



Wisconsin Department of Public Instruction (DPI)  
**PRIVATE SCHOOL CHOICE PROGRAMS (Choice)**

**HOURS OF INSTRUCTION REPORT**

PI-PCP-117 (Rev 4-19)

*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](mailto:privateschoolchoice@dpi.wi.gov). The report is due by **MAY 1, 2019 for continuing Choice schools** and **JANUARY 10, 2019 for new Choice schools**.

Refer to detailed instructions on the Excel Instructions sheet.

**I. SCHOOL INFORMATION**

School Name	ABC Choice School
School City	Madison

**II. GRADES**

Put an "X" next to all grades at the school for the 2018-19 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	<b>Schedule Required</b>	Yes	No	Yes	Yes	Yes
2	<b>Required Hours</b>	437	0	1,050	1,050	1,137
3	<b>Scheduled Hours</b>	483	0	1,230	1,230	1,230
4	<b>Requirement Met</b>	Requirement Met	Requirement Met	Requirement Met	Requirement Met	Requirement Met
5	<b>First Day of School</b>	8/27/2019		8/27/2019	8/27/2019	8/27/2019
6	<b>Last Day of School</b>	5/29/2020		5/29/2020	5/29/2020	5/31/2020

**IV. SCHOOL ON COUNT DATES**

Does the school plan to have a full day of instruction on the <b>3rd Friday in September (September 20, 2019) AND the 2nd Friday in January (January 10, 2020)</b> for all the grade levels of the school? <i>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.</i>	Yes
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**V. CHOICE ADMINISTRATOR CERTIFICATION**

There are no errors on the Error Report.

**I HEREBY CERTIFY** the following, as the Choice Administrator:

- 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.
- I have included all days that the school will not be open and any days that have reduced hours.
- 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.
- I agree that typing my name below constitutes a legal signature.

Electronic Signature of Choice Administrator ( <i>Designee not Permitted</i> )	Date Signed Mo./Day/Yr
Choice Administrator	1/4/2019

**ABC Choice School**

**ERROR REPORT**

**For the year ending June 30, 2020**

Correct any errors before submitting the report to DPI. Read the comment on the ? for additional information on how to resolve the error.

<b>I. COVER PAGE</b>		
?	1. The cover page is not complete	OK
?	2. The hours requirement was not met for one more or more grade categories	OK
<b>II. SCHEDULE 1</b>		
?	3. All of the sections are not completed on Schedule 1	OK
?	4. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	5. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
<b>III. SCHEDULE 2</b>		
?	6. All of the sections are not completed on Schedule 2	OK
?	7. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	8. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
?	9. The school has more than one part-time 5 year-old Kindergarten program. Contact the DPI for proper reporting.	OK
<b>IV. SCHEDULE 3</b>		
?	10. All of the sections are not completed on Schedule 3	OK
?	11. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	12. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
<b>V. SCHEDULE 4</b>		
?	13. All of the sections are not completed on Schedule 4	OK
?	14. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	15. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK
<b>VI. SCHEDULE 5</b>		
?	16. All of the sections are not completed on Schedule 5	OK
?	17. The school has indicated it will be off on Labor Day even though it starts after Labor Day	OK
?	18. The school has indicated it will be off on Memorial Day even though it ends before Memorial Day	OK

ABC Choice School

SCHEDULE 1: 4 YEAR-OLD KINDERGARTEN HOURS OF INSTRUCTION

For the year ending June 30, 2020

**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. The dates listed below should **not** include dates for summer school.

Ln	School Day	Date
1	2019-20 School Year First School Day	8/27/19
2	2019-20 School Year Last School Day	5/29/20

**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.

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

**STEP 3-TYPICAL DAYS OFF**

The following are typical days that school is not in session. For each of the following 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. For any vacation/holidays the school will have, insert the dates off (if not already completed) and the total hours and minutes the 4 year-old kindergarten program will not be in session.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Hours	Minutes
11	Labor Day	Yes	9/2/19	3	30
12	Thanksgiving Break	Yes	11/21/19	3	30
13	Winter Break	Yes	12/19/19-01/02/20	31	30
14	Martin Luther King Jr Day	Yes	1/20/20	3	30
15	Spring Break	Yes	04/08/20-04/11/20	14	0
16	Memorial Day	Yes	5/25/20	3	30
17	Teacher Conferences	Yes	10/24/2019, 03/17/20, 03/18/20	10	30
18	Early Release/Partial Days	No			
19	<b>Total Time Off in Step 3</b>			67	180

**STEP 4-OTHER DAYS OFF**

List any vacation days or partial days between the beginning and ending date of school that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced for the 4 year-old kindergarten program. **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.**

Ln	Date(s) School Will Not Be in Session	Hours	Minutes
20	03/16/20	3	30
21			
22			
23			
24			
25	<b>Total Time Off in Step 4</b>	3	30

**STEP 5-INSTRUCTIONAL HOURS**

26	<b>Number of Instruction Hours</b> <i>This is the number of hours calculated based on the information above.</i>	<b>483.00</b>
27	<b>Required Instructional Hours</b> <i>This is the minimum number of hours the school must have.</i>	<b>437.00</b>
28	<b>Recommended Instructional Hours</b> <i>The DPI recommends having at least 32 extra hours for unplanned days off.</i>	<b>469.00</b>
29	<b>Do the hours meet the requirement?</b>	<b>Yes</b>

ABC Choice School

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

For the year ending June 30, 2020

**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. The dates listed below should **not** include dates for summer school.

Ln	School Day	Date
1	2019-20 School Year First School Day	
2	2019-20 School Year Last School Day	

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.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	<b>Total Weekly Hours</b>	0	0

STEP 3-TYPICAL DAYS OFF

The following are typical days that school is not in session. For each of the following 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. For any vacation/holidays the school will have, insert the dates off (if not already completed) and the total hours and minutes the part-time 5 year-old kindergarten program will not be in session.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Hours	Minutes
11	Labor Day		9/2/19		
12	Thanksgiving Break				
13	Winter Break				
14	Martin Luther King Jr Day		1/20/20		
15	Spring Break				
16	Memorial Day		5/25/20		
17	Teacher Conferences				
18	Early Release/Partial Days				
19	<b>Total Time Off in Step 3</b>			0	0

STEP 4-OTHER DAYS OFF

List any vacation days or partial days between the beginning and ending date of school that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced for the part-time 5 year-old kindergarten program. **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.**

Ln	Date(s) School Will Not Be in Session	Hours	Minutes
20			
21			
22			
23			
24			
25	<b>Total Time Off in Step 4</b>	0	0

STEP 5-INSTRUCTIONAL HOURS

26	<b>Number of Instruction Hours</b> <i>This is the number of hours calculated based on the information above.</i>	-
27	<b>Required Instructional Hours</b> <i>This is the minimum number of hours the school must have.</i>	-
28	<b>Recommended Instructional Hours</b> <i>The DPI recommends having at least 32 extra hours for unplanned days off.</i>	-
29	<b>Do the hours meet the requirement?</b>	Yes

ABC Choice School

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

For the year ending June 30, 2020

**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. The dates listed below should **not** include dates for summer school.

Ln	School Day	Date
1	2019-20 School Year First School Day	8/27/19
2	2019-20 School Year Last School Day	5/29/20

**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.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	7	10
5	Tuesday	7	10
6	Wednesday	7	10
7	Thursday	7	10
8	Friday	7	10
9	Saturday		
10	<b>Total Weekly Hours</b>	35	50

**STEP 3-TYPICAL DAYS OFF**

The following are typical days that school is not in session. For each of the following indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" for Labor day if school will not have started and "No" for Memorial day if school will have already ended. For any vacation/holidays the school will have, insert the dates off (if not already completed) and the total hours and minutes the full-time 5 year old kindergarten program will not be in session.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Hours	Minutes
11	Labor Day	Yes	9/2/19	7	10
12	Thanksgiving Break	Yes	11/21/2019, 11/22/2019	14	20
13	Winter Break	Yes	12/19/19-1/03/20	86	
14	Martin Luther King Jr Day	Yes	1/20/20	7	10
15	Spring Break	Yes	04/08/20-04/12/20	35	50
16	Memorial Day	Yes	5/25/20	7	10
17	Teacher Conferences	Yes	10/24/2019, 03/17/20, 03/18/20	21	30
18	Early Release/Partial Days	Yes	5/22/20	3	10
19	<b>Total Time Off in Step 3</b>			180	140

**STEP 4-OTHER DAYS OFF**

List any vacation days or partial days between the beginning and ending date of school that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced for the full-time 5 year old kindergarten program. **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.**

Ln	Date(s) School Will Not Be in Session	Hours	Minutes
20	03/16/20	7	10
21	04/19/20	7	10
22			
23			
24			
25	<b>Total Time Off in Step 4</b>	14	20

**STEP 5-INSTRUCTIONAL HOURS**

26	<b>Number of Instruction Hours</b> <i>This is the number of hours calculated based on the information above.</i>	1,229.50
27	<b>Required Instructional Hours</b> <i>This is the minimum number of hours the school must have.</i>	1,050.00
28	<b>Recommended Instructional Hours</b> <i>The DPI recommends having at least 32 extra hours for unplanned days off.</i>	1,082.00
29	<b>Do the hours meet the requirement?</b> Yes	

**ABC Choice School**  
**SCHEDULE 4: GRADES 1-6**

**For the year ending June 30, 2020**

**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. The dates listed below should **not** include dates for summer school.

Ln	School Day	Date
1	2019-20 School Year First School Day	8/27/19
2	2019-20 School Year Last School Day	5/29/20

**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.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	7	10
5	Tuesday	7	10
6	Wednesday	7	10
7	Thursday	7	10
8	Friday	7	10
9	Saturday		
10	<b>Total Weekly Hours</b>	35	50

**STEP 3-TYPICAL DAYS OFF**

The following are typical days that school is not in session. For each of the following indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" for Labor day if school will not have started and "No" for Memorial day if school will have already ended. For any vacation/holidays the school will have, insert the dates off (if not already completed) and the total hours and minutes the identified grade will not be in session.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Hours	Minutes
11	Labor Day	Yes	9/2/19	7	10
12	Thanksgiving Break	Yes	11/21/2019, 11/22/2019	14	20
13	Winter Break	Yes	12/19/19-01/03/20	86	
14	Martin Luther King Jr Day	Yes	1/20/20	7	10
15	Spring Break	Yes	4/8/2020 - 04/12/20	35	50
16	Memorial Day	Yes	5/25/20	7	10
17	Teacher Conferences	Yes	10/24/19, 03/17/20, 03/18/20	21	30
18	Early Release/Partial Days	Yes	5/22/20	3	10
19	<b>Total Time Off in Step 3</b>			180	140

**STEP 4-OTHER DAYS OFF**

List any vacation days or partial days between the beginning and ending date of school that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced for the identified grade. **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.**

Ln	Date(s) School Will Not Be in Session	Hours	Minutes
20	03/16/20	7	10
21	04/19/20	7	10
22			
23			
24			
25	<b>Total Time Off in Step 4</b>	14	20

**STEP 5-INSTRUCTIONAL HOURS**

26	<b>Number of Instruction Hours</b> <i>This is the number of hours calculated based on the information above.</i>	<b>1,229.50</b>
27	<b>Required Instructional Hours</b> <i>This is the minimum number of hours the school must have.</i>	<b>1,050.00</b>
28	<b>Recommended Instructional Hours</b> <i>The DPI recommends having at least 32 extra hours for unplanned days off.</i>	<b>1,082.00</b>
29	<b>Do the hours meet the requirement?</b>	<b>Yes</b>

**ABC Choice School**  
**SCHEDULE 5: GRADES 7-12**  
**For the year ending June 30, 2020**

**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. The dates listed below should **not** include dates for summer school.

Ln	School Day	Date
1	2019-20 School Year First School Day	8/27/19
2	2019-20 School Year Last School Day	5/31/20

**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.

Ln	Day of Week	Hours	Minutes
3	Sunday		
4	Monday	7	10
5	Tuesday	7	10
6	Wednesday	7	10
7	Thursday	7	10
8	Friday	7	10
9	Saturday		
10	<b>Total Weekly Hours</b>	35	50

**STEP 3-TYPICAL DAYS OFF**

The following are typical days that school is not in session. For each of the following indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" for Labor day if school will not have started and "No" for Memorial day if school will have already ended. For any vacation/holidays the school will have, insert the dates off (if not already completed) and the total hours and minutes the identified grade will not be in session.

Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Hours	Minutes
11	Labor Day	Yes	9/2/19	7	10
12	Thanksgiving Break	Yes	11/21/2019, 11/22/2019	14	20
13	Winter Break	Yes	12/19/19-1/03/20	86	0
14	Martin Luther King Jr Day	Yes	1/20/20	7	10
15	Spring Break	Yes	4/08/20 - 04/12/20	35	50
16	Memorial Day	Yes	5/25/20	7	10
17	Teacher Conferences	Yes	10/24/2019, 03/17/20, 03/18/20	21	30
18	Early Release/Partial Days	Yes	5/22/20	3	10
19	<b>Total Time Off in Step 3</b>			180	140

**STEP 4-OTHER DAYS OFF**

List any vacation days or partial days between the beginning and ending date of school that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced for the identified grade. **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.**

Ln	Date(s) School Will Not Be in Session	Hours	Minutes
20	03/16/20	7	10
21	04/19/20	7	10
22			
23			
24			
25	<b>Total Time Off in Step 4</b>	14	20

**STEP 5-INSTRUCTIONAL HOURS**

26	<b>Number of Instruction Hours</b> <i>This is the number of hours calculated based on the information above.</i>	<b>1,229.50</b>
27	<b>Required Instructional Hours</b> <i>This is the minimum number of hours the school must have.</i>	<b>1,137.00</b>
28	<b>Recommended Instructional Hours</b> <i>The DPI recommends having at least 32 extra hours for unplanned days off.</i>	<b>1,169.00</b>
29	<b>Do the hours meet the requirement?</b> <b>Yes</b>	