

Updated Public School Guidance for Calendar Coding — January 2022

The following guidance addresses questions from the field with respect to coding “adaptive pauses” on the Public School Calendar. **An adaptive pause is a temporary pivot away from in-person instruction by a district, an individual school within a district, by one or more specific grade levels, or for any group of students beyond those identified as confirmed/probable cases, symptomatic, or close contacts.**

Important Note: Pursuant to the State Superintendent of Education’s declaration under [Section 10-30](#) of the Illinois School Code, a school or school district may only enter into an adaptive pause and offer remote learning in consultation with the local health department and consistent with guidance or requirements from the local health department. In general, an adaptive pause may not be necessary if the school follows all appropriate mitigation strategies. As was the case prior to the COVID-19 pandemic, districts always have the discretion to close for any reason and code the day as a Not in Attendance Day, provided the district ensures that it has a calendar that meets the minimum instructional day requirements.

Common Calendar Codes During COVID-19

The following calendar codes may be commonly used when there is a disruption to a district’s traditional in-person learning days due to COVID-19. Please note that all final school calendars must meet the minimum number of days, including instructional days, required by law.

Calendar Code	Description	Conditions for Use	Available Number of Uses	Required to be Made Up?
XRLD – Remote Learning Day	Used when the majority of students are provided instruction remotely via a district’s Remote Learning Plan pursuant to Section 10-30 of the School Code. This includes school districts using an approved E-Learning Plan as their Remote Learning Plan.	This calendar code is only available when: 1) The State Superintendent has declared the availability of remote learning pursuant to Section 10-30 of the School Code; 2) The district has entered into an adaptive pause in consultation with the local health department and consistent with guidance or requirements from the local health department; and 3) The district is providing remote learning.	There is no limit to the number of Remote Learning Days that may be used, provided that they are being used in accordance with the “Conditions for Use.”	Remote Learning Days are instructional days and are not required to be made up.



Calendar Code	Description	Conditions for Use	Available Number of Uses	Required to be Made Up?
XELD – E-Learning Day	Used when a district has an approved E-Learning Plan and is providing instruction to students in accordance with such plan.	To use E-Learning Days, a district must have an E-Learning Plan that is verified by the applicable Regional Office of Education and that meets the requirements of Section 10-20.56 of the School Code.	E-Learning Days can only be used in lieu of Emergency Days and are limited to five per year.	E-Learning Days are instructional days and are not required to be made up.
NIA – Not in Attendance Day	Used when there are no students in the district engaged in learning. This code is primarily used for breaks throughout the year as well as district-specific holidays.	A school district may choose to use a Not in Attendance Day for any reasons (e.g., dealing with COVID-19, canceling instruction districtwide, extending spring break, etc.).	There is no limit to the number of Not in Attendance Days school districts may use except that they must meet the minimum number of days, including instructional days, required by law.	If the day was originally coded as an instructional day and necessary to get to the minimum number of instructional days required by School Code, it must be made up.
ED – Emergency Day	Used when there is a condition the district deems as an emergency and the superintendent determines to close all district school buildings.	The conditions for an emergency that justify the use of an Emergency Day are determined at the district level.	Limited to the number of proposed Emergency Days in the proposed calendars. If proposed Emergency Days are exhausted and instruction is not provided, the day should be coded as a Not in Attendance Day.	If the day was originally coded as an instructional day and necessary to get to the minimum number of instructional days required by School Code, it must be made up.

Please note the following calendar guidelines regarding the usage of certain days for COVID-19 closures:

1. In general, Act of God Days will not be approved except where extreme extenuating circumstances exist, as determined by the State Superintendent. Given the severe impact of the pandemic on student learning, every effort should be made to make up any scheduled instructional days when instruction was not provided for any reason.
2. Nothing prohibits a school district from rescheduling other calendar days that can be conducted remotely, including, but not limited to, Teacher Institute Days, School Improvement Days, and Parent-Teacher Conferences. Remember that except as provided in Section 10-19.1 of the School Code (full-year school plan), a district may not extend its school term beyond such closing date unless that extension of term is necessary to provide the minimum number of computable days.
3. Each calendar day should be coded based upon how the majority of students are learning in that school day. For example, if the majority of students are attending in-person instruction on a given day, then the Student Attendance Day “X” should be used. If the majority of students are engaged in learning remotely on a given day, then the Remote Learning Day “XRLD” should be used.

If you have questions regarding this guidance or calendar questions not related to COVID-19 closures, please contact your local Regional Office of Education. The recommended due date for submitting the final calendar is the last day of school.