

TO: Superintendents, Principals & School Leaders
FROM: Office of School Accountability, Indiana Department of Education
DATE: February 1, 2018
RE: 2018-2019 Policy for Waiver Request from 180 Instructional Day Requirement

Pursuant to Ind. Code § 20-30-2, all public and accredited nonpublic schools must conduct at least 180 instructional days during a given school year. Public Schools that do not conduct at least 180 instructional days during a school year shall have the subsequent August tuition support distribution reduced to reflect the actual amount of instructional days provided unless the Indiana Department of Education grants a waiver from this tuition support penalty. The Department may grant a waiver of a particular amount of cancelled days so long as the school submits a waiver request to the Department, and the cancellations are due to extraordinary circumstances.

For the 2018-2019 school year, the Department will implement the following in regard to waiver requests:

- Public schools do not need to submit a waiver request for two hour delays and two hour early releases. Days where a school must implement a two hour delay or two hour early release count as full instructional days.
- Waivers will only be granted if there is an extraordinary circumstance or unexpected event that impacts less than the entire student population of a school corporation. The Department will approve such waiver requests due to the challenges resulting from having a corporation make up a day for one school within the corporation.
- Due to the extreme weather across Indiana, the Instructional Day Waiver Policy will be expanded for the remainder of the 2018-2019 school year. School corporations are still expected to make up the first five canceled days using the make-up days originally built into the calendar. After the fifth canceled day, the Department will waive one day for every two additional canceled days. After the fifth canceled day, school corporations will receive waivers for odd numbered cancellations, e.g., canceled days 7, 9, 11, etc. Corporations are still expected to make up all days not waived pursuant to IC 20-30-2-4. As an example, a school corporation that has canceled five days and then needs to cancel two additional days (sixth and seventh days would need to submit all cancellations and make up days using the form below. The seventh day would be waived with no make-up required.
- For nonpublic schools:
 - Since nonpublic schools do not receive tuition support, a waiver from the tuition support reduction penalty is not necessary. However, accredited nonpublic schools are still required to comply with the 180 instructional day requirement.

All Requests for instructional day requests should be submitted electronically at <https://form.jotform.com/82175824139966>.

Please contact schoolaccountability@doe.in.gov if there are any questions regarding instructional day requirements or waiver requests.