

## Hours of Instruction Choice School Checklist

Please use the following checklist as you complete the Hours of Instruction Report.

Choice Administrators for *schools first participating in the Parental School Choice Programs (PSCP)* must:

- 1) Email the Hours of Instruction (Excel) Report for *upcoming school year* to the Department of Public Instruction (DPI) at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov).
- 2) The Excel report is due **no later than First Weekday in May** prior to school year the school begins to participate in the PSCP. *This checklist does not need to be sent to the DPI.*
- 3) **Before the Last Weekday in September** the school will enter total annual hours of instruction by grade in the OAS Third Friday in September Count Report.

Choice Administrators for *schools continuing in the PSCP*:

The school is only required to complete number 3) above. A Continuing School may wish to use the DPI Hours of Instruction Report Excel Calculator and this Checklist, to calculate/track its hours and to assist in the completion of the Count Report for internal purposes. However, submitting the Hours of Instruction Report separate from what is entered in OAS is not necessary.

All Choice Administrators:

Schools may make revisions or changes to their Hours of Instructions or schedule. **The changes do not need to be reported to the DPI. However, if a school wishes to end the school term earlier than the reported date in OAS, on the Third Friday in September Count Report, the school must receive prior approval** from the DPI.

To have the best experience with the Excel report we recommend the school download the Hours of Instruction (Excel) Report to the school's local drive or computer before beginning work on the report. The form is found on the [Private School Choice Programs: School Submitted Reports](#) webpage.

Checklist:

### 1. Excel Instructions Tab

\_\_\_\_\_ The school choice administrator has read and understood the instructions.

### 2. On the Cover Page tab:

\_\_\_\_\_ Enter School Name and City (Part I)

\_\_\_\_\_ Check all the grades the school is offering, even if not offered to choice students (Part II)

\_\_\_\_\_ Declare whether the school will be in session on the count dates (Part IV)

\_\_\_\_\_ Electronically sign and date the report (Part V)

### 3. Schedules 1 to 5:

- \_\_\_\_\_ The first and last dates of school are entered and the last date is the same as in the ITP. The last date of cannot be changed during the school year without DPI approval.
- \_\_\_\_\_ The weekly schedule only includes hours of direct pupil instruction, recess, and time for students to transfer between classes. Lunch periods are not reported in the scheduled day.
- \_\_\_\_\_ The correct hours and minutes are entered into the corresponding columns in each of the steps and the time off is calculated based on the number of days off and the scheduled day.
- \_\_\_\_\_ Early release or partial days (that are not part of holidays in step 3) are listed on the correct line (Step 4).
- \_\_\_\_\_ If the school is offering K5 (0.6, 0.8, and/or 1.0 FTE), the scheduled day for K5 matches the scheduled day for grade 1. This does not apply to 0.5 FTE K5.
- \_\_\_\_\_ All the questions are answered and there is enough time built into the school year to make up for inclement weather.

For this report, the hours in the pre-selected grade bands are four-year-old kindergarten, 5-year-old kindergarten, grades 1-6 and grades 7-12. If you group your hours in other ways, calculate total hours by grade, then use the *lowest* number of hours for grades in the above grade bands. For example, grades 1- 5 provide 1050 hours of instruction; grades 6 - 8 provide 1100 hours and grades 9-12 provide 1175 hours. The total hours you would report are 1050 for the 1-6 band, and 1100 for the 7-12 grade band.

If your school has multiple locations, the school must combine all school locations in a similar fashion as described above and submit only one Hours of Instruction report. A report that is not completed in this way will be returned to the school for correction.

### 4. Save and Submit the report:

- \_\_\_\_\_ Save the report in the Excel format in a location where the school Choice Administrator and/or another school official will be able to access it for reference and for updates.
- \_\_\_\_\_ Review the Cover Page and Error Report tabs. Reports with errors will be returned to the school for correction.
- \_\_\_\_\_ Submit the report from the Choice Administrator's email address in the Excel format, not in Word, PDF, or any other format. As mentioned before, it is not necessary for *continuing schools* to submit the Excel report.

**You will not receive a confirmation that your report is received. Your email to the DPI will serve as your confirmation.**