

Amending the Calendar



Jason Glass, Commissioner
Kentucky Department of Education

Office of Finance and Operations

Division of District Support

September 2021

Table of Contents

KDE Contacts.....	3
Closing Schools for the Day.....	4
Days.....	4
1. Teachers are working on the day school is cancelled:.....	4
2. Non-Traditional Instruction Days:.....	5
3. Cancelled Days for Students and Teachers:.....	7
School Months	8
Terms	11
Shortened Days.....	12
Extending Day Period Schedule	14
Copy Section Placements.....	18
Schedule Course/Sections.....	19
Adding Days to the Calendar	21
Verifying Calendar Changes	22
Calendar Submission.....	23
Calendar Report: Creating Calendar File for Submission.....	23
Kentucky Department of Education Web Application.....	25
Uploading Process to Kentucky Department of Education.....	26

KDE Contacts

Josh Whitlow - Division of District Support: 502-564-5279

Josh.Whitlow@education.ky.gov

KDE Field Staff

Sheila Harned: 270-705-9158

Sheila.Harned@education.ky.gov

Scott Rose: 859-771-7784

Scott.Rose@education.ky.gov

Ruth Wilkes: 859-516-1673

Ruth.Wilkes@education.ky.gov

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 three options for updating the calendar for weather 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.

Calendar	Grade Levels	Schedule Structure	Terms	Periods	Days	Overrides	School Months	Calendar GPA
Save Day/Day Events	Delete Day/Day Events	Day Reset	Day Rotation	Print	Print Rotation	Multi Day Event		
<< January 2017 >>								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
01	02 S1	03 S1	04 S1	05 S1	06 S1	07		
08	09 S1	10 S1	11 S1	12 S1	13 S1	14		
15	16 S1	17 S1	18 S1	19 S1	20 S1	21		
22	23 S1	24 S1	25 S1	26 S1	27 S1	28		
29	30 S1	31 S1						

▼ Event on this Day

Day Detail

Date
01/04/2017

Day #
108

S1

School Day
☒

Instruction
☐

Attendance
☐

Start Time

End Time

Duration


The duration field will be calculated automatically

Comments

Day Events

Type	Duration	Inst. Minutes
------	----------	---------------


Day Detail		
Date	Day #	
01/04/2017	108	
<i>*Period Schedule</i>		
S1 ▾		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input 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"/>		


Day Events		
Type	Duration	Inst. Minutes
 G: Planning ▾	<input type="text"/>	<input type="text"/>
Add DayEvent		

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	Day #	
06/01/2017	214	
<i>*Period Schedule</i>		
S1 ▾		
School Day	Instruction	Attendance
<input type="checkbox"/>	<input 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		
01/04/16 used planning on a weather day 		

Day Events		
Type	Duration	Inst. Minutes
 W: Weather Cancelled ▾	<input type="text"/>	<input type="text"/>
Add DayEvent		

2. Non-Traditional Instruction Days:

When Non-Traditional Instruction Days are used, the day event should be **N: Non-Traditional Instruction** and the **Attendance** check box **should** be checked. All Blended Learning Groups should be listed.

The screenshot shows two parts of a software interface. The top part, titled "Day Detail", shows a date of 11/16/2020 and Day # 49. It has three checkboxes: "School Day" (checked), "Instruction" (checked), and "Attendance" (checked). Below these are fields for "Start time", "End time", and "Duration" (set to 0). A note says "The duration field will be calculated automatically". There is a "Comments" text area. The bottom part, titled "Day Events", shows a dropdown menu set to "N: Non-traditional Instruction" with a red arrow pointing to it. Below it is an "Add DayEvent" button. The bottom-most part, titled "Blended Learning Groups", shows three dropdown menus: "100% Remote", "Group A (MONDAY-TUESDAY)", and "Group B (THURSDAY-FRIDAY)", each with a red arrow pointing to it. Below these is an "Add Group" button.

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 parts of a software interface. The top part, titled "Day Detail", shows a date of 02/03/2017 and Day # 108. It has three checkboxes: "School Day" (checked, with a red arrow pointing to it), "Instruction" (unchecked), and "Attendance" (unchecked). Below these are fields for "Start Time", "End Time", and "Duration" (set to 0). A note says "The duration field will be calculated automatically". There is a "Comments" text area. The bottom part, titled "Day Events", shows a dropdown menu set to "E: Teacher Equivalency" with a red arrow pointing to it. Below it is an "Add DayEvent" button.

3. Cancelled Days for Students and Teachers:

Remove the check box for **“School Day,”** **“Instruction,”** and **“Attendance”** for each schedule structure.

Day Detail

Date: 12/15/2016 Day #: 94

*Period Schedule: S1

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](#)

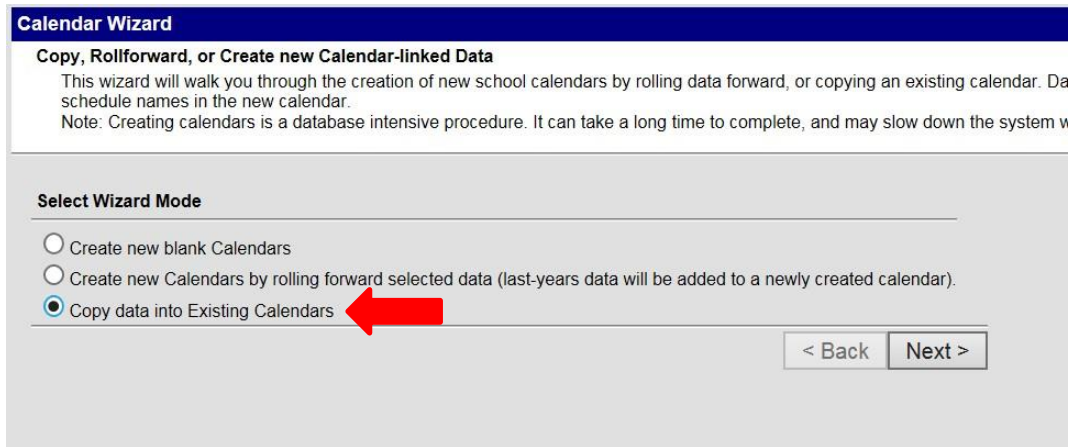
Calendar	Grade Levels	Schedule Structure	Terms	Periods	Days	Overrides	School Months
<div> Save  Print</div>							
School Months Detail							
*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date	
X Month 1	1	08/04/2016	09/02/2016			09/21/2016	
X Month 2	2	09/05/2016	09/30/2016			11/14/2016	
X Month 3	3	10/03/2016	11/01/2016			11/14/2016	
X Month 4	4	11/02/2016	12/01/2016				
X Month 5	5	12/02/2016	01/11/2017				
X Month 6	6	01/12/2017	02/08/2017				
X Month 7	7	02/09/2017	03/08/2017				
X Month 8	8	03/09/2017	04/05/2017				
X Month 9	9	04/06/2017	05/08/2017				
X Month 10	10	05/09/2017	06/30/2017				
<div>Add School Months</div>							

In the example, the snow day was in month 5. The end date of month 5 must be changed, the start and end date of months 6 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

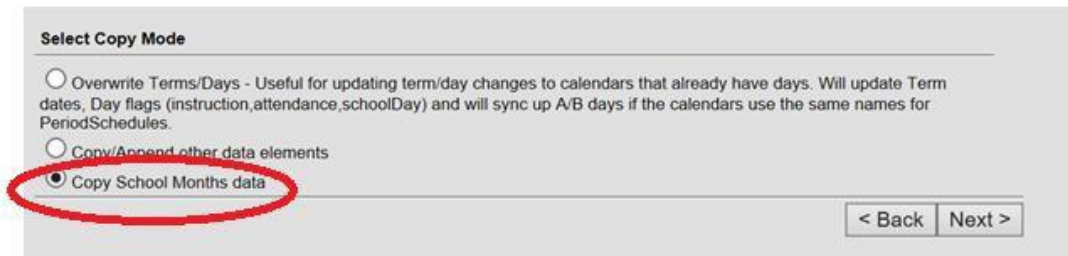
☐ Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).

☒ 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 >

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 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.

Source Calendar

16-17 CENTRAL ELEMENTARY SCHOOL ▼

Destination Calendars

16-17 CENTRAL ELEMENTARY SCHOOL
16-17 DEWITT ELEMENTARY SCHOOL
16-17 Flat Lick Elementary School
16-17 G R Hampton Elementary School
16-17 GIRDLER ELEMENTARY SCHOOL
16-17 Jesse D Lay Elementary School
16-17 Knox Appalachian School
16-17 Knox Central High School
16-17 Knox County Day Treatment Center
16-17 Knox County Learning Academy
16-17 Knox County Middle School
16-17 Lynn Camp Elementary School
16-17 Lynn Camp High School
16-17 Lynn Camp Middle School

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.

Please be sure the last term includes any instructional days that have been added.

Calendar	Grade Levels	Schedule Structure	Terms	Periods
----------	--------------	--------------------	--------------	---------

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

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

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

Term Detail

	*Name	*Sequence	*Start Date	*End Date
X	T1	1	08/11/2016	10/14/2016
X	T2	2	10/17/2016	12/16/2016
X	T3	3	01/02/2017	03/17/2017
X	T4	4	03/20/2017	05/16/2017

Add Term

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](#)

Enter the start for a delay or the end time for an early release.

Day Detail
Date: 12/12/2016 Day #: 91
*Period Schedule
S1
School Day: ☒ Instruction: ☒ Attendance: ☒
Start Time: 9:00 AM End Time: Duration: 350
The duration field will be calculated automatically
Comments:
Day Events
Type: Duration: Inst. Minutes:
Add DayEvent

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)

Day Detail
Date: 10/25/2018 Day #: 51
*Period Schedule
REG
School Day: ☒ Instruction: ☒ Attendance: ☒
Start Time: End Time: 8:45 AM Duration: 60
The duration field will be calculated automatically
Comments:
Day Events
Type: ☒ R: Regular Duration: Inst. Minutes: 60
Add DayEvent

To override the instructional minutes, click “**Add Day Event.**” Enter the total instructional time for the day. This will override the normal calculation.

Day Detail		
Date	Day #	
12/12/2016	91	
<i>*Period Schedule</i>		
S1		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
9:00 AM		350
<i>The duration field will be calculated automatically</i>		
Comments		
<div></div>		

Day Events		
Type	Duration	Inst. Minutes
X R: Regular		405
Add DayEvent		

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

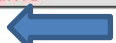


Period Schedule Placement

	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	
<i>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.</i>						

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 checked="" type="checkbox"/>
X	2	2	3:00 PM	3:15 PM	0	<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
Max Students
30 ()
Room
▼
Hide Standards On Portal
☐
Instructional Setting (Override)
▼ (01)
*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

Teacher Display Name
Whitlow, Joshua
Lunch Count
☐
Skinny Seq
☐
Milk Count
☐
Team
▼
Adult Count
☐
Homeroom
☐

Section Schedule Placement

QUARTERS

T1
REG
Extended Day
Period 1
Period 2


T2
REG
Extended Day

T3
REG
Extended Day

T4
REG
Extended Day

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](#)

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

Day Detail		
Date	Day #	
05/13/2019	164	
*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		
<div></div>		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

Select the new period schedule in the “**Period Schedule**” drop down.



Day Detail		
Date	Day #	
05/13/2019	164	
*Period Schedule		
Extended Day ▾		
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		
<div></div>		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

Click “**Save Day/Day Events**”

Repeat this for each extended day.

<<
May 2019
>>

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

▼ Event on this Day

In the example above, ten 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

No ▾

Calendar Type

Regular ▾

Board Approval Date

05/03/2021 

Exclude Calendars with state exclude

Yes ▾

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

20-21

20-21

20-21

20-21

20-21

Report Editor

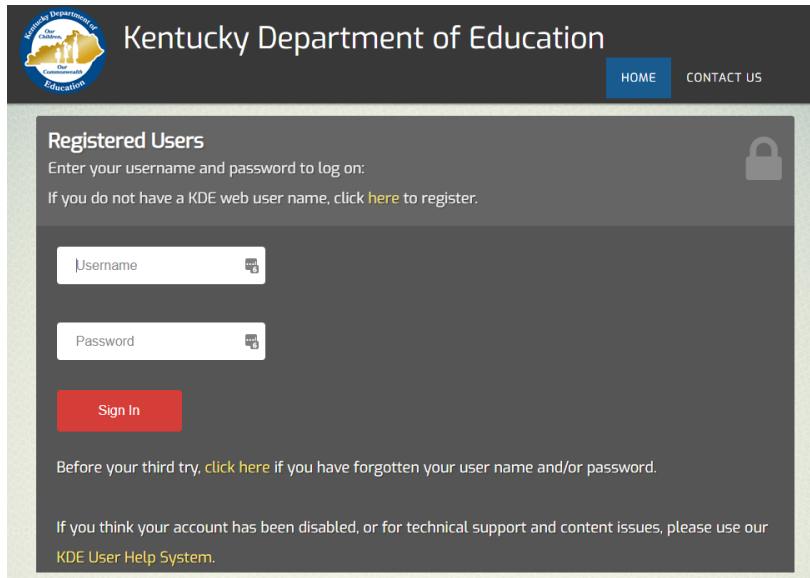
Editor Field	Description
Is Amended Calendar	Indicates whether the calendar was amended within the report.
Calendar Type	Indicates whether the reported calendar(s) is a regular or alternative calendar.
Board Approval Date	The date the School board approved the reporting calendar(s).
Exclude Calendars 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](#).

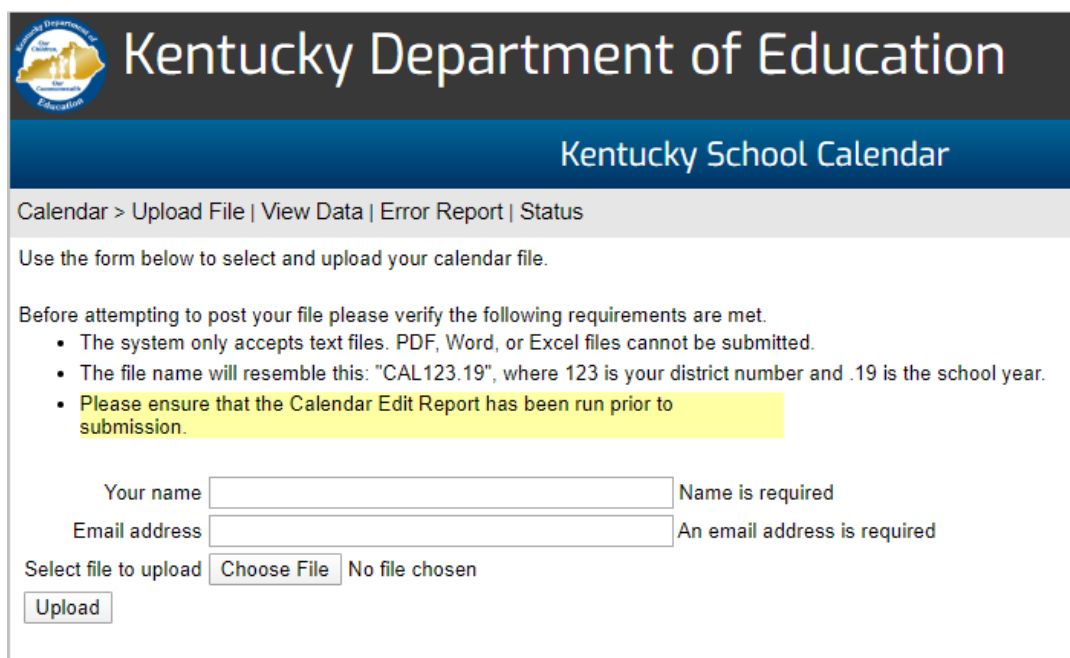
Once your login, you can click on the Kentucky School Calendar link. If you do not see the link, please contact the [Help Desk](#) to request access.

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 is the Kentucky Department of Education logo and the title 'Kentucky School Calendar'. Below this is a navigation bar with links: 'Calendar > Upload File | View Data | Error Report | Status'. The main heading is 'Use the form below to select and upload your calendar file.' Below this, a note states: 'Before attempting to post your file please verify the following requirements are met.' This is followed by a bulleted list of requirements: 'The system only accepts text files. PDF, Word, or Excel files cannot be submitted.', 'The file name will resemble this: "CAL123.19", where 123 is your district number and .19 is the school year.', and 'Please ensure that the Calendar Edit Report has been run prior to submission.' (highlighted in yellow). The form includes input fields for 'Your name' and 'Email address', both with 'Name is required' and 'An email address is required' error messages. Below these is a file selection area with the text 'Select file to upload', a 'Choose File' button, and the text 'No file chosen'. At the bottom is an 'Upload' button.