



**State of Wisconsin**  
**Department of Public Instruction**  
**PRIVATE SCHOOL CHOICE PROGRAMS**  
**(MPCP, RPCP AND WPCP)**  
**HOURS OF INSTRUCTION CALCULATION TOOL**  
**FOR YEAR ENDING JUNE 30, 2018**

SCHOOL NAME and CITY	CHOICE PROGRAM(S) - MPCP, RPCP, WPCP
Sample Grades 1-12 School	RPCP, WPCP
CHOICE ADMINISTRATOR NAME <i>TYPE OR PRINT</i>	CHOICE ADMINISTRATOR'S TITLE
Mark Leonard	Principal
<p>I hereby certify, as Choice Administrator, that the hours included herein are my anticipated hours. I further certify that I have included all days that the school will not be open and any days that have reduced hours. I am also 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.</p>	
DPI CHOICE ADMINISTRATOR OF RECORD SIGNATURE	
<i>Mark Leonard</i>	
DATE SIGNED:	4/16/2017

Put an X next to each grade the school has:

Grade	
K4	x
K5	x
1-6	x
7-12	x

Required Hours	Scheduled Hours
<b>Do not report K4 hours on this form.</b>	
<b>Do not report K5 hours on this form.</b>	
<b>1,050</b>	1,083
<b>1,137</b>	1,201

**Tabs to Complete:**

Grades 1-6 hours must be completed.  
 Grades 7-12 hours must be completed.

**EACH TAB WITH REQUIRED HOURS MUST BE SUBMITTED.**  
**MUST BE RECEIVED BY DPI NO LATER THAN**  
**4:30 P.M. May 1, 2017**  
**(NEW SCHOOLS: 4:30 P.M. January 10, 2017)**

**Sample Grades 1-12 School  
HOURS OF INSTRUCTION CALCULATION TOOL  
GRADE K4**

**Required Hours**

**Do not report K4 hours on this form.**

**STEP 1:** Insert the day that school will begin and the day that school will end.

**Beginning Date**

**Ending Date**

**STEP 2:** The total number of weeks (Sunday through Saturday) between the beginning date of school and the ending date of school, even if some of the weeks are a partial week, is determined below. In Step 4 you will indicate if the school will not be in session for any of the weeks.

**Number of Weeks**

0

**STEP 3:** Insert the number of hours and minutes of instruction for each day of the week. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

	Hours	Minutes
<b>Sunday</b>		
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Total Weekly Hours</b>	0	0

**STEP 4:** List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/25/15-12/31/15) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. **If the first week or last week of the school is not a full week, DO NOT include the dates the school will not be in session before the beginning date or after the end date.**

Days Off/Partial Days							
	Date(s)	Hours	Minutes		Date(s)	Hours	Minutes
1					11		
2					12		
3					13		
4					14		
5					15		
6					16		
7					17		
8					18		
9					19		
10					20		

**Number of Instruction Hours**

-

**Sample Grades 1-12 School  
HOURS OF INSTRUCTION CALCULATION TOOL  
GRADE K5**

**Required Hours**

**Do not report K5 hours on this form.**

**STEP 1:** Insert the day that school will begin and the day that school will end.

**Beginning Date**

**Ending Date**

**STEP 2:** The total number of weeks (Sunday through Saturday) between the beginning date of school and the ending date of school, even if some of the weeks are a partial week, is determined below. In Step 4 you will indicate if the school will not be in session for any of the weeks.

**Number of Weeks**

0

**STEP 3:** Insert the number of hours and minutes of instruction for each day of the week. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

	Hours	Minutes
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
<b>Total Weekly Hours</b>	<b>0</b>	<b>0</b>

**STEP 4:** List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/25/15-12/31/15) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. **If the first week or last week of the school is not a full week, DO NOT include the dates the school will not be in session before the beginning date or after the end date.**

		Days Off/Partial Days					
	Date(s)	Hours	Minutes		Date(s)	Hours	Minutes
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

**Number of Instruction Hours**

-

**Sample Grades 1-12 School  
HOURS OF INSTRUCTION CALCULATION TOOL  
GRADES 1-6**

**Required Hours**

<b>1,050</b>
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**STEP 1:** Insert the day that school will begin and the day that school will end.

**Beginning Date**

8/28/17
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**Ending Date**

6/6/18
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**STEP 2:** The total number of weeks (Sunday through Saturday) between the beginning date of school and the ending date of school, even if some of the weeks are a partial week, is determined below. In Step 4 you will indicate if the school will not be in session for any of the weeks.

**Number of Weeks**

41
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**STEP 3:** Insert the number of hours and minutes of instruction for each day of the week. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

	Hours	Minutes
<b>Sunday</b>		
<b>Monday</b>	6	0
<b>Tuesday</b>	6	0
<b>Wednesday</b>	6	0
<b>Thursday</b>	6	0
<b>Friday</b>	5	0
<b>Saturday</b>		
<b>Total Weekly Hours</b>	<b>29</b>	<b>0</b>

**STEP 4:** List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/25/15-12/31/15) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. **If the first week or last week of the school is not a full week, DO NOT include the dates the school will not be in session before the beginning date or after the end date.**

Days Off/Partial Days							
	Date(s)	Hours	Minutes		Date(s)	Hours	Minutes
1	10/16	6		11			
2	11/23-11/24	11		12			
3	12/22-1/3	41		13			
4	2/19	6		14			
5	3/26-3/30	29		15			
6	4/17	2		16			
7				17			
8				18			
9				19			
10				20			

**Number of Instruction Hours**

<b>1,083</b>
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**The number of hours appears sufficient.**

**Sample Grades 1-12 School  
HOURS OF INSTRUCTION CALCULATION TOOL  
GRADES 7-12**

**Required Hours**

**1,137**

**STEP 1:** Insert the day that school will begin and the day that school will end.

**Beginning Date**

8/28/17

**Ending Date**

6/6/18

**STEP 2:** The total number of weeks (Sunday through Saturday) between the beginning date of school and the ending date of school, even if some of the weeks are a partial week, is determined below. In Step 4 you will indicate if the school will not be in session for any of the weeks.

**Number of Weeks**

41

**STEP 3:** Insert the number of hours and minutes of instruction for each day of the week. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

	Hours	Minutes
<b>Sunday</b>		
<b>Monday</b>	6	30
<b>Tuesday</b>	6	30
<b>Wednesday</b>	6	
<b>Thursday</b>	6	30
<b>Friday</b>	6	30
<b>Saturday</b>		
<b>Total Weekly Hours</b>	<b>30</b>	<b>120</b>

**STEP 4:** List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/25/15-12/31/15) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. **If the first week or last week of the school is not a full week, DO NOT include the dates the school will not be in session before the beginning date or after the end date.**

		Days Off/Partial Days					
	Date(s)	Hours	Minutes		Date(s)	Hours	Minutes
1	10/16	6	30	11			
2	11/23-11/24	13		12			
3	12/22-1/3	32		13			
4	1/15	6	30	14			
5	2/19	6	30	15			
6	3/26-3/30	32		16			
7	4/17	2		17			
8				18			
9				19			
10				20			

**Number of Instruction Hours**

**1,201**

**The number of hours appears sufficient.**