

# Amending the Calendar



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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.

The screenshot displays the 'Days' tab in the system administration interface. At the top, there are tabs for Calendar, Grade Levels, Schedule Structure, Terms, Periods, Days (selected), Overrides, and School Months. Below these tabs are buttons for Save Day/Day Events, Delete Day/Day Events, Day Reset, Day Rotation, Print, Print Rotation, and Multi Day Event. The main area shows a calendar for January 2022. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are listed in the cells, with some cells containing 'A' or 'B' indicating a schedule structure. Below the calendar, there is a section for 'Event on this Day'.

The 'Day Detail' form is shown below the calendar. It includes fields for Date (01/24/2022), Day # (100), and a dropdown for Period Schedule (A). There are checkboxes for School Day, Instruction, and Attendance. The Instruction and Attendance checkboxes are highlighted with red arrows. Below these are fields for Start Time, End Time, and Duration (0). A note states: 'The duration field will be calculated automatically'. There is also a Comments field.

Below the Day Detail form is the 'Day Events' section, which has a table with columns for Type, Duration, and Inst. Minutes, and an 'Add DayEvent' button.

At the bottom is the 'Blended Learning Groups' section, which has a dropdown menu showing 'Virtual Students Fall 2021-2022' and an 'Add Group' button.

**Day Detail**

Date: 01/24/2022 Day #: 100

\*Period Schedule

A ▾

School Day ☒ Instruction ☐ Attendance ☐

Start Time  End Time  Duration

*The duration field will be calculated automatically*

Comments



**Day Events**

Type: G: Planning ▾ Duration:  Inst. Minutes:

Add DayEvent

**Blended Learning Groups ?**

X 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

*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 screenshot shows two forms. The top form, 'Day Detail', has fields for Date (09/29/2021), Day # (41), and a dropdown for Period Schedule (M-Th). Below this are checkboxes for School Day (checked) and Instruction (checked), both circled in red. There are also fields for Start Time, End Time, and Duration (0). The bottom form, 'Day Events', has a dropdown for Type (N: Non-traditional Instruction) and fields for Duration and Inst. Minutes. A red arrow points to the 'N: Non-traditional Instruction' dropdown.

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 screenshot shows two forms. The top form, 'Day Detail', has fields for Date (09/29/2021), Day # (41), and a dropdown for Period Schedule (A). Below this are checkboxes for School Day (checked) and Instruction (unchecked). There are also fields for Start Time, End Time, and Duration (0). The bottom form, 'Day Events', has a dropdown for Type (E: Teacher Equivalency) and fields for Duration and Inst. Minutes. A red arrow points to the 'E: Teacher Equivalency' dropdown.

### 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.

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
<input type="text"/>	<input type="text"/>	0
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text" value="Day 2 - COVID"/>		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> N: Non-traditional Instruction ▾	<input type="text"/>	<input type="text"/>
<input type="button" value="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.

**Day Detail**

Date: 01/25/2022 Day #: 101

\*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:

X

Add DayEvent

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	<b>School Months</b>

 Save
  Print

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

Add 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”

**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

< Back   Next >

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

< Back   Next >

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	<b>Terms</b>

 Save Term Schedule/Terms  New Term Schedule/Terms  Delete Term Schedule/Terms













**Term Schedule/Terms Editor**

Name
9 weeks

**Term Schedule Detail**

*Name	Primary
9 weeks 	<input checked="" type="checkbox"/>

**Term Detail**

	*Name	*Sequence	*Start Date	*End Date
	1st 9wks	1	08/03/2021 	10/12/2021 
	2nd 9wks	2	10/13/2021 	12/16/2021 
	3rd 9wks	3	01/04/2022 	03/08/2022 
	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 (Early Release/Weather Delay)

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: 01/27/2022 Day #: 103

\*Period Schedule: A

School Day: ☒ Instruction: ☒ Attendance: ☒

Start Time: 09:00 AM End Time: Duration: 325

*The duration field will be calculated automatically*

Comments:

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.\*

Create PeriodSchedules/Periods

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.)

1

←

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

6

←

Create PeriodSchedules/Periods

Click “Create Period Schedule”



New Period Schedule

**Period Schedule/Periods Editor**

Name

REG

2

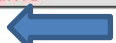


**Period Schedule Placement**

	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
✕	1	1			0	<input type="checkbox"/>	<input 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
X 1	1	7:45 AM	3:00 PM	45	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 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

Save

Delete

Section Editor

SectionID

60157

\*Section Number

1

Teacher Display Name

Whitlow, Joshua

Max Students

30

()

Room

Hide Standards On Portal

☐

Instructional Setting (Override)

(01)

External LMS Exclude

☐

\*Highly Qualified

Highly Qualified

Primary Teacher

Whitlow, Joshua

Instructional Time

0

Special Type

01: None

Population ID

Core Content

Select a Value

- Modified by: Administrator, System 03/18/2019 13:24

Section Schedule Placement

QUARTERS

T1

T2

T3

T4

REG

Extended

REG

Extended

REG

Extended

REG

Extended

Period 1

☒

☐

☒

☐

☒

☐

☒

☐

Period 2

☐

☐

☐

☐


☐

☐

☐

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 <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	
<b>*Period Schedule</b>		
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		

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	
<b>*Period Schedule</b>		
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		

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 REG	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.

**Reminder – Remove all “U – Makeup” days from Amended Calendars before submitting.**

**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

No ▾

Calendar Type

Regular ▾

Board Approval Date

11/10/2022 

Exclude Calendars with state exclude

No ▾

Override NTI Instructional Minutes

☐

Format

State Format (Fixed Width) ▾

Generate Extract

**Select Calendars**

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

☒ active year

☐ list by school

☐ list by year

22-23

22-23

22-23

22-23

22-23

22-23

22-23

---

OFO/DDS

Amending the Calendar

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## 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 <i>State Format (Fixed Width)</i> .
Calendars	The calendar(s) reporting data.

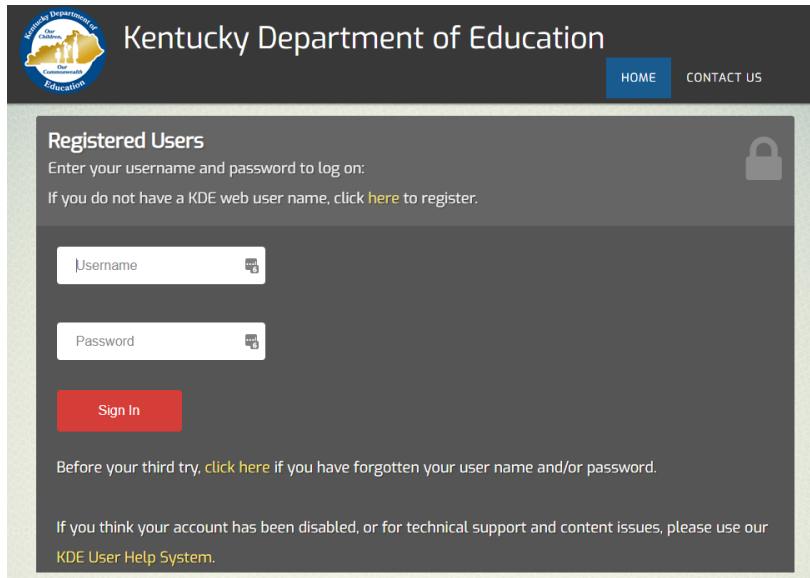
### Generating Report

- 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](#).



Kentucky Department of Education

HOME CONTACT US

### Registered Users

Enter your username and password to log on:

If you do not have a KDE web user name, click [here](#) to register.

Username

Password

[Sign In](#)

Before your third try, click [here](#) if you have forgotten your user name and/or password.

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.

The screenshot shows the 'Kentucky School Calendar' upload interface. At the top, the Kentucky Department of Education logo is displayed. Below the header, a navigation bar includes links for 'Calendar > Upload File | View Data | Error Report | Status' and a login status 'Logged in as: [josh.whitlow@education.ky.gov1] Logout'. The main content area instructs users to 'Use the form below to select and upload your calendar file.' and lists requirements: text files only (PDF, Word, Excel not accepted), file naming convention 'CAL123.22', and a mandatory 'Calendar Edit Report' submission. The form includes input fields for 'Your name' (filled with 'Josh Whitlow') and 'Email address' (filled with 'josh.whitlow@education.ky.gov'). Below these is a file selection section with 'Select file to upload', a 'Choose File' button, and the text 'No file chosen'. An 'Upload' button is at the bottom of the form. The footer contains copyright information and links for 'KY Agencies | KY Services', 'Privacy | Disclaimer | Contact Us | Help'.

Please reach out to Josh Whitlow – by email [josh.whitlow@education.ky.gov](mailto:josh.whitlow@education.ky.gov) or phone 502-564-5279 if you have any questions.