

INSTRUCTIONS FOR COMPLETION HOURS OF INSTRUCTION CALCULATION TOOL

Before you begin entering data on this report, save an unused copy of this spreadsheet for future use.

Complete the Following Steps:

Step 1: Put in the school name, city, choice program(s) and choice administrator name on the Report Cover Page. Then, indicate the grades that the school has by placing an "X" in the appropriate box(es). The "Tabs to Complete" section will indicate the tabs that the school needs to complete. Additionally, the required hours will be identified for any grades that need to be completed.

Step 2: Complete the required tab(s) by going to the respective tab(s) and completing the required steps. Ensure the bottom of the required tab(s) indicate(s) that the number of hours of instruction are sufficient. If the school does not have at least 32 additional hours included for snow days and other unplanned days off, the message at the bottom of the page will suggest that additional hours be added. Note that 32 hours is the suggested minimum number of additional hours and the school may wish to add more.

Step 3: Go back to the report cover page and verify that the scheduled hours are more than the required hours. If the front page states, "The school's educational programming does not comply with state requirements." some or all of the hours of instruction need to be modified.

Step 4: Make sure to have the choice administrator of record sign and date the signature page. Send the report cover page and any grade tabs that were required to be completed to DPI by **May 1, 2016**. **Schools new to the choice program must submit the report by January 10, 2016**. Retain a copy of the spreadsheet for your records.

Contact Patrick Gasper at patrick.gasper@dpi.wi.gov or 608-266-2853 with questions.

Protected Cells:

The cells in the spreadsheet have been protected so that input can only be placed in cells that need information. When filling out the form on the computer, only the cells highlighted in "yellow" are to be filled out.

Use of Copy & Paste

Be aware that using "cut and paste" could damage the spreadsheet. Do not "cut" any cells. If you "copy" cells, be careful that you don't accidentally paste over a protected area. Do not use the space bar to delete information that you wish to delete from any cell. Use the delete key or backspace to remove information in any cell. The spreadsheet will read a space as if it were text.

Submit the signed and completed report by **May 1, 2016 (new schools by January 10, 2016)** to:

If mailed:

Patrick Gasper
Private School Choice Programs
Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841

If delivered:

Patrick Gasper
Private School Choice Programs
Department of Public Instruction
125 South Webster Street
Madison , WI 53703

The completed, signed and dated report may also be e-mailed to PrivateSchoolChoice@dpi.wi.gov or faxed to 608-267-9207, Attn: Patrick Gasper.

Revised: 11/15