

**From:** Conner, Dede - KDE Division Director  
**Sent:** Tuesday, April 15, 2025 9:49 AM  
**To:** All State KSIS Contacts  
**Subject:** KSIS Notification: 2025-2026 Original Calendars Applications is OPEN

KSIS Points of Contact: FYI, the information below was shared with DPPs this morning. Contact Josh if you have questions.

**From:** Whitlow, Josh - Division of District Support  
**Sent:** Tuesday, April 15, 2025 9:41 AM  
**Subject:** FW: 2025-2026 Original Calendars Applications is OPEN

When you all have time, would you care to send this to IC POC's, we sent it out to our DPP's this morning. Thanks!

Good Morning All,

This is a reminder that the 2025-2026 Original Calendars can now be submitted to KDE through the [Web Application](#). For assistance in creating School Calendars, please refer to the [Calendar Setup Guide and Using the Calendar Wizard](#) document.

Before submitting, please check the following items:

- *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, with a start date on or after August 25, 2025.
  - Remember to utilize G: Planning to ensure you reach 185 contract days for teachers.
- It is essential to include make-up days equivalent to the maximum number of weather days recorded from the 2019-2020 through the 2023-2024 school year.
  - All calendars must include at least one (1) make-up day.
  - [Five Year Weather – Makeup Days](#)
- Best Practice: Run the Calendar Edits Report and Calendar Summary for checks before submission.
  - Path: Reporting | Edit Reports | Calendar Edits Report
  - Path: Reporting | KDE Reports | Calendar Summary

Please remember that the 2025-2026 Original Calendars must be submitted to KDE by **June 30!**

If you have any questions, please feel free to contact [Josh Whitlow](#).

### ***Josh Whitlow***

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