

# CALENDAR REVIEW CHECKPOINTS PRIOR TO SUBMITTAL/APPROVAL

## Final Calendar checkpoints

- Choose under Document Type “**Final Public School Calendar**”. Please remember that you are not amending.  
**\*\*Note:** If an Amended Calendar has a Draft status it can remain in “Draft” Status and the Final can be entered. If an Amended Calendar has a “Submitted” status it must complete the cycle by being approved by the Regional Office of Education before a Final Calendar may be accessed.
- If necessary, change the **Regular School End Date** to the last day of school activity. Do not use Calendar Code NIA (Not in Attendance) after the last day of school activity.
- Verify all used Emergency Days are coded as ED on the day(s) they were taken.
- Verify the Total Calendar Days are accurate.  
**\*\*Note:** If the Total Calendar Days are less than 180, confirm this is accurate with the district superintendent prior to submitting/approving.

## Proposed Calendar checkpoints

- Verify the Instructional School Day Length does not include lunch, recess or passing time. For example, Normal School Day Start Time – 8:30 a.m.; Normal School Day End Time – 3:00 p.m. Lunch is 20 minutes and passing time is 10 minutes. Instructional School Day Length should be 6 hours 00 minutes.
- Verify that the Student Attendance and Activity Times are appropriately coded a.m. or p.m.
- Verify that Activity Time for the date of the calendar code reflects the actual activity time as described in the Brief Explanation. For example, the date of November 9 is coded as a Full Day Parent/Teacher Conference Day (FPT). The Activity Time for November 9 should be reported as 8:00 a.m. to 11:30 a.m. because the Brief Explanation states:  

“Conferences will be held from **8:00 a.m. – 11:30 a.m.**  
Conferences were also held the previous evening from  
4:00 p.m. – 7:00 p.m.”
- Verify that the day after Thanksgiving is coded as Not in Attendance (NIA), unless the district is conducting school activities on that day.
- Approved Waivers and Legal School Holiday Modifications have specific calendar codes that will appear in the calendar code drop-down box when approved. If the district has confirmation from the Illinois State Board of Education that the waiver/modification has been approved, but cannot find the appropriate code in the calendar code drop-down box, please contact Marj Beck at [mbeck@isbe.net](mailto:mbeck@isbe.net) or 217/782-5256.