Form Completion Instructions

Request for Section 1504 (Act 80) Exception

School District and Intermediate Unit

Career and Technology Center

Frequently Asked Questions

Request for Section 1504 (Act 80) Exception
School District and Intermediate Unit

A. General Information

The purpose of the Act 80 provision of Section 1504 of the Pennsylvania Public School Code of 1949 is for the school board to preplan activities for purposes deemed appropriate by the Secretary of Education with such teacher activities scheduled to occur instead of instructional time. Refer to Basic Education Circular 24 P.S. §15-1504 "Instructional Time and Act 80 Exceptions."

Requests for Act 80 exceptions should be completed by school districts and intermediate units and submitted prior to the date of the Act 80 activity, as soon as possible after the school board has approved the request. However, Act 80 requests will be considered for approval if submitted after the school year ends but before July 31.

Beginning 2013-2014 school year Act 80 requests must be submitted and approved prior to uploading PIMS school calendars.

A 'Copy' function is available on the 'Status of Act 80 Exceptions' screen. After creating an Act 80 request, the ability to copy the dates and activities planned for one group of students can be copied to a new request for another group of students that might share similar dismissal dates and activities.   After clicking the 'Copy' link on the 'Status of Act 80 Exceptions' screen, customize the 'Calendar Details' and 'Dismissal Details' screen to meet the criteria needed for the new request. The full-day and early dismissal dates and activities will be copied to the new request, eliminating the need to recreate dismissals. If slight changes are needed, the 'Edit' button can be used to revise the activity or the early dismissal time.

Full-time kindergarten students sharing the same instructional time schedule with other grade levels in an elementary building can be included in the elementary request for Act 80 full day or early dismissals.

An Act 80 request must be created for students attending the school district or intermediate unit class on a part-time basis while attending the career and technology center (CTC) part-time. A separate Act 80 request must be completed for each group of students when there is a variance in the number of full Act 80 days, days in session or instructional hours.

NOTE: Dismissal of school during normal school hours as compensation time to teachers for parent-teacher meetings held <u>after</u> normal school hours are <u>not</u> acceptable Act 80 exceptions.

NOTE: If Act 80 approvals are granted and the school district or intermediate unit incurs a work stoppage, all Act 80 days (other than those approved as early dismissals), including those that have already occurred, will be rescinded for that particular school year. Refer to Basic Education Circular 24 P.S. §15-1504 "Instructional Time and Act 80 Exceptions."

B. Accessing the Act 80 Exception System

1. Log in to the PDE website at www.education.state.pa.us. On the left, click My PDE, Applications, Act 80.

2. Click on 'Select' in the Action column for 'Data Admission & Entry' role.

3. Enter or update contact information in the required fields on the Contact Information screen. Click 'Save' button as necessary.

4. Select the 'Home' link at the top of the screen to create an Act 80 exception request or to review previously entered requests.

   NOTE: A separate Act 80 request must be completed for each group of students having different calendar details. Having multiple Act 80 requests may be due to the following: different number of Act 80 days requested, different days in session, or different number of instructional hours.

   When buildings with the same grade levels share the same PIMS School Calendar and Calendar ID, report the number of instructional hours and minutes in a regular school day for the building with the least number of instructional hours. However, only Act 80 exceptions where the minimum hours of instruction will be provided can be submitted.

5. Choose the appropriate school year from the drop down box, then click 'Proceed.'

   NOTE: Previously created Act 80 requests for this school year will be displayed.

6. To create a new Act 80 request, click on the 'Create Act 80' button.

C. Completing the Calendar and Dismissals Detail Screens

   Step 1:

   a. **PIMS Act 80 Group:** Enter a unique label for this request. The label will be used to associate this Act 80 approval with one or more PIMS School Calendars. This label is used in field #21 on the PIMS School Calendar template. Examples of possible labels might be: KAM, Elem, KFT-5, HS, Seniors, VotechAM, 001, 12345, or 07011314. Label may contain up to 12 characters.

   b. **Date school board approved request:** Select month, day, and year by clicking on the calendar icon or type the month, day, and year (mm/dd/yyyy).

   c. **Type:** Use in conjunction with part-time CTC Home calendar only. This field is disabled until a grade level (9, 10, 11, and/or 12) is checked. Select program type 'Part-Time' from the drop down menu.

   d. **Rotation Pattern:** After selecting program type 'Part-Time,' choose the rotation pattern from the drop down menu. If 'Other' is selected, enter an explanation of the schedule.

e. **Description:** Enter a description of the group of students for whom this Act 80 request is being submitted. Examples: ABC Elementary School, All Elementary Schools, Middle School, Seniors, CTC Home AM.

f. **Grades:** Click boxes for the grades associated with the Act 80 request. For alternate day pre-kindergarten, or kindergarten ('AM' or 'PM'), select 'Alternate Day' after selecting 'Pre-Kindergarten,' and/or '4-year-old,' and/or '5-year-old.'

   Note: If half-time pre-kindergarten or kindergarten ('AM' or 'PM') is selected, all other grades will be disabled because instructional time will be different.

g. **Alternative Education:** Click box if this Act 80 request includes an alternative education program that shares the same instructional time schedule with the grade levels in this request.

   If 'Alternative Education' is selected, kindergarten and grades 1 through 5 boxes will be disabled. If pre-kindergarten, kindergarten or grades 1 through 5 are selected, 'Alternative Education' will be disabled.

h. **Elementary Ungraded or Secondary Ungraded:** Click box if this Act 80 request includes an ungraded education program that shares the same instructional time schedule with the rest of the grade levels in this group of students.

Step 2:

1. **Number of instructional days on the calendar:** Report the number of instructional days on the calendar (student days plus anticipated Act 80 days) as approved by the school board.

2. **Number of instructional hours in a regular school day:** Report the number of instructional hours and minutes in a regular school day. Refer to Basic Education Circular 24 P.S. §15-1504 "Instructional Time and Act 80 Exceptions" for the list of activities which may be included in the calculation of instructional time.

   NOTE: If full-day career and technical education students also receive one or two periods of instruction at the home school district or intermediate unit, the school district or intermediate unit reports only the instructional time received at the home school.

3. **Total instructional hours lost due to planned, shortened school days <u>not</u> addressed by Act 80:** Report the number of instructional hours and minutes lost due to planned, shortened days, such as an early dismissal before a holiday. Calculate actual <u>instructional</u> time lost, not clock hours which may include noninstructional time.

   NOTE: Do <u>not</u> report on line 3 any instructional time lost due to the Act 80 activities.

4. **Number of instructional hours on original calendar:** This item is automatically calculated as follows: (line 1 *multiplied by* line 2) *minus* line 3.

Step 3:

Lines 5 – 11 are automatically populated as data is saved on the Full-Day and Early Dismissal screens.

5. **Number of full-day dismissals requested:** Click on the 'Full-Day Dismissals' tab found near the top of the form, then click on the 'Add Dismissal' button to enter date and activity planned for each full-day Act 80 dismissal.

   a. **Date of dismissal:** Select month, day, and year by clicking on the calendar icon or type the month, day and year (mm/dd/yyyy).

   b. **Activity Planned:** Select activity planned for this date of dismissal.

      NOTE: If activity 'In-service programs dealing with new subjects or activities having an impact on the LEA's educational program' is selected, an explanation of the activity must be entered in the text box.

      NOTE: More than one activity for the same date may be selected.

   c. When completed, click the 'Save' button.

   d. If more than one Act 80 full-day dismissal is requested, click the 'Add Dismissal' button to enter another date and activity. When all the dates and activities are entered and data has been saved successfully, return to the 'Calendar and Dismissal Details' screen by clicking on the 'Calendar Details' tab found near the top of the form.

   NOTE: Half-day dismissals for half-day groups (AM or PM Kindergarten only) that do not report to school should be reported as full-day Act 80 dismissals.

   NOTE: Act 80 full-day dismissals may be used before the first day of school and after the last day of school for all students, including after the graduation ceremony for seniors.

6. **Total instructional hours lost due to full-day dismissal requests:** This item is automatically calculated as follows: line 5 *multiplied by* line 2.

7. **Number of early dismissals requested:** Click on the 'Early Dismissals' tab found near the top of the form, then click on the 'Add Dismissal' button to enter date, instructional time, and activity planned for each early dismissal Act 80 request.

   a. **Date of dismissal:** Select month, day, and year by clicking on the calendar icon, or type the month, day, and year (mm/dd/yyyy).

   b. **Instructional time lost due to early dismissal:** Enter the instructional time lost due to the Act 80 early dismissal. Calculate actual <u>instructional</u> time lost, not clock hours which may include noninstructional time.

c. **Activity Planned:** Select activity planned for this date of dismissal.

   NOTE: If activity 'In-service programs dealing with new subjects or activities having an impact on the LEA's educational program' is selected, an explanation of the activity must be entered in the text box.

   NOTE: More than one activity for the same date may be selected.

d. When completed, click the 'Save' button.

e. If more than one Act 80 early dismissal day is requested, click the 'Add Dismissal' button to enter another date and activity. When all the dates, time lost, and activities are entered and data has been saved successfully, return to the 'Calendar and Dismissal Details' screen by clicking on the 'Calendar Details' tab found near the top of the form.

8. **Total instructional hours lost due to lost early dismissal requests:** This item is automatically calculated as follows: instructional time is totaled for all Act 80 Early Dismissal requests.

9. **Total instructional hours lost due to Act 80 requests:** This item is automatically calculated as follows: line 6 *plus* line 8.

10. **Instructional days on revised calendar (Days in Session):** This item is automatically calculated as follows: line 1 *minus* line 5.

11. **Total number of instructional hours on revised calendar:** This item is automatically calculated as follows: line 4 *minus* line 9.

Step 4:

   Verify the information on the 'Calendar Details' tab.

   a. The number of instructional days required on line 10 should be equal to 180 days (minimum) minus the number of full-day Act 80 dismissals granted.

   b. The number of instructional hours on line 11 must meet the mandated minimum hours of instruction: half-time pre-kindergarten/kindergarten - 450 hours; full-time pre-kindergarten/kindergarten and elementary grades 1 through 6 - 900 hours; and secondary grades 7 through 12 - 990 hours.

   c. When completed, click the 'Save Complete' button.

   d. Click the 'Back' button to return to the 'Status of Act 80 Exceptions' screen.

D. Submitting Act 80 Requests

   After all requests are in 'Completed' status on the 'Status of Act 80 Exceptions' screen, click the 'Submit' button.

   A child accounting specialist from the Bureau of Budget and Fiscal Management, Division of Subsidy Data and Administration, will review the Act 80 request(s) and communicate

with the Act 80 contact person via e-mail regarding the approval status. Keep a copy of the Act 80 approval e-mail for auditing purposes.

E. Accessing Reports in the Act 80 Exception System

1. Select the 'Reports' link at the top of the screen.

2. On the 'Act 80 Summary Report' screen choose the appropriate school year from the drop down box.

3. Click on the 'Act80-Calendar Details' link to access a side-by-side view of all Act 80 calendars created. Use the scroll bar at the bottom to navigate left or right through the columns of calendar details.

    Exit the 'Act80-Calendar Details' screen by clicking on 'the red 'X' in the upper right hand corner of the open window.

4. Click on the 'Act80-Activities' link to access a spreadsheet listing dates of Act 80 requests, dismissal types (F = full day dismissal, E = early dismissal), and activities taking place on those dates.

    Exit the 'Act80-Activities' screen by clicking on 'the red 'X' in the upper right hand corner of the open window.

5. Click on the 'Home' link to return to the display of Act 80 requests.

Exit the Act 80 application by clicking on 'Logoff' along the top border of the application screen or by clicking on the red 'X' in the upper right hand corner of the screen.

Request for Section 1504 (Act 80) Exception
Career and Technology Centers

A. General Information

The purpose of the Act 80 provision of Section 1504 of the Pennsylvania Public School Code of 1949 is for the school board to preplan activities for purposes deemed appropriate by the Secretary of Education with such teacher activities scheduled to occur instead of instructional time. Refer to Basic Education Circular 24 P.S. §15-1504 "Instructional Time and Act 80 Exceptions."

Requests for Act 80 exceptions should be completed by the career and technology center (CTC) and submitted prior to the date of the Act 80 activity, as soon as possible after the CTC board has approved the request. However, Act 80 requests will be considered for approval if submitted after the school year ends but before July 31.

Beginning 2013-2014 school year Act 80 requests must be submitted and approved prior to uploading PIMS school calendars.

A 'Copy' function is available on the 'Status of Act 80 Exceptions' screen. After creating an Act 80 request, the ability to copy the dates and activities planned for one group of students can be copied to a new request for another group of students that might share similar dismissal dates and activities.   After clicking the 'Copy' link on the 'Status of Act 80 Exceptions' screen, customize the 'Calendar Details' and 'Dismissal Details' screen to meet the criteria needed for the new request. The full-day and early dismissal dates and activities will be copied to the new request, eliminating the need to recreate dismissals. If slight changes are needed, the 'Edit' button can be used to revise the activity or the early dismissal time.

A separate Act 80 request must be completed for each group of students when there is a variance in the number of full Act 80 days, days in session, or instructional time.

NOTE: Dismissal of school during normal school hours as compensation time to teachers for parent-teacher meetings held <u>after</u> normal school hours are <u>not</u> acceptable Act 80 exceptions.

NOTE: If Act 80 approvals are granted and the CTC incurs a work stoppage, all Act 80 days (other than those approved as early dismissals), including those that have already occurred, will be rescinded for that particular school year. Refer to Basic Education Circular 24 P.S. §15-1504 "Instructional Time and Act 80 Exceptions."

B. Accessing the Act 80 Exception System

1. Log in to the PDE website at www.education.state.pa.us. On the left, click My PDE, Applications, Act 80.

2. Click on 'Select' in the Action column for 'Data Admission & Entry' role.

3. Enter or update contact information in the required fields on the Contact Information screen. Click 'Save' button as necessary.

4. Select the 'Home' link at the top of the screen to create an Act 80 exception request or to review previously entered requests.

   NOTE: A separate Act 80 request must be completed for each group of students having different calendar details. Having multiple Act 80 requests may be due to the following: AM or PM sessions, different days in session, or different number of instructional hours.

5. Choose the appropriate school year from the drop down box, then click 'Proceed.'

   NOTE: Previously created Act 80 requests for this school year will be displayed.

6. To create a new Act 80 request, click on the 'Create Act 80' button.

C. Completing the Calendar and Dismissals Detail Screen

Step 1:

a. **PIMS Act 80 Group:** Enter a unique label for this request. The label will be used to associate this Act 80 approval with one or more PIMS School Calendars. This label is used in field #21 on the PIMS School Calendar template. Examples of possible labels might be: VTAM, VT-PM, SeniorsPM, 001, 12345, or 07011314. Label may contain up to 12 characters

b. **Date school board approved request:** Select month, day and year by clicking on the calendar icon or type the month, day and year (mm/dd/yyyy).

c. **Type:** Select program Type - Part-Time, Full-Time, or Full Day.

d. **Rotation Pattern:** After selecting program type 'Part-Time,' choose the rotation pattern from the drop down menu. If 'Other' is selected, enter an explanation of the schedule.

e. **Description:** Enter a description of the group of students for whom this Act 80 request is being submitted. Examples: District A, B & C AM Group, Full-Time Comprehensive, District D & E Semester 1 Group.

Step 2:

1. **Number of instructional days on the calendar:** Report the number of instructional days on the calendar (student days plus anticipated Act 80 days) as approved by the school board.

2. **Number of instructional hours in a regular school day:** Report the number of instructional hours and minutes in a regular school day. Refer to Basic Education Circular 24 P.S. §15-1504 "Instructional Time and Act 80 Exceptions" for the list of activities which may be included in the calculation of instructional hours.

   NOTE: Report the number of hours and minutes students actually attended the CTC. For instance, if the 'Rotation Pattern' was half-day about, the hours and

minutes reported might be 2:45; if the 'Rotation Pattern' was semester about, the hours and minutes reported might be 5:30.

NOTE: If full-day career and technical education students also receive one or two periods of instruction at the home school district, intermediate unit, or charter school, the CTC reports only the instructional time received at the CTC.

3. **Total instructional hours lost due to planned, shortened school days <u>not</u> addressed by Act 80:** Report the number of instructional hours and minutes lost due to planned, shortened days, such as an early dismissal before a holiday. Calculate actual <u>instructional</u> time lost, not clock hours which may include noninstructional time.

   NOTE: Do <u>not</u> report on line 3 any instructional time lost due to the Act 80 activities.

4. **Number of instructional hours on original calendar:** This item is automatically calculated as follows: (line 1 *multiplied by* line 2) *minus* line 3.

   <u>IMPORTANT NOTE TO PREVENT DATA LOSS:</u>
   Click 'Save Complete' before proceeding to Step 3.

Step 3:

Lines 5 – 11 are automatically populated as data is saved on the Full-Day and Early Dismissal screens.

5. **Number of full-day dismissals requested:** Click on the 'Full-Day Dismissals' tab found near the top of the form, then click on the 'Add Dismissal' button to enter date and activity planned for each full-day Act 80 dismissal.

   a. **Date of dismissal:** Select month, day, and year by clicking on the calendar icon or type the month, day and year (mm/dd/yyyy).

   b. **Activity Planned:** Select activity planned for this date of dismissal.

      NOTE: If activity 'In-service programs dealing with new subjects or activities having an impact on the CTC's educational program' is selected, an explanation of the activity must be entered in the text box.

      NOTE: More than one activity for the same date may be selected.

   c. When completed, click the 'Save' button.

   d. If more than one Act 80 day is requested, click the 'Add Dismissal' button to enter another date and activity. When all the dates and activities are entered and data has been saved successfully, return to the 'Calendar and Dismissal Details' screen by clicking on the 'Calendar Details' tab found near the top of the form.

      NOTE: Half-day dismissals for half-day groups that do not report should be reported as full-day Act 80 dismissals.

NOTE: Act 80 full-day dismissals may be used before the first day of school and after the last day of school for all students, including after the graduation ceremony for seniors.

6. This item is automatically calculated as follows: line 5 *multiplied by* line 2.

7. **Number of early dismissals requested:** Click on the 'Early Dismissals' tab found near the top of the form, then click on the 'Add Dismissal' button to enter date, instructional time lost, and activity planned for each early dismissal Act 80 dismissal.

   a. **Date of dismissal:** Select month, day, and year by clicking on the calendar icon, or type the month, day, and year (mm/dd/yyyy).

   b. **Instructional time lost due to early dismissal:** Enter the instructional time lost due to the Act 80 early dismissal. Calculate actual <u>instructional</u> time lost, not clock hours which may include noninstructional time.

   c. **Activity Planned:** Select activity planned for this date of dismissal.

      NOTE: If activity 'In-service programs dealing with new subjects or activities having an impact on the CTC's educational program' is selected, an explanation of the activity must be entered in the text box.

      NOTE: More than one activity for the same date may be selected.

   d. When completed, click the 'Save' button.

   e. If more than one Act 80 early dismissal day is requested, click the 'Add Dismissal' button to enter another date and activity. When all the dates, time lost, and activities are entered and data has been saved successfully, return to the 'Calendar and Dismissal Details' screen by clicking on the 'Calendar Details' tab found near the top of the form.

8. **Total instructional hours lost due to lost early dismissal requests:** This item is automatically calculated as follows: instructional time is totaled for all Act 80 Early Dismissal requests.

9. **Total instructional hours lost due to Act 80 requests:** This item is automatically calculated as follows: line 6 *plus* line 8.

10. **Instructional days on revised calendar (<u>Days in Session</u>):** This item is automatically calculated as follows: line 1 *minus* line 5.

11. **Total number of instructional hours on revised calendar:** This item is automatically calculated as follows: line 4 *minus* line 9.

Step 4:

   Verify the information on the 'Calendar Details' tab.

   a. The number of instructional days required on line 10 should be equal to 180 days (minimum) minus the number of full-day Act 80 dismissals granted.

b. Act 80 days are approved with the understanding that, in conjunction with the home school district, charter school, or intermediate unit, a minimum of 990 hours of instruction for CTC students will be provided.

c. When completed, click the 'Save Complete' button.

d. Click the 'Back' button to return to the 'Status of Act 80 Exceptions' screen.

D. Submitting Act 80 Requests

After all requests are in 'Completed' status on the 'Status of Act 80 Exceptions' screen, click the 'Submit' button.

A child accounting specialist from the Bureau of Budget and Fiscal Management, Division of Subsidy Data and Administration, will review the Act 80 request(s) and communicate with the Act 80 contact person via e-mail regarding the approval status. Keep a copy of the Act 80 approval e-mail for auditing purposes.

E. Accessing Reports in the Act 80 Exception System

1. Select the 'Reports' link at the top of the screen.

2. On the 'Act 80 Summary Report' screen choose the appropriate school year from the drop down box.

3. Click on the 'Act80-Calendar Details' link to access a side-by-side view of all Act 80 calendars created. Use the scroll bar at the bottom to navigate left or right through the columns of calendar details.

   Exit the 'Act80-Calendar Details' screen by clicking on 'the red 'X' in the upper right hand corner of the open window.

4. Click on the 'Act80-Activities' link to access a spreadsheet listing dates of Act 80 requests, dismissal types (F = full day dismissal, E = early dismissal), and activities taking place on those dates.

   Exit the 'Act80-Activities' screen by clicking on 'the red 'X' in the upper right hand corner of the open window.

5. Click on the 'Home' link to return to the display of Act 80 requests.

Exit the Act 80 application by clicking on 'Logoff' along the top border of the application screen or by clicking on the red 'X' in the upper right hand corner of the screen.

ACT 80 EXCEPTIONS
FREQUENTLY ASKED QUESTIONS

The following Questions and Answers are provided to assist school districts, career and technology centers and intermediate units with the Act 80 exception process. This information reflects procedures outlined in the Basic Education Circular (BEC) Instructional Time and Act 80 Exceptions, 24 P.S. § 15-1504.

Section 1504 of the School Code allows local education agencies (LEAs) to shorten their school day or school year for activities that will improve the educational program. Section 1504 provides for an exception to the 180-day minimum requirement as long as the minimum number of instructional hours are met: 450 hours half-time pre-kindergarten and kindergarten, 900 hours full-time pre-kindergarten and kindergarten, 900 hours grades 1-6, 990 hours grades 7-12, AEDY-*approved* minimum hours.

1. **Q. May charter schools, approved private schools, private residential rehabilitation institutions and other educational entities apply for the use of Act 80 exception days on their school calendars?**
   A. No. These entities may utilize teacher in-service days that do not require approval through the Act 80 process. Only school districts, career and technology centers, and intermediate units are eligible to request and use Act 80 days on their school calendars.

2. **Q. Will LEAs request Act 80 exceptions through PIMS?**
   A. No. Requests are submitted electronically through the Act 80 Exceptions system. This PDE application is found on the PDE website at www.education.pa.gov under PDE Online Services, then Access My PDE Applications.

3. **Q. How many Act 80 dismissals can be requested?**
   A. There is no limit as long as minimum instructional hours are provided – 450 hours half-time pre-kindergarten and kindergarten, 900 hours full-time pre-kindergarten and kindergarten, 900 hours grades 1-6, 990 hours grades 7-12, and *approved* minimum hours for alternative education for disruptive youth programs (AEDY).

4. **Q. Are pre-kindergarten programs eligible for use of Act 80 days?**
   A. Yes. Pre-kindergarten programs may use Act 80 days. However, PDE will deny requests for pre-kindergarten Act 80 days if the *program is funded 100% by Pre-K Counts grant money.*

5. **Q. What are some examples of approvable Act 80 activities?**
   A. Common broad examples of approvable Act 80 activities are listed in the BEC Instructional Time and Act 80 Exceptions, 24 P.S. § 15-1504. If choosing the 'In-service' option, an explanation of the activity taking place is needed in order to determine if activity is approvable. Some topics of various in-service activities that schools have submitted for approval in the past: technology training, Crisis Intervention Training or Anti-Bullying Awareness; CPR training.

6. **Q. What are some examples of Act 80 activities that are *NOT* approvable?**
   A. Parent-teacher conferences that occur after the normally scheduled school day cannot be approved. *All approved Act 80 activities must take place during the school day when students would normally be receiving instruction.* Time given to teachers for room preparation before/after the instructional calendar begins/ends cannot be counted as a legitimate, approvable Act 80 activity, nor can grading of classwork or other clerical teacher responsibilities such as preparing report cards.

7. **Q. Can we request an Act 80 day prior to the first day of instruction or after the last day of instruction?**
   A. Yes. The school year can begin or end with mandatory teacher days when approvable Act 80 activities are taking place.

8. **Q. Can an Act 80 day be scheduled and used on a senior calendar even after the graduation ceremony has taken place?**
   A. Yes. Although membership for a senior student cannot be counted after the graduation ceremony takes place for child accounting purposes, teacher Act 80 days can be used.

9. **Q. How should an IU request Act 80 days when their classroom is located in an <u>IU building</u>?**
   A. Apply for Act 80 day(s) based on board-approved IU school calendar.

10. **Q. How should an IU request Act 80 days when their classroom is located in a <u>school district building</u> and the IU classroom follows the school district's approved school calendar (including Act 80 days)?**
    A. The IU can apply for Act 80 exceptions for each different IU classroom location, or

    On IU PIMS School Calendar:
    - Report actual student days (days educated) in field #14 Number of Schedule Days of the School Calendar.
    - Do *NOT* report on calendar the number of Act 80 days, lost days or make-up days (fields #16-19), and
    - In Calendar Description (field #4), add the name of the *school district* where classroom is located for PDE tracking purposes. *PDE will check the number of Act 80 days approved by the host school district to make sure minimum required day requirement has been met.*

11. **Q. How should a SD request Act 80 days when their students are being educated offsite following the school calendar of another school district that includes Act 80 days?**
   A. The SD can apply for Act 80 exceptions for each different offsite classroom location, or

   On SD PIMS School Calendar:
   - Report actual student days (days educated) in field #14 Number of Schedule Days,
   - Do NOT report on calendar the number of Act 80 days, lost days or make-up days (fields #16-19), and
   - In Calendar Description (field #4), add the name of the *school district* where classroom is located for PDE tracking purposes. *PDE will check the number of Act 80 days approved by the host school district to make sure minimum required day requirement has been met.*

12. **Q. Requesting Act 80 days begins with the creation of a calendar for a group of students. We ask you to create an ID or PIMS Act 80 Group label to identify this calendar. How will the PIMS Act 80 Group label be used on the PIMS School Calendar?**
   A. The label will be used to associate the number of full-day dismissals approved for that group of students on their PIMS School Calendar (field #21).

13. **Q. Is there a special format to be used for the Act 80 Group label when creating a new Act 80 request?**
   A. No. There is no specific format to be used on the Act 80 Group label. The label can contain up to 12 characters.

14. **Q. What are some examples of PIMS Act 80 Group labels?**
   A. Act 80 Group labels can be any number of different combinations with up to 12 characters. Examples: 01, 071089451415, Seniors, CTC AM. *A space counts as a character.*

15. **Q. Must I create an Act 80 calendar request for each grade level?**
   A. No. Students can be grouped in a number of ways to reduce the need to create numerous Act 80 requests or multiple PIMS School Calendars.

16. **Q. What is considered a 'group of students?'**
    A. Examples of groups:
    - **Group of students following the same calendar schedule:** days in session, instructional time, first instructional day, last instructional day, Act 80 dates;
    - **School district-wide grade levels following the same calendar schedule:** kindergarten AM, full-time kindergarten through fifth grade, ninth through twelfth grade, or seniors;
    - **A number of school district-wide school buildings following the same calendar schedule:** kindergarten AM, all elementary schools, middle school, high school; and
    - **Academic programs following the same calendar schedule:** Home AM/CTC PM, High School ACTP, AEDY.

17. **Q. Why don't the days in session on the Act 80 detail screen calculate to the total actual student days?**
    A. Calendar Detail screens on the Act 80 Exception application do not collect lost days and make-up days that are otherwise reported on the PIMS School Calendar. Number of lost days and make-up days are used in the days-in-session calculation on the PIMS School Calendar only. *It has become common practice for PDE Child Accounting personnel to begin reviewing and approving Act 80 requests after the winter months have passed and most SDs, IUs, CTCs have revised school calendars reflecting changes.*

18. **Q. May one PIMS Act 80 Group label be used on multiple PIMS School Calendars?**
    A. Yes. Act 80 requests must be applicable for each PIMS School Calendar. See questions 15 and 16.

19. **Q. When are Act 80 requests to be submitted?**
    A: 1. The local school board must first approve the school calendar that includes the date of each teacher Act 80 day. *The Act 80 system will reject projected board dates on the Act 80 requests and therefore cannot be submitted before the School Board approves the school calendar.*

    2. Act 80 requests must be submitted and approved prior to the PIMS School Calendar upload.

20. **Q. How does PDE approve Act 80 requests?**
    A. PDE reviews requests submitted in the Act 80 Exceptions system. If there are questions, the LEA is contacted via e-mail or telephone. After the request has been approved, a PDE e-mail is sent to the Act 80 contact and Penn*Link. The approval e-mail should be kept on file for auditing purposes.

21. **Q.** **What if a *submitted* request must be revised?**
    A. Act 80 screens in 'Submitted' status may be updated without contacting PDE. *Do not create a 'New' request for an existing calendar or group.*

22. **Q.** **What if an *approved* request must be revised?**
    A. Approved Act 80 screens are 'read only.' To revise, contact PDE at ra-Act80@pa.gov asking to return the request in the Act 80 application. *Do not create a 'New' request.*

23. **Q.** **If my School Board revises the school calendar to include additional Act 80 days, what board approval date do I use on the Act 80 Detail Screen?**
    A. The most current school board approval date must be used. Adjust the Date of School Board approval on each of the revised Act 80 calendars.

24. **Q.** **What if our teachers have a strike?**
    A. Act 80 days approved by PDE (except those approved as early dismissals), including those that have already occurred, will be rescinded upon initiation of a 'work stoppage.'

25. **Q.** **Why won't my PIMS School Calendar upload properly?**
    A. There are a number of Act 80-related circumstances that could prevent the PIMS School Calendar from properly uploading into PIMS:
    - Field #21 on the PIMS School Calendar must EXACTLY match the PIMS Act 80 group label assigned to a group of students on the Act 80 requests. Capital letters, lower case letters, numbers, special characters, spaces must be identical in field #21 of the PIMS School Calendar. Example: K-PM ≠ KPM, or Home PM ≠ HomePM.
    - Act 80 days have neither been requested nor approved.
    - On the PIMS School Calendar, the number of days lost due to Act 80 (field #17) is greater than the number of Act 80 full-day dismissals approved by PDE.
    - PDE processing of Act 80 requests is not complete.

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