

## GUIDANCE ON SCHOOL CALENDARS and DOE-CL INSTRUCTIONS FOR THE 2020-2021 SCHOOL YEAR

All public schools and state-accredited non-public schools, including freeway-accredited nonpublic schools, must submit to the Department (IDOE) a school calendar for the 2020-2021 school year. This document provides instructions regarding submission of the calendar. All 2020-2021 school calendars must be completed and submitted to IDOE at least 10 days prior to the start of classes at the school. Please note that several required Application Center reports will be rejected if the school calendar is not submitted.

While completing the calendar, remember that a school corporation must conduct at least 180 student instructional days between the period beginning after June 30 of each year and ending before July 1 of the following year. In order to be considered an instructional day, the day must consist of at least five hours of instructional time for grades 1-6 and six hours of instructional time for grades 7-12. Instructional time is defined as time during which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher. Instructional time does include a reasonable amount of passing time between classes, but does not include lunch or recess.

The calendar serves as an indication of instructional days during which the school was in operation. Therefore, the calendar should reflect the general schedule for the brick-and mortar operational days during the 2020-2021 school year.

### **Note for Performance-Qualified School Districts and High Schools:**

- Performance-qualified districts, as defined in IC 20-24.2, are not required to provide at least 180 student instructional days during a school year; however, the total number of minutes provided during the school year must meet or exceed 54,000 minutes for grades 1-6 and 64,800 minutes for grades 7-12.
- Performance-qualified high schools, as defined in IC 20-24.2, are not required to provide at least 180 student instructional days during a school year; however, the total number of minutes provided during the school year must meet or exceed 64,800 minutes.

### **Instructions:**

- Login to DOE Online (<https://doeonline.doe.in.gov/>). Users must have either a "Corporation Administrator" or "State Reporting" role to access the calendar.
- From the menu on the left-hand side, hover over "Calendar/Cert of Inst Days" and click on "School Calendars".
- Select "2020-2021 School Calendar" from the "Select School Year" drop down menu. Select the school(s) from the menu to enter calendar data for 2020-2021 and click "Enter New Calendar Information".
  - Any schools within a corporation that have the same calendar may be selected together from this page, and data entered will be applied to all.
  - If a school is missing from the dropdown menu, then the school has not yet been recognized by IDOE. The corporation will need to submit a "Corporation Profile Amendment" form to IDOE (<https://form.jotform.com/200923955878974>).

- Corporations and schools should indicate if they are performance-qualified. If the corporation is performance-qualified, click on the “Performance-Qualified Corporation” box on the main corporation page. If the high school is performance-qualified, click on the “Performance-Qualified School” box on the school calendar page.
- The calendar icon next to each box allows the user to choose a day from a monthly calendar. If entering the date manually, use the format MM/DD/YYYY.
- Choose the appropriate type of additional date to add from the dropdown box labeled, “Select Additional Dates to Add”.
  - Explanation of E-Learning Days:
    - **eLearning Planned:** for days when the school or school corporation has pre-planned eLearning or remote learning, including planned eLearning days to allow for deep cleaning in response to COVID-19.
    - **eLearning in lieu of cancellation:** for days when the school or school corporation intends to provide onsite instruction, but must transition to eLearning or remote learning due to utility or weather conditions.
    - **COVID-19 eLearning:** for days when the school or school corporation intends to provide onsite instruction, but must transition to eLearning or remote learning due to COVID-19.
  - Type in the number of additional dates to add.
  - Click “Add Calendar Date(s)” button to add days to the calendar list.
- Double check student instructional days entered to ensure accuracy.
- Enter the “Teacher Begin” and “Teacher End” dates, as well as the number of Contract Days.
- If the school has a Grade 12, enter the Graduation Date (leave black if not applicable).
- If all grades in the school have the same Begin/End time and same number of minutes of non-instructional time (lunch, recess, etc.), then use the Default boxes.
  - Type in the “Begin Time” and “End Time” (use “A” for AM and “P” for PM).
  - Type in the number of minutes for lunch and/or recess.
  - For all applicable grades, press the “Default” button.
- Click on the “Submit” button at the bottom of the page. A message indicating successful submission will be displayed if there are no errors.
  - If you do not receive the “Successful Submission” message after submitting, look for red errors that must be fixed prior to submission. Orange warnings should be reviewed for accuracy.

### Technical Assistance

Questions on school calendars and instructional time should be sent to [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov).