

INSTRUCTIONAL HOUR TEMPLATE AND CALENDAR USER GUIDE

Instructional Hours Calendar Manual



IDAHO DEPARTMENT OF EDUCATION
PUBLIC SCHOOL FINANCE

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE
WWW.SDE.IDAHO.GOV

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CALENDAR OVERVIEW

Idaho Code 33-512(1) requires schools to annually adopt and implement a school calendar which provides the following minimum number of instructional hours:

Minimum Required Hours	
Grades	Hours
K	450
1 - 3	810
4 - 8	900
9 - 11	990
12	979
Alternative	900

Instructional hours include the time when students are under the guidance and direction of a teacher engaged in the teaching process. School assemblies, testing, and other instructionally related activities directly involving students may be included as instructional hours. Transportation to and from school, lunch periods, breaks, recess, passing time, etc. should not be counted as instructional time.

Calculating the total hours of instruction offered for each grade grouping is a multi-step process. A school district/charter school with multiple buildings will need to work with each building individually to determine the exact hours and minutes of instruction.

HOW TO SUBMIT

For the 2024-2025 school year the department is not requiring calendar submissions.

Please note that this policy may change, and it is important to stay informed about any potential updates.

Regardless of the submission requirement, all calendars must still comply with the minimum instructional hour requirements and must be approved by the school board.

The Calendar forms are available on the Idaho Department of Education website <https://www.sde.idaho.gov/finance/> under the header of Calendars, School Calendar Forms.

If you have any questions during this process, contact:

- Amber Worthington 208-332-6829 aworthington@sde.idaho.gov

STAFF DEVELOPMENT DAYS

Staff development is time set aside for the training of teachers to allow for the development of teaching skills. Staff development **does not** include teacher prep time, workdays, parent-teacher conferences, mentor time, etc. Idaho Code 33-512(1)(c) allows up to 22 hours of Grades 1-12 and up to 11 hours for Kindergarten to count as instructional hours. A school may choose to offer fewer than or more than 22 hours of staff development, but may only include up to 22 hours (11 hours for Kindergarten) as instructional hours.

Idaho Code 33-512(1)(d) states that student and staff activities related to the opening and closing of the school year, grade reporting, program planning, staff meetings, and other classroom and building management activities **do not qualify** as staff development or instructional time.

Staff development may take place before the first day of school, during the school year, or after the last day of school. Staff development days can be set by the local school board as deemed appropriate.

MODIFIED DAYS OF INSTRUCTION

A modified day is any day when the instructional hours deviate from regular day of instruction. Record modified hours in the tables on the calendar form. If a modified day is combined with staff development, record the modified hours and staff development hours in the appropriate tables on the calendar form.

TEMPLATE OVERVIEW

There are 5 tabs in the Instructional Hours Template for you to use.

- Kindergarten Half Day Template
- Kindergarten Full Day Template
- Grade Levels Template (use for grades 1-12 and alternative calendars)
- Example
- Adding a New Tab

FILLING OUT THE CALENDAR FORMS

Key note for the calendar form(s): Complete all **tan** colored cells and tabs in the form.

Step 1: Opening & Saving Your Template

1. Open the template posted to the Idaho Department of Education website here:
<https://www.sde.idaho.gov/finance/>
 - a. Go to Resource Files > Calendars > School Calendar Forms

Step 2: Entering Header Information

Begin filling out the header section on the form

1. Click in the Select District/Charter Name cell
 - a. Select your district/charter from the drop-down menu
 - b. This will automatically populate the IFARMS Number cell for you below
2. Fill out the Building Numbers cell
3. List Grades Served for the respective calendar
 - a. Combine all buildings and grades with the same schedule into one calendar form. If the exact same hours and minutes of instruction are offered to more than one grade grouping or building, only one calendar should be completed for that grouping
4. Indicate if this calendar represents a 4-Day School
 - a. Enter 'Y' if the calendar is a 4-day school. Enter 'N' if the calendar is not a 4-day school
 - i. Contact School Finance if you are unsure if you qualify as a 4-day calendar

1

	Select District/Charter Name
	IFARMS Number

Building Numbers:

4 4 Day School Calendar (Y/N) Grades Served: **3**

Schools which regularly schedule shortened days on a particular day of the week, are not considered 4 Day Schools. Be sure you note the checkbox in the header information on the form accordingly.

Step 3: Color-Coding the Calendar

1. Begin by entering the First Day & Last Day of Instruction into the appropriate text box

09/04/25	First Day of Instruction (MM/DD/YY)		05/17/26	Last Day of Instruction (MM/DD/YY)
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Next you will use the Cell Formatting Reference Key to guide you through the process of color coding your monthly calendars.

Cell Formatting Reference Key:

<input type="checkbox"/> Regular Day (White)	<input type="checkbox"/> Closed Day (Gray)	<input type="checkbox"/> Modified Day of Instruction (Blue)	<input type="checkbox"/> Staff Development Day w/out Instruction (Red)
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Instructions:

1. From the "Cell Formatting Reference Key" above, click on the color you wish to use and then click on the Format Painter from the home clipboard menu.
2. Click on your calendar cell to format the same color. DO NOT use copy and paste as it will delete the calendar numbers.
3. Weekends and required holidays are already marked in gray as closed days.
4. Count the number of regular days in each month and enter them on the Total Regular Days box in the bottom right of each monthly calendar.

2. Color code ALL days of each month:
 - a. Regular Day

- b. Closed Day
- c. Modified Day of Instruction
- d. Staff Development Day w/out Instruction

Regular Instruction days are default on the calendar along with Closed Days for required holidays and weekends.

Example of completed calendar:

08/27/25							First Day of Instruction (MM/DD/YY)							05/15/2025							Last Day of Instruction (MM/DD/YY)						
July 2025							August 2025							September 2025							October 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
Total Regular Days						0	Total Regular Days						3	Total Regular Days						21	Total Regular Days						17
November 2025							December 2025							January 2026							February 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31							
30																											
Total Regular Days						14	Total Regular Days						15	Total Regular Days						18	Total Regular Days						18
March 2026							April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
Total Regular Days						16	Total Regular Days						21	Total Regular Days						9	Total Regular Days						0

- 3. Count the Regular days (white cells) in each month and total them in the corresponding Total Regular Days box in the bottom right corner of each month
 - a. These totals will auto-populate the Regular Hours of Instruction Table at the end of the form

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total Regular Days						19

Step 4: Calculating Instructional Time Tables

Below the monthly calendars, there are time tables for each color-coded day type to provide time totals.

Regular Day of Instruction	Hours	Minutes	Decimal Equivalent	Number of Days Planned	Totals
Per Regular Day	6.000	15.000	6.250	148.000	925.000

Modified Days of Instruction	Hours	Minutes	Decimal Equivalent	Number of Days Planned	Totals
Early Release - Holidays with Ceremonies	3.000	30.000	3.500	5.000	17.500
Last Day of School - May 17	5.000	10.000	5.167	1.000	5.167
			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	22.667

Staff Development Hours	Hours	Minutes	Decimal Equivalent	Number of Days Planned	Totals
First Fridays Monthly	4.000	25.000	4.417	9.000	39.750
			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	39.750

Regular Day of Instruction Table

- Fill in the Hours and Minutes columns. The table will auto-populate the decimal equivalent (calculated from your input), and number of days planned (tallied from the monthly calendars Total Regular Days boxes).

Modified Day of Instruction and Staff Development Hours Table

- Fill in the Hours and Minutes columns. The table will auto-populate the decimal equivalent (calculated from your input).
 - Example: If every Wednesday is a delayed start or an early release, do not list the date for each Wednesday. Instead, enter "Wednesdays" and enter the appropriate Number of Days Planned.
 - If you have split days with both instructional hours and staff development, enter the number of instructional hours in the Modified Days of Instruction table, and the number of staff

development hours in the Staff Development Hours table. This way, you accurately account for all your planned time.

2. Fill in the Number of Days Planned column. The table will auto-populate line by line totals of hours (calculated from your input).

You may enter more than the allowable 11 or 22 hours for staff development into this table. The grand totals at the end of the form will cap the amount counted.

Step 5: Calculating Total Hours & Meeting the Minimum Requirement

Below the time tables is a summary total of the tables and a verification of the minimum hour requirement. This section auto-generates based on the information provided in the tables listed in Step 4.

Instructions for the Totals Summary below:

1. Input the appropriate minimum hours for your calendar (cell U88) and check that you meet the minimum requirement. Reference the "Minimum Required Hours" table (cell B96).
2. Verify the totals of each table above match the summary below which automatically calculate the Total Hours Planned for the year.
3. Fill in your contact information in the table at the bottom to complete the form.

Total Number of Regular Hours of Instruction	925.000	
Total Number of Shortened Hours of Instruction	22.667	
Total Number of Staff Development Hours	22.000	Up to 22 hours for Kindergarten
Total Hours Planned for 2023-2024	969.667	
Minimum Hours Required	900	Reference Key below
Hours Over/Under Requirement	69.67	*

Key for Hours Over/Under
Under Hours
You have fallen below the minimum required hours of instruction.
Within 1 Day of Extra Hours
You have only 0-1 Regular Day of Instruction remaining as buffer.
Extra Hours
You have more than 1 Regular Day of Instruction remaining as buffer.

1. Based on your grades served, enter the Minimum Hours Required in the appropriate text box
 - a. Reference the Minimum Required Hours table below this section if needed.

Idaho Code Reference 33-512

Minimum Required Hours	
Grades	Hours
K	450
1 - 3	810
4 - 8	900
9 - 11	990
12	979
Alternative	900

While it is not mandatory, it is strongly encouraged you plan additional hours to exceed the minimum requirement in the event of calendar revision.

Calendars are based on grade groupings, the highest-grade level identified on the calendar form will set the minimum instruction hours required for that grouping.

Grade 12 calendars must be submitted separately to receive the reduction in hours for grade 12.

Example: For a calendar serving grades 1–7, your minimum hours required will follow the 7th grade requirement which is 900 hours.

CALCULATING EMERGENCY CLOSURES/REVISIONS

1. Input the revision/closure date under the column titled "Revisions Closure Dates" (B123)
2. Select the cause of revision/ closure from the drop-down menu in cell (C17)
3. Calculate the qualified closure hours in the decimal calculator located below the Emergency Closure - Instructional Hour Calculator Chart.
 - 3a: Enter number of hours/ minutes/ days that the revision will take place, use that decimal (H138) under the correct column (D17)(E17)(F18)
4. Enter any relevant notes as to why the revision/ closure took place in the column.
 - 4a: This information could be requested. Please ensure you are keeping accurate documentation.
5. Once data is input into the chart, the calculation of available or shortage of available instructional hours will appear. (P150)
6. If you are short instructional hours due to an emergency closure/ revision please ensure that you work with your school board to make arrangements to make up any needed time.
 - 6a: The additional allowances for emergency closures/ professional development have been built into this calculation.

Emergency Closure - Instructional Hour Calculator						
Revisions/ Closure Dates	Cause of Revision	Bd. Mins Received	Qualified Closure Hours	Staff Dev Hours	Non- Qualified Closure	Notes
EXAMPLE	Weather		8.417	0.000	0.000	Closed all grades, due to snow
			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	
			0.000	0.000	0.000	
			0.000	0.000	0.000	
			0.000	0.000	0.000	
			8.417	0.000	0.000	
			<i>Max 11 hrs</i>			

Decimal Calculator			
Hours	Minutes	Days	Decimal
8.000	25.000	1.000	8.417

Original Total Hours of Instruction	841.667	<i>Regular + Modified Hours of Instruction</i>
Revised Staff Development Hours	0.000	<i>Original Staff Hours - Adjustments Capped at 22</i>
Total Revisions to Instructional Hours	8.417	<i>Qualified & Non-Qualified Hours of Adjustment</i>
Total Hours Planned for 2025-2026	833.250	
Minimum Hours Required	450	
Modified Hours Required	441.583	<i>Includes 11 Hours Forgiveness of Qualifying Closures</i>
Hours Over/Under Requirement	391.67	

FREQUENTLY ASKED QUESTIONS

Who do I contact if I have any questions?

Please contact Amber Worthington (aworthington@sde.idaho.gov).

Why is it better to have a day of no attendance (vacation day) rather than a day of poor attendance?

Average Daily Attendance (ADA) from the first day of school through the first Friday in November is one of the factors used in determining salary-based apportionment and benefit apportionment.

It is in the best financial interest of a school district to maximize its attendance during this time to maximize its salary-based and benefit apportionments. A low day of attendance will lower the average daily attendance for the week. A vacation day will simply make the week a four-day week rather than a five-day week.

The Idaho Department of Education encourages schools to examine their attendance history from prior years and isolate days that routinely have low attendance. For example, is attendance significantly impacted the Friday before Labor Day weekend? During the local fair? During the opening of hunting season or harvest? Once low attendance days have been identified, a school may want to consider adjusting its calendar to minimize the impact low attendance has on state revenues.

We initially set our calendar in May of the prior school year and sent it to the Idaho Department of Education. Since then, we've made several changes. Do I need to send the Idaho Department of Education a new calendar?

It is important the Idaho Department of Education be notified of all changes to the original calendar. If the changes are extensive, a new calendar will need to be submitted to the Idaho Department of Education. Otherwise, an email detailing the changes is sufficient. Using the new information, the original calendars will be updated to reflect the changes.

Why do I have to complete a separate calendar for all of my Kindergarten sessions with different schedules but having the exact same number of hours?

Each unique Kindergarten schedule must independently satisfy the 450 minimum instructional hour requirement. Unforeseen emergency closures due to adverse weather conditions or facility failures could impact one Kindergarten session but not the other.

If all Kindergarten sessions have the exact same schedule, complete one calendar and make copies of the template. Indicate on each copy the schedule for that building as AM, PM, full day, etc.

Can we offer a four-day school week?

Yes. One of the duties of your school board is to determine your school calendar. On the Public School Finance page of the [Idaho Department of Education website](#), there is a posted List of Idaho School Districts and Charter Schools on a Four-Day Week.

If our Kindergarten schedule is less than five days a week, do I need to mark the non-attendance days as vacation days?

Yes. Any day that students are not scheduled to be in session should be indicated as a vacation day by graying it out. For example, if Kindergarten is in session Monday, Wednesday, and every other Friday, mark all Tuesdays, Thursdays, and the "off" Fridays as vacation days.

Do seniors have to meet the 990 instructional hour requirement?

No. Idaho Code 33-512(1)(f) allows the instructional time requirement for Grade 12 students to be reduced by an amount of time not to exceed 11 hours of instructional time. These students must be identified on a separate grade 12 calendar.

Do I have to complete a separate calendar for Grade 12 students if their last day is a week earlier than Grades 9-11?

Yes. Anytime the instructional hours differ among a grade grouping (such as Grades 9-12), a separate calendar must be completed. A Grade 12 calendar is available on the Idaho Department of Education website. If Grade 12 students have the exact same schedule as Grades 9-11, a separate calendar is not necessary.

Can we have school on a holiday?

That depends on the holiday. Idaho Code 33-512(9) requires the following days to be school holidays:

- New Year's Day

- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas Day

Other holidays, as listed in Idaho Code 73-108, must be observed with appropriate ceremonies if it falls on a school day. These holidays include:

- Martin Luther King Jr/Human Rights Day (The third Monday in January)
- Washington’s Birthday (The third Monday in February)
- Juneteenth (June 19)
- Labor Day (The first Monday in September)
- Columbus Day (The second Monday in October)
- Veteran’s Day (November 11)

How do I compute ADA for staff-development days?

Contact Dean Reich at dreich@sde.idaho.gov

What is a shortened day? If students were in attendance for at least 4.0 hours, why would this be a shortened day on the calendar, but not for attendance purposes?

For calendar purposes, a shortened day is any day where planned instruction is less than regular hours/minutes of instruction. Don’t confuse a shortened session with the half day reporting for attendance reporting purposes. For ISEE attendance questions, contact Dean Reich at dreich@sde.idaho.gov

What should I keep in mind when determining the length of a shortened day?

For calendar purposes, any amount of time the student is under instruction is included as instructional hours. However, for attendance reporting purposes, each Grade 1-12 student under instruction 4.0 hours or more is counted as 1.0 ADA and any student under instruction at least 2.5 hours but less than 4.0 hours would reported as .5 ADA. While a shortened session of 2.0 hours would be included as instructional hours, no attendance would be reported for that day. ISEE attendance calendars would show that day as a vacation day, staff development day, or non-instructional time and individual student attendance would be reflected to match only their time present.

Do I have to list every shortened session on the table at the bottom of the calendar?

Maybe. Group shortened days that have the exact same instructional hours on one line. If the days are not consistent, list them separately on the table.

Do I need to meet both the 152 minimum day requirement in addition to the minimum instructional hour requirement?

No.
All school districts and charter schools *must* offer the minimum required instructional hours found in IC 33-512. School Districts, as part of the qualification process to receive School Modernization Funds, must attest that they meet the minimum student instructional *day or hour* requirements of the state board of education. [IC 33-916(2)]

Is staff development limited to the length of the school day? Prior to the first day of school or after the last day of school?

No. Idaho Code 33-512(1)(c) allows each school district/charter school to determine when staff development will occur and its duration.

What are State In-Service Days?

There are no state-mandated in-service days. Historically, many schools have set aside the first Thursday and Friday of October for staff development to allow their staff to attend regional and state in-service meetings. Idaho Code does not require that these two days be set aside for staff development. It is up to your school district/charter school whether the first Thursday and Friday are staff development days.

What is an emergency closure?

It is important to distinguish between qualified emergency closures that allow a reduction in instructional hours from emergency closures which impact the reporting of ADA, but do not allow for a reduction in the minimum instructional hours required.

- **For instructional hour purposes**, Idaho Code 33-512(1)(c)(ii) allows a reduction in the minimum required hours of instruction by a total of up to 11 hours of emergency closures due to adverse weather conditions or facility failures.
- **For attendance reporting purposes**, Idaho Code 33-1003A states that “When a school is closed, or if a school remains open but attendance is significantly reduced because of storm, flood, failure of the heating plant, loss or damage to the school building, quarantine or order of any city, county, or state health agency, or for reason believed by the board of trustees to be in the best interests of the health, safety, or welfare of the pupils, the board of trustees, having certified to the Idaho Department of Education the cause and duration of such closure or impacted attendance, shall be considered as being the same as for the days when the school actually was in session or when attendance was not impacted.”

Instructional time lost due to closures for reasons other than adverse weather conditions or facility failure, such as widespread sickness, will not qualify as emergency closure when determining if a school has satisfied the minimum hours of instruction as required per Idaho Code 33-512(1). However, for purposes of reporting attendance, such closures do qualify as emergency closures if they have been approved by a school’s trustees as an emergency closure.

Regardless of the reason for the emergency closure, the board of trustees must certify to the Idaho Department of Education the cause and duration of impacted attendance or closure. A copy of the board minutes approving the emergency closure must be included with the Emergency Closure Form (available on the Idaho Department of Education website) submitted to the Idaho Department of Education.

If instructional time is lost due to school closures not due to adverse weather or a facility failure, then a school district/charter school must examine the impact of such closures on their instructional hours. If the closure(s) causes instructional hours to fall below the minimum required hours for a particular grade grouping, sufficient hours must be added to the calendar to ensure the minimum instructional hours as required in Idaho Code 33-512 are provided.

The following is a list of the more common school closures reported to the Idaho Department of Education. We have identified which would qualify as an emergency closure for reducing the minimum number of instructional hours required and/or would qualify as emergency closures when submitting attendance through ISEE. This list is not meant to be comprehensive listing.

Reason	Reduction in Instructional Hours Allowed	Emergency Closure for Attendance Reporting
Adverse Weather (snow, flood, etc.)	Yes	Yes
Facility Failure (no heat, fire, etc.)	Yes	Yes
Quarantine (wide-spread sickness)	No	Yes
Reason as determined by the trustees to be in the best interests of the health, safety, or welfare of the students	No	Yes
Funeral of a student or staff member	No	Yes
State athletic tournaments	No	No
Insufficient staffing	No	No
School building not ready due to construction delays	No	No