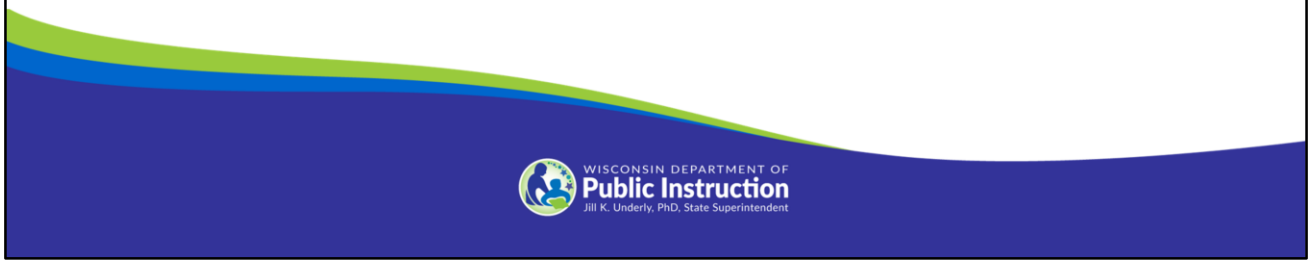
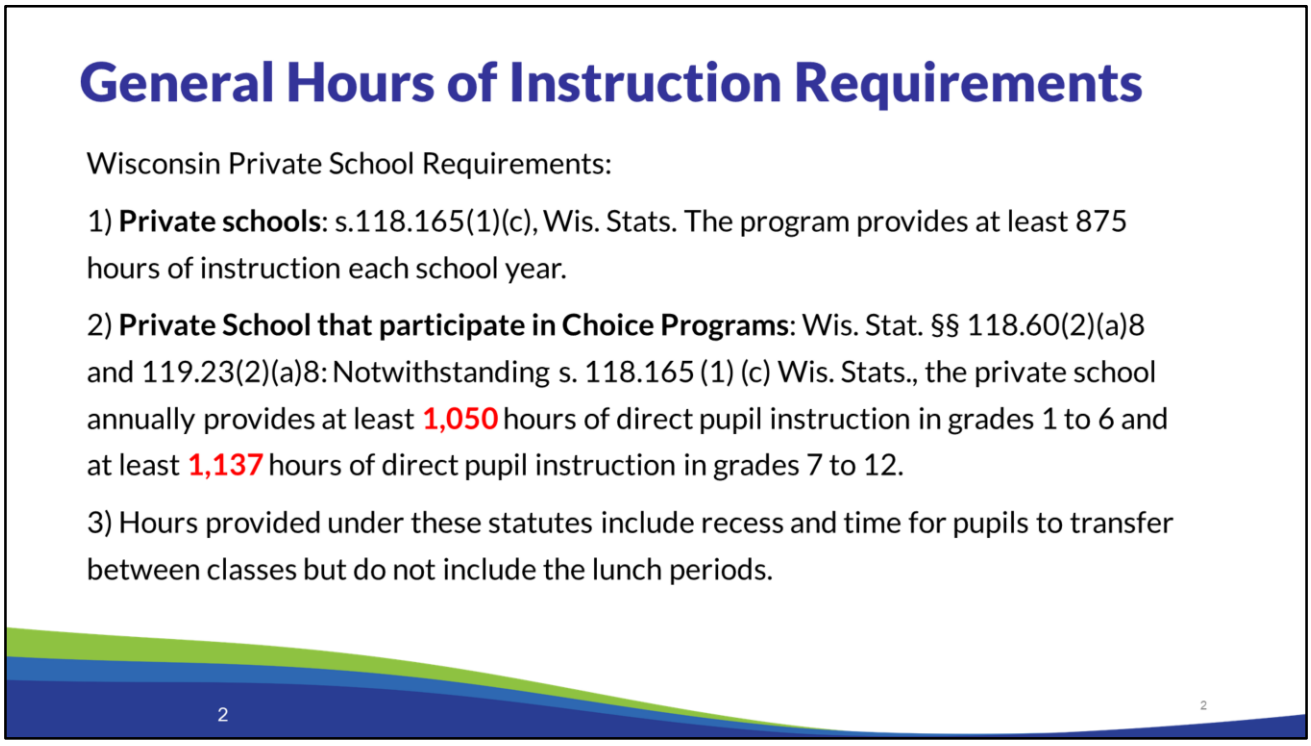
Training 3-1
Choice Programs: Reporting Hours of Instruction



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs and Completing the Hours of Instruction report. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.



All private schools in Wisconsin are required to provide at least 875 hours each year. *Schools that participate in the Choice programs have additional requirements.*

Choice schools must provide at least 1,050 hours of direct pupil instruction to grades 1 to 6 each year. Choice schools must provide at least 1,137 hours to grades 7 to 12 each year. Hours include recess and time for pupils to transfer between classes but do not include the lunch periods.

A school's accrediting organization may have additional requirements, such as requiring 180 days of school.

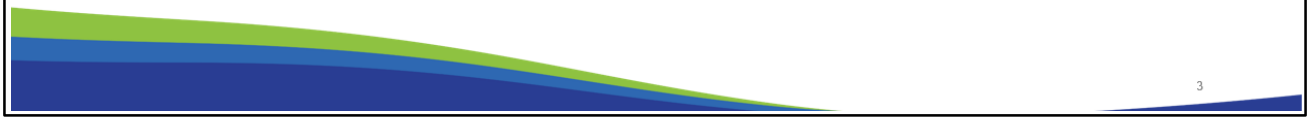
Choice schools utilizing virtual instruction (digital, analog, synchronous, asynchronous, or hybrid) or utilizing a combination of traditional in person instruction with virtual instruction, may count instruction under any of these models toward their hours of instruction. Hours of instruction should be based on the time teachers are available to students and the private school's estimate of the amount of time needed to accomplish daily learning objectives.

As a reminder, if a Choice school opts to provide virtual instruction, the DPI recommends the school notify its accrediting entity to ensure that the school is aware of any additional requirements the accrediting entity may have connected to this change in programming.

Choice Program: Hours of Instruction Requirements for K4 and K5

- 437 hours of direct student instruction are required for a 0.6 FTE K4 and a 0.5 FTE K5 program.
- The scheduled daily hours for a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program must match the scheduled daily hours for the full day of first grade and must provide the applicable minimum hours of direct student instruction seen below.*
  - 0.6 FTE program must provide at least 630 hours (students attend 3 full days of instruction each week)
  - 0.8 FTE program must provide at least at least 840 hours (students attend 4 full days of instruction each week)
  - 1.0 FTE program must provide at least 1,050 hours (students attend 5 full days of instruction each week)

**For schools that offer kindergarten but do not offer first grade, the required minimum 5K hours are 525 for a 0.6 FTE program, 700 for a 0.8 FTE program, and 875 for a 1.0 FTE program.*



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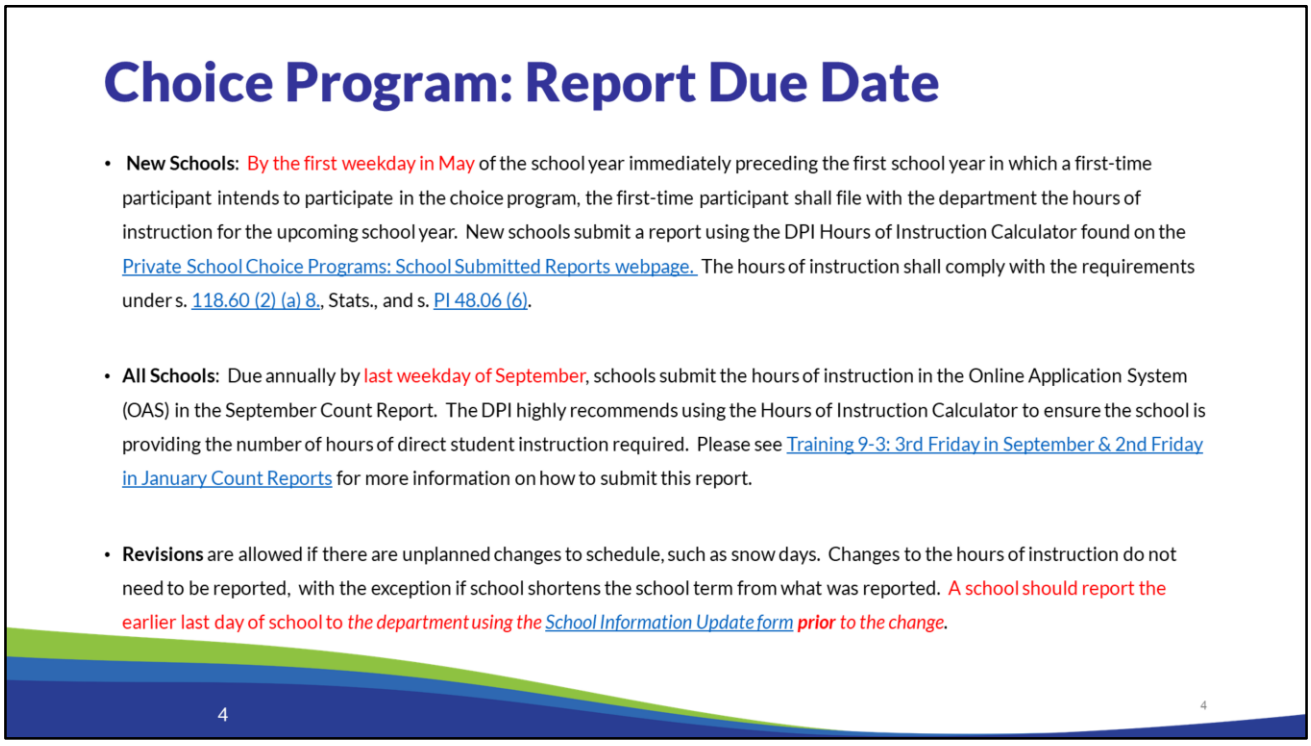
437 hours of direct student instruction are required for a 0.6 FTE K4 and .5 FTE KG.

The scheduled *daily hours* for a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program must match the scheduled daily hours for the full day of first grade. They also must provide the applicable minimum hours of direct student instruction seen below.*

- 0.6 FTE program must provide at least 630 hours (students attend 3 full days of instruction each week)
- 0.8 FTE program must provide at least at least 840 hours (students attend 4 full days of instruction each week)
- 1.0 FTE program must provide at least 1,050 hours (students attend 5 full days of instruction each week)

**For schools that offer kindergarten but do not offer first grade, the required minimum K5 hours are 525 for a 0.6 FTE program, 700 for a 0.8 FTE program, and 875 for a 1.0 FTE program.*



New schools must show the DPI, by the first weekday in May of their first year, how they will meet this requirement. News schools will need to submit the DPI Hours of Instruction Calculator found on the Private School Choice Programs: School Submitted Reports webpage. The following slides of this PowerPoint will review this Excel Report.

Schools that are continuing in the Choice program must submit their hours of instruction to the DPI in the September Count Report via OAS annually by last weekday of September, certifying that they will meet the requirement for the upcoming year. Please see Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports for more information on how to submit this report.

Schedules can change, and revisions are allowed. General revisions to the schedule are not required to be reported to the DPI. *The DPI may request validation the school's reported hours are accurate. It is highly recommended* that a school revising its schedule use the DPI Hours of Instruction Calculator found on the Private School Choice Programs: School Submitted Reports webpage to ensure that the school continues to meet the Hours of Instructions requirements with the revisions. If it is necessary to shorten the school term, *a school must get prior approval from the department* to end school on an earlier date prior to the change. School should use the School Information Update form to report this change. It is highly recommended the school reports this change and gets prior approval before May 1.

Hour of Instructions Report: Excel Instructions Tab

1) Use the Hours of Instruction Checklist to assist you in completing the report.
   (**Note:** *Checklist* does *not* need to be sent to the DPI.)
2) Download the Excel document from the Choice School Submitted Reports webpage.
3) Save a copy of the file on your local system.
4) See the tabs at the bottom of the report to access all required sheets:

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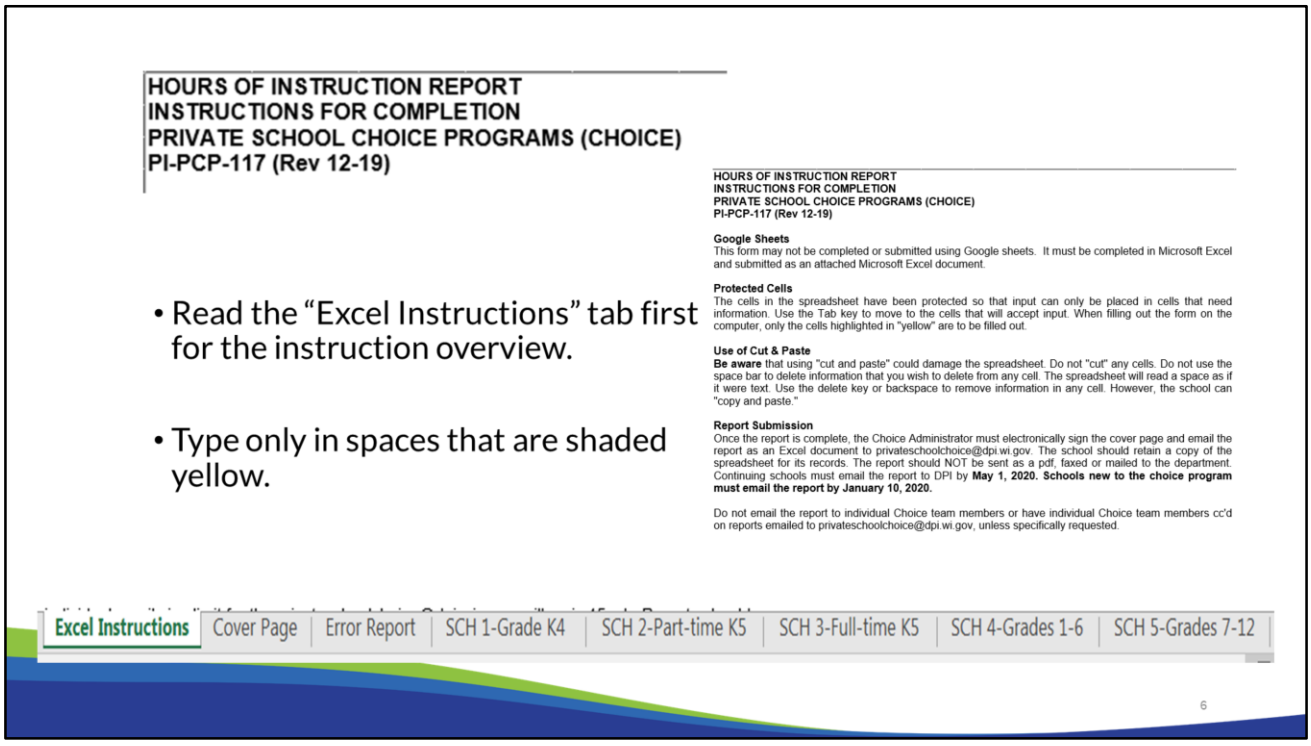
The Hours of Instruction report and Checklist is posted to the DPI Private School Choice Programs web page under School Submitted Reports.

To have the best experience and full functionality with the report save a copy of the Excel file on your local system with access for relevant staff. The school will want to be able to revise the report later in the year if necessary.

There are tabs at the bottom of the report that will link you to the required pages of the report.



Read the "Excel Instructions" tab first for the instruction overview.

The instructions direct you to complete the Cover Page first. You are only able to enter information in the boxes that are shaded yellow.

Cover Page Tab: Section I. - School Information

- Type the School Name and School City at the top of the Cover Page.

Excel Instructions | Cover Page | Error Report | SCH 1-Grade K4 | SCH 2-Part-time K5 | SCH 3-Full-time K5 | SCH 4-Grades 1-6 | SCH 5-Grades 7-12

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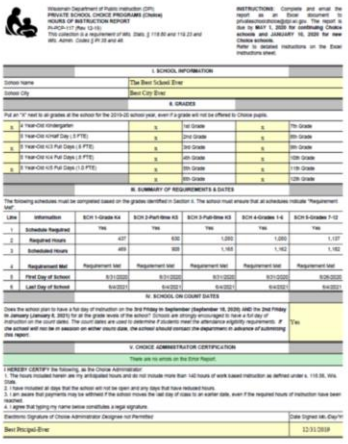
Begin by typing the name of the school and the city at the top of the cover page in Section I.

Cover Page Tab: Section II. GRADES



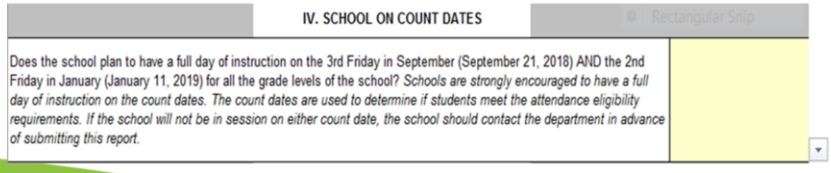
- Put an "X" next to all grades at the school, even if a grade will not be offered to Choice pupils.
- The required hours will appear on the chart in Section III, Summary of Requirements.

Type an "X" in Section II. Grades next to all grades offered at the school, even if a grade will not be offered to Choice pupils.

The required hours will appear on the chart in Section III., Summary of Requirements. After you have completed the entire report, your hours will transfer automatically to Section III, and the report will confirm whether the requirement is met.

Cover Page Tab: Section IV. School On Count Dates

- Choice schools are paid based on attendance on 2 "count dates." The count dates are used to determine if students meet the attendance eligibility requirements.
- Click on the yellow box. A drop-down arrow will present either a "Yes" or "No" response.
- Answer "Yes" or "No" to whether the school plans to have a full day of instruction on the count dates.



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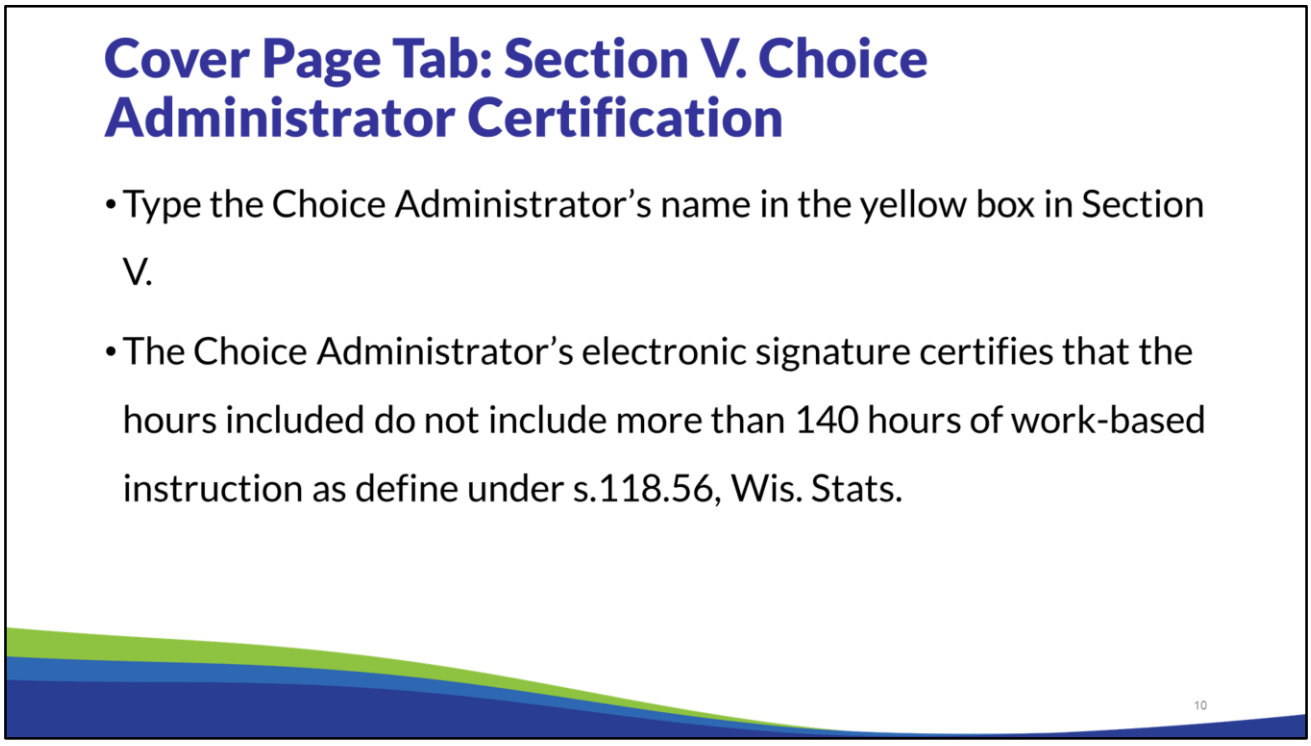
Complete the answer in Section IV. School on Count Dates by clicking on the drop-down arrow in the yellow box and clicking on "Yes" or "No."

If the school will not be in session on either count date, the school should contact the department in advance of submitting this report.



In Section V. of the cover sheet, type the Choice Administrator's name in the yellow box.

If your high school has created a Work Based Program that meets the requirement of Wisconsin Statute 118.56, no more than 140 hours of work-based instruction may be counted as Hours of Instruction to meet the choice school requirement.

Cover Page Tab: Section V. Choice Administrator Certification (cont.)

- Your signature certifies that you are aware that payments may be withheld if the school year ends earlier than scheduled.
- See Wisconsin Administrative Code PI 35.19(4) and PI 48.19(4):

".....The department may not make a May payment to a school that has ceased instruction prior to the end of its scheduled school term unless the school obtained prior written approval from the department to end the school term early."

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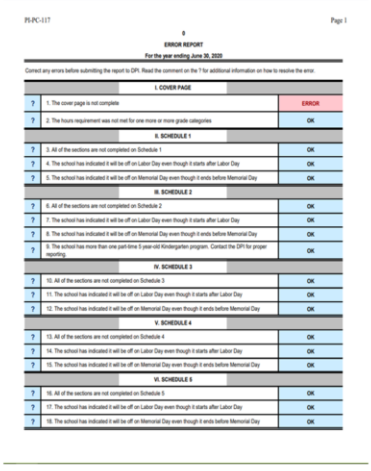
Even if you have satisfied the Hours of Instruction requirement, the school may not end the school term early unless it has received prior written approval from the DPI.

Error Report Tab



PI-PC-117 Page 1

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ERROR REPORT

For the year ending June 30, 2020

Correct any errors before submitting the report to DPI. Read the comment on the ? for additional information on how to resolve the error.

	I. COVER PAGE	
?	1. The cover page is not complete	ERROR
?	2. The hours requirement was not met for one more or more grade categories	OK
	II. SCHEDULE 1	
?	3. All of the sections are not completed on Schedule 1	OK
?	4. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	5. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
	III. SCHEDULE 2	
?	6. All of the sections are not completed on Schedule 2	OK
?	7. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	8. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
?	9. The school has more than one part-time 5 year-old Kindergarten program. Contact the DPI for proper reporting.	OK
	IV. SCHEDULE 3	
?	10. All of the sections are not completed on Schedule 3	OK
?	11. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	12. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
	V. SCHEDULE 4	
?	13. All of the sections are not completed on Schedule 4	OK
?	14. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	15. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
	VI. SCHEDULE 5	
?	16. All of the sections are not completed on Schedule 5	OK
?	17. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	18. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK

- If there are errors on the report, you will see “ERROR” on this page.
- Correct any errors before submitting the report to DPI. Click on the ? symbol in the left-hand column if you have questions.
- Include the ERROR REPORT when you submit your Hours of Instruction report.

Excel Instructions | Cover Page | **Error Report** | SCH 1-Grade K4 | SCH 2-Part-time K5 | SCH 3-Full-time K5 | SCH 4-Grades 1-6 | SCH 5-Grades 7-12

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If there are errors on the report, you will see “ERROR” on this page.

Correct any errors before submitting the report to the DPI. Click on the ? symbol in the left-hand column if you have questions.

Include the ERROR REPORT when you submit your Hours of Instruction report.

Grade Level Tab Completion

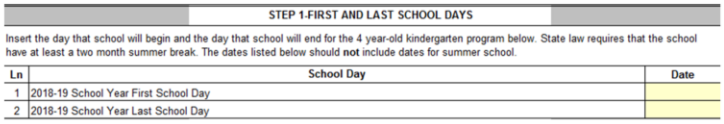
- Next, complete the schedules for each grade category offered by the school (see Cover Page Tab Section II):
  - SCH 1- Grade K4
  - SCH 2- Part-Time K5
  - SCH 3-Full-Time K5
  - SCH 4-Grades 1-6
  - SCH 5-Grades 7-12

Next, complete the schedules for each grade category offered by the school.

Each grade category that was marked on the cover page must have a schedule completed.

Again, you will type in the spaces that are shaded yellow only.

Grade Level Tab Completion (cont.)
Step 1 – First and Last School Days



STEP 1-FIRST AND LAST SCHOOL DAYS

Insert the day that school will begin and the day that school will end for the 4 year-old kindergarten program below. State law requires that the school have at least a two month summer break. The dates listed below should **not** include dates for summer school.

Ln	School Day	Date
1	2018-19 School Year First School Day	
2	2018-19 School Year Last School Day	

- In the yellow boxes, type in the first school day and last school day.

Excel Instructions | Cover Page | Error Report | **SCH 1-Grade K4** | SCH 2-Part-time K5 | SCH 3-Full-time K5 | SCH 4-Grades 1-6 | SCH 5-Grades 7-12

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In the yellow boxes, type in the first and last date of school.

Grade Level Tab Completion (cont.)
Step 2-Weekly Schedule

- Insert the number of hours and minutes of instruction for each day of the week for these grades. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

10		STEP 2-WEEKLY SCHEDULE		
11	Insert the number of hours and minutes of instruction for each day of the week for the 4 year-old kindergarten program. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.			
12	Ln	Day of Week	Hours	Minutes
13	3	Sunday		
14	4	Monday		
15	5	Tuesday		
16	6	Wednesday		
17	7	Thursday		
18	8	Friday		
19	9	Saturday		
20	10	**Total Weekly Hours**	0	0

15

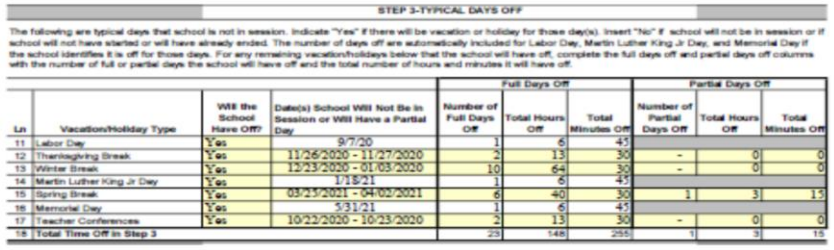
Next, in Step 2, type in the number of hours and minutes of instruction for each day of the week for these grades.

Type only in the yellow spaces.

Hours include recess and time for pupils to transfer between classes, but do not include lunch periods.

Grade Level Tab Completion (cont.)
Step 3 – Typical Days Off

The following are typical days that school is not in session. Indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" if school will not be in session or if school will not have started or will have already ended. The number of days off are automatically included for Labor Day, Martin Luther King Jr Day, and Memorial Day, if the school identifies it is off for those days. For any remaining vacation/holidays that the school will have off, complete the **full days off** and **partial days off** columns with the number of full or partial days the school will have off and the total number of hours and minutes it will have off.



STEP 3-TYPICAL DAYS OFF

The following are typical days that school is not in session. Indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" if school will not be in session or if school will not have started or will have already ended. The number of days off are automatically included for Labor Day, Martin Luther King Jr Day, and Memorial Day if the school identifies it is off for those days. For any remaining vacation/holidays below that the school will have off, complete the full days off and partial days off columns with the number of full or partial days the school will have off and the total number of hours and minutes it will have off.

				Full Days Off			Partial Days Off		
Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Number of Full Days Off	Total Hours Off	Total Minutes Off	Number of Partial Days Off	Total Hours Off	Total Minutes Off
11	Labor Day	Yes	9/7/20	1	6	45			
12	Thanksgiving Break	Yes	11/26/2020 - 11/27/2020	2	13	30	-	0	0
13	Winter Break	Yes	12/23/2020 - 01/03/2020	10	64	30	-	0	0
14	Martin Luther King Jr Day	Yes	1/18/21	1	6	45			
15	Spring Break	Yes	03/15/2021 - 04/02/2021	6	40	30	1	3	15
16	Memorial Day	Yes	5/31/21	1	6	45			
17	Teacher Conferences	Yes	10/22/2020 - 10/23/2020	2	13	30	-	0	0
18	Total Time Off in Step 3			23	148	255	1	3	15

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In Step 3-Typical Days Off we have listed typical days that some schools are not in session.

For each line indicate “YES” if there will be a vacation or holiday for those days.

Type a response in the yellow blanks. First begin with the Will the School Have Off? column. Use the drop-down arrow to indicate “Yes” or “No.” If the response is “Yes”, make sure the next section is completed with the exact number of full and partial days the school will not be in session for that listed day off. Then list the total number of hours and minutes that you will not be in session for each holiday.

Grade Level Tab Completion (cont.)
Step 4 – Partial/Early Release Days

Include any early release days or partial days in Step 4 that are not already included in Step 2 or 3. If the school has an early release every week, the early release should be included in Step 2 rather than in this Step. For example, if the school has 8 hours of instruction Monday through Thursday and 4 hours of instruction on Friday, 4 hours should be inserted on Line 8 and each Friday should not be identified as an early release day in this step.

If needed, you may list several dates on a single line.

STEP 4-PARTIAL/EARLY RELEASE DAYS

Include any early release days or partial days below that are not already included in Step 2 or 3. If the school has an early release every week, the early release should be included in Step 2 rather than in this Step. For example, if the school has 8 hours of instruction Monday through Thursday and 4 hours of instruction on Friday, 4 hours should be inserted on Line 8 and each Friday should not be identified as an early release day in this Step.

19	Will the school have early release days not already incorporated in the weekly schedule in Step 2 or partial days not identified in Step 3?	Yes

Ln	Early Release/Partial Days	Date(s) School Will Have a Partial or Early Release Day *Do not include early release that is in the standard schedule in Step 2 or days off identified in Step 3*	Number of Days	Total Hours Off	Total Minutes Off
20	Early Release/Partial Days	09/23/2020, 11/05/2020, 02/18/2020	3	9	45

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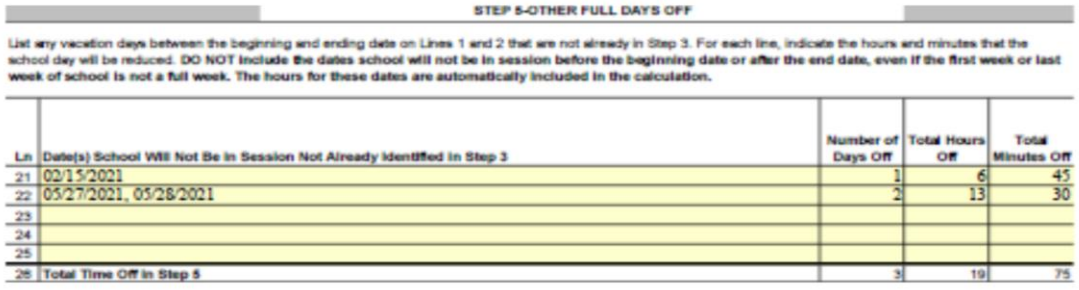
In Step 4, list any partial days that are not already listed in Step 3.

You may list several dates on a single line if necessary. Do not include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week.

Grade Level Tab Completion (cont.)
Step 5– Other Full Days Off

For Step 5, list any additional full days off, between the beginning and ending of school dates, that are not already listed in Step 3.



STEP 5-OTHER FULL DAYS OFF

List any vacation days between the beginning and ending date on Lines 1 and 2 that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced. **DO NOT include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week. The hours for these dates are automatically included in the calculation.**

Ln	Date(s) School Will Not Be In Session Not Already Identified in Step 3	Number of Days Off	Total Hours Off	Total Minutes Off
21	02/15/2021	1	6	45
22	05/27/2021, 05/28/2021	2	13	30
23				
24				
25				
26	Total Time Off in Step 5	3	19	75

18

In Step 5, list any full vacation days between the beginning and ending date on Lines 1 and 2 that are not already in Step 3. For each line, indicate the hours and minutes that the school day(s) will be reduced. DO NOT include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week. The hours for these dates are automatically included in the calculation.

Grade Level Tab Completion (cont.)
Step 6 – Instructional Hours

STEP 6 will summarize the hours of instruction provided and the number of hours required.

	STEP 6-INSTRUCTIONAL HOURS	
27	**Number of Instruction Hours** *This is the number of hours calculated based on the information above.*	-
28	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	-
29	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	-
30	**Do the hours meet the requirement?**	Yes

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At the bottom of the page, STEP 6 will summarize the hours of instruction provided and the number of hours required.

We recommend that schools add extra hours to their total hours to account for unplanned days off, such as snow days.

The bottom line will indicate whether the requirement is met or not.

Grade Level Tab Completion (cont.)
Step 6 – Instructional Hours

Ensure message at bottom of page says:

"Do the hours meet the requirement? Yes"

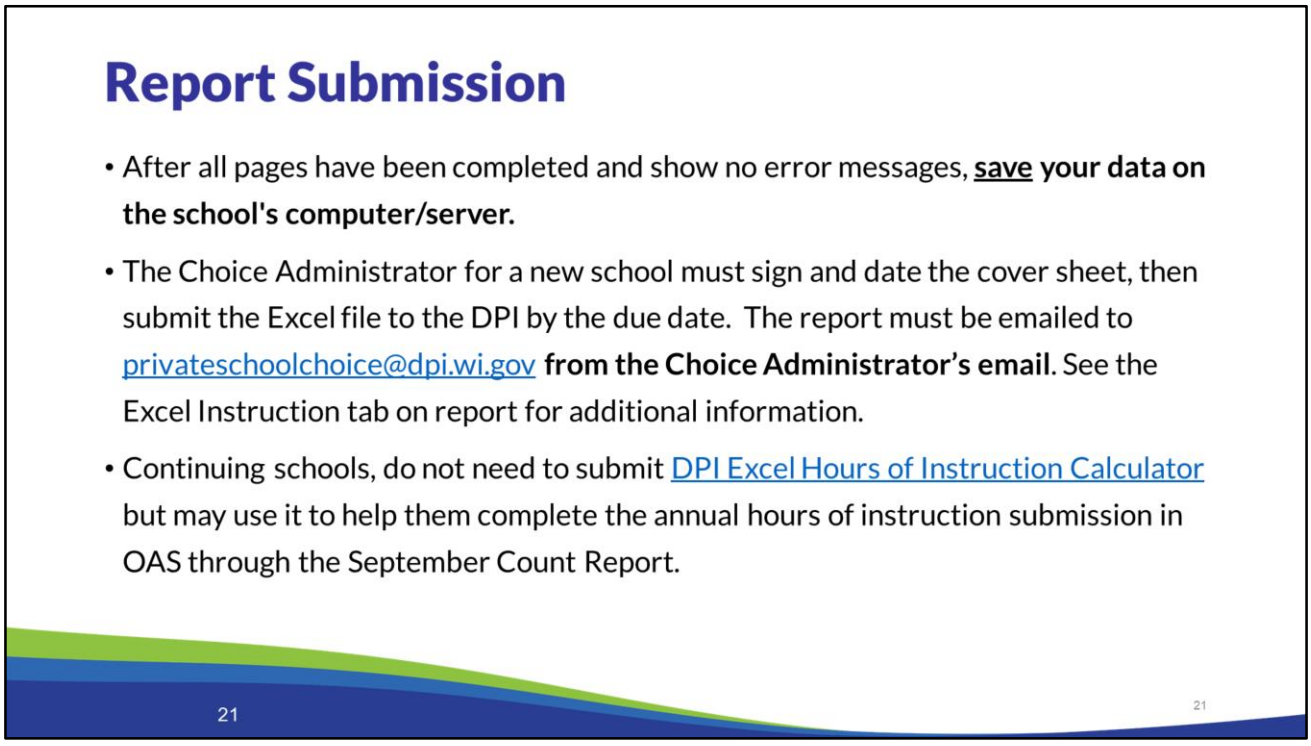
	STEP 6-INSTRUCTIONAL HOURS	
27	**Number of Instruction Hours** *This is the number of hours calculated based on the information above.*	1,164.50
28	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	1,050.00
29	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	1,082.00
30	**Do the hours meet the requirement?** Yes	

20

The spreadsheet will calculate whether your school will meet the required hours or not.

Complete the sheet for each grade offered by the school.

Make sure each page has a "Yes" at the bottom of the page.



Save this report on your computer or in a location where others may access it for future revisions or review.

After all pages of the report are completed, the Choice Administrator must electronically sign and email the Excel report to privateschoolchoice@dpi.wi.gov.

Continuing schools may use the DPI Hours of Instruction Calculator in the report to help them complete the annual hours of instruction submission in OAS through the September Count Report. Please see Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports for more information about that submission. However, continuing schools do not need to submit the Hours of Instruction Calculator. DPI highly recommends having one filled out on file at the school.

Questions

Website: https://dpi.wi.gov/parental-education-options/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.