

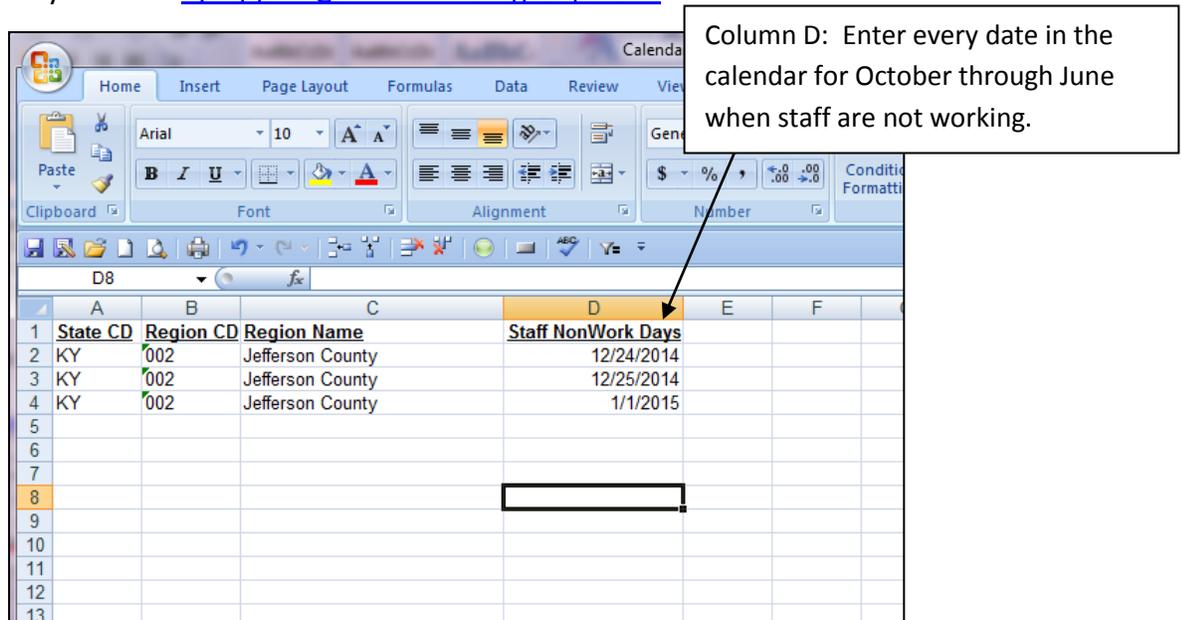
Kentucky School Based Administrative Claiming (SBAC) Calendar and Work Schedule Template Instructions

CALENDAR

Use the "Calendar Template" Excel file to enter the Calendar for your School District.

Column	Description/Example
A – State CD	KY
B – Region CD	School District #
C – Region Name	School District Name
D – Staff Non-WorkDay	<ul style="list-style-type: none"> • Do NOT include weekends • Include all holidays and other non-working days, such as Spring Break • Do NOT include student non-attendance days, such as Professional Development Days, Planning Days and Make-up Days • Use the format MM/DD/YYYY • Enter every date from October through June when staff in your District are not working (for example, if the last day of the staff work day is June 21, then enter every date from June 22 to June 30) • Enter each date on a separate row. • EXAMPLES: 12/24/2014 12/25/2014 12/26/2014

- Save the file with the file name XXXCalendar, where XXX is your School District's District Code
- Send the file by email to kysupport@sivicsolutionsgroup.com.



Column D: Enter every date in the calendar for October through June when staff are not working.

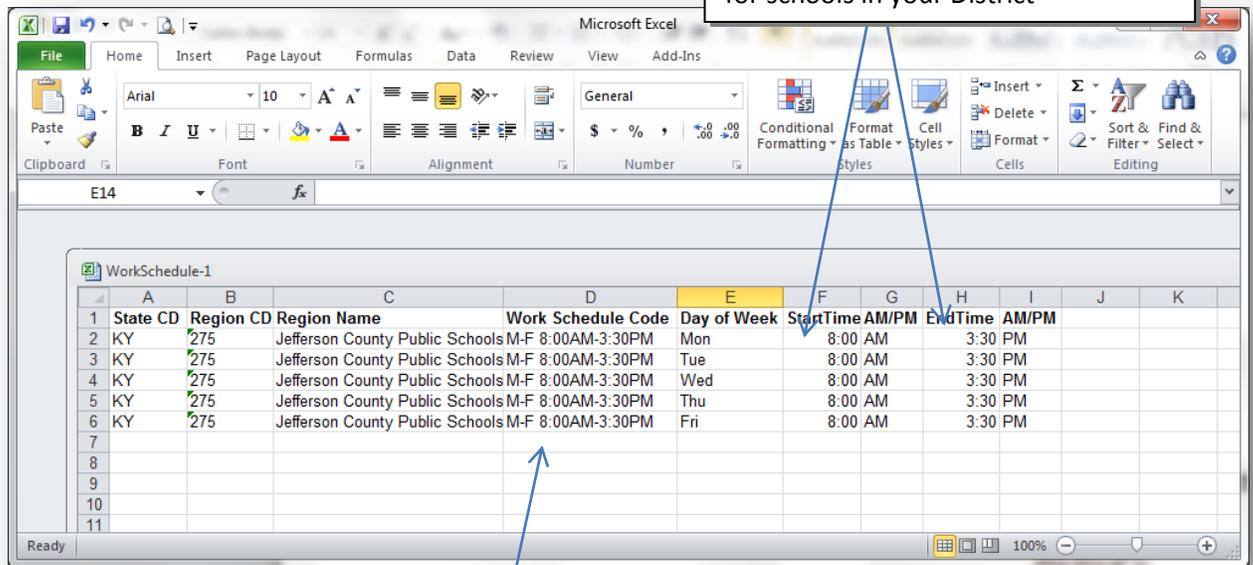
	A	B	C	D	E	F
1	State CD	Region CD	Region Name	Staff NonWork Days		
2	KY	002	Jefferson County	12/24/2014		
3	KY	002	Jefferson County	12/25/2014		
4	KY	002	Jefferson County	1/1/2015		
5						
6						
7						
8						
9						
10						
11						
12						
13						

WORK SCHEDULE

Use the "Work Schedule Template" Excel file to enter the work schedule for your School District.

Column	Description/Example
A – State CD	KY
B – Region CD	School District #
C – Region Name	School District Name
D – Work Schedule Code	EXAMPLES: M-F 8:00AM-3:30PM M-F 8:30AM-2:00PM
E – Day of Week	Enter 5 rows, one for each day of the week.
F – StartTime	Enter the LATEST Start Time for schools in your District
G – AM/PM	Enter AM or PM
H – EndTime	Enter the EARLIEST End Time for schools in your District
I – AM/PM	Enter AM or PM

Columns F and H: Enter the LATEST Start time and the EARLIEST End Time for schools in your District



- Save the file with the file name XXXWorkSchedule, where XXX is your School District's District Code.
- Send the file by email to kysupport@sivicsolutionsgroup.com.