The 2023-2024 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 2023-2024 school year.

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

* Identify respective grade groupings on each form
* Color appropriate cells based on the provided key
* Other reporting requirements remain the same from prior years

2023-2024 Calendars are due to School Finance no later than May 31.

Submit the forms by emailing Morgan Phillips at mphillips@sde.idaho.gov

Please send in excel format and submit as a single file.

* Rename your template to include your 3-digit district/charter number
* Example: 100\_Instructional Hours Calendar 2023-2024

# Instructional Hours Calendars

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.

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

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 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 a 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.***

Report actual hours and minutes of instruction in appropriate table. Hours and minutes will be converted to a decimal format. **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 **modified day** and should be recorded in the table at the bottom of the calendar form (e.g. early dismissal for a holiday or other activities).

**Please remember:**

1. Include a copy of your patron calendar when you submit your SDE calendars
2. 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”)
3. **Instructional time does not include passing time, recesses, lunch breaks, etc**.
4. Mark **all** days not in session with the gray color code
	* If you are operating on a 4-Day Week, please enter ‘Y’ in the checkbox
5. Staff development **does not** include teacher work days, teacher prep time, or parent/teacher conferences
6. School Finance must be notified throughout the school year of modifications or changes made to your instructional hours.
	* Examples could include adding, shortening, or deleting a scheduled day of instruction or canceling school for an emergency closure.

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