



Calendar Request Form

Please complete the following form for your school's calendar, sign and date the bottom section, and return to the Education department by April 10.

Option 1: Conference Calendar

- Our school board accepts the Conference calendar with the following guidelines implemented.
- A minimum of 6 hours per day for 5 day schools (not including lunch and recess)
 - A maximum of 8 hours per day for 4 day schools (not including lunch and recess)
 - A maximum of 4 minimal school days (must be at least 4 hours (not including lunch and recess)), list dates below:

- _____
- _____
- _____
- _____

Monday-Thursday school will begin at _____ and end at _____.

Each Friday, school will begin at _____ and end at _____.

On minimal school days, school will begin at _____ and end at _____.

Option 2: Individual School Calendar

- Our school board is requesting an adjusted school calendar. We are submitting this form and a calendar, identifying the start of school, all vacation dates, minimal days, and the close of school.

The first day of school will be _____.

The last day of school will be _____.

Monday-Thursday regular school days will begin at _____ and end at _____.

Each Friday, regular school days will begin at _____ and end at _____.

On minimal school days, school will begin at _____ and end at _____.

We will have the following minimal school days (maximum of 4, must be at least 4 hours (not including lunch and recess)):

- _____
- _____
- _____
- _____

Total number of instructional days _____ . (Minimum of 179 for 5 day schools)

Total number of school hours _____ . (Minimum of 1080 for all schools)

_____ School Name	
_____ Principal's Signature	_____ School Board Approval Date
_____ Superintendent's Signature	_____ Conference Approval Date