CHECKPOINTS PRIOR TO APPROVAL OF FINAL/PROPOSED CALENDAR

Final Calendar – Recommended Due Date: Last Day of School
- Document type must be **Final Public School Calendar.**
  Note: If an Amended Public School Calendar is in **Draft** status, i.e. has not been submitted for RCDT Administrator or Regional Office of Education (ROE)/Intermediate Service Center (ISC) approval, leave the calendar in draft status and proceed entering the Final calendar. If an Amended Public School Calendar has a *Submitted* status it <u>must</u> complete the process, i.e. receive approval from the ROE/ISC before a Final Calendar may be accessed.
- The **Regular School End Date** is the last day of school activity.
  Note: The unused proposed emergency days (calendar code XED) that are coded at the end of the school calendar may be removed by correcting the **Regular School End Date** to the last day of actual school activity. Once the Regular School End Date has been corrected, the calendar codes after that date will be omitted.
- Verify Emergency Days are coded as ED on the day the district was actually closed.
- Verify the Total Calendar Days are accurate.
  Note: If the Total Calendar Days are less than 180 (minimum required to avoid General State Aid adjustment) a warning message will appear to confirm this is accurate. If not certain, confirm with the district superintendent prior to submitting/approving the calendar that less than 180 Total Calendar Days is accurate.

Proposed Calendar – Recommended Due Date: June 15 prior to school term
- The **Regular School Begin Date** is the first day of school activity.
- The **Regular School End Date** is the last day of school activity including the Proposed Emergency days (calendar code XED).
- **Instructional Day Length** does <u>not</u> include lunch, passing time or recess. **Example:** Normal School Day Start Time – 8:15 a.m.; Normal School Day End Time – 3:00 p.m. Lunch is 30 minutes and passing time is 15 minutes. Bell to Bell day length is 6 hours and 45 minutes. Instructional Day Length should be 6 hours 00 minutes after backing out lunch and passing time.
  Note: The Instructional Day Length reported must represent the district attendance center with the shortest instructional day.
- The day after Thanksgiving is coded as Not in Attendance (NIA), unless the district is purposely scheduling school activities on that day.
- The district has conducted the appropriate process as described in Section 24-2 of the Illinois School Code to allow school activity on the legal school holiday if a calendar code other than Holiday (HOL) is entered on a legal school holiday (third Monday in January, February 12, first Monday in March, second Monday in October or November 11).
- **Student Attendance** and **Activity Times** are appropriately reported as a.m. or p.m.
- **Activity Time** reflects the actual activity time as described in the **Brief Explanation**. **Example**: Brief Explanation states: Conferences were held from 4:00 p.m. to 7:00 p.m. on November 6 and November 8. November 9, the compensation day, is coded as a Full Day Parent/Teacher Conference Day (FPT). Activity Times for the compensation day should be reported as 4:00 p.m. to 7:00 p.m.
- The calendar code and **Brief Explanation** match, i.e. Brief Explanation for school improvement calendar code (XHS) should described school improvement activities.

Questions regarding this document may be directed to the Division of Regulatory Support and Wellness at (217) 782-5270.

Updated April, 2019