Data Standard Non-Traditional Instruction (NTI)
Rev. 7/1/2025

Ownership and History

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Revision history

July 1, 2025
Review for 2025-2026 School Year

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Overview

Description

The commissioner of education may grant up to the equivalent of ten (10) non-traditional instruction (NTI) days for school districts that have an approved *Continuation of Learning Plan*. NTI days can be used on days when the entire school district is closed for health or safety reasons.

Regulation citation(s)

701 KAR 5:150 – Non-Traditional Instruction Program
KRS 158.070, section 9 – School District Calendar

Data use

Monitoring of participation of students and teachers on Non-Traditional Instruction (NTI) Days in districts approved to utilize up to **10 days** when the **entire** district is closed due to health or safety reasons.

Related ad-hoc filters and reports

Resource(s)

KDE's Non-Traditional Instruction (NTI) website
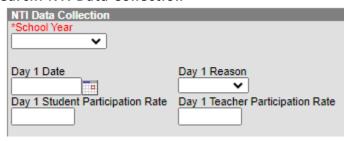Non-Traditional Instruction (NTI) Guidance

Training

Non-Traditional Instruction Overview PowerPoint and Webinar

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Section A – NTI Data Collection

The commissioner of education may grant up to the equivalent of ten (10) non-traditional instruction (NTI) days for school districts that have an approved *Continuation of Learning Plan*. NTI days can be used on days when the entire school district is closed for health or safety reasons.

Tool Search: NTI Data Collection

School Year: Defaults to current school year.

Day 1 Date: Enter or select from the calendar picker the date of the first NTI day used in specified year. Ensure the correct year is selected or entered for the NTI day.

Day 1 Reason: Select from the drop list the reason for the NTI day – Health or Safety.

Day 1 Student Participation Rate: Enter the overall participation rate for all students in the district for the specified NTI day. **Enter numeric values only – no symbols, such as %.**
> NTI days are considered instructional days; therefore, all K-12 students are expected to participate. Districts may determine what participation is for students, but should include at least one of the following methods:
> * One-on-one video communication or phone calls between teacher and student (or teacher and parent with smaller children or students with special needs).
> * Group video communication or phone calls between the teacher and a whole class or between a teacher and smaller groups of students within a class
> * Students logged into a learning management software system completing assignments.
> * Submission of paper-based assignments for students in a non-digital, non-traditional setting.

Districts must enter the overall district student participation rate for each NTI day.

Day 1 Teacher Participation Rate: Enter the overall participation rate for all teachers in the district for the specified NTI day. **Enter numeric values only – no symbols, such as %.**
> NTI days are considered teacher workdays and count towards fulfilling the number of workdays required by contract. As such, teachers are required to work on NTI days, though each district decides the work location and duties of the teachers on NTI days.
>
> If a teacher decides not to work, or is unable to work on an NTI day, leave time must be used according to district policies. Teachers on pre-arranged leave are not required to work on NTI days. Substitute teachers can count positively in the district's teacher participation rate.

Districts must enter the overall participation rate of teachers working on NTI days.

Entries should be completed for all days in the academic year in which an NTI day was utilized. Approved districts are eligible for up to 10 NTI days for the current school year.

Section B – Student Work Samples

Districts shall maintain an archive of clear evidence demonstrating that a continuation of learning from regular student attendance days occurs on non-traditional instruction days. Clear evidence may include:

- Examples of student work
- Lesson plans
- Reports from online learning management systems
- Contact logs
- Other documentation determined appropriate by the district in consultation with KDE

The district archive must include the following:

- Kindergarten through 5th grade: one piece of evidence for each grade level in reading, math and other content area for each NTI day used.
- 6th grade through 12th grade: one piece of evidence for each grade level in each content area for each NTI day used.
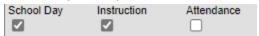
The student work samples that districts retain **must** have any identifying information redacted, including student names, faces, and personal details. These measures are **crucial** for safeguarding student privacy.

Furthermore, the updated statement regarding the submission of samples to KDE (Kentucky Department of Education) should indicate that these samples will need to be made available to KDE for Non-Traditional Instruction End-of-Year Monitoring upon request. Districts are responsible for retaining this evidence onsite for a minimum of two years.

Section C – NTI Calendar Days

NTI days must be documented on the school calendar as Instructional Days. Districts will receive the previous year's average daily attendance (ADA) for each NTI day.

Tool Search: Days Setup

School Day: Check this indicator for an NTI day.

Instruction: Check this indicator for an NTI day.

Attendance: Should **not** be selected – attendance is not collected in IC on NTI days

Type: Select *N: Non-traditional Instruction* from the drop list in the Day Events dialog box

Reference KDE's School Calendar website for additional information on amending the days for school calendar(s).

NTI days are considered instructional days; therefore, the days will count toward home/hospital day requirements and can be counted toward student suspension days, or the suspension days can be updated to reflect in-person instruction days. This is a local district decision.

Section D – Reporting Timeline

NTI data should be entered in a timely manner once an NTI day has been utilized. The data will be extracted by KDE to compare during approval of district amended calendars. The initial deadline for data entry is April 1st annually. The final deadline for data entry is June 1st.