

Amending the Calendar



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Office of Finance and Operations

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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.

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

▼ Event on this Day

Day Detail
Date: 01/24/2022 Day #: 100
*Period Schedule: A
School Day: Instruction: Attendance:
Start Time: End Time: Duration: 0
The duration field will be calculated automatically
Comments:

Day Events
Type: Duration: Inst. Minutes:
Add DayEvent

Blended Learning Groups
Virtual Students Fall 2021-2022
Add Group

Day Detail

Date: 01/24/2022 Day #: 100

*Period Schedule: A

School Day: Instruction: Attendance:

Start Time: [] End Time: [] Duration: 0

The duration field will be calculated automatically

Comments: []



Day Events

Type: G: Planning Duration: [] Inst. Minutes: []

Add DayEvent

Blended Learning Groups

Virtual Students Fall 2021-2022

Add Group

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)

Day Detail

Date: 05/19/2022 Day #: Not an instructional day.

*Period Schedule: A

School Day: Instruction: Attendance:

Start Time: [] End Time: [] Duration: 0

The duration field will be calculated automatically

Comments: 1/24/22 - Used Planning Day on a Weather Day

Day Events

Type: W: Weather Cancelled Duration: 0 Inst. Minutes: 0

Add DayEvent

Blended Learning Groups

Add Group

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.

The image shows two screenshots from a software interface. The top screenshot is titled "Day Detail" and shows the date "09/29/2021" and "Day # 41". It includes a "*Period Schedule" dropdown set to "M-Th". Below this are three checkboxes: "School Day" (checked), "Instruction" (checked), and "Attendance" (unchecked). There are also input fields for "Start Time", "End Time", and "Duration" (set to 0). A note states "The duration field will be calculated automatically". A "Comments" text area is at the bottom. The bottom screenshot is titled "Day Events" and shows a dropdown menu set to "N: Non-traditional Instruction". There are input fields for "Duration" and "Inst. Minutes", and an "Add DayEvent" button. A red arrow points from the "School Day" checkbox in the top screenshot to the "N: Non-traditional Instruction" dropdown in the bottom screenshot.

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.

The image shows two screenshots from a software interface. The top screenshot is titled "Day Detail" and shows the date "09/29/2021" and "Day # 41". It includes a "*Period Schedule" dropdown set to "A". Below this are three checkboxes: "School Day" (checked), "Instruction" (unchecked), and "Attendance" (unchecked). There are also input fields for "Start Time", "End Time", and "Duration" (set to 0). A note states "The duration field will be calculated automatically". A "Comments" text area is at the bottom. The bottom screenshot is titled "Day Events" and shows a dropdown menu set to "E: Teacher Equivalency". There are input fields for "Duration" and "Inst. Minutes", and an "Add DayEvent" button. A red arrow points from the "School Day" checkbox in the top screenshot to the "E: Teacher Equivalency" dropdown in the bottom screenshot.

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

Day Detail		
Date		Day #
09/29/2021		41
<i>*Period Schedule</i>		
A		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
		0
<i>The duration field will be calculated automatically</i>		
Comments		
Day 2 - COVID		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> N: Non-traditional Instruction		
Add DayEvent		

Reference 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.

The image shows two sections of a software interface. The top section, titled "Day Detail", contains the following fields: "Date" (01/25/2022), "Day #" (101), "*Period Schedule" (A), "School Day" (checkbox), "Instruction" (checkbox), "Attendance" (checkbox), "Start Time" (text box), "End Time" (text box), and "Duration" (0). Red arrows point to the "School Day", "Instruction", and "Attendance" checkboxes. Below these fields is a note: "The duration field will be calculated automatically" and a "Comments" text area. The bottom section, titled "Day Events", contains a "Type" dropdown menu, "Duration" and "Inst. Minutes" text boxes, and an "Add DayEvent" button.

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](#)

Calendar	Grade Levels	Schedule Structure	Terms
Periods	Days	Overrides	School Months

School Months Detail							
	*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
X	1	1	07/27/2021	08/23/2021			09/03/2021
X	2	2	08/24/2021	09/20/2021			10/01/2021
X	3	3	09/21/2021	10/26/2021			11/05/2021
X	4	4	10/27/2021	11/23/2021			12/03/2021
X	5	5	11/24/2021	01/07/2022			
X	6	6	01/10/2022	02/07/2022			
X	7	7	02/08/2022	03/08/2022			
X	8	8	03/09/2022	04/14/2022			
X	9	9	04/15/2022	05/12/2022			
X	10	10	05/13/2022	05/20/2022			

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”

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

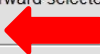
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Data schedule names in the new calendar.

Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Select Wizard Mode

Create new blank Calendars

Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).

Copy data into Existing Calendars 

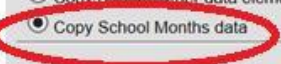
Click “Next”

Select “Copy School Months data”

Select Copy Mode

Overwrite Terms/Days - Useful for updating term/day changes to calendars that already have days. Will update Term dates, Day flags (instruction, attendance, schoolDay) and will sync up A/B days if the calendars use the same names for PeriodSchedules.

Copy/Append other data elements

Copy School Months data 

Source Calendar
Adams School 2022 A

Destination Calendars
Adams School 2022 A
Buchanan Elem School 2022 A
Buchanan Elem School 2022 B
Fillmore School 2022 A
Fillmore School 2022 B
Fillmore School 2022 C
Fillmore School 2022 D
Grant School 2022 A
Harrison Elem School 2022 A
Harrison Elem School 2022 B
Jackson Elem School 2022 A
Jefferson School 2022 A
Johnson School 2022 A
Monroe School 2022 A
Polk High School 2022 A
Taylor Elem School 2022 A

CTRL-click and SHIFT-click for multiple

< Back Next >

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.

Periods Days Overrides School Months

Calendar Grade Levels Schedule Structure **Terms**

Save Term Schedule/Terms + New Term Schedule/Terms X Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
9 weeks

Term Schedule Detail

*Name Primary
9 weeks

Term Detail

	*Name	*Sequence	*Start Date	*End Date
X	1st 9wks	1	08/03/2021	10/12/2021
X	2nd 9wks	2	10/13/2021	12/16/2021
X	3rd 9wks	3	01/04/2022	03/08/2022
X	4th 9wks	4	03/09/2022	05/17/2022

Add Term

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](#)

Day Detail		
Date		Day #
01/27/2022		103
*Period Schedule		
A		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
09:00 AM		325
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text"/>		

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**”

Auto Create Period Schedules
Parameter Selection
This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.
1. Enter the Number of Period Schedules.*
Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)
2. Enter the Number of Periods for Each Period Schedule.*

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

Auto Create Period Schedules

Parameter Selection

This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*
Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

←

2. Enter the Number of Periods for Each Period Schedule.*

←

Click **“Create Period Schedule”**

 New Period Schedule

Period Schedule/Periods Editor

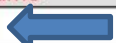
Name

REG
 2 ←

Period Schedule Placement

	REG	2	←
1	1	1	
2	2	2	

Click on the new period schedule.

PeriodSchedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	Standard Day Minutes	School Day	
2 	3	<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	1	1			0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	2			0	<input type="checkbox"/>	<input type="checkbox"/>

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.

PeriodSchedule Info					
*Name	*Sequence	Exception/Special Day	Instructional Minutes	Standard Day Minutes	School Day
Extended Day	2	<input type="checkbox"/>	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	7:45 AM	3:00 PM	45	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	2	3:00 PM	3:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add Period

Click **“Save Period Schedules”**

New Period Schedule

Period Schedule/Periods Editor	
Name	
REG	Extended Day

Period Schedule Placement		
	REG	Extended Day
1	1	1
2	2	2

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](#)

Calendar	Grade Levels	Schedule Structure	Terms	Periods	Days	Overrides	School Months	Calendar GPA	Copy Section Placements
Copy Section Placements									
Select a source and destination period schedule									
SOURCE PERIOD SCHEDULE					DESTINATION PERIOD SCHEDULE				
L2					Early Release				
SOURCE PERIOD					DESTINATION PERIOD				
Select...					1 (7:55 AM-8:10 AM)				
Select...					2 (8:10 AM-8:55 AM)				
Select...					3 (8:55 AM-9:40 AM)				
Select...					4 (9:40 AM-10:50 AM)				
Select...					5 (10:50 AM-11:35 AM)				
Select...					6 (11:35 AM-12:25 PM)				
Select...					7 (12:25 PM-12:25 PM)				
Select...					ACTIVITY (3:06 PM-3:07 PM)				
Select...					VIRTUAL (3:10 PM-4:20 PM)				
Save									

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.

Section	Staff History	Roster	Attendance	Grading By Task	Grading
<div style="display: flex; justify-content: space-between;"> Save Delete </div>					
<div style="border: 1px solid gray; padding: 5px;"> <p>Section Editor</p> <p>SectionID 60157</p> <p>*Section Number 1</p> <p>Max Students 30 ()</p> <p>Room ▼</p> <p>Hide Standards On Portal <input type="checkbox"/></p> <p>Instructional Setting (Override) ▼ (01)</p> <p>*Highly Qualified Highly Qualified ▼</p> <p>Primary Teacher Whitlow, Joshua</p> <p>Instructional Time 0</p> <p>Special Type 01: None ▼</p> <p>Population ID ▼</p> <p>Core Content Select a Value ▼</p> <p style="font-size: small; text-align: right;">- Modified by: Administrator, System 03/18/2019 13:24</p> </div>					

		QUARTERS							
		T1 <input type="checkbox"/>		T2 <input type="checkbox"/>		T3 <input type="checkbox"/>		T4 <input type="checkbox"/>	
		REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>	REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>	REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>	REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>
Period 1 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 2 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

		QUARTERS							
		T1 <input type="checkbox"/>		T2 <input type="checkbox"/>		T3 <input type="checkbox"/>		T4 <input type="checkbox"/>	
		REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>	REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>	REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>	REG <input type="checkbox"/>	Extended Day <input type="checkbox"/>
	Period 1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Period 2 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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](#)

Day Detail		
Date		Day #
01/24/2022		99
*Period Schedule		
REG		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

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



Day Detail		
Date		Day #
01/24/2022		99
*Period Schedule		
Extended Days		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

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 Event on this Day	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.

KY Calendar Report

This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.

Override NTI Instructional Minutes at KDE direction.

Is Amended Calendar	<input type="text" value="Yes"/>
Calendar Type	<input type="text" value="Regular"/>
Board Approval Date	<input type="text" value="04/21/2022"/>
Exclude Calendars with state exclude	<input type="text" value="No"/>
Override NTI Instructional Minutes	<input type="checkbox"/>
Format	<input type="text" value="State Format (Fixed Width)"/>

Select Calendars

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

21-22
21-22
21-22
21-22
21-22

Report Editor

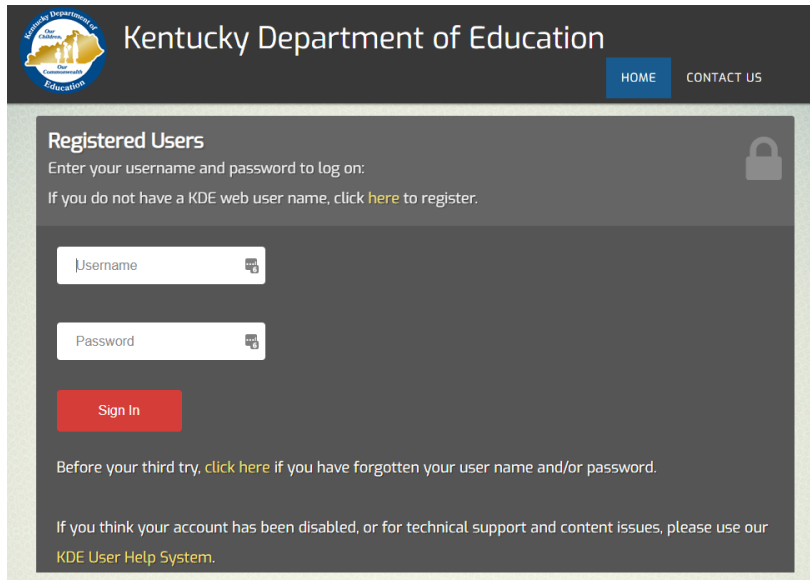
Editor Field	Description
Is Amended Calendar	Indicates whether the calendar was amended within the report.
Calendar Type	Indicates whether the reported calendar(s) is a regular or alternative calendar.
Board Approval Date	The date the School board approved the reporting calendar(s).
Exclude Calendars with State Exclude	If set to <i>Yes</i> , 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 <i>State Format (Fixed Width)</i> .
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*, select *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

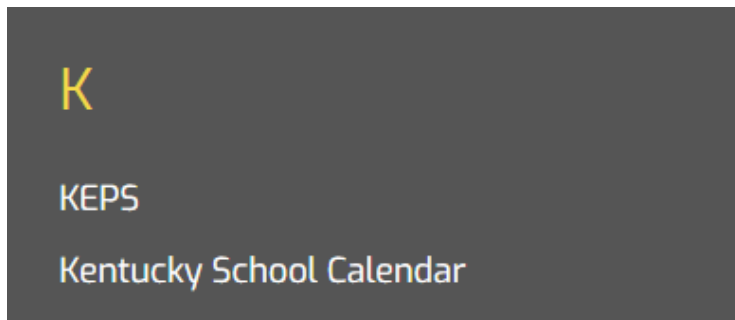
To submit school calendars, you will need to login to the KDE application server [here](#).



The screenshot shows the login interface for the Kentucky Department of Education web application. At the top left is the KDE logo with the text "Kentucky Department of Education" and "Our Children Our Communities Our Future". To the right of the logo is the text "Kentucky Department of Education" and two buttons: "HOME" and "CONTACT US". Below this is a "Registered Users" section with a lock icon. It contains the text: "Enter your username and password to log on:" and "If you do not have a KDE web user name, click [here](#) to register." There are two input fields: "Username" and "Password", each with a small icon to its right. Below the fields is a red "Sign In" button. At the bottom of the section, it says: "Before your third try, [click here](#) if you have forgotten your user name and/or password." and "If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#)."

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.

Kentucky Department of
EDUCATION

Kentucky School Calendar

Calendar > Upload File | View Data | Error Report | Status Logged in as: [josh.whitlow@education.ky.gov] Logout

Use the form below to select and upload your calendar file.

Before attempting to post your file please verify the following requirements are met.

- The system only accepts text files. PDF, Word, or Excel files cannot be submitted.
- The file name will resemble this: "CAL123.22", where 123 is your district number and .22 is the school year.
- Please ensure that the Calendar Edit Report has been run prior to submission.

Your name

Email address

Select file to upload No file chosen

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