

School Calendar Worksheet: 2020-21

Special Note for 2020-21: In the past, the school calendar information reported on the ED165 was based on the planned schedule at the beginning of the school year and no adjustments were made for changes made after the first day. For the 2020-21 school year, the ED165 data will be used as a check that all schools are providing the legally required hours and days of instruction. Schools are asked to report their schedule information as it has been up to this point and how they plan to proceed going forward. If your district/school made a change in its schedule during the school year (such as shifting from in-person to remote instruction) that change needs to be accounted for in the figures provided. This may include the need to complete additional worksheets to account for all of the schedules utilized and combine the results.

This worksheet allows you to compute for your school the days and hours of instruction that have been provide thus far and are planned going forward for the remainder of the school year. These data are reported on Schedule 2. Do not submit this worksheet. You should keep it for your records and may need it to confirm the instructional time data that are reported on Schedule 2. If your school has shifted between leaning models, you will need to complete a worksheet for each model used and sum them for the total hours and days of instruction.

Instructions:

1. Enter the start time and end time of each of the types of days in columns A and B, respectively, and total them in column D, Minutes Available for Instruction. Do not include after-school activities or optional after-school courses.
2. Enter the number of full schedule, regular days, days shortened for professional development, and other shortened days in column C. Only days with a distinct start time and end time should be reported.
3. Deductions for non-instructional time: In columns E through I, enter the portion of each day that is devoted to non-instructional activities. Daily announcements, attendance, and the Pledge of Allegiance should be considered non-instructional and deducted in either the Homeroom or Opening/Closing Exercises column. Unless all classes, including specials, are taught by the same teacher in the same room, time must be deducted for passing time. If passing time varies within a week or semester, enter the average number of minutes. Total the number of non-instructional minutes (columns E-I) and enter in column J.
4. Enter any minutes of asynchronous class work that students were required to complete in column K. **Note:** this time is for classwork only. Homework assigned to students should not be included in this total.
5. Subtract the total of non-instructional minutes (column J) from the total minutes available for instruction (column D) add in any required asynchronous work (column K) and enter the total into column L (Total minutes of Instruction Per Day).
6. Multiply the number of days reported in column C by the Total Minutes of Instruction Per Day (column L). Enter the result in column M, Total Instructional Minutes per Year.
7. In row 4, total the number of days of instruction (column C) and the Total Instructional Minutes per Year (column M). In row 5, convert the Minutes of Instruction Per Year to Hours of Instruction Per Year.

Special Considerations:

- If your school has some students attending school only remotely (i.e., not attending in-person schooling at all), do not include their schedules in these calculations.
- If your school utilized a hybrid schedule that led to unequal in-person and remote instruction for some groups of students (i.e., certain groups experienced more remote days than others), report the schedule of the group of students who received the least amount of in-person instruction.
- If your school experienced a shift to fully remote learning due to an outbreak, an additional worksheet will be needed to account for those remote days.
- If your school had one or more classes shift to remote because of an outbreak or potential exposure, but your school otherwise remained in-person for the remainder of the students, you can report those days as if all classes were in-person.

Schedule 2: Hours and Days of Instruction Worksheet

Type of Day	A	B	C	D	E	F	G	H	I	J	K	L	M
	Start Time	End Time	Number of Days	Total Minutes Available for Instruction (B-A)	Deductions for Non-instructional Activities (in minutes)						Required Asynchronous Classwork in Minutes (Classwork outside of start and end time)	Total Instructional Minutes Per day (D+K-J)	Total Instructional Minutes Per Year (L*C)
					Lunch/ Snack	Recess/ Breaks (including mask/screen breaks)	Home-Room	Passing Time	Opening /Closing Exercises	Total Non-instructional Minutes (Sum E through I)			
Full (non-shortened) school days													
Days shortened for professional development or parent conferences													
Other shortened days (exams, pre-holidays, etc)													
Other days (if necessary)													
Totals (Sum Lines 1-4)			*										
Hours of instruction per year													*

* Report these two numbers on Schedule 2.