

Data Standard Non-Traditional Instruction

Rev. 8/30/2021

Ownership and History

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Office of Continuous Improvement and Support

Revision history

August 30, 2021

Added clarification on data entry – cannot enter symbols.

August 3, 2021

Added guidance on NTI documentation of student work.

July 15, 2021

Document creation.

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Overview

Description

Regulation citation(s)

[701 KAR 5:150](#) – Non-traditional Instruction Program

[KRS 158.070](#) (9) – School district calendar

Data use

Monitoring of participation of students and teachers on Non-Traditional Instruction Days (NTI) in districts approved to utilize up to 10 days when the district is closed due to health or safety reasons.

Related ad-hoc filters and reports

Resource(s)

KDE's [Non-Traditional Instruction \(NTI\) website](#)

[2021-2022 Non-Traditional Instruction \(NTI\) Guidance](#)

Training

[Non-Traditional Instruction Data Collection Training](#)

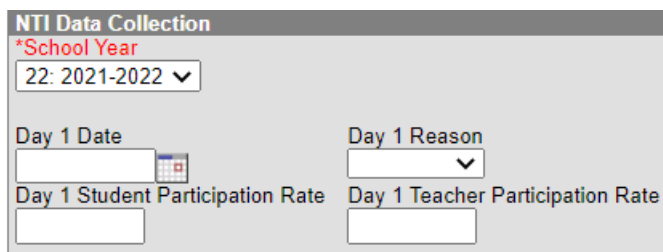
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Section A – NTI Data Collection

The commissioner of education may grant up to the equivalent of ten (10) student attendance days for school districts that have a nontraditional instruction plan approved by the commissioner of education on days when the school district is closed for health or safety reasons.

Campus Path: System Administration | Resources | District Information | NTI Data Collection tab



School Year: Select appropriate school year from the drop list; 22: 2021-2022 must be selected for this academic year.

Day 1 Date: Enter or select from the calendar picker the date of the first NTI day used in specified year. **Ensure correct year is selected or entered for the NTI day.**

Day 1 Reason: Select from the drop list the reason for the NTI day – Health or Safety

Day 1 Student Participation Rate: Enter the overall participation rate for all students in the district for the specified NTI day. **Enter numeric values only – no symbols, such as %.**

NTI days are considered instructional days, therefore, all K-12 students are expected to participate. Districts may determine what participation is for students, whether it be accessing online course work, completing a project or paper assignment, or other method of participating in instructional activities. Districts must enter the overall district student participation rate for each NTI day.

Day 1 Teacher Participation Rate: Enter the overall participation rate for all teachers in the district for the specified NTI day. **Enter numeric values only – no symbols, such as %.**

NTI days are considered teacher workdays and count towards fulfilling the number of workdays required by contract. As such, teachers are required to work on NTI days, though each district decides the work location and duties of the teachers on NTI days. If a teacher decides not to work, or is unable to work on an NTI day, leave time must be used according to district policies. Teachers on pre-arranged leave are not required to work on NTI days. Districts must enter the overall participation rate of teachers working on NTI days.

Entries should be completed for all days in the academic year in which an NTI day was utilized. Approved districts are eligible for up to 10 NTI days.

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Section B – Student Work Samples

Student work samples by school level (elementary, middle and high) and of various content areas (Math, Language/Arts, Science, Social Studies) should be kept in the district office for monitoring purposes for each NTI day used within a school year. The samples will not be submitted to KDE.

Section C – NTI Calendar Days

NTI days must be documented on the school calendar as Instructional Days. Districts will receive the previous year's average daily attendance (ADA) for each NTI day.

Campus Path: System Administration | Calendar | Days

The image shows two screenshots of a software interface. The top screenshot is titled 'Day Detail' and contains the following fields: 'Date' (02/08/2021), 'Day #' (97), 'Period Schedule' (REG), 'School Day' (checked), 'Instruction' (checked), 'Attendance' (unchecked), 'Start Time' (empty), 'End Time' (empty), and 'Duration' (0). Below these fields is a note: 'The duration field will be calculated automatically' and a 'Comments' text area. The bottom screenshot is titled 'Day Events' and shows a 'Type' dropdown menu set to 'N: Non-traditional Instruction', with 'Duration' and 'Inst. Minutes' fields next to it. An 'Add DayEvent' button is at the bottom.

School Day: Check this indicator for a Non-Traditional Instruction (NTI) Day

Instruction: Check this indicator for a Non-Traditional Instruction (NTI) Day

Attendance: Should **not** be selected.

Type: Select N: Non-traditional Instruction from the drop list in the Day Events dialog box

NTI days are considered instructional days; therefore, the days will count toward home/hospital day requirements and student suspension days.

Reference [Amending the Calendar](#) guidance for additional information on amending the days for school calendar(s).