Instructions for Using the 2023-24 SY Model Calendar

Use this spreadsheet to determine the total session days and instructional hours for each distinct school/ grade level calendar for the 2023-24SY (e.g., if grades 9-12 are in the same building and follow the same schedule including Regents days, only one calendar is necessary for all four grades). If one school includes grades 6-12, complete one sheet for grade 6 as they are under the K-6 instructional hour requirements, and another for grades 7-12. Please consult the regulation for more information (https://stateaid.nysed.gov/ attendance/htm_docs/final_adopted_regulations.htm). If questions arise regarding the completion of your district calendars, please email them to: OMSSAMS@nysed.gov, Attn. Attendance.

1. Using the tab labeled '2023-24 Blank Worksheet', please choose your school district from the drop-down options in cell B2, this will then populate the schools in your district to choose from in another drop-down menu in cell B3. Selecting a school will populate the 12-digit BEDS code for the selected school in cell F3.

2. Please choose the starting grade for the selected school from the drop-down menu in cell B4 and choose the ending grade being reported from the drop down in cell B5. If there is only one grade being reported (ex. AM K, PM K or 6), please choose the same start and end grade.

3. For each individual day, enter the exact Start Time and End Time for the time that students attended session in columns B (Start Time) & C (End Time); enter the amount of time for homeroom, lunch, recess, and/or passing time, where applicable, in columns E (Homeroom Minutes), F (Lunch Minutes), G (Recess Minutes) and H (Passing Time Minutes). Be sure to enter the correct time on days that are different in length than a standard day, such as a scheduled half day (e.g., when lunch may not be offered or passing time is reduced for any missing periods). The "Instructional Minutes" column will adjust for the non-instructional time entered.

4. If school was not held on a particular day, please leave cells B-H blank and enter the reason for no session in column J (Notes).

5. For days with a 2-hour delay or early release, no time adjustment needs to be made. CR175.5 allows districts to claim up to 2 hours as instructional time on those days. Please note that for delays or early releases beyond the 2 hours, the start and end time, as well as changes to non-instructional time, will need to be updated. For example, a district with a 3-hour delay would adjust start times by 1 hour, showing the time above the allowed 2 hours, and note the reason in column J (Notes).

6. Reporting Superintendent Conference Days:

    a. For full-day Superintendent's Conference Days, leave columns B-H blank, and enter the number of hours utilized in column M (Superintendent's Conference Day Time Utilized).
    b. For partial-day Superintendent's Conference Days, fill out columns B-H as described above, but do not include any of the Superintendent's Conference Day time in Start Time or End Time. Separately enter the number of hours utilized in column M (Superintendent's Conference Day Time Utilized).
    c. For Superintendent's Conference Days held during the last two weeks of August, separately enter the number of days in cell K9 and the total number of hours utilized over those days in cell M9.
    d. For any additional professional development or parent-teacher conference time above the allowable 4 Superintendent's Conference Days, do not include amounts in this worksheet.
    e. Please note that the total allowable Superintendent's Conference Day hours will not populate accurately in cell G6 until the calendar is completed for the year.

7. To enter Regents days, please note there is a drop down option in column J on the appropriate dates. If a district chooses 'Secondary Regents Examination day', the district will get the average number of instructional hours it provides on non-examination days. A start/end time must be entered in columns B & C, or the day will not be counted in the session day total. Please choose the correct option for the grade level being reported (e.g., elementary, secondary, or blank) and enter the appropriate times (columns B-C & E-H).

8. To create another blank worksheet, or copy an existing worksheet, right click the tab to be copied. Select "Move or Copy." Check the box "Create a Copy" and click "OK." To update the school name, please scroll up using the arrow to select, changing the grade levels as necessary. The BEDS code will automatically update with the school selection.

9. Due to the password protections, the font size cannot be increased. To view cells in a larger font, use the "View" toolbar and click "Zoom", or increase it using the slide bar located at the very bottom right of the form.

Instructions for Using the 2023-24 SY Summary Tab of Model Calendar

This tab has been created as a tool for districts to assist them in completing what is required in SAMS. Completion of this page is NOT required, but State Aid may review this sheet upon request.

All data entered on this tab will automatically populate and match the 180 Day Calendar worksheets the district has completed in this workbook.

1. In Column A, enter the name of the worksheet from which you are pulling the data (for our purposes, the name of the worksheet we are referencing is "Internal Sample"). *Note: Once this information is added to Column A, the rest of the columns (B-F) should auto-populate. If they do not, you can proceed with the steps below.*

2. In Column B, enter the BEDS Code. This can be found on your referenced worksheet, in cell F3.

3. In Column C, enter the School Name. This can be found on your referenced worksheet, in cell B3.

4. In Column D, enter the Grade Range. This can be found on your referenced worksheet, in cells B4 and B5.

5. In Column E, enter the Total Number of Session Days. This can be found on your referenced worksheet, in cell K6.

6. In Column F, enter the Total Hours. This can be found on your referenced worksheet, in cell L6.

   (Please round appropriately).

   You will complete these steps for EACH worksheet that you have completed. This will give you the data that you will need to complete the requirements in SAMS.