**School Days to Hours Spreadsheet Directions**

**ROW 2 Use this row to enter County, District, Site by name or number**

1. Enter County, District, Site Information (If the entire district has the same schedule or same number of minutes, enter “ALL” for site information.

**ROW 6 Use this row to enter the number of days/number of hours for Parent-Teacher Conferences**

Up to two days (6 hours per day) will be calculated for purposes of Days Taught for the ASR.

***NOTE: It will indicate an error if more than 2 days are entered and/or if more than 12 hours total are calculated.***

**ROW 10 Use this row to enter information about the school day/year**

1. Enter the school start time and school end time, these times must be put in precisely for the formula to work. It is defaulted to AM, you must also enter PM, for example, 8:00 AM and 3:45 PM. AM/PM must be CAPITALIZED and you must leave a space between the time and AM/PM or it will indicate an error. **The spreadsheet will calculate the number of minutes in the school day including lunch/breakfast.**

***NOTE: If you have a negative number for minutes in the school day, please re-enter start/end time.***

1. Enter the number of minutes for lunch and/or breakfast, if breakfast is during the school day. **The spreadsheet will calculate the number of minutes in the school day minus lunch/breakfast.**
2. Enter the number of days taught on this schedule, DO NOT include the parent-teacher conference days that you inserted in ROW 6. DO NOT include partial day, less than 120 minutes, in Rows 18-20, DO NOT include virtual days taught Row 25. **The spreadsheet will calculate the number of hours in the school year.**

**ROW 14 Use this row, if needed, to enter additional days with a different start and/or end time**

**(For example: if the school added ten minutes per day starting February 10.) Remember to enter only the number of days taught using this schedule.**

1. Follow the same directions as ROW 10

**ROWS 18-20 Use these rows, if needed to enter partial days or additional days added to calendar**

1. Follow the same directions as ROW 10, except instead of entering the number of days taught enter the exact date for the different schedule.

**ROW 25 Use this row for full day taught-virtual (all students)**G. Enter the number of virtual days taught in the cell A/B25, cell C25 will be auto populated with the same hours of the traditional school day.

NEW

**ROW 29 Enter number of days and hours for professional development (no more than 30 hours total accepted).**

**Note: If more than 30 hours are calculated an error message will indicate "Error: Exceeds Allowable Professional Development Hours"**

**ROW 38 Column B allows you to enter a note or explanation.**

**The spreadsheet will calculate the Grand Total of Hours, Total Number of Days Taught for the ASR and will indicate whether the school “Meets 1080 Requirement” or “Does Not Meet 1080 Requirement.” The Total Days for the ASR will include all days with a minimum of two hours which is required to be able to calculate attendance, i.e. present two of the first three hours, and will indicate whether the school “Meets the 165 Day Requirements.**