A.   Defining the Instructional Calendar

A-1. The School Year

The school year shall begin no earlier than July 1st and end no later than June 30th. A school month is 20 days of school, or four weeks of five days each (A.R.S. § 15-801). Throughout documentation and communication from the Arizona Department of Education (ADE), a school year or fiscal year may be referenced in several different ways. For example, the following terms may be used to refer to the same period of July 1, 2020 through June 30, 2021:

- Fiscal Year 2021
- FY21
- SY21
- FY 2021
- FY 20-21
- SY20-21
- FY 2020-2021

A-2. Calendar Requirements

As of June 1, 2020, the first 100 instructional days, or 200 days for approved 200-day calendars (see A-2b and A2g below), at each school will be the basis for calculating average daily membership (ADM) (A.R.S. § 15-901 (A)(1)). Each Local Education Agency (LEA) is required to establish a calendar for each school it owns or private school or out of state school to which it tuitions students before it can successfully submit student data for each fiscal year. The calendar(s) must be certified (see A-3c below) before any student detail information can pass Arizona Education Data Standards (AzEDS) Integrity and generate ADM.

Note: Arizona Online Instruction (AOI) schools are not required to and should not submit a calendar.

LEAs record and compile school and student data in student information systems (SIS) which submit data to AzEDS. This data includes instructional calendars. LEAs may freely make changes to a current year calendar until August 31st of the current fiscal year. After August 31st, all change requests must be authorized by School Finance via submission of a School Finance Help Desk Ticket before the calendar change submission can occur.

A-2a. Holidays

The calendar must observe four defined holidays (A.R.S. § 15-801):

- July 4, "Independence Day"
- November 11, "Veterans' Day"
- Fourth Thursday in November, "Thanksgiving Day"
- December 25, "Christmas Day"

Schools may not be in session on any of these days and the dates listed above must be submitted with the corresponding holiday Date Descriptor.

A-2b. Minimum Annual School Days Requirement

Annual instructional calendars in Arizona public schools should be at least 180 days (A.R.S. §§ 15-901 and 15-341.01) or may provide equivalent instructional time based on a different number of days in the school year, provided the school district governing board or charter district governing body approves.

School districts may elect to provide 200 days of instruction per A.R.S. § 15-902.04 and have their ADM calculated based on 200 days. See the information in section A-2g regarding the process for approval.

The governing board may also decide to offer an educational program on the basis of a four-day school week with 144 days of instruction, or, for preschool-disabled (PSD), also referred to as ungraded elementary (UE), and kindergarten programs, on the basis of a three-day school week with 108 days of instruction. The instructional days in a four-day school week must be lengthened to provide the instructional time required in A.R.S. § 15-901.

Required Days, Based on Number of Days Per Week

Week Length	PSD, KG	Grades 1-12, Ungraded Elementary (UE)
3 Day Week	108 days	N/A
4 Day Week	144 days	144 days
5 Day Week	180 days	180 days

A-2c. Scheduling Limitations

The Calendar Type is based on the number of days in a week during which instruction is provided for the duration of a school calendar. The number of instructional days per week may not exceed the submitted Calendar Type. For example, if the school is on a four-day week instructional calendar of Monday through Thursday, the school must submit a 4-day Calendar Type and may not additionally select a Friday on any week as a session day. There can be no more than 5 days in session per week per A.R.S. § 15-801, unless otherwise authorized by the Superintendent of Public Instruction.

A-2d. Minimum Annual Instructional Time Requirements

The following table is a summary of the minute/hour requirements for an instructional program (A.R.S. §§ 15-901 and 15-902.04).

Minimum Instructional Time

Grade Range	Minutes per Week	Instructional Hours Required for the Year	Instructional Hours Required for the Year, 200 Day Calendar
PSD	360	216	238
KG (Half day)	N/A	356	392
1-3, UE	N/A	712	784

4-8	N/A	890	979
9-12 (in-person)	N/A	720	792
9-12 (AOI only)	N/A	900	N/A

A program for a preschool child with a disability must meet at least 360 minutes per week and provide 216 hours per year. These PSD students are reported with an FTE of 0.50 and must be enrolled in an instructional program offered for the full instructional year to be reported with a tuition payer code of 1.

A program for a full-time student in Grades 1-3 must meet for a total of at least 712 hours for a 180 day school year, or the equivalent number of instructional hours prescribed in A.R.S. § 15-901.

A program for a full-time student in Grades 4-8 must meet for a total of at least 890 hours for a 180 day school year, or the equivalent number of instructional hours prescribed in A.R.S. § 15-901.

A full-time brick and mortar student in Grades 9-12 must meet for a minimum of 720 hours, and has subject requirements (see below). A full-time Arizona Online Instruction (AOI) student in Grades 9-12 must meet for a minimum of 900 hours, and has subject requirements (see below).

A-2di.Instructional Time, Courses, and Subjects

In addition to annual instructional hour requirements, programs for students in Grades 9 through 12 have subject requirements. High school students must be enrolled in 4 or more subjects which count toward graduation as defined by the state board of education. Each subject must meet at least 123 hours for the required number of days (180 days or an equivalent number of instructional hours) during the school year, or the equivalent. For the purposes of this section, "equivalent" may include:

- 4 or more subjects offered 1 or more at a time;
- 4 or more subjects offered on alternating days; or
- 4 or more subjects offered through other schedules.

A full-time, brick and mortar or alternative education high school student is required to be scheduled for a minimum of 720 hours. The 720 hours must include 4 or more subjects each meeting 123 or more hours over the course of the year. In addition to the required subjects, the balance of hours needed to meet the 720 hour requirement may be filled by scheduling:

- subjects longer than 123 hours,
- additional subjects,
- study hall,
- lunch (when scheduled between subjects),
- music instruction, or
- other classes that advance the academic instruction of pupils.

Please note that the requirements for Dropout Recovery Program (A.R.S. § 15-901.06)and Post-Secondary Concurrent Coursework (A.R.S. § 15-901.07) students vary from what is stated above. Please review the associated statutes for more details regarding these student types.

A-2e. School Calendar Make Up Days

Including instructional time in excess of the requirements listed in A.R.S. § 15-901 may help to ensure that in the event of an unexpected closure each grade will still meet the minimum number of required instructional hours. Please consider implementing this practice in anticipation of schedule changes due to weather or unforeseen occurrences. Failure to meet the minimum required instructional hours may result in a potential impact to funding.

A-2f. Calendar Impact on ADM

Until the 100th instructional day of the calendar, a student's ADM is calculated by projecting enrollment to the end of the instructional calendar.

When a student withdraws from school or reaches the 100th instructional day of the calendar, the ADM calculation engine (ACE) will calculate actual 100th day ADM for that student. Until then ACE will calculate the projected 100th, or 200th (if applicable), day prior to reaching these milestones and will reflect transactions available at the time of processing.

When summarizing ADM for a school or Local Educational Agency (LEA), it is possible for the ADM of some students to have projected values and others to have actual values. For example, preschool students on a 3-day calendar may still show projected ADM when students on a 5-day calendar have reached their 100th day and are showing actual ADM on an AzEDS report.

A-2g. 200 Day Calendar

Pursuant to A.R.S. § 15-902.04, school districts and charter districts may offer 200 days of instruction and have their ADM calculated based on 200 days. School districts or charter districts that elect to extend their school year to 200 days are allowed a 5% increase to their base level amount. Annual instructional time must be increased by 10% for the increased funding.

If a school district or charter district is interested in offering 200 days of instruction and receiving a 5% increase to their base level amount in the next fiscal year, the school district or charter district must:

1) Submit a letter annually to the Arizona Department of Education (ADE) School Finance requesting that their ADM be calculated based on 200 days of instruction on or before May 31st of the preceeding fiscal year.
2) Submit a completed "Optional 200-day Instructional Compliance Form", as found on the School Finance website at https://www.azed.gov/finance/forms/.
3) Submit a 200-day calendar for all schools within the school district/charter district. Annual Instruction time associated with all calendars must be increased by 10%.
4) Budget for the applicable fiscal year based on 200 days by including the 5% addition to the base level amount when completing and submitting the applicable budget forms and worksheets.
5) Charter districts requesting a 200-day calendar must be approved to operate on a 200-day calendar by their sponsor prior to approval by School Finance.

A-3. Collection in AzEDS

Instructional calendars have been collected via AzEDS since FY19. AzEDS has an application program interface (API) for each LEA to submit student data. The API for each year's data set opens on June 1st and closes on July 15th (to allow for submission of data for fiscal year recalculation in accordance with A.R.S. § 15-915). Additionally, the API will lock changes to calendar submissions and certifications after August 31st. The API can be selectively unlocked by School Finance upon your submission of a School Finance Help Desk ticket.

LEA Superintendents (or other authorized personnel) are required to access the instructional calendar(s) within the AzEDS Portal to certify each calendar's adherence with A.R.S. § 15-901. Calendars may be approved individually or *en masse*. For support creating an ADEConnect account to access the AzEDS Portal, please see http://www.azed.gov/aelas/adeconnect.

A-3a. Overview of LEA Calendar in the AzEDS Portal

There are Quick Reference Guides (QRG's) to orient new users to each part of this feature in the AzEDS portal. Along with the AzEDS Calendar user interface, the following calendar related reports will be available in the AzEDS Portal:

- CAL10 – Calendar Verification Report
- CAL20 – School Calendar District Summary Report
- INTEG35 – School Calendar Integrity Report

A-3b. Calendar Integrity

The Integrity process is a set of rules determined by statute and internal technical requirements that are applied to data submitted to AzEDS. There are Integrity rules that run in AzEDS on submitted calendars, which are designed to run before Integrity on student data. There are rules requiring specific holidays on the correct dates, including the holidays in A-2a. If a school plans to take additional days off to observe a holiday, another non-instructional Date Descriptor should be used. There are rules regarding fall, winter, and spring breaks that require consecutive dates (including weekend dates, where applicable) to have the same break descriptor. AzEDS Integrity considers consecutive break descriptors as part of the same break. Only the four required holidays may interrupt break Date Descriptors and any other descriptor inserted into a series of break dates will result in an Integrity error. A resource for resolving Integrity errors can be found in the Knowledge Center of the School Finance website titled AzEDS Calendar Integrity Reference Guide. This guide contains descriptions of each calendar Integrity error as well as steps for resolution. For additional assistance with calendar Integrity errors, please submit a School Finance Help Desk ticket.

A-3c. Certifying a Calendar

Once a calendar is submitted, it may be certified via the AzEDS Portal. The Calendar user interface is designed to allow a user to sort and filter their calendars, confirm which calendars have passed Integrity, and certify those that comply with A.R.S. § 15-901. The Calendar tab is a section of the AzEDS Portal, located along the top menu for users with the appropriate permissions in ADEConnect.

A superintendent (or other authorized personnel) must certify that each calendar meets the annual required instructional time before the calendar can be used to validate student data ([see School Finance Memorandum 18-065](#)). When the Certify button is pressed, a confirmation message will appear. Student data will not land properly in AzEDS without being associated to a submitted, approved, certified calender that has passed all Integrity rules. If a calendar is edited after August 31st, it must be re-certified to avoid disruption to ADM.

A-3d. ADE Approval of a Calendar

All calendars default to a status of ADE Approval. If extreme circumstances demand, School Finance can revoke calendar approval and stop AzEDS Integrity from processing student data against a problematic calendar.

A-3e. AzEDS Descriptors and Calendar Types

A-3ei. Calendar Types

Instructional calendars are completely integrated within the AzEDS system and no longer supported in Common Logon. AzEDS requires calendars to be defined for all schools (except AOIs) with student membership data. If an LEA sends students to a private school, a residential treatment center (RTC), a state institution, or an out of state school in a tuition arrangement, the LEA must also submit a calendar for that school to enable the calculation of ADM. For additional information on tuition out calendars, please visit the [Exceptional Education Services website](#).

For each LEA submitting data to AzEDS, there are 8 available calendar types. The calendars are restricted to certain grade ranges and lengths of weeks.

Types of Calendars in AzEDS
Starting Fiscal Year 2020

Instructional Days per Week	Grades	School	Default Count
5	All Grades	All Schools	1
4	All Grades	All Schools	
4	KG or PSD	Schools Serving KG/PSD	3
3	KG or PSD	Schools Serving KG/PSD	3
3	9, 10, 11, or 12	CTED only	0
2	9, 10, 11, or 12	CTED only	0
1	9, 10, 11, or 12	CTED only	0

The database structure for FY19 in AzEDS was a slightly different, with tracks instead of calendars as follows:

Types of Tracks in AzEDS
Fiscal Year 2019 Only

Track ID	Grades	Total Scheduled Days in Track	Instructional Days per Week
01	PSD, KG, UE, 1-12	180	5
02	PSD, KG, UE, 1-12	144	4
03	KG	108	3
04	KG	108	3
05	KG	108	3
06	PSD	108	3
07	PSD	108	3
08	PSD	108	3

A-3eii.   Calendar Dates

LEAs must submit a Date Descriptor for each day of their calendar (see table below). If a date is instructional, it counts as a session day when calculating the 100th day in ACE. Some Date Descriptors are only available after the school year has started, e.g. an LEA can only submit an Emergency Day after an emergency has occurred. To modify a Date Descriptor from the originally submitted descriptor to reflect a new Date Descriptor, please submit a [School Finance Help Desk ticket](#). In the past the recommended practice has been to schedule extra instructional days in anticipation of schedule changes due to weather or unforeseen occurrences. The Date Descriptor of Weather day is categorized as "Unplanned", thus, by definition, it can only be used after the instructional day being marked as such has occurred. Review the categorization of each Date Descriptor below and ensure proper reporting of each of the days in your calendar(s).

Available Descriptors for Calendar Dates

Each date in a calendar can have only one descriptor as follows

Date Descriptor	Instructional or Non-Instructional	Planned or Unplanned
Instructional day	Instructional	Planned
Weekend day	Non-Instructional	Planned
Other Non-Session Day	Non-Instructional	Planned
Teacher only day	Non-Instructional	Planned
Student late arrival/early dismissal	Instructional	Planned
Independence Day	Non-Instructional	Planned
Veterans' Day	Non-Instructional	Planned
Thanksgiving Day	Non-Instructional	Planned
Christmas Day	Non-Instructional	Planned
Columbus Day	Non-Instructional	Planned
Labor Day	Non-Instructional	Planned
Martin Luther King Day	Non-Instructional	Planned
Memorial Day	Non-Instructional	Planned
New Year's Day	Non-Instructional	Planned
Other Holiday	Non-Instructional	Planned
President's Day	Non-Instructional	Planned
Fall Break	Non-Instructional	Planned

Winter Break	Non-Instructional	Planned
Spring Break	Non-Instructional	Planned
Emergency day, Instructional	Instructional	Unplanned
Emergency day, Non-Instructional	Non-Instructional	Unplanned
Make-up day, Instructional	Instructional	Unplanned
Student Refusal to Attend 15-806, Instructional	Instructional	Unplanned
Student Refusal to Attend 15-806, Non-Instructional	Non-Instructional	Unplanned
Teacher Strike, Non-Instructional	Non-Instructional	Unplanned
Weather day, Instructional	Instructional	Unplanned
Weather day, Non-Instructional	Non-Instructional	Unplanned