

School Calendar Worksheet

This worksheet allows you to compute for your school the days and hours of instruction that have been planned for 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 different schedules for different grades, complete a copy of this worksheet for each schedule and prorate the results by enrollment for Schedule 2.

Instructions:

1. Enter the number of full schedule, regular days, days shortened for professional development, and other shortened days in column A.
2. Enter the start time and end time of each of the types of days in columns B and C, respectively, and total them in column D, Minutes Available for Instruction. Do not include after-school activities or optional after-school courses.
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. Subtract the total of non-instructional minutes (column J) from the total minutes available for instruction (column D) and enter the total into column K (Total minutes of Instruction Per Day). Multiply the number of days reported in column A by the Total Minutes of Instruction Per Day (column K). Enter the result in column L, Total Instructional Minutes per Year.
5. In row 4, total the number of days of instruction (column A) and the Total Instructional Minutes per Year (column L). In row 5, convert the Minutes of Instruction Per Year to Hours of Instruction Per Year.

Scheduled Hours of Instruction

	A	B	C	D	Deductions for Non-instructional Activities (in minutes)						K	L
					E	F	G	H	I	J		
Type of Day	Number of Days	Start Time	End Time	(C-B) Total Minutes Available for Instruction	Lunch/ Snack	Recess	Home-Room	Passing Time	Opening /Closing Exercises	Total Non-instructional Minutes (Sum E-I)	Total Instructional Minutes Per day (D-J)	Total Instructional Minutes Per Year (K*A)
1. Full (non-shortened) school days	*											
2. Days shortened for professional development or parent conferences												
3. Other shortened days (exams, pre-holidays, etc)												
4. Totals (Sum Lines 1-3)	*											
5. Hours of instruction per year												*

* Report these three numbers on Schedule 2.