Instructions for Using the 2020-21SY Model Calendar

Use this spreadsheet to determine the total session days and instructional hours for each distinct school/grade level calendar for the 2020-21SY. (For example, 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: 180days@nysed.gov.

DO NOT ATTEMPT TO REMOVE THE PASSWORD PROTECTIONS OR USE AN UNPROTECTED SHEET.
ANY SUCH SPREADSHEET WILL BE CONSIDERED INVALID.

1. Please choose your school district from the drop-down options in cell B3, this will then populate the schools in your district to choose from in another drop-down menu in cell B4, this will populate the 12-digit BEDS code for the selected school in cell F4. If a school name is not in the prepopulated school listing, please type the name and BEDS code into cells B4 and F4, respectively.

2. Please choose the starting grade for the selected school from the drop-down menu in cell B5 and choose the ending grade being reported from the drop down in cell B6. 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 are in session in columns B (Start Time) & C (End Time); for days when school was not in session, leave these cells blank and enter the reason for no session in column J (Notes). The "Total Instructional Minutes" column will automatically calculate the total time between the start and end times for each day.

4. 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. For example: when lunch may not be offered or passing time is reduced for any missing periods. The "Total Instructional Minutes" column will adjust for the non-instructional time entered.

5. 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 Col 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 Superintendent's Conference Days, fill out columns B-H as described previously, but do not include any of the Superintendent's conference 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 K10 and the total number of hours utilized over those days in cell M10.
   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.
   Please note that the total allowable Superintendent Conference hours will not populate accurately in cell G7 until the calendar is completed for the year.

7. To enter Regents days, please note there is a drop down option in Col J on the appropriate dates, if a district chooses 'Secondary Regents Examination day', they will get the max of 6 hours credit for the day, but unless a start/end time is entered in Col B & C, it will not count as a session day, so be sure to enter the entire line. Please choose the correct option for the grade level being reported (i.e.: elem., secondary, or blank) and enter the appropriate times (Col 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.

Districts may not schedule instructional days after the Regents Rating Day of 6/25/21. A decision will be made in mid-April and posted to the State Aid website, should SED approve the use of a single Superintendent's Conference Day the first weekday after Rating Day, if doing so is necessary to avoid falling below the 180 days of session required to receive the full allocation of Foundation Aid. At that time, an updated calendar allowing this will be released.