

TO: Superintendents, Principals & School Leaders
FROM: Office of School Accountability, Indiana Department of Education
DATE: February 24, 2017
RE: 2017-18 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. Schools that do not conduct at least 180 instructional days then a school shall have the August tuition support distribution reduced to reflect the actual amount of days provided to students by the school corporation unless the 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.

The guidance provided below officially begins with the 2017-2018 school year. For the balance of the 2016-2017 school year, the department will work with this framework as a guide.

Beginning with the 2017-18 school year, the Department will implement the following in regard to waiver requests:

- The provision regarding 2-hour delays remains unchanged. Schools do not need to submit a waiver request for a 2-hour delay.
- Waivers will only be granted if there is an extraordinary circumstances 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.
- Waivers will not be granted for an entire school corporation unless there is a truly extraordinary circumstance that impacts the entire population of a school corporation. School corporations should anticipate making up at least five (5) days to accommodate for events that impact the corporation as a whole. If there is an event that impacts the entire school corporation and causes the corporation to exceed five make-up days, then the Department will consider such waiver requests on a case-by-case basis to determine if an extraordinary circumstance exists. If the school corporation has not already made up five instructional days, there is no need to submit a waiver request regardless of the circumstances.
- 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.

The Department is in the process of updating its guidance documents and forms to reflect the above policies. Newly revised information will be shared with the field as soon as it is available.

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