

2009-10 Scheduled DAYS of Instruction Form - Grades 1-12 & Special Education

COUNT DAYS: Weds., Sept. 30, 2009, and Weds., Feb. 10, 2010

School District:		First Day for Students:	
School Building:	Grade Level:	Last Day for Students:	

----- This building operates: (check one) -----

on a district-wide calendar OR on an individual building calendar

INSTRUCTIONS:

X = NO INSTRUCTION IS SCHEDULED
Place an "X" by each day with NO instruction scheduled.

/ = PART-TIME (HALF-DAY)
Place a "/" over each day when instruction is scheduled for part-time (1/2 day).

O = OTHER*
Place an "O" in each day for Other (hrs. different than whole or 1/2 day).

DO NOT PLACE ANY MARK ON A SCHEDULED FULL DAY OF INSTRUCTION.

For each month, count the number of full days of instruction (those days with no marks) and the number of partial days of instruction (those days marked with a "/"). For the entire school year, add the full days of instruction and the partial days of instruction.

JULY 2009						Days	
M	T	W	Th	F			
		1	2	3	Full	23	
6	7	8	9	10	1/2	0	
13	14	15	16	17			
20	21	22	23	24	Other	0	
27	28	29	30	31			
Comments:						Total	23

AUGUST 2009						Days	
M	T	W	Th	F			
3	4	5	6	7	Full	21	
10	11	12	13	14			
17	18	19	20	21	1/2	0	
24	25	26	27	28			
31					Other	0	
Comments:						Total	21

SEPTEMBER 2009						Days	
M	T	W	Th	F			
	1	2	3	4	Full	22	
7	8	9	10	11			
14	15	16	17	18	1/2	0	
21	22	23	24	25			
28	29	30			Other	0	
Comments:						Total	22

OCTOBER 2009						Days	
M	T	W	Th	F			
		1	2		Full	22	
5	6	7	8	9			
12	13	14	15	16	1/2	0	
19	20	21	22	23			
26	27	28	29	30	Other	0	
Comments:						Total	22

NOVEMBER 2009						Days	
M	T	W	Th	F			
2	3	4	5	6	Full	21	
9	10	11	12	13			
16	17	18	19	20	1/2	0	
23	24	25	26	27			
30					Other	0	
Comments:						Total	21

DECEMBER 2009						Days	
M	T	W	Th	F			
	1	2	3	4	Full	23	
7	8	9	10	11			
14	15	16	17	18	1/2	0	
21	22	23	24	25			
28	29	30	31		Other	0	
Comments:						Total	23

JANUARY 2010						Days	
M	T	W	Th	F			
			1		Full	21	
4	5	6	7	8			
11	12	13	14	15	1/2	0	
18	19	20	21	22			
25	26	27	28	29	Other	0	
Comments:						Total	21

FEBRUARY 2010						Days	
M	T	W	Th	F			
1	2	3	4	5	Full	20	
8	9	10	11	12			
15	16	17	18	19	1/2	0	
22	23	24	25	26			
					Other	0	
Comments:						Total	20

MARCH 2010						Days	
M	T	W	Th	F			
1	2	3	4	5	Full	23	
8	9	10	11	12			
15	16	17	18	19	1/2	0	
22	23	24	25	26			
29	30	31			Other	0	
Comments:						Total	23

APRIL 2010						Days	
M	T	W	Th	F			
			1	2	Full	22	
5	6	7	8	9			
12	13	14	15	16	1/2	0	
19	20	21	22	23			
26	27	28	29	30	Other	0	
Comments:						Total	22

MAY 2010						Days	
M	T	W	Th	F			
3	4	5	6	7	Full	21	
10	11	12	13	14			
17	18	19	20	21	1/2	0	
24	25	26	27	28			
31					Other	0	
Comments:						Total	21

JUNE 2010						Days	
M	T	W	Th	F			
	1	2	3	4	Full	22	
7	8	9	10	11			
14	15	16	17	18	1/2	0	
21	22	23	24	25			
28	29	30			Other	0	
Comments:						Total	22

SCHEDULED DAYS NOT IN SESSION - INTERRUPTIONS	
List date(s) and reason(s) your bldg. was not in session due to an unplanned event; i.e. snow day, power, or boiler failure, ect.	
Date Not in Session or Early Release Time and Reason	Date Rescheduled

SUMMARY TOTAL SCHEDULED DAYS	
Full-Time	261
1/2 Days	0
Other	0
TOTAL	261

COPY OF SUPPORTING DOCUMENTATION MUST BE ATTACHED

GISD AUDITORS' USE ONLY:	
Full Days: _____	Auditors' Comments:
Half Days: _____	
Other: _____	
Not in Session	
Weather: _____	
Other: _____	
Rescheduled: _____	
Total in Session _____	

I certify that the above information is true and accurate: _____
Signature Title Date

2009-10 Scheduled DAYS of Instruction Form - Kindergarten

COUNT DAYS: Weds., Sept. 30, 2009, and Weds., Feb. 10, 2010

School District:	District Code:	First Day for Students:	- - - - - This building operates: (check one) - - - - -
School Building:	Building Code:	Last Day for Students:	<input type="checkbox"/> on a district-wide calendar OR <input type="checkbox"/> on an individual building calendar

INSTRUCTIONS:

X = NO INSTRUCTION IS SCHEDULED
Place an "X" over each day with NO instruction scheduled.

O = OTHER*
Place an "O" in each day for Other (different hrs. than whole day.)

COPY OF SUPPORTING DOCUMENTATION MUST BE ATTACHED

DO NOT PLACE ANY MARK ON A SCHEDULED FULL DAY OF INSTRUCTION.

A day when one kindergarten session (a.m. or p.m.) is scheduled and has provided instruction may count for a day (not hours) of kindergarten instruction for all kindergarten pupils, therefore, the total for each month should equal the total number of days (full and other) offered to kindergarten as a grade. For the entire school year, add the monthly totals.

JULY 2009						A.M.	P.M.	All Day
M	T	W	Th	F				
		1	2	3	Full			
6	7	8	9	10	Other			
13	14	15	16	17				
20	21	22	23	24	Total	0	0	0
27	28	29	30	31				
Comments:								

AUGUST 2009						A.M.	P.M.	All Day
M	T	W	Th	F				
3	4	5	6	7	Full			
10	11	12	13	14	Other			
17	18	19	20	21				
24	25	26	27	28	Total	0	0	0
31								
Comments:								

SEPTEMBER 2009						A.M.	P.M.	All Day
M	T	W	Th	F				
	1	2	3	4	Full			
7	8	9	10	11	Other			
14	15	16	17	18				
21	22	23	24	25	Total	0	0	0
28	29	30						
Comments:								

SCHEDULED DAYS NOT IN SESSION - INTERRUPTIONS	
List date(s) and reason(s) your bldg. was not in session due to an unplanned event; i.e., snow day, power or boiler failure, etc.	
Date Not in Session	Rescheduled Date (if any)
Early Release Time and Reason	

SUMMARY TOTAL SCHEDULED DAYS			
	AM	PM	All Day
Full-Time	0	0	0
Other	0	0	0
TOTAL	0	0	0

OCTOBER 2009						A.M.	P.M.	All Day
M	T	W	Th	F				
		1	2		Full			
5	6	7	8	9	Other			
12	13	14	15	16				
19	20	21	22	23	Total	0	0	0
26	27	28	29	30				
Comments:								

NOVEMBER 2009						A.M.	P.M.	All Day
M	T	W	Th	F				
2	3	4	5	6	Full			
9	10	11	12	13	Other			
16	17	18	19	20				
23	24	25	26	27	Total	0	0	0
30								
Comments:								

DECEMBER 2009						A.M.	P.M.	All Day
M	T	W	Th	F				
	1	2	3	4	Full			
7	8	9	10	11	Other			
14	15	16	17	18				
21	22	23	24	25	Total	0	0	0
28	29	30	31					
Comments:								

JANUARY 2010						A.M.	P.M.	All Day
M	T	W	Th	F				
				1	Full			
4	5	6	7	8	Other			
11	12	13	14	15				
18	19	20	21	22	Total	0	0	0
25	26	27	28	29				
Comments:								

FEBRUARY 2010						A.M.	P.M.	All Day
M	T	W	Th	F				
1	2	3	4	5	Full			
8	9	10	11	12	Other			
15	16	17	18	19				
22	23	24	25	26	Total	0	0	0
Comments:								

MARCH 2010						A.M.	P.M.	All Day
M	T	W	Th	F				
1	2	3	4	5	Full			
8	9	10	11	12	Other			
15	16	17	18	19				
22	23	24	25	26	Total	0	0	0
29	30	31						
Comments:								

APRIL 2010						A.M.	P.M.	All Day
M	T	W	Th	F				
			1	2	Full			
5	6	7	8	9	Other			
12	13	14	15	16				
19	20	21	22	23	Total	0	0	0
26	27	28	29	30				
Comments:								

MAY 2010						A.M.	P.M.	All Day
M	T	W	Th	F				
3	4	5	6	7	Full			
10	11	12	13	14	Other			
17	18	19	20	21				
24	25	26	27	28	Total	0	0	0
31								
Comments:								

JUNE 2010						A.M.	P.M.	All Day
M	T	W	Th	F				
	1	2	3	4	Full			
7	8	9	10	11	Other			
14	15	16	17	18				
21	22	23	24	25	Total	0	0	0
28	29	30						
Comments:								

GISD AUDITORS' USE ONLY:			
			Auditors' Comments:
Full Days:	AM	PM	All Day
Half Days:			
Other:			
Not in Session:			
Weather:			
Other:			
Rescheduled:			
Total in Session:			

I certify that the above information is true and accurate:

Signature _____

Title _____

Date _____

Clock Hours of Instruction Anytown High Schools

FTE Calculator

True/False	Period	Begin	End	Minutes/ Day	Hours/ Year
MTWRF Full Days (175)					
TRUE	1	7:55 AM	8:55 AM	60	
	Passing	8:55 AM	9:00 AM	5	
TRUE	2	9:00 AM	9:55 AM	55	
	Passing	9:55 AM	10:00 AM	5	
TRUE	3	10:00 AM	10:55 AM	55	
	Passing	10:55 AM	11:00 AM	5	
TRUE	4	11:00 AM	11:55 AM	55	
	Lunch	11:55 AM	12:25 PM	0	
	Passing	12:25 PM	12:30 PM	5	
TRUE	5	12:30 PM	1:30 PM	60	
	Passing	1:30 PM	1:35 PM	5	
TRUE	6	1:35 PM	2:40 PM	65	
	TOTAL	7:55 AM	2:40 PM	375	1093.75
MTW Exam Days (3)					
TRUE	1	7:55 AM	8:55 AM	60	
	Passing	8:55 AM	9:00 AM	5	
TRUE	2	9:00 AM	9:55 AM	55	
	Passing	9:55 AM	10:00 AM	5	
TRUE	3	10:00 AM	11:10 AM	70	
	TOTAL			195	9.75
WRF Exam Days (3)					
TRUE	4	7:55 AM	8:55 AM	60	
	Passing	8:55 AM	9:00 AM	5	
TRUE	5	9:00 AM	9:55 AM	55	
	Passing	9:55 AM	10:00 AM	5	
TRUE	6	10:00 AM	11:10 AM	70	
	TOTAL			195	9.75
Total Hours					1113.25
Prof Dev Hours					36.00
FTE					1.00
123456					
Put Hours Here					

Scheduled Daily Clock HOURS of Instruction

FULL-DAY KINDERGARTEN, GRADES 1-12, & SPEC. ED.

DISTRICT:

School Year:

BUILDING/
PROGRAM: GRADE
LEVEL:

COUNT DAY: (please check)
 Sept. Feb.

INSTRUCTIONS: Complete PART A for all variations of each bldg./program full time schedule & for each partial day where a varying schedule occurs in the bldg./program. After documenting the daily hrs. in PART A, summarize the total hrs. scheduled for each bldg./program in Part B. Do NOT include Prof. Dev. Hrs. on this page.

Check One: Full-Day Partial-Day Other* (*Give dates & descriptions of type of day i.e., early dismissal, late starts, etc...)

PART A - CALCULATION OF DAILY SCHEDULED HOURS

INSTRUCTIONAL TIME			IN MINUTES		
PERIOD	START TIME	END TIME	CLASS TIME	PASSING TIME FROM PERIOD	TOTAL
Example	7:45	8:30	45	5	50
1					
2					
3					
4					
LUNCH					
5					
6					
7					
8					
Total Minutes					<input type="text"/>
Total Hours					<input type="text"/>

REMINDERS

1. Passing time TO first period MUST BE EXCLUDED.
2. Passing time between periods MUST BE REASONABLE.
3. Only ONE passing time for lunch period may be counted.
4. Lunch periods MUST BE EXCLUDED.
5. Passing time FROM last period MUST BE EXCLUDED.
6. Recess may be counted ONLY IF supervised by a certificated teacher and shall not exceed 30 minutes.
7. For high schools, 1 or 2 study halls may be counted ONLY if supervised by a certificated teacher and the local school district provided at least 1,188 hours of instruction (1,098 + 90).

CERTIFICATION

I certify the information submitted is true & accurate to the best of my knowledge. All hours for which enrollment is reported are eligible for pupil membership. A copy of each teacher's certificate is on file at the local education agency.

Authorized Representative

Title

PART B - CALCULATION OF TOTAL SCHEDULED HOURS

	Daily Scheduled Hours	Times	Schedule Days**	=	Scheduled Hours
Full Days		X		=	
Partial Day(s)		X		=	
Other Day(s)		X		=	
Other Day(s)		X		=	
Other Day(s)		X		=	

TOTAL DAYS/HOURS SCHEDULED

** This information should be obtained from the Scheduled Days of Instruction Form.

* completed.

Scheduled Daily Clock HOURS of Instruction

TEACHER PROFESSIONAL DEVELOPMENT HOURS

DISTRICT:	
BUILDING/ PROGRAM:	GRADE LEVEL:

School Year: 2009-2010
COUNT DAY: (please check)
<input type="checkbox"/> Sept. <input type="checkbox"/> Feb.

Submit this form only if teacher professional development hours are counted as hours of pupil instruction.

The following guidelines apply:

1. Hours scheduled must take place within the school fiscal year.
2. The professional dev. time cannot be held during class time or pupil / teacher contact time.
3. A maximum of 38 hours may be counted as instructional hours.
4. Time must be expressed in hours to 2 decimal places. Do not mix hours and minutes.
5. Section 388.1701 (10) of the School Aid Act requires that these PD hours focus on 1) achieving or improving adequate yearly progress, 2) achieving or improving accreditation, 3) achieving highly qualified teacher status, or 4) maintaining teacher certification.

PART A - Schedule of Professional Development Time

DO NOT INCLUDE PUPIL / TEACHER TIME BELOW.

Date	Time of Day Scheduled	Lunch (if applicable)	Number of Hours
<i>Example: 10/11/09</i>	<i>12:40 p.m. - 3:40 p.m.</i>	<i>NA</i>	<i>3</i>
TOTAL NUMBER OF HOURS	(must not exceed 38 hours)		

PART B - Calculation of TOTAL Scheduled Hours

Total pupil / teacher contact hours	_____
PLUS Total professional development hours	+ _____
EQUALS Total Instructional Hours Scheduled	= _____

Please attach district calendar information which documents professional development hours.

CERTIFICATION

I certify that the information submitted is true & accurate. All teachers in the building were scheduled to participate.

Representative _____ Title _____ Date _____

2009-10 Enrollment and Absences - Proof of 75% Required Attendance

District: _____

Building: _____

INSTRUCTIONS: - On any day of scheduled instruction, 75% of enrolled students must be in attendance in your building. Percentages are to be recorded on a daily basis. -- Attendance rates are determined by dividing the number of students present by the membership (e.g., 301 present divided by 383 memberships + .785 or 79%).

JULY 2009					
	membership	# absent	# present	% of attendance	✓
M					
T					
W 1					
TH 2					
F 3					
M 6					
T 7					
W 8					
TH 9					
F 10					
M 13					
T 14					
W 15					
TH 16					
F 17					
M 20					
T 21					
W 22					
TH 23					
F 24					
M 27					
T 28					
W 29					
TH 30					
F 31					
M					
T					
OCT. 2009					
	membership	# absent	# present	% of attendance	✓
M					
T					
W					
TH 1					
F 2					
M 5					
T 6					
W 7					
TH 8					
F 9					
M 12					
T 13					
W 14					
TH 15					
F 16					
M 19					
T 20					
W 21					
TH 22					
F 23					
M 26					
T 27					
W 28					
TH 29					
F 30					

AUG. 2009					
	membership	# absent	# present	% of attendance	✓
M 3					
T 4					
W 5					
TH 6					
F 7					
M 10					
T 11					
W 12					
TH 13					
F 14					
M 17					
T 18					
W 19					
TH 20					
F 21					
M 24					
T 25					
W 26					
TH 27					
F 28					
M 31					
T					
W					
TH					
F					
M					
T					
NOV. 2009					
	membership	# absent	# present	% of attendance	✓
M 2					
T 3					
W 4					
TH 5					
F 6					
M 9					
T 10					
W 11					
TH 12					
F 13					
M 16					
T 17					
W 18					
TH 19					
F 20					
M 23					
T 24					
W 25					
TH 26					
F 27					
M 30					
T					
W					
TH					
F					

SEPT. 2009					
	membership	# absent	# present	% of attendance	✓
M					
T 1					
W 2					
TH 3					
F 4					
M 7					
T 8					
W 9					
TH 10					
F 11					
M 14					
T 15					
W 16					
TH 17					
F 18					
M 21					
T 22					
W 23					
TH 24					
F 25					
M 28					
T 29					
W 30					
TH					
F					
M					
T					
DEC. 2009					
	membership	# absent	# present	% of attendance	✓
M					
T 1					
W 2					
TH 3					
F 4					
M 7					
T 8					
W 9					
TH 10					
F 11					
M 14					
T 15					
W 16					
TH 17					
F 18					
M 21					
T 22					
W 23					
TH 24					
F 25					
M 28					
T 29					
W 30					
TH 31					
F					

*Please Note: This is a sample form. Other sources of documentation may be used, however, the same information must be provided

2009-10 Enrollment and Absences - Proof of 75% Required Attendance

District:

Building:

JAN. 2010					
	membership	# absent	# present	% of attendance	✓
M					
T					
W					
TH					
F 1					
M 4					
T 5					
W 6					
TH 7					
F 8					
M 11					
T 12					
W 13					
TH 14					
F 15					
M 18					
T 19					
W 20					
TH 21					
F 22					
M 25					
T 26					
W 27					
TH 28					
F 29					
APRIL 2010					
	membership	# absent	# present	% of attendance	✓
M					
T					
W					
TH 1					
F 2					
M 5					
T 6					
W 7					
TH 8					
F 9					
M 12					
T 13					
W 14					
TH 15					
F 16					
M 19					
T 20					
W 21					
TH 22					
F 23					
M 26					
T 27					
W 28					
TH 29					
F 30					

FEB. 2010					
	membership	# absent	# present	% of attendance	✓
M 1					
T 2					
W 3					
TH 4					
F 5					
M 8					
T 9					
W 10					
TH 11					
F 12					
M 15					
T 16					
W 17					
TH 18					
F 19					
M 22					
T 23					
W 24					
TH 25					
F 26					
M					
T					
W					
TH					
F					
MAY 2010					
	membership	# absent	# present	% of attendance	✓
M 3					
T 4					
W 5					
TH 6					
F 7					
M 10					
T 11					
W 12					
TH 13					
F 14					
M 17					
T 18					
W 19					
TH 20					
F 21					
M 24					
T 25					
W 26					
TH 27					
F 28					
M 31					
T					
W					
TH					
F					

MAR. 2010					
	membership	# absent	# present	% of attendance	✓
M 1					
T 2					
W 3					
TH 4					
F 5					
M 8					
T 9					
W 10					
TH 11					
F 12					
M 15					
T 16					
W 17					
TH 18					
F 19					
M 22					
T 23					
W 24					
TH 25					
F 26					
M 29					
T 30					
W 31					
TH					
F					
JUNE 2010					
	membership	# absent	# present	% of attendance	✓
M					
T 1					
W 2					
TH 3					
F 4					
M 7					
T 8					
W 9					
TH 10					
F 11					
M 14					
T 15					
W 16					
TH 17					
F 18					
M 21					
T 22					
W 23					
TH 24					
F 25					
M 28					
T 29					
W 30					
TH					
F					

✓ Indicates 75% has been met.

District:	School Building:
-----------	------------------

2009-10 YEAR-END TOTALS

Total Days Scheduled:

Total Days In Session:

No. of Days 75% Attendance:

Comments:

I certify that the above information is true and accurate

Principal _____

Date _____