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January 2019

TO: School District Superintendents
School District State Aid Designees
BOCES District Superintendents

FROM: Brian Cechnicki, Director of Education Finance

RE: Model Calendar for Use in Calculating Minimum Instructional Hour Requirements Pursuant to 8 NYCRR §175.5

In September 2018, the Board of Regents adopted an amendment to the regulations concerning the minimum instructional hour requirements for State aid purposes, consistent with Education Law §3604(7), commencing in the 2018-19 school year. The revised regulation may be found at https://stateaid.nysed.gov/attendance/htm_docs/final_adopted_regulations.htm. Additional information may be found at https://stateaid.nysed.gov/attendance/htm_docs/attendance_900_990_Hour_Requirement_memo.htm.

This Model Calendar Version 2.0 is being supplied to all school districts for the purposes of recording their 2018-19 school year instructional hours, as well as to begin planning their 2019-20 school year calendars. **District officials should anticipate completing this calendar for each appropriate grade level and school for the 2018-19 school year in their Summer/Fall 2019 SAMS claims submissions.** Additional information on this claims process will be available in Summer 2019.

Districts that had previously used the Model Calendar Version 1.0 for the 2018-19 school year may continue to do so at their local discretion, but are informed by this memorandum that Version 2.0 includes the following enhancements:

- Filters have been added to columns to assist in finding errors or variations from “standard” days.
- The 2018-19 Regents Examination schedule has been corrected.
- Clarity in the hour calculations has been provided by truncating all hour calculations to two decimals, including displaying the total hours cell with two decimals.
- The Superintendent Conference Day (SCD) hours total cell has been fixed so that it can correctly display compliance; the previous version would flag an overuse of SCD hours even if such additional hours had no impact on compliance with the minimum instructional requirement.

In addition, Model Calendar Version 2.0 includes a separate worksheet with pre-populated 2019-20 school year dates, holidays, and Regents examinations.

Please use the following instructions for completing the Model Calendar. Please contact us at 180days@nysed.gov with any questions.

Instructions for Using the Model Calendar

Use this spreadsheet to determine the total session days and instructional hours for each distinct school/grade level calendar. (For example, if grades 9-12 are all in the same building and follow the same schedule, only one sheet is necessary for all four grades. If one school includes grades 6-12, complete one sheet for grade 6 and a second for grades 7-12, as those grade levels have different required minimum instructional time. Please consult the regulation for more information.)

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

1. In cell B6, select the "Grade Level Group" that corresponds with the grades being scheduled in the worksheet. This will generate the minimum required instructional hours.
2. For each individual day, enter the exact Start Time and End Time for the time that students are in session (See #5-7 below for instructions on Superintendent's Conference Days); for days when school was not in session, leave cells blank and note the reason in the "Notes" column.
3. 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 the columns between "Hours Between Start/End" and "Total Instructional 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.**
5. For full-day Superintendent's Conference Days, leave the Start Time and End Time blank, and enter the number of hours utilized in the "Superintendent's Conference Day Time Utilized" column. No deductions noted in #4 are required.
6. For partial Superintendent's Conference Days, fill out the student session time as described above, but **do not include** any of the Superintendent's conference time. Separately enter the number of hours utilized in the "Superintendent's Conference Day Time Utilized" column.
7. 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.
8. For any additional professional development or parent-teacher conference time above the Superintendent's Conference Day allowance, **do not include** amounts in this worksheet.
9. For January and June Regents Examination Days, for the grades taking such exams (or allowed to be dismissed because of schedule disruptions and/or staff and space needs), districts may claim the greater of their regular instructional day or six hours. If the regular instructional day is less than six hours, enter a start and end time that equals six hours—even if such times differ from the scheduled day. If the regular instructional day is more than six hours, enter the same time and deductions that are used on the majority of days.
10. For the June Rating Day, for the Regents Examination-impacted grade levels, enter a Start Time and End Time that generate a value equal to the value in the column titled "Instructional Hours Counted" for the majority of days. For example, if such hours equal 7 hours, you may enter 8:00 AM and 3:00 PM as the start and end times.
11. 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."
12. 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."