



The 2022-2023 School Calendar forms and Calendar Manual are available on the School Finance website at <https://www.sde.idaho.gov/finance/> (select School Calendar Forms in the “Calendars” section). Instructional hour calendar forms must be completed in addition to your ISEE calendars for the 2022-2023 school year.

****New for FY 2023****

School Finance has updated the calendar forms, please submit using the updated forms.

- Symbols are no longer used for closures, staff development or shortened days
- Please color appropriate cells based on the provided key
- Other reporting requirements remain the same from prior years

Caution! For instructional hour purposes, Idaho Code 33-512 has minimum instructional hour requirements for specific grade groupings. For ISEE attendance reporting purposes (and therefore the support unit calculation/funding), Idaho Code 33-1002 has different grade groupings. See below.

Instructional Hour Reporting Requirements for Calendars (IC 33-512)	ISEE Attendance Reporting Grade Groupings for Funding Purposes (IC 33-1002):
Kindergarten: 450 hours	Kindergarten
Grades 1-3: 810 hours	Grades 1-6
Grades 4-8: 900 hours	Grades 7-12
Grades 9-11: 990 hours	
Grade 12: 979 hours	
Alternative Schools: 900 hours	Alternative Secondary

- To maximize your funding, you may want to schedule your days in session so that grade groupings for ISEE reporting have the same schedule. For example, if your elementary school has grades 1-5 and your middle school has grades 6-8, a “vacation day” for grades 1-5 but not grade 6 will result in a very low day of attendance because the attendance for grades 1-5 and grade 6 are combined for ISEE reporting and funding.
- Also, please remember that your attendance beginning with the first day of school through the first Friday in November drives both your salary and benefit apportionments for the entire school year. To maximize your funding for the school year, it is critical that you maximize your attendance during this time period.



- To maximize your attendance, review attendance reports from prior years and isolate poor days of attendance through the first Friday in November.
- Once you have identified historically poor days of attendance, consider having a vacation day or staff development day rather than an instructional day, especially if that day falls between the first day of school and the first Friday in November.

When working on your instructional calendars, please complete only as many calendars as are appropriate. For example:

- If all of your elementary buildings and grades 1-6 will have the exact same schedule and number of instructional hours and minutes per day, please submit one calendar.
- If all of you have multiple buildings with the same schedule and grades/grade grouping, please include these buildings on a single form.
- If the last day of school for your seniors is prior to the last day of school for the rest of your students, or if the senior calendar is different in any way, complete the separate calendar for Grade 12.

Complete a separate kindergarten calendar for each kindergarten schedule within a building. Indicate on each calendar whether the regular daily schedule is AM, PM, or Full Day. ***Please do not include your AM and PM kindergartens on the same calendar form.***

Hours of instruction per session or day should be converted to a decimal format. For example, a five hour and ten-minute day would be reported as 5.167 hours (5 hours plus 10 minutes/60 minutes = 5.167 hours). A two hour and thirty-five-minute day for kindergarten would be reported as 2.583 hours. **The calendar template will make these calculations for you once the hours and minutes of instruction are entered.**

Any day with less than a full day of instruction is a **shortened session** and should be recorded in the box at the bottom of the calendar (e.g. early dismissal before a holiday). If your school has scheduled staff development on a regular basis, please summarize in the box at the bottom of the calendar. **Shortened hours and staff development hours are automatically calculated to a decimal format once the total hours and minutes are entered.**



Shortened Day Hours of Instruction	Hours	Minutes	Decimal Equivalent	Number of Days Planned	Totals
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
Total Hours					0.000

Staff Development Hours	Hours	Minutes	Decimal Equivalent	Number of Days Planned	Totals
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
			0.000		0.000
Total Hours					0.000

2022-2023 calendars are due to School Finance no later than **May 31, 2022**.

Please remember:

- Include a copy of your patron calendar when you submit your SDE calendars
- Detailed instructions (and a FAQ section) can be found in the Calendar Overview manual available on the SDE website at <https://www.sde.idaho.gov/finance/> (look for Manuals under “General Files”)
- **Instructional time does not include passing time, recesses, lunch breaks, etc.**
- Mark **all** days not in session with the All Days Not in Session Symbol
 - If you are operating on a 4-Day Week, please use this symbol to indicate each day not in session
- Staff development **does not** include teacher work days, teacher prep time, or parent/teacher conferences
- School Finance must be notified (via email or mail) of modifications or changes made to the calendar after your instructional hour calendar forms have been submitted.
 - Examples could include adding, shortening, or deleting a scheduled day of instruction or canceling school for an emergency closure.
- **Calendars are due no later than May 31, 2021**
- Email calendars to mphillips@sde.idaho.gov, mail to State Department of Education Attn: Public School Finance, P.O. Box 83720, Boise, ID 83720-0027, or fax to (208) 334-2228.

If you have any questions, refer to the calendar manual on the SDE Public School Finance website, or contact:

- Morgan Phillips, mphillips@sde.idaho.gov, (208) 332-6840
- Aaron McCoy, AMcCoy@sde.idaho.gov, (208) 332-6846