Oklahoma State Department of Education / Accreditation Division (405) 521-3333

School Days to Hours Worksheet Instructions

ROW 2 Use this row to enter County, District, Site by name or number
A. 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
B. Up to two days 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
C. Enter the school start time and school end time. (It is defaulted to AM, but you must enter PM, for example, 8:00 AM or 3:45 PM. 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.

D. 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.**

E. Enter the number of days taught on this schedule. **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.
F. Follow the same directions as ROW 10

ROWS 18-24 Use this row, if needed to enter partial days or additional days
G. 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 29 Enter number of days and hours for professional development (no more than 30 hours total).
Note: If more than 30 hours are calculated an error message will indicate "Error: Exceeds Allowable Professional Development Hours"

ROW 37 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.