

CALENDAR CHECKPOINTS PRIOR TO APPROVAL

Final Calendar Checkpoints – recommended due date last day of school

- Choose under document type **FINAL Public School Calendar** – you are finalizing, 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. This will omit any days after the last day of school such as unused Proposed Emergency Days (Calendar Code XED). 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 taken as an Emergency Day.
- Verify the Total Calendar Days are accurate.
****Note:** If the Total Calendar Days are less than 180 (minimum required to avoid General State Aid penalty) a pop up message will appear to confirm this is accurate. If not certain of the accuracy, verify with the district superintendent prior to submitting/approving.

Proposed Calendar Checkpoints – recommend due date June 15

- 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 30 minutes and passing time is 15 minutes. Instructional School Day Length should be 5 hours 45 minutes.
- Verification that the Student Attendance and Activity Times are appropriately coded a.m. or p.m.
- Verify that the 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.”

- Verification that the day after Thanksgiving is coded as Not in Attendance (NIA), unless the district is actually conducting school activities that day.
- Verify if the district enters a calendar code on a legal school holiday (third Monday in January, February 12, first Monday in March, second Monday in October or November 11) that the district has conducted the appropriate process as described in Section 24-2 of the Illinois School Code to waive the holiday.
- Verify the Calendar Code and Brief Explanation match, i.e. Brief Explanation for school improvement calendar code (XHS) should describe school improvement activities.