HOURS OF INSTRUCTION REPORT
INSTRUCTIONS FOR COMPLETION
PRIVATE SCHOOL CHOICE PROGRAMS (CHOICE)
PI-PCP-117 (Rev 03-xx)

Who is required to use this form?

Schools new to the Choice program are required to complete and submit this form to the DPI by the first weekday in May prior to school year the school begins to participate in the Choice program.

Continuing schools should NOT send this report to the DPI unless they are responding to a specific request for the report from the DPI. Continuing schools may use this report as a tool and reference.

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

If the school has grades above kindergarten, the minimum hours of direct student instruction for **0.5 FTE K4 and 0.5 FTE K5** are 437 hours. If the school only offers kindergarten, the highest grade must have at least 875 hours of instruction.

If a school offers first grade, the scheduled daily hours for a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program, if applicable, must match the scheduled daily hours for first grade. For example, a 0.6 FTE K5 program must have three full days with scheduled daily hours that match the first-grade program's scheduled hours, a 0.8 FTE K5 program must have four full days that match, and a 1.0 FTE K5 program must have five full days that match. The minimum number of hours are:

630 for K5 that is 3 Full Days (.6 FTE)
840 for K5 that is 4 Full Days (.8 FTE)
1,050 for K5 that is 5 Full Days (1.0 FTE)

Revisions to the School's Hours of Instruction
The school does not need to notify the DPI of any changes to the hours of instruction after this form is submitted to the DPI unless the change is that the school will end the school year before the last day originally reported to the DPI. **If a school wishes to end before the day originally reported to the DPI, the school must receive prior approval from the DPI.** A form to request this approval is available on the school submitted reports webpage at https://dpi.wi.gov/parental-education-options/choice-programs/school-reports.

How to Use Form
Prior to completing this form, schools should review Training 3-1: Reporting Hours of Instruction (https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training),and the Hours of Instruction Choice School Checklist (https://dpi.wi.gov/parental-education-options/choice-programs/school-reports). Additionally, schools should download the Hours of Instruction (Excel) Report to the school's local drive or computer before beginning work on the report. Save the form in an easily located file for future reference. This form may not be completed or submitted using Google sheets.

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.

Tips for Entering Dates in Schedule Worksheets

Enter dates in mm/dd/yyyy format.
When entering Breaks (Thanksgiving, Winter and Spring) in the schedule worksheets, enter the start and end dates as follows even if the dates span a weekend: mm/dd/yyyy-mm/dd-yyyy. If the school does not indicate a day in Step 2 of the schedule worksheets (Saturday or Sunday as an example), the school does not include hours for that day in the total hours off in Step 4 of the schedule worksheets.
For Teacher Conferences in Step 2 and dates in Step 3 and 4 of the schedule worksheets, if entering multiple dates on the same line enter as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, etc.

Use of Cut & Paste
Be aware that using "cut and paste" could damage the spreadsheet. Do not "cut" any cells. However, the school can use "copy and paste." 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.

Report Submission
Once the report is complete with no errors, the Choice Administrator must electronically sign the cover page and *email the report as an Excel document to* **privateschoolchoice@dpi.wi.gov**.

The report is due by the first weekday in May (Monday, May 1, 20xx for the 20xx-yy school year). The school should retain a copy of the Excel spreadsheet for its records. The report should NOT be sent as a pdf, faxed or mailed to the department.

Please note the DPI does NOT provide confirmation of receipt of items. Schools may use their sent email as confirmation for the submission of the report.

I. SCHOOL INFORMATION

School Name	ABC Example School
School City	Green Bay

II. GRADES

Put an "X" next to all grades at the school for the 20xx-yy 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
	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	No	Yes	Yes	Yes
2	**Required Hours**	437	0	1,050	1,050	1,137
3	**Scheduled Hours**	939	0	1,124	1,124	1,217
4	**Requirement Met**	Requirement Met	Requirement Met	Requirement Met	Requirement Met	Requirement Met
5	**First Day of School**	8/21/20xx	8/21/20xx	8/21/20xx	8/21/20xx	8/21/20xx
6	**Last Day of School**	6/7/20yy	6/7/20yy	6/7/20yy	6/7/20yy	6/7/20yy

IV. SCHOOL ON COUNT DATES

Count Dates for the 20xx-yy school year:
  3rd Friday in September - September 15, 20xx
  2nd Friday in January - January 12, 20yy

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.	
Does the school plan to have a full day of instruction on the 3rd Friday in September (September 15, 20xx) AND the 2nd Friday in January (January 12, 20yy) for all the grade levels of the school?	Yes

V. CHOICE ADMINISTRATOR CERTIFICATION

There are no warnings on the Schedule worksheets.

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*
John Smith	4/21/20xx

ABC Example School - Green Bay

ERROR REPORT

For the 20xx-yy school year ending June 30, 20yy

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
	VII. K5 and Grade 1 Schedule	
?	14. If a school offers first grade, the scheduled daily hours for a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program, if applicable, matches the scheduled daily hours for first grade. This is NOT required for a 0.5 FTE K5 program.	OK

ABC Example School - Green Bay

SCHEDULE 1: 4 YEAR-OLD KINDERGARTEN HOURS OF INSTRUCTION

For the 20xx-yy school year ending June 30, 20yy

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	20xx-yy School Year First School Day	8/21/20xx
2	20xx-yy School Year Last School Day	6/7/20yy

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		Days per School Year Before Days Off	Hours Per School Year Before Days Off
3	Sunday					
4	Monday	5	15		42	220.50
5	Tuesday	5	15		42	220.50
6	Wednesday	5	15		42	220.50
7	Thursday	5	15		42	220.50
8	Friday	5	15		42	220.50
9	Saturday					
10	Total Weekly Hours	25	75		210	1,102.50

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). **Indicate "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 Breaks** (Thanksgiving, Winter and Spring), **enter the start and end dates separated by a dash** as follows: mm/dd/yyyy - mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off on days school would have been in session if not on break. For example, if Step 2 has Mon-Fri Weekly Schedule and the break start and end dates span a weekend, the weekend hours are not included in the hours and minutes off entered here. If break is 1 day, enter same date for start and end date.

-**For Teacher Conferences**, if there are multiple dates, **enter the dates separated by a comma** as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off for the date(s).

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			Partial Days Off		
				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	9/4/20xx	1	5	15			
12	Thanksgiving Break	Yes	11/22/20xx-11/24/20xx	3	15	45			
13	Winter Break	Yes	12/20/20xx-1/2/20yy	9	47	15	1	4	0
14	Martin Luther King Jr Day	No	1/15/20yy	0	0	0			
15	Spring Break	Yes	3/31/20yy-4/10/20yy	8	42	0			
16	Memorial Day	Yes	5/27/20yy	1	5	15			
17	Teacher Conferences	Yes	10/25/20xx,10/26/20xx, 4/22/20yy,4/23/20yy				4	16	0
18	Total Time Off in Step 3			22	114	90	5	20	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.

If there are multiple dates, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, etc.

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	11/6/20xx,12/4/20xx,2/26/20yy,4/13/20yy	4	12	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.**

If there are multiple dates entered on one line, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy

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	10/27/20xx,10/30/20xx	2	10	30
22	2/19/20yy	1	5	15
23				
24				
25				
26	Total Time Off in Step 5	3	15	45

STEP 6-INSTRUCTIONAL HOURS

27	Number of Hours Before Hours Off (Step 2)	1,102.50
28	Number Hours Off (Steps 3,4 and 5)	163.25
29	**Total Number of Instruction Hours** = Step 2 - (Step 3 + Step 4 + Step 5) *This is the number of hours calculated based on the information above.*	939.25
30	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	437.00
31	**Recommended Instructional Hours** *The DPI recommends having **at least 32 extra hours** for unplanned days off.*	469.00
32	Do the hours meet the requirement? **Yes**	

ABC Example School - Green Bay

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

For the 20xx-yy school year ending June 30, 20yy

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	20xx-yy School Year First School Day	8/21/20xx
2	20xx-yy School Year Last School Day	6/7/20yy

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	Days per School Year Before Days Off	Hours Per School Year Before Days Off
3	Sunday				
4	Monday				
5	Tuesday				
6	Wednesday				
7	Thursday				
8	Friday				
9	Saturday				
10	Total Weekly Hours	0	0	0	0.00

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). **Indicate "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 Breaks** (Thanksgiving, Winter and Spring), **enter the start and end dates separated by a dash** as follows: mm/dd/yyyy - mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off on days school would have been in session if not on break. For example, if Step 2 has Mon-Fri Weekly Schedule and the break start and end dates span a weekend, the weekend hours are not included in the hours and minutes off entered here. If break is 1 day, enter same date for start and end date.
-**For Teacher Conferences**, if there are multiple dates, **enter the dates separated by a comma** as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off for the date(s).

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			Partial Days Off		
				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		9/4/20xx	0	0	0			
12	Thanksgiving Break								
13	Winter Break								
14	Martin Luther King Jr Day		1/15/20yy	0	0	0			
15	Spring Break								
16	Memorial Day		5/27/20yy	0	0	0			
17	Teacher Conferences								
18	Total Time Off in Step 3			0	0	0	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.

If there are multiple dates, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, etc.

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?			

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				

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.**

If there are multiple dates entered on one line, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy

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				
22				
23				
24				
25				
26	Total Time Off in Step 5	0	0	0

STEP 6-INSTRUCTIONAL HOURS

Ln		
27	Number of Hours Before Hours Off (Step 2)	-
28	Number Hours Off (Steps 3,4 and 5)	-
29	**Total Number of Instruction Hours** = Step 2 - (Step 3 + Step 4 + Step 5) *This is the number of hours calculated based on the information above.*	-
30	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	-
31	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	-
32	**Do the hours meet the requirement?**	Yes

ABC Example School - Green Bay

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

For the 20xx-yy school year ending June 30, 20yy

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	20xx-yy School Year First School Day	8/21/20xx
2	20xx-yy School Year Last School Day	6/7/20yy

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		Days per School Year Before Days Off	Hours Per School Year Before Days Off	
3	Sunday						
4	Monday	6	15		42	262.50	
5	Tuesday	6	15		42	262.50	
6	Wednesday	6	15		42	262.50	
7	Thursday	6	15		42	262.50	
8	Friday	6	15		42	262.50	
9	Saturday						
10	Total Weekly Hours	30	75		210	1,312.50	

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). **Indicate "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 Breaks** (Thanksgiving, Winter and Spring), **enter the start and end dates separated by a dash** as follows: mm/dd/yyyy - mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off on days school would have been in session if not on break. For example, if Step 2 has Mon-Fri Weekly Schedule and the break start and end dates span a weekend, the weekend hours are not included in the hours and minutes off entered here. If break is 1 day, enter same date for start and end date.
-**For Teacher Conferences**, if there are multiple dates, **enter the dates separated by a comma** as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off for the date(s).

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
				Full Days Off			**Partial Days Off**		
11	Labor Day	Yes	9/4/20xx	1	6	15			
12	Thanksgiving Break	Yes	11/22/20xx-11/24/20xx	3	18	45			
13	Winter Break	Yes	12/20/20xx-1/2/20yy	9	56	15	1	4	0
14	Martin Luther King Jr Day	No	1/15/20yy	0	0	0			
15	Spring Break	Yes	3/31/20yy-4/10/20yy	8	50	0			
16	Memorial Day	Yes	5/27/20yy	1	6	15			
17	Teacher Conferences	Yes	10/25/20xx,10/26/20xx, 4/22/20yy,4/23/20yy				4	16	0
18	Total Time Off in Step 3			22	136	90	5	20	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.

If there are multiple dates, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, etc.

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	11/6/20xx,12/4/20xx,2/26/20yy,4/13/20yy	4	12	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.

If there are multiple dates entered on one line, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy

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	10/27/20xx,10/30/20xx	2	12	30
22	2/19/20yy	1	6	15
23				
24				
25				
26	Total Time Off in Step 5	3	18	45

STEP 6-INSTRUCTIONAL HOURS

27	Number of Hours Before Hours Off (Step 2)	1,312.50
28	Number Hours Off (Steps 3,4 and 5)	188.25
29	**Total Number of Instruction Hours** = Step 2 - (Step 3 + Step 4 + Step 5) *This is the number of hours calculated based on the information above.*	1,124.25
30	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	1,050.00
31	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	1,082.00
32	**Do the hours meet the requirement?** Yes	

ABC Example School - Green Bay

SCHEDULE 4: GRADES 1-6

For the 20xx-yy school year ending June 30, 20yy

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	20xx-yy School Year First School Day	8/21/20xx
2	20xx-yy School Year Last School Day	6/7/20yy

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		Days per School Year Before Days Off	Hours Per School Year Before Days Off
3	Sunday					
4	Monday	6	15		42	262.50
5	Tuesday	6	15		42	262.50
6	Wednesday	6	15		42	262.50
7	Thursday	6	15		42	262.50
8	Friday	6	15		42	262.50
9	Saturday					
10	**Total Weekly Hours**	30	75		210	1,312.50

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). Indicate **"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 Breaks** (Thanksgiving, Winter and Spring), **enter the start and end dates separated by a dash** as follows: mm/dd/yyyy - mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off on days school would have been in session if not on break. For example, if Step 2 has Mon-Fri Weekly Schedule and the break start and end dates span a weekend, the weekend hours are not included in the hours and minutes off entered here. If break is 1 day, enter same date for start and end date.
-**For Teacher Conferences**, if there are multiple dates, **enter the dates separated by a comma** as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off for the date(s).

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			Partial Days Off		
				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	9/4/20xx	1	6	15			
12	Thanksgiving Break	Yes	11/22/20xx-11/24/20xx	3	18	45			
13	Winter Break	Yes	12/20/20xx-1/2/20yy	9	56	15	1	4	0
14	Martin Luther King Jr Day	No	1/15/20yy	0	0	0			
15	Spring Break	Yes	3/31/20yy-4/10/20yy	8	50	0			
16	Memorial Day	Yes	5/27/20yy	1	6	15			
17	Teacher Conferences	Yes	10/25/20xx,10/26/20xx, 4/22/20yy,4/23/20yy				4	16	0
18	**Total Time Off in Step 3**			22	136	90	5	20	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.

If there are multiple dates, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, etc.

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	11/6/20xx,12/4/20xx,2/26/20yy,4/13/20yy	4	12	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.**

If there are multiple dates entered on one line, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy

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	10/27/20xx,10/30/20xx	2	12	30
22	2/19/20yy	1	6	15
23				
24				
25				
26	**Total Time Off in Step 5**	3	18	45

STEP 6-INSTRUCTIONAL HOURS

27	Number of Hours Before Hours Off (Step 2)	1,312.50
28	Number Hours Off (Steps 3,4 and 5)	188.25
29	**Total Number of Instruction Hours** = Step 2 - (Step 3 + Step 4 + Step 5) *This is the number of hours calculated based on the information above.*	1,124.25
30	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	1,050.00
31	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	1,082.00
32	**Do the hours meet the requirement?**　　**Yes**	

ABC Example School - Green Bay

SCHEDULE 5: GRADES 7-12

For the 20xx-yy school year ending June 30, 20yy

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	20xx-yy School Year First School Day	8/21/20xx
2	20xx-yy School Year Last School Day	6/7/20yy

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		Days per School Year Before Days Off	Hours Per School Year Before Days Off	
3	Sunday						
4	Monday	6	45		42	283.50	
5	Tuesday	6	45		42	283.50	
6	Wednesday	6	45		42	283.50	
7	Thursday	6	45		42	283.50	
8	Friday	6	45		42	283.50	
9	Saturday						
10	**Total Weekly Hours**	30	225		210	1,417.50	

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). **Indicate "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 Breaks** (Thanksgiving, Winter and Spring), **enter the start and end dates separated by a dash** as follows: mm/dd/yyyy - mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off on days school would have been in session if not on break. For example, if Step 2 has Mon-Fri Weekly Schedule and the break start and end dates span a weekend, the weekend hours are not included in the hours and minutes off entered here. If break is 1 day, enter same date for start and end date.

-**For Teacher Conferences**, if there are multiple dates, **enter the dates separated by a comma** as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy. Enter the number of full or partial days off and total number of hours and minutes off for the date(s).

				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	9/4/20xx	1	6	45			
12	Thanksgiving Break	Yes	11/22/20xx-11/24/20xx	3	20	15			
13	Winter Break	Yes	12/20/20xx-1/2/20yy	9	60	45	1	4	0
14	Martin Luther King Jr Day	No	1/15/20yy	0	0	0			
15	Spring Break	Yes	3/31/20yy-4/10/20yy	8	54	0			
16	Memorial Day	Yes	5/27/20yy	1	6	45			
17	Teacher Conferences	Yes	10/25/20xx,10/26/20xx, 4/22/20yy,4/23/20yy				4	16	0
18	**Total Time Off in Step 3**			22	146	150	5	20	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.

If there are multiple dates, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, etc.

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	11/6/20xx,12/4/20xx,2/26/20yy,4/13/20yy	4	12	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.**

If there are multiple dates entered on one line, enter the dates separated by a comma as follows: mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy, mm/dd/yyyy

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	10/27/20xx,10/30/20xx	2	13	30
22	2/19/20yy	1	6	45
23				
24				
25				
26	**Total Time Off in Step 5**	3	19	75

STEP 6-INSTRUCTIONAL HOURS

27	Number of Hours Before Hours Off (Step 2)	1,417.50
28	Number Hours Off (Steps 3,4 and 5)	200.75
29	**Total Number of Instruction Hours** = Step 2 - (Step 3 + Step 4 + Step 5) *This is the number of hours calculated based on the information above.*	1,216.75
30	**Required Instructional Hours** *This is the minimum number of hours the school must have.*	1,137.00
31	**Recommended Instructional Hours** *The DPI recommends having at least 32 extra hours for unplanned days off.*	1,169.00
32	**Do the hours meet the requirement?**	Yes