

Amending the Calendar



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Kentucky Department of Education

Office of Finance and Operations
Division of District Support
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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 be calculated correctly, and the attendance reports will be correct.

There are four options for updating the calendar for weather and sick days.

Days

Tool Search: *Day Setup*

1. Teachers working on the day school is cancelled:

Remove the check box for **Instruction** and **Attendance** for each schedule structure.

Save Day/Day Events

Delete Day/Day Events

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

<<

January 2024

>>

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

▼ Event on this Day

Day Detail

Date

01/08/2024

Day #

88

*Period Schedule

Monday-Thursday

School Day

☒

Start Time

End Time

Duration

0

Instruction

☐

Attendance

☐


The duration field will be calculated automatically

Comments

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

Day Detail		
Date	Day #	
01/08/2024	88	
*Period Schedule		
Monday-Thursday		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
		0
The duration field will be calculated automatically		
Comments		

Day Events		
Type	Duration	Inst. Minutes
 X G: Planning		
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 #	
05/16/2024	Not an instructional day.	
*Period Schedule		
Monday-Thursday		
School Day	Instruction	Attendance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
		0
The duration field will be calculated automatically		
Comments		
1/8/24 - Used Planning Day on a Weather Day - Fac/Staff were in building		

2. Non-Traditional Instruction Day for Health or Safety:

Reference Data Standard [Non-Traditional Instruction](#) for additional data entry requirements.

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

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.

Day Detail

Date: 01/16/2024 Day #: 93

*Period Schedule: Monday-Thursday

School Day ☒ Instruction ☒ Attendance ☐

Start Time: End Time: Duration: 0

The duration field will be calculated automatically

Comments: 1/16/24 - NTI Day #1 - Weather/Snow or 1/16/24 - NTI Day #1 - Sickness/Flu

Day Events

Type: N: Non-traditional Instruction Duration: 0 Inst. Minutes: 0

Add DayEvent

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.

Day Detail

Date: 01/16/2024 Day #: 93

*Period Schedule: Monday-Thursday

School Day ☒ Instruction ☐ Attendance ☐

Start Time: End Time: Duration: 0

The duration field will be calculated automatically

Comments:

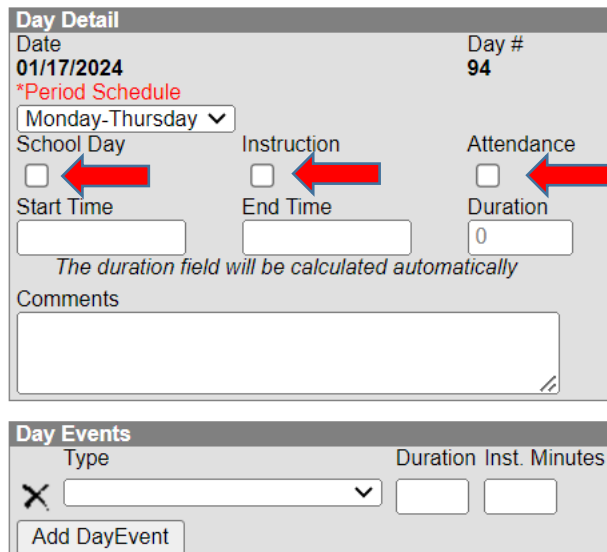
Day Events

Type: E: Teacher Equivalency Duration: 0 Inst. Minutes: 0

Add DayEvent

3. Cancelled Days for Students and Teachers:

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



Day Detail

Date: 01/17/2024 Day #: 94

*Period Schedule

Monday-Thursday

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, this includes Opening, Professional Development, Holidays, and Closing. You may need to adjust the start and end dates for the school months.

Tool Search: [School Months](#)

School Months ☆

 Save  Print

For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

School Months Detail								
	*Name	*Seq	*Start Date	*Days	*End Date	Exclude Start	Exclude End	Close Date
✕	1	1	07/30/2024	+ 14	= 08/26/2024			08/26/2024
✕	2	2	08/27/2024	+ 19	= 09/23/2024			09/23/2024
✕	3	3	09/24/2024	+ 19	= 10/29/2024			
✕	4	4	10/30/2024	+ 19	= 11/28/2024			
✕	5	5	11/29/2024	+ 19	= 01/10/2025			
✕	6	6	01/13/2025	+ 19	= 02/07/2025			
✕	7	7	02/10/2025	+ 20	= 03/10/2025			
✕	8	8	03/11/2025	+ 20	= 04/16/2025			
✕	9	9	04/17/2025	+ 20	= 05/14/2025			
✕	10	10	05/15/2025	+ 4	= 05/23/2025			
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 month 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.

Tool Search: *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 v

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	Destination Calendars
Adams School 2022 A	<div>Adams School 2022 A</div> <div>Buchanan Elem School 2022 A</div> <div>Buchanan Elem School 2022 B</div> <div>Fillmore School 2022 A</div> <div>Fillmore School 2022 B</div> <div>Fillmore School 2022 C</div> <div>Fillmore School 2022 D</div> <div>Grant School 2022 A</div> <div>Harrison Elem School 2022 A</div> <div>Harrison Elem School 2022 B</div> <div>Jackson Elem School 2022 A</div> <div>Jefferson School 2022 A</div> <div>Johnson School 2022 A</div> <div>Monroe School 2022 A</div> <div>Polk High School 2022 A</div> <div>Taylor Elem School 2022 A</div>

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

Tool Search: *Term Setup*

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	Terms

 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.

Tool Search: Day Setup

Day Detail

Date: 01/11/2024 Day #: 91

*Period Schedule: Monday-Thursday

School Day: ☒ Instruction: ☒ Attendance: ☒

Start Time: 8:30 AM End Time: Duration: 360

The duration field will be calculated automatically.

Comments: 1 HR Delay - Icy Roads

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 is 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.

Tool Search: *Period Setup*

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

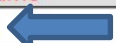


Period Schedule Placement

	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.

Tool Search: *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.

Tool Search: [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

Lunch Count

☐

Milk Count

☐

Adult Count

☐

Room

Skinny Seq

Team

Homeroom

☐

Hide Standards On Portal

☐

Instructional Setting (Override)

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"/>

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

Tool Search: *Day Setup*

Day Detail		
Date	Day #	
01/24/2022	99	
*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		

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	
*Period Schedule		
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.

[Reporting | KDE Reports | Schedule Gap](#)

[Reporting | KDE Reports | Calendar Summary](#)

[Reporting | Edit Reports | Calendar Edits Report](#)

Calendar Submission

Calendar Report: Creating Calendar File for Submission

Tool Search: *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.

This file must remain unopened prior to uploading. Opening the file before upload may alter its contents or metadata and could result in processing errors or rejection. Please upload the file in its original, unchanged format to ensure it is accepted and reviewed correctly.

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

Report Editor

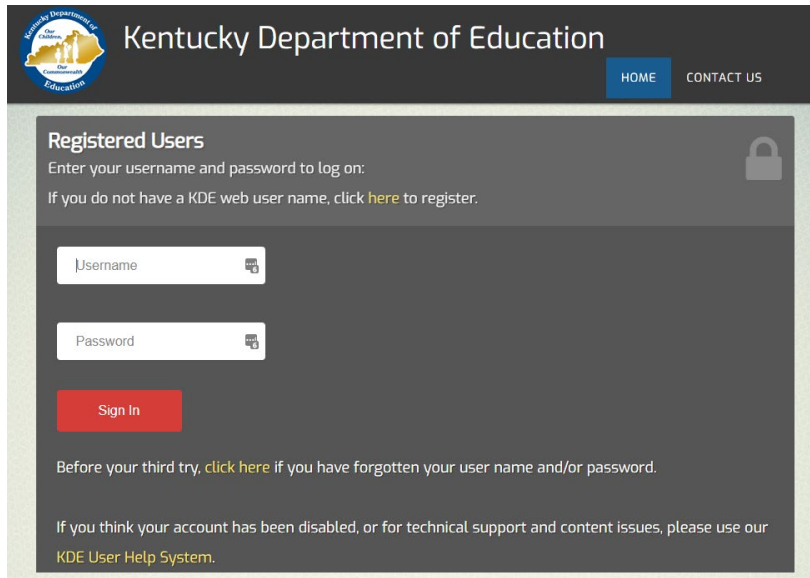
Editor Field	Description
Is Amended Calendar	Indicates whether the calendar was amended within the report.
Calendar Type	Indicates whether the reported calendar(s) is a regular or alternative calendar.
Board Approval Date	The date the School board approved the reporting calendar(s).
Exclude Calendars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

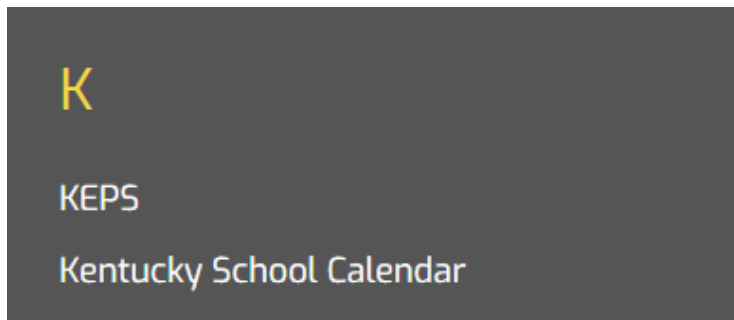
Sign In

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. Below it is a navigation bar with links: 'Calendar > Upload File | View Data | Error Report | Status'. The user is logged in as 'josh.whitlow@education.ky.gov'. The main content area instructs the user to use the form to select and upload a calendar file. It lists requirements: only text files (PDF, Word, Excel) are accepted; the file name must be 'CAL123.22' (123 is district number, 22 is school year); and the Calendar Edit Report must be run prior to submission. The form includes fields for 'Your name' (Josh Whitlow) and 'Email address' (josh.whitlow@education.ky.gov). Below these is a file selection area with a 'Choose File' button and 'No file chosen' text. An 'Upload' button is at the bottom left. The footer contains copyright information and links for 'KY Agencies | KY Services', 'Privacy | Disclaimer | Contact Us | Help'.

If you have any questions or need additional clarification, please reach out to Josh Whitlow. Can be reached by email at josh.whitlow@education.ky.gov or by phone at 502-564-5279.