

MEMORANDUM

To: District Superintendents, Charter School Leaders, Choice Eligible School Leaders
From: Robin LeClaire, Chief Academic Officer
Maggie Paino, Director of School Accountability
Date: April 3, 2020
RE: EO 20-16 Remainder of the 2019-2020 School Year

All K-12 schools in Indiana shall provide instruction via remote learning for the remainder of the 2019-2020 school year. **Schools shall not conduct in-person instruction for the remainder of the school year, and school buildings shall remain closed** except for the purposes described in Executive Orders 20-04, 20-05, 20-08, and as may be described in any future Executive Orders.

To comply with Ind. Code § 20-30-2-3 and complete the school year, all schools previously received a waiver of twenty (20) days, reducing the number of required in-person or remote instruction days to one-hundred sixty (160). Schools must continue to provide instruction via remote learning until they complete either:

- One-hundred sixty (160) instructional days, *or*
- At least twenty (20) additional days of remote learning between April 2 and June 30, 2020.

If a school or corporation does not complete either of these options, it must submit a request to the Indiana Department of Education (IDOE) to waive the instructional days missed due to extraordinary circumstances.

By April 17, 2020, all public K-12 schools, including charter K-12 schools and eligible K-12 schools as defined in Ind. Code § 20-51-1-4. 7, shall submit for review and approval by IDOE a [Continuous Learning Plan](#) detailing how the school met or will meet the requirements of Executive Order 20-16 to complete the school year. All aforementioned schools will be required to submit a *Continuous Learning Plan* in order for waivers to be considered.

From now through June 15, 2020, the superintendent of each school corporation or school leader should update calendars in DOE Online to reflect closures and instructional days as outlined in the Continuous Learning Plan. IDOE will monitor school calendars and provide notification when a school or corporation satisfies one of the instructional day requirements outlined above. All aforementioned schools will be required to certify this instructional day information by June 15, 2020, via the DOE Online Calendar Certification in order for waivers to be considered. Detailed guidance on managing your instructional calendar in DOE Online is provided in the [attached guidance](#).

To clarify, two items are required for the 160 day waiver consideration. The two items are as follows:

- The *Continuous Learning Plan*
- Updates to and Certification of Your School Calendar in DOE Online

Questions regarding Continuous Learning Plans should be sent to Robin LeClaire, rleclaire@doe.in.gov.
Questions regarding the Calendar Certification Report should be sent to Maggie Paino, mpaino@doe.in.gov.