

Ridgway Area School District

INSTRUCTIONAL HOURS

What is the Purpose of the Form?

The purpose of the form is to document instructional hours for state audit purposes.

Who Should File the Form?

Each school principal should file a form for each grade. If more than one grade uses identical schedules, they may be combined on one form.

When Should the Form be Filed?

The form should be filed each year with the Superintendent's Office along with the Act 80 Procedure form.

Revised: October 2002

RASD Instructional Hours Report *RASD*
Year _____



Grades: _____

1. Student Arrival (Time)..... _____

2. Student Departure (Time)..... _____

3. Total Student Day (Minutes)..... _____

4. Non-instructional Hours:

- a. Lunch _____
- b. Recess _____
- c. Passing Time _____
- d. Potty Time _____
- e. Cookie Time _____
- f. Activity Period _____

5. Total Minutes (a through f) _____

6. Total Instructional Time/Day (Minutes)-(Line 3 minus Line 5).... _____

7. _____ x _____ = _____
(No. 6) (Number of Instructional Days)

_____ ÷ 60 = _____
(Total Instructional Time/Year) (Total Instructional Time/Year)
(Minutes) (Hours)



.....
Please Note: Total Instructional Hours Required by Grade. You must be certain that your daily schedule reflects this form.

Kindergarten - 450 Hours
Grades 1,2,3,4,5 - 900 Hours

Grades 6, 7, 8 - 990 Hours
Grades 9,10,11,12 - 990 Hours

Principal's Signature
Revised October 2002

Date