

**MEMORANDUM**

**TO:** Indiana Superintendents and Indiana Principals  
**FROM:** Office of Accountability, Indiana Department of Education  
**DATE:** March 13, 2020  
**RE:** Instructional Day Waiver Requests and COVID-19 Pandemic

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Pursuant to IC 20-30-2, all public 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 (IDOE) grants a waiver from this tuition support penalty. IDOE may grant a waiver of a particular amount of canceled days so long as the school submits a waiver request to IDOE, and the cancellations are due to extraordinary circumstances.

In response to Governor Holcomb's March 12, 2020 announcement on the COVID-19 pandemic, IDOE will consider school closures due to the coronavirus to meet the threshold of an "extraordinary circumstance." School corporations may receive a waiver of up to twenty (20) instructional days in order to respond to COVID-19. These days may be used consecutively or as needed by school corporations.

A school corporation must submit this [jotform](#) to IDOE for informational purposes.

Questions regarding the contents of this memorandum may be directed to the [Office of School Accountability](#).