



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 K4 and K5 School	MPCP
CHOICE ADMINISTRATOR NAME <i>TYPE OR PRINT</i>	CHOICE ADMINISTRATOR'S TITLE
Greg Nelson	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>Greg Nelson</i>	
DATE SIGNED:	4/16/2017

Put an X next to each grade the school has:

Grade	
K4	x
K5	x
1-6	
7-12	

Required Hours	Scheduled Hours
Do not report K4 hours on this form.	
875	1,016

Tabs to Complete:

Grade K5 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 K4 and K5 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
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total Weekly Hours	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 K4 and K5 School
HOURS OF INSTRUCTION CALCULATION TOOL
GRADE K5

Required Hours

875

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
Sunday		
Monday	5	30
Tuesday	5	30
Wednesday	5	30
Thursday	5	30
Friday	5	30
Saturday		
Total Weekly Hours	25	150

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	5	30	11			
2	11/23 - 11/24	11		12			
3	12/22-1/3	44		13			
4	1/15	5	30	14			
5	2/19	5	30	15			
6	3/26-3/30	27	30	16			
7	4/17	2		17			
8				18			
9				19			
10				20			

Number of Instruction Hours

1,016

The number of hours appears sufficient.

**Sample K4 and K5 School
HOURS OF INSTRUCTION CALCULATION TOOL
GRADES 1-6**

Required Hours

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

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		
Total Weekly Hours	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

The school's educational programming does not comply with state requirements. Please add more hours of instruction.

**Sample K4 and K5 School
HOURS OF INSTRUCTION CALCULATION TOOL
GRADES 7-12**

Required Hours

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

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		
Total Weekly Hours	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.**

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		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

The school's educational programming does not comply with state requirements. Please add more hours of instruction.