

# Amending the Calendar



Josh Whitlow  
Office of Finance and Operations  
Division of District Support  
March 18, 2019

## KDE Contacts

Sheila Harned: 270-705-9158

[sheila.harned@education.ky.gov](mailto:sheila.harned@education.ky.gov)

Scott Rose: 606-776-0798

[scott.rose@education.ky.gov](mailto:scott.rose@education.ky.gov)

Ruth Wilkes: 859-516-1673

[ruth.wilkes@education.ky.gov](mailto: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. If the 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

<< **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  
\*Period Schedule: S1

School Day:  Instruction:  Attendance:

Start Time: End Time: Duration: 0

The duration field will be calculated automatically

Comments:

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

Choose "Planning" "Teacher Equivalency" or "Professional Day" in the dropdown list.

The image shows two screenshots of a software interface. The top screenshot is titled "Day Detail" and shows the date "01/04/2017" and "Day # 108". It includes a dropdown menu for "Period Schedule" set to "S1", and checkboxes for "School Day" (checked), "Instruction", and "Attendance". There are input fields for "Start Time", "End Time", and "Duration" (set to 0). A note states "The duration field will be calculated automatically". Below is a "Comments" text area. The bottom screenshot is titled "Day Events" and shows a table with columns "Type", "Duration", and "Inst. Minutes". A red arrow points to the "Type" dropdown menu, which is currently set to "G: Planning". There is an "Add DayEvent" button below the table.

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)

The image shows two screenshots of a software interface. The top screenshot is titled "Day Detail" and shows the date "06/01/2017" and "Day # 214". It includes a dropdown menu for "Period Schedule" set to "S1", and checkboxes for "School Day", "Instruction", and "Attendance", all of which are unchecked. There are input fields for "Start Time", "End Time", and "Duration" (set to 0). A note states "The duration field will be calculated automatically". Below is a "Comments" text area containing the text "01/04/16 used planning on a weather day". A red arrow points to this comment. The bottom screenshot is titled "Day Events" and shows a table with columns "Type", "Duration", and "Inst. Minutes". The "Type" dropdown menu is set to "W: Weather Cancelled". There is an "Add DayEvent" button below the table.

## Non-Traditional Days

### 2. If Non-Traditional Instruction is used:

In order to use a Non-Traditional Day, it must be pre-approved by KDE. When Non-Traditional Instruction Days are used, the day event should be N: Non-Traditional Instruction and the attendance check box should be unchecked.

**Note: Since these are instructional days they do count toward home hospital and students can be suspended on these days.**

The screenshot shows two forms. The top form, 'Day Detail', has the following fields: Date (02/03/2017), Day # (108), Period Schedule (REG), School Day (checked), Instruction (checked), Attendance (unchecked), Start Time, End Time, and Duration (0). The bottom form, 'Day Events', has a table with columns for Type, Duration, and Inst. Minutes. The first row shows 'N: Non-traditional Instruction' selected in the dropdown, with empty duration and inst. minutes fields. A red arrow points to the 'N: Non-traditional Instruction' dropdown.

- ✓ If the Non-Traditional Day is not approved, the day event should be changed to "E: Teacher Equivalency day." The Instructional checkbox should be unchecked.

The screenshot shows two forms. The top form, 'Day Detail', has the following fields: Date (02/03/2017), Day # (108), Period Schedule (REG), School Day (checked), Instruction (unchecked), Attendance (unchecked), Start Time, End Time, and Duration (0). The bottom form, 'Day Events', has a table with columns for Type, Duration, and Inst. Minutes. The first row shows 'E: Teacher Equivalency' selected in the dropdown, with empty duration and inst. minutes fields. A red arrow points to the 'E: Teacher Equivalency' dropdown.

## Cancelled Days for Teachers

### 3. If the day is also cancelled for the 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: [ ]  
Add DayEvent

- ✓ Choose “Weather Cancelled” or “Closed Due to Illness” in the dropdown list.

**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:  W: Weather Cancelled Duration: [ ] Inst. Minutes: [ ]  
Add DayEvent

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
 Save	 Print						
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				
Add School Months							

➔ 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. Da 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 w

**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 calend 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 sy

**Source Calendar**

16-17 CENTRAL ELEMENTARY SCHOOL

**Destination Calendars**

- 16-17 CENTRAL ELEMENTARY SCHOC
- 16-17 DEWITT ELEMENTARY SCHOOL
- 16-17 Flat Lick Elementary Sch
- 16-17 G R Hampton Elementary S
- 16-17 GIRDLER ELEMENTARY SCHOO
- 16-17 Jesse D Lay Elementary S
- 16-17 Knox Appalachian School
- 16-17 Knox Central High School
- 16-17 Knox County Day Treatment
- 16-17 Knox County Learning Aca
- 16-17 Knox County Middle Schoo
- 16-17 Lynn Camp Elementary
- 16-17 Lynn Camp High
- 16-17 Lynn Camp Middle

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.



In the "Overwrite Behavior" section, select "Overwrite School Months data in destination calendars."

**Copy School Months data**  
Confirm that the information below is correct, select the desired overwrite behavior, and click Run Wizard. This will copy School Months data to destination calendars with the overwrite behavior selected.

**School Months data of Source Calendar:**  
16-17 CENTRAL ELEMENTARY SCHOOL

Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2016	09/02/2016			09/21/2016
Month 2	2	09/05/2016	09/30/2016			11/14/2016
Month 3	3	10/03/2016	11/01/2016			11/14/2016
Month 4	4	11/02/2016	12/01/2016			
Month 5	5	12/02/2016	01/11/2017			
Month 6	6	01/12/2017	02/08/2017			
Month 7	7	02/09/2017	03/08/2017			
Month 8	8	03/09/2017	04/05/2017			
Month 9	9	04/06/2017	05/09/2017			
Month 10	10	05/09/2017	06/30/2017			

**Overwrite Behavior**

Only copy if the destination calendar does not have School Months data defined

Overwrite School Months data in destination calendars

**Destination Calendars**  
16-17 DEMO

Run Wizard

# 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.

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

## 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.

The screenshot shows the 'Day Detail' form for the date 12/12/2016, Day # 91. The form includes fields for Date, Day #, Period Schedule (S1), School Day (checked), Instruction (checked), Attendance (checked), Start Time (9:00 AM), End Time, and Duration (350). The Duration field is circled in red. Below the form is a 'Day Events' table with columns for Type, Duration, and Inst. Minutes, and an 'Add DayEvent' button.

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)

The screenshot shows the 'Day Detail' form for the date 10/25/2018, Day # 51. The form includes fields for Date, Day #, Period Schedule (REG), School Day (checked), Instruction (checked), Attendance (checked), Start Time, End Time (8:45 AM), and Duration (60). The Duration field is circled in red. Below the form is a 'Day Events' table with columns for Type, Duration, and Inst. Minutes, and an 'Add DayEvent' button.

- ✓ 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 style="border: 1px solid gray; height: 30px;"></div>		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> R: Regular		405
<input type="button" value="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 the Day

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.)

 ←

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

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"/>	<input type="checkbox"/>
	2	2			0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Instructional Minutes Preference for 18-19 School Year**

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

**School Day Preference for 18-19 School Year**

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods

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

**Instructional Minutes Preference for 18-19 School Year**

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

**School Day Preference for 18-19 School Year**

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods

Click "Save Period Schedules"

New Period Schedule

Period Schedule/Periods Editor	
Name	
REG	
Extended Day	

Period Schedule Placement		
	REG	Extended Day
1	1	
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.

## 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.

The screenshot shows the 'Section Editor' interface with the following fields and values:

- SectionID:** 60157
- \*Section Number:** 1
- Teacher Display Name:** Whitlow, Joshua
- Max Students:** 30 (0)
- Lunch Count:**
- Milk Count:**
- Adult Count:**
- Room:** (Dropdown menu)
- Skinny Seq:** (Dropdown menu)
- Team:** (Dropdown menu)
- Homeroom:**
- Hide Standards On Portal:**
- Instructional Setting (Override):** (Dropdown menu) (01)
- External LMS Exclude:**
- \*Highly Qualified:** Highly Qualified (Dropdown menu)
- Primary Teacher:** Whitlow, Joshua
- Instructional Time:** 0
- Special Type:** 01: None (Dropdown menu)
- Population ID:** (Dropdown menu)
- Core Content:** Select a Value (Dropdown menu)


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

		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 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"/>	

✓ 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	Extended Day	REG	Extended Day	REG	Extended Day	REG	Extended Day
	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
<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
<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
Add DayEvent		

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



Day Detail		
Date		Day #
05/13/2019		164
<b>*Period Schedule</b>		
Extended Day ▾		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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
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](#)*