

DATE: January 23, 2009  
 TO: School Superintendents and Administrators  
 FROM: Julie Oberle, Public School Finance  
 SUBJECT: 2009-2010 School Calendars

The 2009-2010 School Calendar forms and an updated Calendar Manual will be available on the School Finance website at [www.sde.idaho.gov/site/finance\\_tech/forms.htm](http://www.sde.idaho.gov/site/finance_tech/forms.htm). Calendars may be easier to complete if legal sized paper is used when printing.

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, crossing out grades 4-8 and inserting 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, crossing out grades 9-12 and inserting 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 students, complete a separate calendar for Grade 12.

Complete a separate kindergarten calendar for each kindergarten schedule within each 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.** For schedules with less than 5 days per week, be sure to mark all days not in session with the Holiday/Vacation symbol (e.g., full day every other day).

When recording the number of hours of instruction per session or day, please convert 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 decimal 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 to a decimal format. Examples are shown below.

Date	Shortened Instructed Hours	Staff Development Hours
Every Friday	96 Hours	112 Hours
10/1/09	0	8.0 Hours
11/25/09	3.667 Hours	0
<b>TOTAL</b>	99. 667 Hours	120 Hours

**Shortened Days/Staff Development**

Every Friday 3.0 hours of instruction and 3.5 hours of staff development  
 (32 Fridays x 3.0 = 96) (32 Fridays x 3.5 = 112)

10/1/09 8 hours of staff development

11/25/09 3 hrs 40 minutes of instruction - Early release

Please remember:

- **Include a copy of your patron calendar when you submit your SDE calendars**
- More detailed instructions can be found in our calendar manual on our website at [www.sde.idaho.gov/site/finance\\_tech/forms.htm](http://www.sde.idaho.gov/site/finance_tech/forms.htm)
- Call me at 332-6840 or email me at [JAOberle@sde.idaho.gov](mailto:JAOberle@sde.idaho.gov) if you have **any** questions
- Instructional time does not include passing time, recess, lunch breaks, etc.
- Staff development does not include teacher work days, teacher prep time, parent/teacher conferences
- **School Finance must be notified (via phone, email or mail) of modifications/changes made to the calendar after your 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 15, 2009
- Email calendars to [JAOberle@sde.idaho.gov](mailto:JAOberle@sde.idaho.gov) or mail to State Department of Education, Public School Finance, PO Box 83720, Boise, ID 83720-0027