## FLEXIBLE SCHEDULING REPORT WORKSHEET

**GENERAL INFORMATION AND INSTRUCTIONS:** Effective beginning with the 1996-97 school year, all prior statutes and rules mandating minimum numbers days (in a school year) and minimum hours per day were rescinded. However, for MARSS reporting purposes, it is still necessary to report the number of instructional days and the average length of day for each grade in each school. This worksheet provides you with a simple means for computing and summarizing these two statistics for those grades in which multiple schedules existed. Contact <a href="mailto:marss@state.mn.us">marss@state.mn.us</a> if you have questions.

		(1)	(2)	(3)	(4)
SCHOOL	SCHEDULES	LENGTH OF DAY (MINUTES)	NUMBER OF DAYS	TOTAL MINUTES	AVERAGE LENGTH OF DAY (3÷2)
Grade(s) Applicable: through	1st				
	2nd				
	3rd				
	4th				
		TOTAL			

		(1)	(2)	(3)	(4)
SCHOOL	SCHEDULES	LENGTH OF DAY (MINUTES)	NUMBER OF DAYS	TOTAL MINUTES	AVERAGE LENGTH OF DAY (3÷2)
Grade(s) Applicable: through	1st				
	2nd				
	3rd				
	4th				
		TOTAL			

## FLEXIBLE SCHEDULING REPORT WORKSHEET INSTRUCTIONS

Forward: If your school schedule is constant throughout the school year, this worksheet is not necessary; the number of instructional days and length of day are a given. However, if your schedule varies during the year for any reason other than emergency late starts or early dismissals, this worksheet can assist you in determining the average length of the school day. Note that school days canceled entirely are not considered instructional days. This worksheet is for your use; **do not submit it to the Minnesota Department of Education**. It provides space for computation of two different school or grade schedules. You may have to reproduce additional copies.

## **COLUMNS:**

- Schedules: This column allows you to include up to four different schedules/year for a particular school or grade (i.e., four different school day lengths).
- Column 1: Length of Day (Minutes): For each separate schedule, list the number of instructional minutes in the day (include passing time; exclude lunch).
- Column 2: Number of Days: List the number of instructional days for which this schedule applies. Total this column.
- Column 3: Minutes: List the total number of minutes in the year generated by this schedule. Column 3 equals Column 1 times Column 2. Total this column.
- Column 4: Average Length of Day: Column 3 total divided by Column 2 total. All decimal places must be dropped (e.g., both 350.12 minutes and 350.98 minutes equal 350.00 minutes).