

TO: Superintendents, Principals & School Leaders
FROM: Office of School Accountability, Indiana Department of Education
DATE: November 16, 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.
- 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 requests to waive additional days. 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.

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.