

## Approved Private School Calendar Instructions

Please use the following instructions to verify contact information and to indicate in-session and out-of-session days on the Approved Private School (APS) Calendar form

1. Print a copy of the blank calendar for each Division/Program of your APS.
  - [Blank Calendar](#) (PDF)
2. Use a **red color** pen or felt-tip marker to mark the calendar form.
3. Write the APS name in the space provided on the calendar form.
4. Write the applicable Division/Program name on the Division/Program line of the Calendar form.
5. **If your school has separate campuses, divisions, or other organizational breakdowns that may have different calendars, you MUST complete a separate calendar form for each one.** Do not combine two different calendars on the same form by footnoting individual dates, etc.
6. Indicate the type of calendar by checking or filling in the box preceding the appropriate calendar type.
7. **For all 5 and 7-day resident programs, you MUST complete two calendar forms:** one for the residential days, and one for the instructional days.
8. If two different divisions or programs within your school operate on the same calendar (example, a day-student calendar and a 7-day residential calendar), complete one calendar form for the first program AND complete only the top section of the form for the second identical calendar. On the second form, on the Division/Program line, after the Division/Program name, write a note referring to the first calendar form you completed, for example, "Same as Day Calendar".
9. For any month in which there are no in-session days, draw a large "X" through the entire calendar for that month.
10. For 5-day calendar, draw a vertical line through all Saturdays and Sundays in each month.
11. Draw a horizontal line through any other day NOT in session.
12. Draw a circle around any half-days in session.
13. For each month, enter the total number of IN SESSION days in the "Total Days" line.
14. For each quarter, add up the "Total Days" lines for the months in that quarter and enter the total on the line in the "Quarter Totals" column.
15. Add the four quarter totals and enter the total on the "Total Days in Session During School Year" line.
16. Sample Calendars have been provided for reference.
  - [Sample Calendars](#)