

KSIS 2015-16 End-of-Year Training  
Original and Amended School Calendars  
Question and Answer Summary

1.	Q	If we have "over" 1062 hours we can use more than "5 hours" of shortened days as long as we end up with greater than 1062 hours? Correct?
	A	Yes, this is correct.
2.	Q	Just to verify - Teacher Equivalency days cannot be listed as a Saturday; must be M - F?
	A	That is correct.
3.	Q	Can a Teacher Equivalency Day be after Closing Day?
	A	Yes and quite often are.
4.	Q	What type of documentation is needed to keep on file for Z: Health & Safety Days?
	A	No specific requirements -- some suggestions include: newspaper article, school nurse note indicating that sending many students home due to illness; Facebook postings showing responses to emergency.
5.	Q	Clarification - Teacher Equivalency Days cannot be on Saturday?
	A	Correct must be Monday through Friday
6.	Q	How many Z days can a district use per year?
	A	Ten days
7.	Q	Can you be a little more specific on the performance-based students and their funding?
	A	Garnetta Barnette is willing to work with districts individually -- run detailed report to verify funding is as expected. Guidance document (Virtual/Performance) available on KSIS Data Standards page (at bottom).
8.	Q	What ADA is used when funding approved NTI days?
	A	Last year's AADA is used for that day.
9.	Q	We have had a problem with the Schedule Gap Report and Infinite Campus has let us know that there is a known issue there. What might be another way we can check for schedule gaps?
	A	There are 2 reports available for gaps. Provide details to Becky Jenkins on report that has "known issue".
10.	Q	What is the path to where we designate FDK or HDK in IC?
	A	System Administration>Calendar>Calendar>Grade Levels tab. Select Grade 00 and select the appropriate code from the drop down list.
11.	Q	In the IEP for a partial day, they need to specifically list the actual times of that partial day. Ex: 11:00 AM - 1:30 PM. We'll check in IC to verify those times are entered correctly.
	A	Good point! THANKS!

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<b>12.</b>	<b>Q</b>	Would you use "W" as a low-attendance day? I thought that was just used for a day cancelled by weather.
	<b>A</b>	W is a weather cancelled day. There is no student attendance on this type of day, so you are correct it would not be used for a low attendance day.
<b>13.</b>	<b>Q</b>	Should you even count weekends in your school months? If the last day of your school month is a Friday, do I start the next on a Saturday?
	<b>A</b>	Yes. If your school month ends on one day, it is best practice to start the next school month on the very next day, even if this is a Saturday. You don't need to go back and change this now, but this is how you should handle it moving forward.
<b>14.</b>	<b>Q</b>	Do you take unused make-up days out of your Amended Calendar?
	<b>A</b>	Yes
<b>15.</b>	<b>Q</b>	Are the Z days used for safety and health?
	<b>A</b>	Yes
<b>16.</b>	<b>Q</b>	Do you mark the attendance on the calendar for those Z days?
	<b>A</b>	Yes
<b>17.</b>	<b>Q</b>	What if the school closed for a bomb threat? What code do you use?
	<b>A</b>	That would be a regular "Other" day. You could request a "Disaster Day" from the Commissioner. We do not have a code specifically for that.
<b>18.</b>	<b>Q</b>	Z Days...What documentation do we need to have as proof?
	<b>A</b>	Proof will vary - could be something from health department or doctor's notes if flu epidemic; newspaper story. Contact field staff to help as issues arise for assistance.