

From: Conner, Dede - KDE Division Director
Sent: Monday, April 29, 2024 9:14 AM
To: All State KSIS Contacts
Subject: KSIS Notification: 2024-2025 Original Calendars open for submission!
Importance: High

KSIS POC – FYI

The information below was shared with DPPs this morning.

From: Whitlow, Josh - Division of District Support
Sent: Monday, April 29, 2024 9:10 AM

Good Morning All

2024-2025 Original Calendars can now be submitted to KDE through the [Web Application](#). We apologize that we had to push the opening of the calendar app this year.

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
 - Start date on or after August 26, 2024
 - 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
 - [Five Year Weather – Makeup Days](#)
 - All calendars must have at least one (1) make-up day
- 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

2024-25 Original must be submitted to KDE by June 28!

If you have any questions, please reach out to [Josh Whitlow](#)

Josh Whitlow

Resource Management Analyst III
Division of District Support
Office of Finance and Operations

Phone: (502) 564-5279 Ext. 4450
Email: josh.whitlow@education.ky.gov
300 Sower Blvd. – 4th floor
Frankfort, KY 40601
Twitter: @KyDeptofEd