

**DUE WITH OPENING REPORT**

**Washington Conference Office of Education  
Planned Instructional Hours**

School Name \_\_\_\_\_

Principal \_\_\_\_\_

Year \_\_\_\_\_

- a. Total number of school days times the number of hours in a full day (excluding lunch).  
[i.e. 180 school days X 6 ½ hours per day]
- b. Number of Fridays times the number of hours less than a full day.  
[i.e. 30 Fridays X 2 hours less than a full day. If school normally gets out at 3 p.m. but gets out at 1 p.m. on Friday – that would be 2 hours less than a full day.]
- c. Subtotal: “a” minus “b.”
- d. Number of minimum days times the number of hours less than a full day.  
[i.e. 8 minimum days X 3 hours less than a full day. If school starts at 8 a.m. and gets out at 3 p.m., and a minimum day is 3 ½ hours of instructional time – excluding lunch – then you would have 3 hours less than a full day.]
- e. Total instructional hours: “c” minus “d.”

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<b>Grades 1-8</b>	<b>Grades 9-12</b>
a. _____	a. _____
<i>(minus)</i>	<i>(minus)</i>
b. _____	b. _____
c. _____	c. _____
<i>subtotal</i>	<i>subtotal</i>
<i>(minus)</i>	<i>(minus)</i>
d. _____	d. _____
e. _____	e. _____
<b>TOTAL</b>	<b>TOTAL</b>
<b>Instructional Hours</b>	<b>Instructional Hours</b>

**NOTE:** Please also email with your school calendar and daily schedules for each teacher to [Shelley.Schurch@wc.npuc.org](mailto:Shelley.Schurch@wc.npuc.org)