

DATE: March 23, 2018
 TO: Business Managers
 FROM: Julie Oberle, Public School Finance
 SUBJECT: 2018-2019 School Calendars

The 2018-2019 School Calendar forms and a Calendar Manual are available on the School Finance website at <http://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 2018-2019 school year.

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.

Instructional Hour Reporting Requirements for Calendars (IC 33-512):	
Kindergarten	450 hours
Grades 1-3	810 hours
Grades 4-8	900 hours
Grades 9-12	990 hours
Alternative Schools	900 hours

ISEE Attendance Reporting Grade Groupings for Funding Purposes (IC 33-1002):
Kindergarten
Grades 1-6
Grades 7-12
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 an extremely poor day of attendance for that day 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 that 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 calendars, please complete only as many calendars as are appropriate. For example,

- If all of your elementary grades 1-6 will have the exact same schedule and amount of instructional hours and minutes per day, use the 4-8 calendar, cross out grades 4-8 and insert grades 1-6 into the title
- If all of your secondary grades 7-12 will have the *exact* same schedule and amount of instructional hours and minutes per day, use the 9-12 calendar, cross out grades 9-12 and insert grades 7-12 into the title
- If the last day of school for your seniors is prior to the last day of school for the rest of your students, 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.***

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 35 minute day for kindergarten would be reported as 2.583 hours. Converting to a decimal format simplifies the calculations on lines three and six. Round your calculation to three decimal places.

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 (i.e. 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. Also, please convert the shortened hours and staff development hours to a decimal format. See the example below.

Shortened Days/Staff Development

Date	Shortened Instructional Hours	Staff Development Hours
Every Friday	96 hours	112 hours
10/6/2017	0	8 hours
11/22/2017	3.667 hours	0
TOTAL	99.667 hours	120 hours

32 Fridays x 3.0 hrs = 96hrs; 32 Fridays x 3.5 hrs = 112 hrs
 10/5/18 8 hours of staff development
 11/21/18 3 hrs 40 minutes of instruction - early release

2018-2019 calendars are due to School Finance by no later than May 31, 2018.

Please remember:

- Include a copy of your patron calendar when you submit your SDE calendars
- More detailed instructions (and FAQ) can be found in the Calendar Overview manual available on the SDE website at <http://www.sde.idaho.gov/finance/> (look for Manuals under “General Files”)
- Instructional time does not include passing time, recess, lunch breaks, etc.
- Mark all days not in session with the Holiday/Vacation symbol (☒)
- Staff development does not include teacher work days, teacher prep time, parent/teacher conferences
- **School Finance must be notified (via email or mail) of modifications/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, 2018
- Email calendars to JAOberle@sde.idaho.gov , mail to State Department of Education, Public School Finance, PO Box 83720, Boise, ID 83720-0027, or fax to (208) 334-2228.

Questions? Call Diane Winn or me at 332-6840 or email me at JAOberle@sde.idaho.gov. Also, more detailed instructions (and FAQs) can be found in the calendar manual available on the SDE website at <http://www.sde.idaho.gov/finance/>.