

From: Conner, Dede - KDE Division Director
Sent: Monday, April 17, 2023 8:22 AM
To: All State KSIS Contacts
Subject: KSIS Notification: Calendar Application is OPEN for 2023-2024

KSIS Points of Contact: FYI – this information was shared earlier today with DPPs.

From: Devine, Ronda - Division of District Support
Sent: Monday, April 17, 2023 7:54 AM

Good Morning,

The [2023-2024 Original Calendars](#) can be submitted to KDE through the [Web Application](#).

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 28, 2023
 - 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 2017-2018 through 2021-2022 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

2023-24 Original must be submitted to KDE no later than **June 30. Please send them as soon as they are available. June 30th is the latest we can accept them.**

If you have any questions, please email [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



This email may contain confidential data or information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail, and you are requested to notify the sender immediately.