

SCHOOL CALENDAR CHANGE REQUEST

DUE: APRIL 15, 20__

If your School Board wishes to request a change in the school calendar, please complete and return this form *prior to school opening or several weeks before anticipated change would take place*. Use this form to request changes from the school day and hour requirements.

EDUCATION CODE 1232 #2

The School Calendar - The school year shall consist of 180 days plus holidays, vacation periods, and teacher work days. The teacher is to obtain approval from the Conference Office of Education for any deviations from the Conference *School Calendar*.

School Name: _____

Our School has chosen the following daily schedule: (Please check one)

_____ 8:00 a.m. - 3:00 p.m. Monday through Friday =7 hour day/35 hour week-13 built-in snow days

_____ 8:00 a.m. - 3:00 p.m. Monday through Thursday = 7 hour day

_____ 8:00 a.m. - 2:00 p.m. Friday = 6 hour day/34 hour week – 8 snow days are built in

Yearly calendar alterations:

Opening day of school (if different from the approved school calendar): _____

Spring Break (if different from the approved school calendar): _____

Other date changes: _____

Please give reasons for your request for any change(s) and an explanation of how the 180 day requirement will be met:

*Approved by Local School Board (_____) Yes (_____) No – Explanation Attached

Approved by Conference Office of Education (_____) Yes (_____) No – Explanation Attached

Superintendent's Signature _____ Date _____

***This must be approved by your local school board before sending to the Conference Education Department for approval.**