2025-2026 Directory
Instructional Days and Hours

Purpose:

The Directory- Instructional Days and Hours data file collects the school calendar information as required per HB24-1063, specifically 22-2-310. This collection is also used to request a reduced academic school calendar.

Important:

Districts should submit a record for every school that is maintained by the reporting district, serving any grades between kindergarten and 12th.
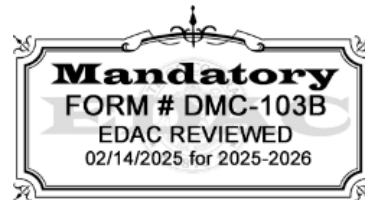
Dependencies:

A school code has been assigned for the record.

Record Expectation:

If a school has more than one calendar or instructional bell schedule for any given grade level(s), each calendar must be reported as a new record submission. All pertinent school information should be reported in this collection. Pre-k calendars are not included in this collection.

File Notes:

- *Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files

Mandatory
FORM # DMC-103B
EDAC REVIEWED
02/14/2025 for 2025-2026

2025-2026 Directory Instructional Days and Hours

Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
School District/BOCES Code*	4	1	4	1	A2	0000	
School Code*	4	5	8	2	B2	0000	
Min Grade for Calendar	3	9	11	3	C2	010	
Max Grade for Calendar	3	12	14	4	D2	060	
Reduced Academic Calendar (RAC) Request	1	15	15	5	E2	0 or 1	
Reason for RAC Request	2	16	17	6	F2	06	
Day Not in Session	1	18	18	7	G2	1	
Total Teacher Workdays	5	19	23	8	H2	182.0	Include Decimal
Total Days of Instruction/Student Contact Days	5	24	28	9	I2	172.0	Include Decimal
Total Hours for School Year	6	29	34	10	J2	1412.0	Include Decimal
Total Hours of Instruction	6	35	40	11	K2	1095.5	Include Decimal
Total Planned Passing Period Hours	5	41	45	12	L2	129.5	Include Decimal
Passing Period Indicator	1	46	46	13	M2	0	
Total Planned Recess Hours	5	47	51	14	N2	057.5	Include Decimal
Recess Instructional Indicator	1	52	52	15	O2	1	
Total Planned Lunch Hours	5	53	57	16	P2	129.5	Include Decimal
Total Planned Hours for Snow Days/ Emergency Closures	6	58	63	17	Q2	0064.0	Include Decimal
Date Calendar Adopted by School Board	8	64	71	18	R2	03202024	Must be in date format, mmddyyyy

Data Field Descriptions:

School District/BOCES Code

A unique code assigned to a district by CDE. Refer to School District/BOCES codes table.

School Code

A unique code assigned by CDE to a school building. Refer to School Building codes table.

Min Grade for Calendar

The lowest grade level for a given calendar or instructional bell schedule.

Code	Description
006	Half-day kindergarten
007	Full-day kindergarten
010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4
050	Grade 5
060	Grade 6
070	Grade 7
080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12

Max Grade for Calendar

The highest grade level for a given calendar or instructional bell schedule.

Code	Description
006	Half-day kindergarten
007	Full-day kindergarten
010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4
050	Grade 5
060	Grade 6
070	Grade 7
080	Grade 8

Code	Description
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12

Reduced Academic Calendar (RAC) Request

Indicate if the school is requesting a reduced academic calendar for the upcoming school year. A Reduced Academic Calendar request is required for schools with fewer than 160 student contact days.

Code	Description
0	No
1	Yes

Reason for RAC Request

Reason for requesting a Reduced Academic Calendar schedule (fewer than 160 contact days).

Code	Description
00	N/A
01	Continuing Implementation from Prior Year
02	Finance
03	Staff Recruitment/Retention
04	Community Support
05	Academic Success
06	Teacher PD
07	Scheduling
08	Student Well-being
09	Attendance
10	Workforce Needs
11	Other

Day Not in Session

If on a four-day school week, indicate which day is not in session. If on a five-day school week, use code 0 – N/A.

Code	Description
0	N/A

Code	Description
1	Monday
2	Tuesday
3	Wednesday
4	Thursday
5	Friday

Total Teacher Workdays

The total number of scheduled days teachers are working. Includes student-contact and non-student contact days. Non-student contact days include professional development, data-review, teacher-in-service, or parent-teacher conference days.

Total Days of Instruction/Student Contact Days

The total number of scheduled days of instruction. Must be three characters and all days of student contact are counted. If fewer than 160 contact days, Reduced Academic Calendar Request flag must be 1 for 'Yes'.

Total Hours for School Year

The total number of scheduled hours for the school year that the school is in session for student-contact days. counting first bell to last bell. (Do not include non-student contact days in this hour calculation.)

Start and End of the School Day
- The start of the instructional day is the time at which the first scheduled period of the day begins.
  - If a school has periods that begin prior to the arrival of scheduled bus routes to the school, then these periods should not be considered as part of the instructional day.
- The end of the instructional day is the time at which the last scheduled period of the day ends.
  - If a school has periods that do not end prior to scheduled bus routes leaving the school, these periods should not be considered as part of the instructional day.

Total Hours of Instruction

The total number of scheduled hours of instruction for the school year.

Total Planned Passing Period Hours

The total number of scheduled hours for the school year utilized for passing between two classes and passing from a class to lunch. If there are no planned passing periods for the school, this field can be zero-filled. If a school does not have passing periods, then this field must be zero-filled.

Passing between the end of lunch and the next class is not part of the instructional day. Please include this passing time in your lunch hour total.

Passing Period Indicator

A yes or no flag which indicates whether passing periods are included in the reported instructional hours.

Code	Description
0	No
1	Yes

Total Planned Recess Hours

The total number of scheduled hours for the school year utilized for recess. If school does not have recess, then this field must be zero-filled.

Recess Instructional Indicator

A yes or no flag which indicates whether recess is included in reported hours of instruction.

Code	Description
0	No
1	Yes

Total Planned Lunch Hours

The total number of scheduled hours for the school year utilized for lunch. Passing between the end of lunch and the next class is not part of the instructional day. Please include this passing time in your lunch hour total.

Total Planned Hours for Snow Days/ Emergency Closures

The total number of planned hours set for the potential snow day or other emergency closures for the school year.

Date Calendar Adopted by School Board

Date school calendar was approved by the local or district school board.

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
12-16-2024	New Collection File Layout to start 2025-26 school year	HB24-1063; 22-2-310	
04-22-2025	Updated definition of 'Total Hours for School Year'.	Clarification of what hours to include when calculating school year total hours.	