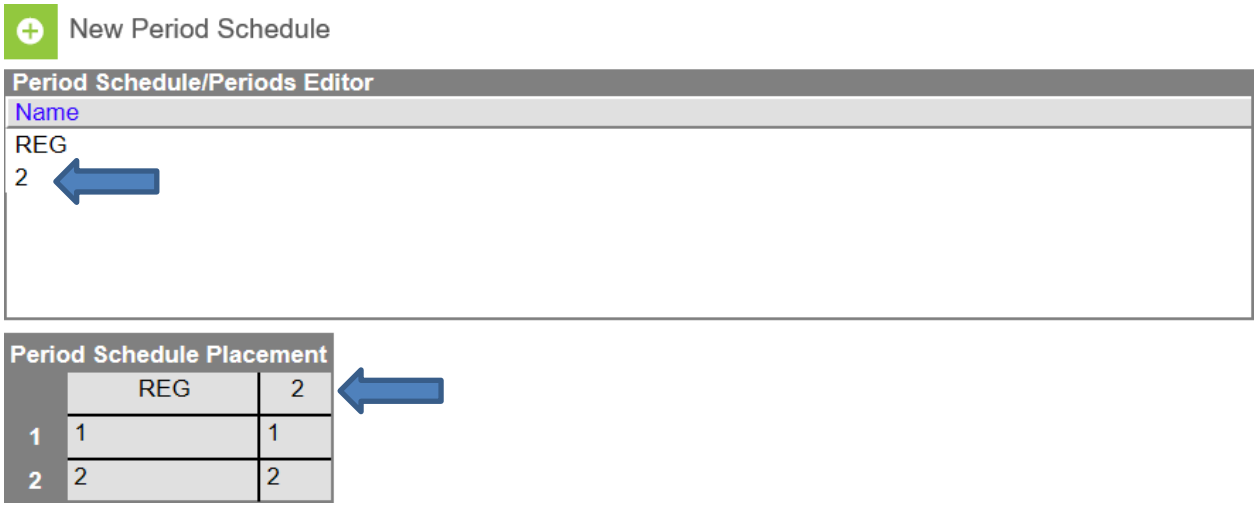
Click "**New Period Schedule**"



Select the number of period schedules you need to add and the number of periods.




Click "**Create Period Schedule**"



Click on the new period schedule.

**PeriodSchedule Info**

| *Name | *Sequence | Exception/Special Day | Instructional Minutes | Standard Day Minutes | School Day |
|---|---|---|---|---|---|
| 2 | 3 | ☐ | 0 | 0 | 0 |

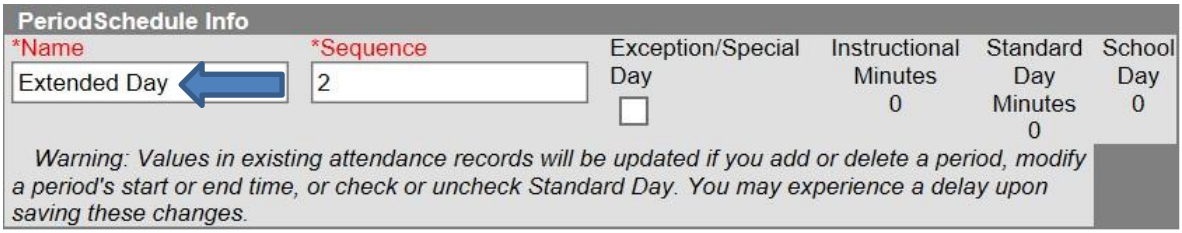
*Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.*

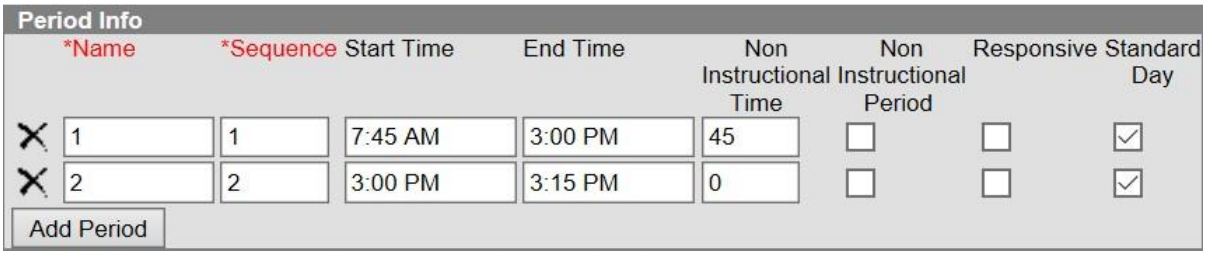
**Period Info**

| | *Name | *Sequence | Start Time | End Time | Non Instructional Time | Non Instructional Period | Responsive | Standard Day |
|---|---|---|---|---|---|---|---|---|
| ✕ | 1 | 1 | | | 0 | ☐ | ☐ | ☐ |
| ✕ | 2 | 2 | | | 0 | ☐ | ☐ | ☐ |

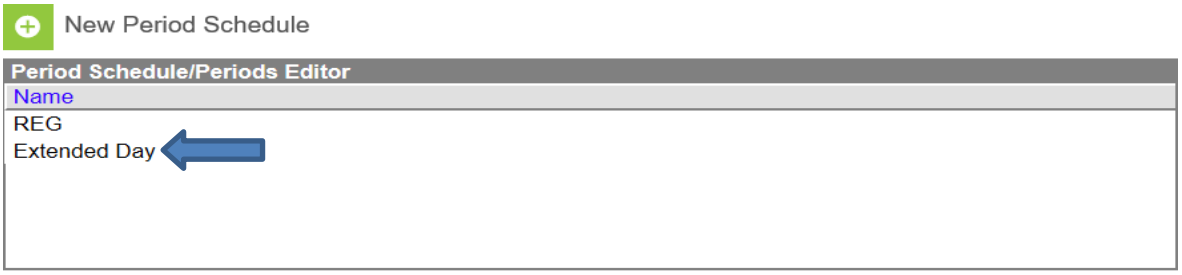
Add Period

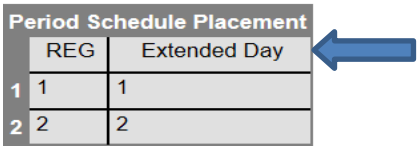
Change the **Name**, enter the **Start Time**, the **End Time** and the **Non Instructional Time** for your periods. Check the appropriate **Non Instructional Period** and **Standard Day** checkboxes.




Click "**Save Period Schedules**"



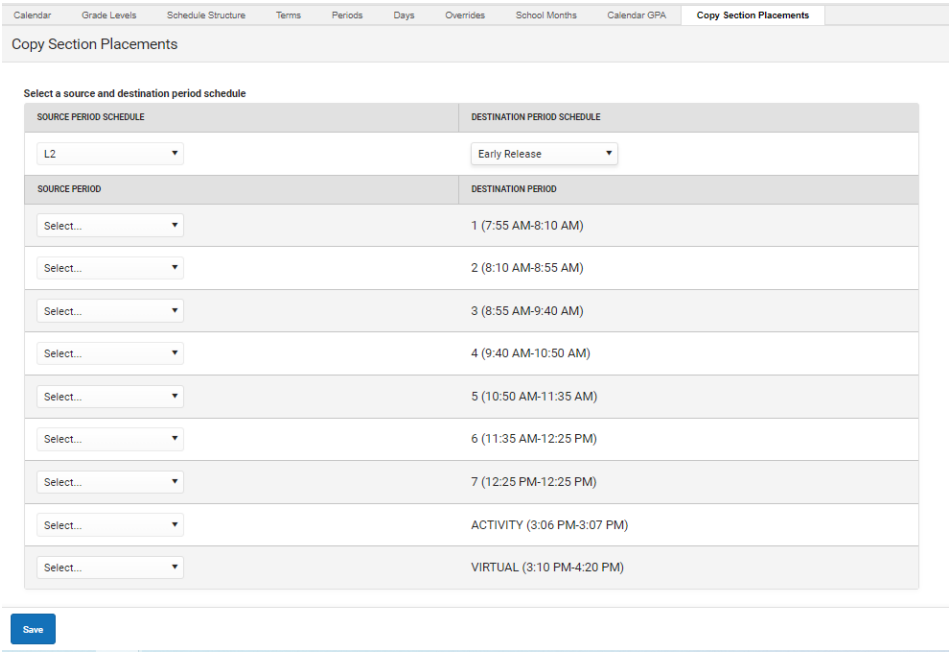

Add the period schedule to the calendar. The new period schedule must be selected on each day students will be attending the extended time.

NOTE: If entering this after the new schedule has already started in the school, do not select a day where attendance has been taken until all sections have been scheduled into the period schedule.

## Copy Section Placements

Copy Sections Placement copies the existing section placement of one period schedule to another period schedule. This eliminates the need to add period times to all period schedules if there are many periods or many period schedules to modify.

**Path:** *System Administration | Calendar | Calendar | Copy Section Placements*




1. Select the **Source Period Schedule** from the dropdown list of available period schedules. This is the period schedule that contains the information to be copied, and should be complete (contain correct period names, include correct period times, etc.).
2. Select the **Destination Period Schedule** from the dropdown list of available period schedules. This period schedule does not need to have period times entered, as it is assumed that the times associated with the Source Period Schedule are copied to this destination period schedule. This selection must be different than the selected Source Period Schedule in the previous step.
3. For each period in the schedule, select the **Source Period** to copy. This creates the period in the destination schedule with the time and naming convention of the Source Period.
4. Review the selected Source Periods and Destination Periods for accuracy. **This process cannot be undone**.
5. Click the **Save** button. The destination period schedule updates with the source period information.

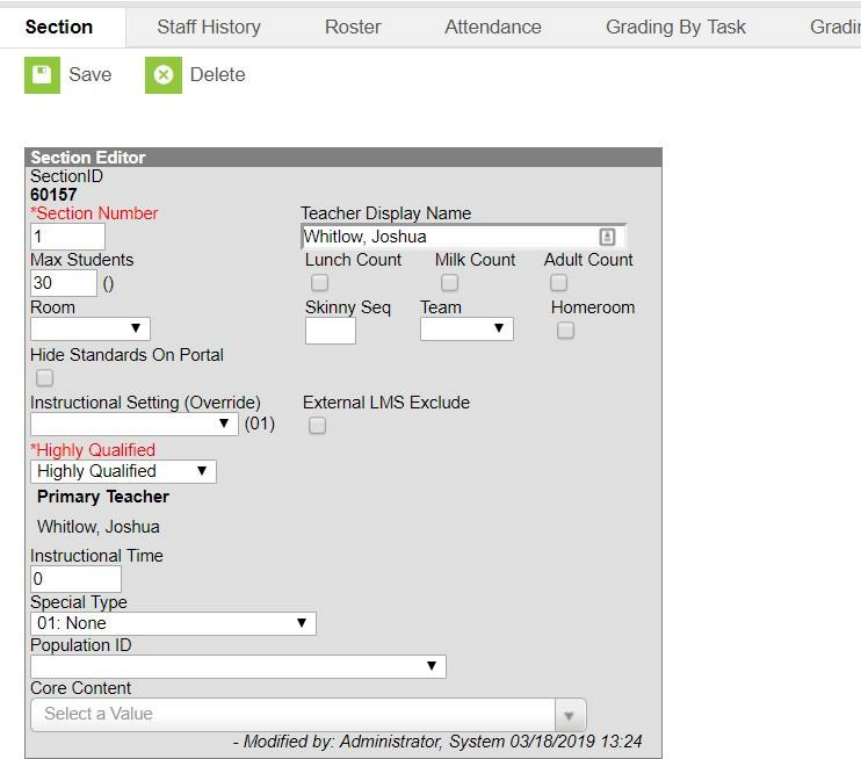
When section placements are copied, the Modified By indicator on the Course Section editor is updated as well.

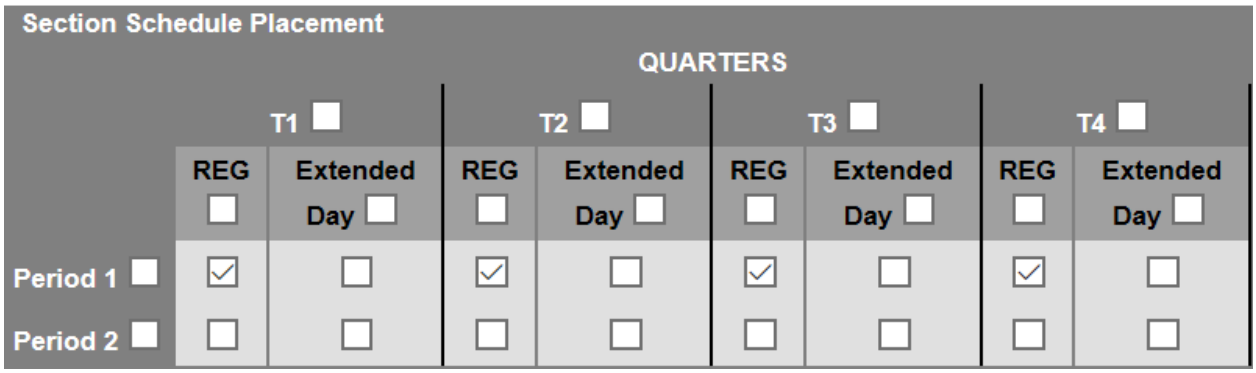
## Schedule Course/Sections

The new period schedule must be attached to sections before attendance can be taken and before the days will appear in the teacher's grade book.

**Path:** *Search | Course/Section*

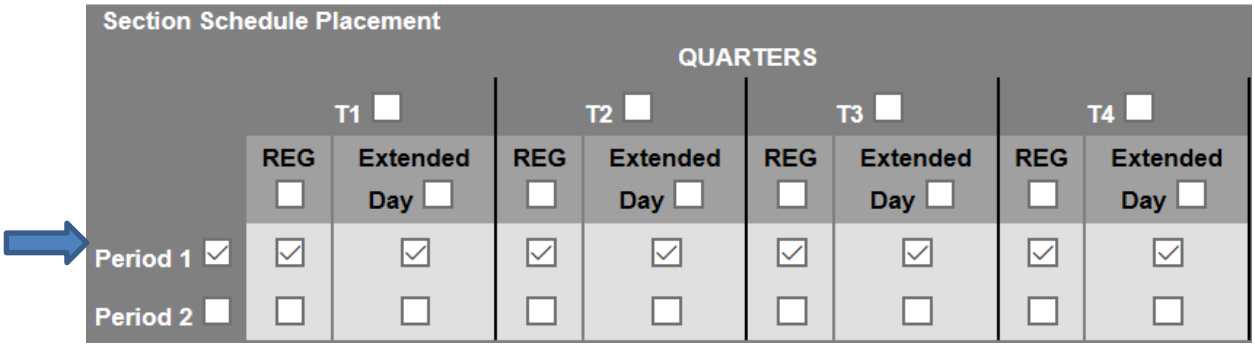
Open each section of each course and select the appropriate check boxes.




Check the appropriate boxes to indicate the class placement.

Note: If the class meets in the same period on the extended days as on the regular days, check the box by the period name. This will mark all terms.



Section Schedule Placement

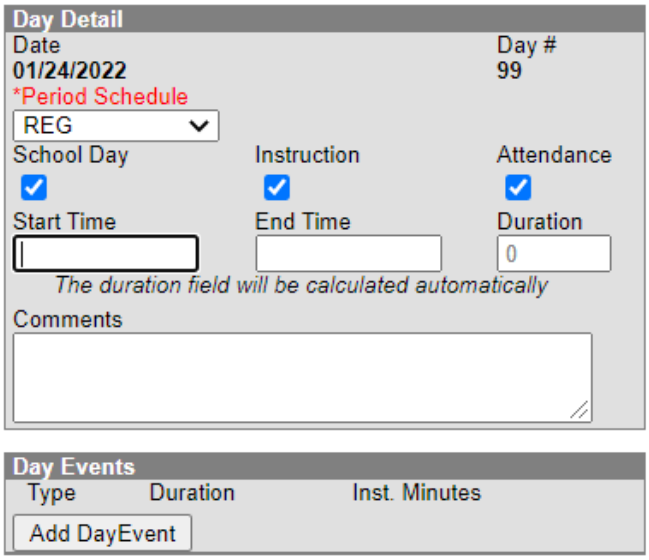
| | QUARTERS | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | T1 ☐ | | T2 ☐ | | T3 ☐ | | T4 ☐ | |
| | REG ☐ | Extended Day ☐ | REG ☐ | Extended Day ☐ | REG ☐ | Extended Day ☐ | REG ☐ | Extended Day ☐ |
| Period 1 ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ |
| Period 2 ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

NOTE: Infinite Campus has a script that will schedule the sections if the sequence is exactly the same in the old period schedule and the new. Everything in the first period in the old schedule will be scheduled into the first period on the new period schedule, everything in the second period into second period in the new, etc. as long as they are one-to-one. **This is a billable service.**

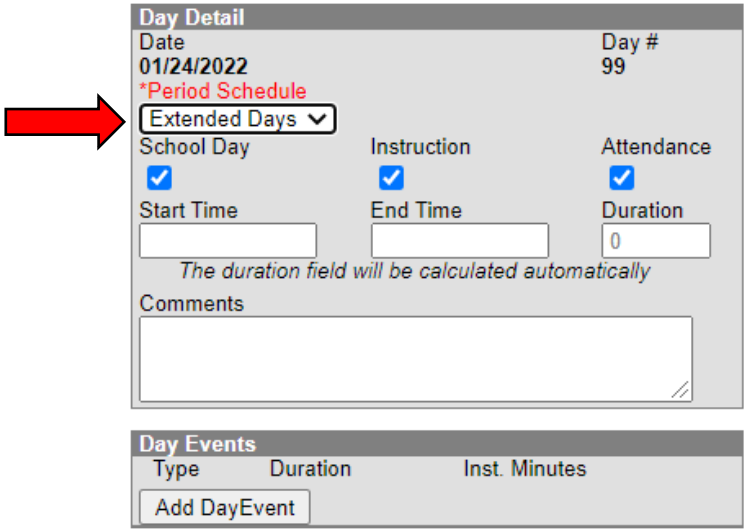
Once all sections have been updated the new period schedule can be selected on days where attendance has already been taken.

## Adding Days to the Calendar

**Path:** *Index | System Administration | Calendar | Calendar | Days*



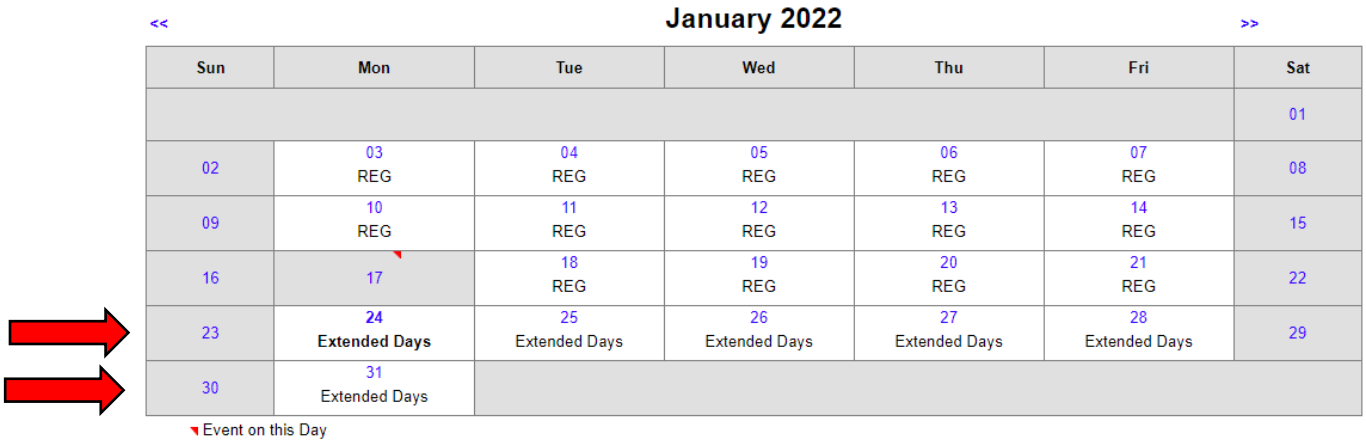

Click on a day that you want to change to an extended day.




Select the new period schedule in the "**Period Schedule**" drop down.

Click "**Save Day/Day Events**"

Repeat this for each extended day.



<< January 2022 >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 01 |
| 02 | 03 REG | 04 REG | 05 REG | 06 REG | 07 REG | 08 |
| 09 | 10 REG | 11 REG | 12 REG | 13 REG | 14 REG | 15 |
| 16 | 17 | 18 REG | 19 REG | 20 REG | 21 REG | 22 |
| 23 | **24 Extended Days** | 25 Extended Days | 26 Extended Days | 27 Extended Days | 28 Extended Days | 29 |
| 30 | 31 Extended Days | | | | | |

Event on this Day

In the example above, six days were changed to Extended Days.

## Verifying Calendar Changes

Any time the calendar is updated, the following reports should be run to make sure everything is correct.

KY State Reporting | KDE Reports | Schedule Gap
KY State Reporting | KDE Reports | Calendar Summary
KY State Reporting | Edit Reports | Calendar Edits Report

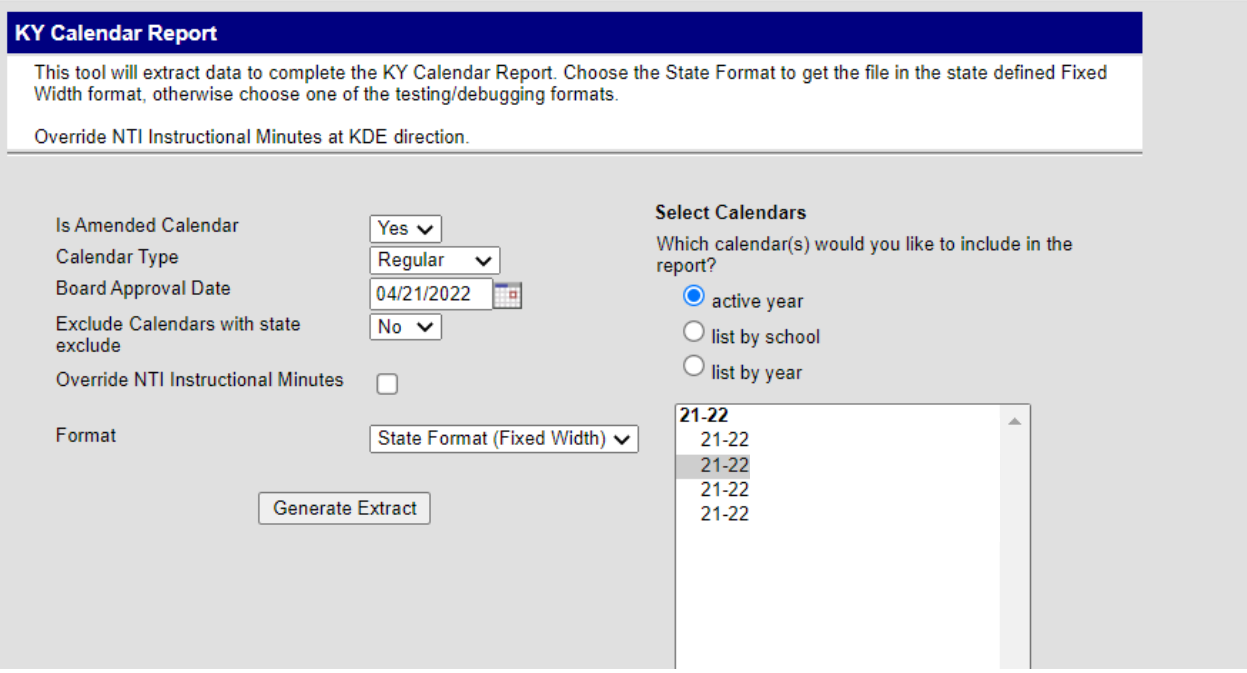
# Calendar Submission

## Calendar Report: Creating Calendar File for Submission

**PATH:** *KY State Reporting | Calendar Report*

The Calendar Report will create the file of the Original Calendar and Amended Calendar in State Format to submit to KDE for review.

Note: "Override NTI Instructional Minutes" was for the 2019-2020 school year.



### Report Editor

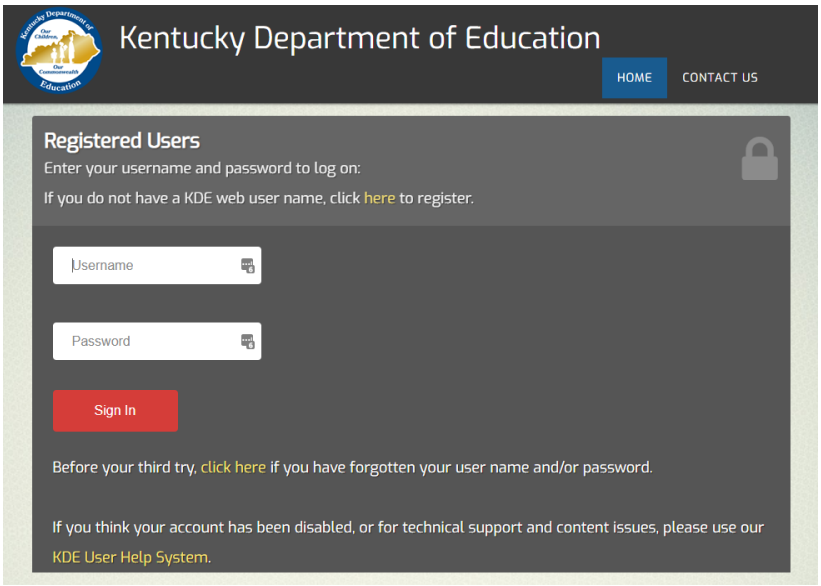
| Editor Field | Description |
|---|---|
| **Is Amended Calendar** | Indicates whether the calendar was amended within the report. |
| **Calendar Type** | Indicates whether the reported calendar(s) is a regular or alternative calendar. |
| **Board Approval Date** | The date the School board approved the reporting calendar(s). |
| **Exclude Calendars with State Exclude** | If set to *Yes*, all calendars marked as State Exclude will not be included within the report. |
| **Format** | The format of the generated report. For submission to the state, select the *State Format (Fixed Width)*. |
| **Calendars** | The calendar(s) reporting data. |

Generating Report

- Select whether or not the reporting calendar **Is Amended Calendar**
- Select the **Calendar Type**
- Enter the **Board Approval Date** of the reporting calendar
- Determine whether or not State Excluded calendars should be included within report data by selecting an **Exclude Calendars with State Exclude** value. (YES)
- Select the **Format**. To review data prior to submission to the state, select *HTML* or *PDF, s*elect *State*
    1. *Format (Fixed Width)* when submitting data to the state
- Select which **Calendar(s)** to report data. (include all school calendars in one file)
- Click the **Generate Extract** button.

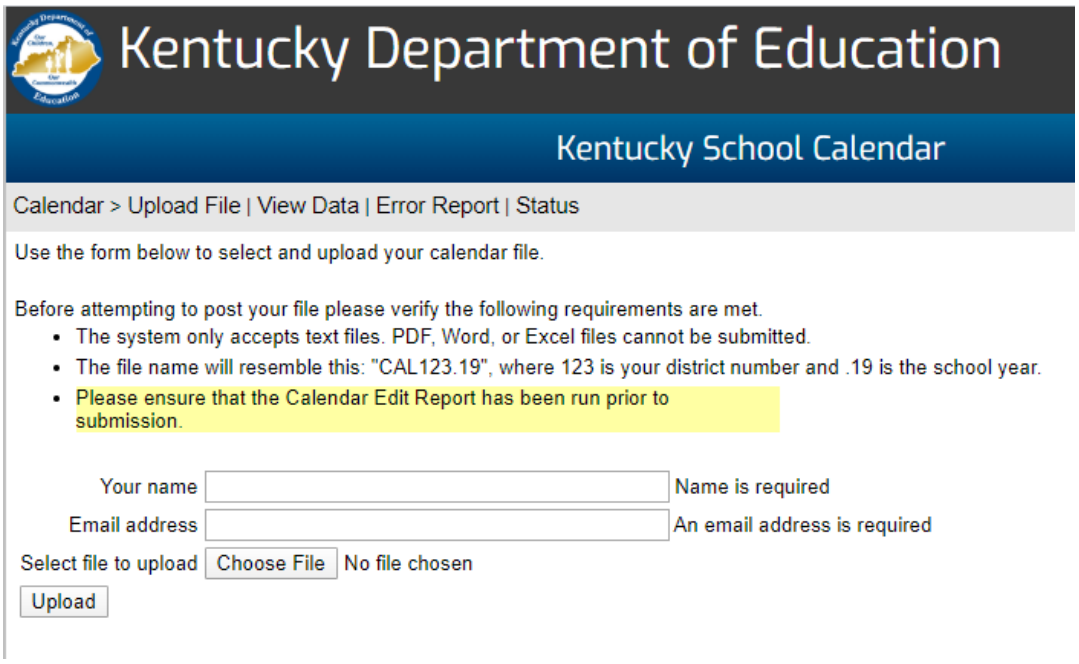
## Kentucky Department of Education Web Application

To submit school calendars, you will need to login to the KDE application server here.




Once your login, you can click on the Kentucky School Calendar link. If you do not see the link, please contact the Help Desk to request access.

Note: If there are issues with logging in or the username/password please contact your district WAAPOC.

## Uploading Process to Kentucky Department of Education

- The Upload File page appears as shown in the picture below
- Use the “Browse” button to locate the Calendar file that was save in Infinite Campus.
    - Note: The file name should resemble “CALxxx.yy” where xxx stands for 3-digit district code and yy stands for 2-digit calendar year.
- After selecting the file to submit, click the “Upload” button.
- A message will appear on the screen in green, indicating the file was successfully uploaded. The system will notify KDE that the files has been submitted successfully.
- If your file submission was successful you can “Logoff” to sign off the application.