HOURS OF INSTRUCTION REPORT
INSTRUCTIONS FOR COMPLETION
PRIVATE SCHOOL CHOICE PROGRAMS (CHOICE)
PI-PCP-117 (Rev 12-19)

Google Sheets
This form may not be completed or submitted using Google sheets. It must be completed in Microsoft Excel and submitted as an attached Microsoft Excel document.

Protected Cells
The cells in the spreadsheet have been protected so that input can only be placed in cells that need information. Use the Tab key to move to the cells that will accept input. When filling out the form on the computer, only the cells highlighted in "yellow" are to be filled out.

Use of Cut & Paste
Be aware that using "cut and paste" could damage the spreadsheet. Do not "cut" any cells. Do not use the space bar to delete information that you wish to delete from any cell. The spreadsheet will read a space as if it were text. Use the delete key or backspace to remove information in any cell. However, the school can "copy and paste."

Report Submission
Once the report is complete, the Choice Administrator must electronically sign the cover page and email the report as an Excel document to privateschoolchoice@dpi.wi.gov. The school should retain a copy of the spreadsheet for its records. The report should NOT be sent as a pdf, faxed or mailed to the department. Continuing schools must email the report to DPI by **May 1, 2020. Schools new to the choice program must email the report by January 10, 2020.**

Do not email the report to individual Choice team members or have individual Choice team members cc'd on reports emailed to privateschoolchoice@dpi.wi.gov, unless specifically requested.

Wisconsin Department of Public Instruction (DPI)
PRIVATE SCHOOL CHOICE PROGRAMS (Choice)
HOURS OF INSTRUCTION REPORT
PI-PCP-117 (Rev 12-19)
This collection is a requirement of Wis. Stats. § 118.60 and 119.23 and Wis. Admin. Codes § PI 35 and 48.

INSTRUCTIONS: Complete and email the report as an Excel document to privateschoolchoice@dpi.wi.gov. The report is due by **MAY 1, 2020 for continuing Choice schools and JANUARY 10, 2020 for new Choice schools.**
Refer to detailed instructions on the Excel Instructions sheet.

I. SCHOOL INFORMATION

School Name	The Best School Ever
School City	Best City Ever

II. GRADES

Put an "X" next to all grades at the school for the 2020-21 school year, even if a grade will not be offered to Choice pupils.

x	4 Year-Old Kindergarten	x	1st Grade	x	7th Grade
	5 Year-Old K/Half Day (.5 FTE)	x	2nd Grade	x	8th Grade
x	5 Year-Old K/3 Full Days (.6 FTE)	x	3rd Grade	x	9th Grade
	5 Year-Old K/4 Full Days (.8 FTE)	x	4th Grade	x	10th Grade
x	5 Year-Old K/5 Full Days (1.0 FTE)	x	5th Grade	x	11th Grade
		x	6th Grade	x	12th Grade

III. SUMMARY OF REQUIREMENTS & DATES

The following schedules must be completed based on the grades identified in Section II. The school must ensure that all schedules indicate "Requirement Met".

Line	Information	SCH 1-Grade K4	SCH 2-Part-time K5	SCH 3-Full-time K5	SCH 4-Grades 1-6	SCH 5-Grades 7-12
1	**Schedule Required**	Yes	Yes	Yes	Yes	Yes
2	**Required Hours**	437	630	1,050	1,050	1,137
3	**Scheduled Hours**	469	908	1,165	1,162	1,182
4	**Requirement Met**	Requirement Met	Requirement Met	Requirement Met	Requirement Met	Requirement Met
5	**First Day of School**	8/31/2020	8/31/2020	8/31/2020	8/31/2020	8/26/2020
6	**Last Day of School**	6/4/2021	6/4/2021	6/4/2021	6/4/2021	6/4/2021

IV. SCHOOL ON COUNT DATES

Does the school plan to have a full day of instruction on the **3rd Friday in September (September 18, 2020) AND** the **2nd Friday in January (January 8, 2021)** for all the grade levels of the school? *Schools are strongly encouraged to have a full day of instruction on the count dates. The count dates are used to determine if students meet the attendance eligibility requirements.* ***If the school will not be in session on either count date, the school should contact the department in advance of submitting this report***.

Yes

V. CHOICE ADMINISTRATOR CERTIFICATION

There are no errors on the Error Report.

I HEREBY CERTIFY the following, as the Choice Administrator:
1. The hours included herein are my anticipated hours and do not include more than 140 hours of work based instruction as defined under s. 118.56, Wis. Stats.
2. I have included all days that the school will not be open and any days that have reduced hours.
3. I am aware that payments may be withheld if the school moves the last day of class to an earlier date, even if the required hours of instruction have been reached.
4. I agree that typing my name below constitutes a legal signature.

Electronic Signature of Choice Administrator *Designee not Permitted*	Date Signed *Mo./Day/Yr*
Best Pricipal-Ever	12/31/2019

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ERROR REPORT

For the year ending June 30, 2021

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	OK
?	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. Hours and/or minutes on Step 3, 4, or 5 are not correct	OK
	III. SCHEDULE 2	
?	5. All of the sections are not completed on Schedule 2	OK
?	6. Hours and/or minutes on Step 3, 4, or 5 are not correct	OK
?	7. The school has more than one part-time 5 year-old Kindergarten program. Contact the DPI for proper reporting.	OK
	IV. SCHEDULE 3	
?	8. All of the sections are not completed on Schedule 3	OK
?	9. Hours and/or minutes on Step 3, 4, or 5 are not correct	OK
	V. SCHEDULE 4	
?	10. All of the sections are not completed on Schedule 4	OK
?	11. Hours and/or minutes on Step 3, 4, or 5 are not correct	OK
	VI. SCHEDULE 5	
?	12. All of the sections are not completed on Schedule 5	OK
?	13. Hours and/or minutes on Step 3, 4, or 5 are not correct	OK

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SCHEDULE 1: 4 YEAR-OLD KINDERGARTEN HOURS OF INSTRUCTION

For the year ending June 30, 2021

Instructions: Complete each of the steps with the information for 4 year-old kindergarten if the school has 4 year-old kindergarten.

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 if a school is a boarding school. The dates listed below should **not** include dates for summer school. A school may not end earlier than the last day of school noted below without prior written approval of the DPI.

Ln	School Day	Date
1	2020-21 School Year First School Day	8/31/20
2	2020-21 School Year Last School Day	6/4/21

STEP 2-WEEKLY SCHEDULE

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. If the school has an early release every week, the early release should be included in this Step rather than in Step 4. 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 Step 4.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	3	30
5	Tuesday	3	30
6	Wednesday	0	0
7	Thursday	3	30
8	Friday	3	30
9	Saturday		
10	**Total Weekly Hours**	12	120

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.

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	3	30			
12	Thanksgiving Break	Yes	11/26/2020 - 11/27/2020	2	7	0	-	0	0
13	Winter Break	Yes	12/23/2020 - 01/03/2020	8	28	0	-	0	0
14	Martin Luther King Jr Day	Yes	1/18/21	1	3	30			
15	Spring Break	Yes	03/25/2021 - 04/02/2021	6	21	30	-	0	0
16	Memorial Day	Yes	5/31/21	1	3	30			
17	Teacher Conferences	Yes	10/22/2020 - 10/23/2020	2	7	0	-	0	0
18	**Total Time Off in Step 3**			21	72	120	0	0	0

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.

Ln			Date	
19	Will the school have early release days not already incorporated in the weekly schedule in Step 2 or partial days not idenitfied in Step 3?			No

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	N/A	-	0	0

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	3	30
22	05/27/2021, 05/28/2021	2	7	0
23	11/05/2020	1	3	30
24	02/18/2021	1	3	30
25				
26	**Total Time Off in Step 5**	5	16	90

STEP 6-INSTRUCTIONAL HOURS

Ln		
27	**Number of Instruction Hours** *This is the number of hours calculated based on the information above.*	468.50
28	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	437.00
29	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	469.00
30	**Do the hours meet the requirement?**	**Yes, but the school may want to consider adding hours for unplanned days off.**

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SCHEDULE 2: PART-TIME 5 YEAR-OLD KINDERGARTEN HOURS OF INSTRUCTION

For the year ending June 30, 2021

Instructions: Complete each of the steps with the information for the part-time 5 year-old kindergarten program for the school if the school has a part-time 5 year-old kindergarten program. Contact the DPI for proper reporting if the school has more than one part-time 5 year-old kindergarten program.

STEP 1-FIRST AND LAST SCHOOL DAYS

Insert the day that school will begin and the day that school will end for the part-time 5 year-old kindergarten program below. State law requires that the school have at least a two month summer break if a school is a boarding school. The dates listed below should not include dates for summer school. A school may not end earlier than the last day of school noted below without prior written approval of the DPI.

Ln	School Day	Date
1	2020-21 School Year First School Day	8/31/20
2	2020-21 School Year Last School Day	6/4/21

STEP 2-WEEKLY SCHEDULE

Insert the number of hours and minutes of instruction for each day of the week for the part-time 5 year-old kindergarten program. Hours include recess and time for pupils to transfer between classes but do not include lunch periods. If the school has an early release every week, the early release should be included in this Step rather than in Step 4. 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 Step 4.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	6	45
5	Tuesday	6	45
6	Wednesday	0	0
7	Thursday	6	45
8	Friday	6	45
9	Saturday		
10	Total Weekly Hours	24	180

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.

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	8	54	0	-	0	0
14	Martin Luther King Jr Day	Yes	1/18/21	1	6	45			
15	Spring Break	Yes	03/25/2021 - 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			21	138	225	1	3	15

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 idenitifed 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	11/05/2020, 02/18/2020	2	6	30

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

STEP 6-INSTRUCTIONAL HOURS

27	Number of Instruction Hours *This is the number of hours calculated based on the information above.*	908.25
28	Required Instructional Hours *This is the minimum number of hours the school must have.*	630.00
29	Recommended Instructional Hours *The DPI recommends having at least 32 extra hours for unplanned days off.*	662.00
30	Do the hours meet the requirement?	Yes

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SCHEDULE 3: FULL-TIME 5 YEAR-OLD KINDERGARTEN HOURS OF INSTRUCTION

For the year ending June 30, 2021

Instructions: Complete each of the steps with the information for the full-time 5 year-old kindergarten program for the school if the school has a full-time 5 year-old kindergarten program.

	STEP 1-FIRST AND LAST SCHOOL DAYS	

Insert the day that school will begin and the day that school will end for the full-time 5 year old kindergarten program. State law requires that the school have at least a two month summer break if a school is a boarding school. The dates listed below should not include dates for summer school. A school may not end earlier than the last day of school noted below without prior written approval of the DPI.

Ln	School Day	Date
1	2020-21 School Year First School Day	8/31/20
2	2020-21 School Year Last School Day	6/4/21

	STEP 2-WEEKLY SCHEDULE	

Insert the number of hours and minutes of instruction for each day of the week for the identified grade. Hours include recess and time for pupils to transfer between classes but do not include lunch periods. If the school has an early release every week, the early release should be included in this Step rather than in Step 4. 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 Step 4.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	6	45
5	Tuesday	6	45
6	Wednesday	6	45
7	Thursday	6	45
8	Friday	6	45
9	Saturday		
10	**Total Weekly Hours**	30	225

	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.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Full Days Off — Number of Full Days Off	Full Days Off — Total Hours Off	Full Days Off — Total Minutes Off	Partial Days Off — Number of Partial Days Off	Partial Days Off — Total Hours Off	Partial Days 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	03/25/2021 - 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

	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 idenitifed 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

	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

	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

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SCHEDULE 4: GRADES 1-6

For the year ending June 30, 2021

Instructions: Complete each of the steps below using the information for the grade between 1st and 6th with the **least number of instructional hours**. This grade will be referred to as the "identified grade" below.

	STEP 1-FIRST AND LAST SCHOOL DAYS	

Insert the day that school will begin and the day that school will end for the identified grade. State law requires that the school have at least a two month summer break if a school is a boarding school. The dates listed below should not include dates for summer school. A school may not end earlier than the last day of school noted below without prior written approval of the DPI.

Ln	School Day	Date
1	2020-21 School Year First School Day	8/31/20
2	2020-21 School Year Last School Day	6/4/21

	STEP 2-WEEKLY SCHEDULE	

Insert the number of hours and minutes of instruction for each day of the week for the identified grade. Hours include recess and time for pupils to transfer between classes but do not include lunch periods. If the school has an early release every week, the early release should be included in this Step rather than in Step 4. 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 Step 4.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	6	45
5	Tuesday	6	45
6	Wednesday	6	45
7	Thursday	6	45
8	Friday	6	45
9	Saturday		
10	**Total Weekly Hours**	30	225

	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.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Full Days Off - Number of Full Days Off	Full Days Off - Total Hours Off	Full Days Off - Total Minutes Off	Partial Days Off - Number of Partial Days Off	Partial Days Off - Total Hours Off	Partial Days 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	67	30	-	0	0
14	Martin Luther King Jr Day	Yes	1/18/21	1	6	45			
15	Spring Break	Yes	03/25/2021 - 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	151	255	1	3	15

	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 idenitifed 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

	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

	STEP 6-INSTRUCTIONAL HOURS	

27	**Number of Instruction Hours** *This is the number of hours calculated based on the information above.*	1,161.50
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**

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SCHEDULE 5: GRADES 7-12

For the year ending June 30, 2021

Instructions: Complete each of the steps below using the information for the grade between 7th and 12th with the **least number of instructional hours**. This grade will be referred to as the "identified grade" below.

STEP 1-FIRST AND LAST SCHOOL DAYS

Insert the day that school will begin and the day that school will end for the identified grade. State law requires that the school have at least a two month summer break if a school is a boarding school. The dates listed below should not include dates for summer school. A school may not end earlier than the last day of school noted below without prior written approval of the DPI.

Ln	School Day	Date
1	2020-21 School Year First School Day	8/26/20
2	2020-21 School Year Last School Day	6/4/21

STEP 2-WEEKLY SCHEDULE

Insert the number of hours and minutes of instruction for each day of the week for the identified grade. Hours include recess and time for pupils to transfer between classes but do not include lunch periods. If the school has an early release every week, the early release should be included in this Step rather than in Step 4. 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 Step 4.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	6	45
5	Tuesday	6	45
6	Wednesday	6	45
7	Thursday	6	45
8	Friday	6	45
9	Saturday		
10	**Total Weekly Hours**	30	225

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.

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	67	30	-	0	0
14	Martin Luther King Jr Day	Yes	1/18/21	1	6	45			
15	Spring Break	Yes	03/25/2021 - 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	151	255	1	3	15

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 idenitfed 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

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

STEP 6-INSTRUCTIONAL HOURS

27	**Number of Instruction Hours** *This is the number of hours calculated based on the information above.*	1,181.75
28	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	1,137.00
29	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	1,169.00
30	**Do the hours meet the requirement?** Yes	