FYI, the information below was shared with DPPs earlier today.

All,

Just a friendly reminder that 2024-2025 Original Calendar and 2023-2024 Amended Calendar must submit to KDE before June 28th. Please note, KDE cannot approve 23-24 SAAR until your 2023-2024 Amended Calendar is approved.

If you have tried to upload your calendar and haven't yet received an approval or rejection email, that means your calendar was not submitted successfully. As of this morning, we still have no status on **17** districts for Original Calendar and **23** districts for Amended Calendar. Please reach out to your field staff or Josh Whitlow if you have any questions on submitting your calendar.

Calendars must be submitted to KDE through the Web Application.

Amended Calendar Information

Information on how to amend School Calendars is available in the following document: Amended

Calendar Guidance

Items to check before submitting:
- Remove all unused make-up days
- All Calendars must have a minimum of 185 school days (Remember to use E: Teacher Equivalency Day or G: Planning to reach 185)
- Traditional calendars must have a minimum of 170 instructional days **AND** 1,062 hours of instruction
- Variable Instructional Calendars must have a minimum of 1,062 hours of instruction
- Best Practice – Run Calendar Edits Report and Calendar Summary
  - Path: KY State Reporting | Edit Reports | Calendar Edits Report
  - Path: KY State Reporting | KDE Reports | Calendar Summary

Original Calendar Information

Information on how to create School Calendars is available in the following document: Calendar Setup

Guide and Using the Calendar Wizard

Items to check before submitting:
- Traditional calendars must have a minimum of 170 instructional days **AND** 1,062 hours of instruction
- Variable Instructional Calendars must have a minimum of 1,062 hours of instruction

- o Start date on or after August 26, 2024
- o Remember to use G: Planning to reach 185 contract days for teachers
- Should include make-up days equal to the maximum number of weather days in 2018-2019 through 2022-2023 school year
  - o Five Year Weather – Makeup Days
  - o All calendars must have at least one (1) make-up day
- Best Practice – Run Calendar Edits Report and Calendar Summary
  - o Path: KY State Reporting | Edit Reports | Calendar Edits Report
  - o Path: KY State Reporting | KDE Reports | Calendar Summary

2024-2025 Original and 2023-2024 Amended Calendars must be submitted to KDE by June 28!

If you have any questions, please email Josh Whitlow.

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