Annual School Calendar Submission Guidance

# Calendar and Bell Schedule Submission Requirement

Board-approved school calendars and bell schedules for the upcoming school year, including those for homeschool programs, must be submitted to CSI annually by **May 15**. If the deadline falls on a weekend, plan to submit by the preceding Friday.

Calendars, bell schedules, and completed Summary files will be collected through Epicenter.

## Submitted documents will be used to:

* Verify compliance with **minimum student contact days and instructional hour requirements**.
* Complete the new **Instructional Hours and Days submission** (per HB24-1063).
* Provide **supporting documentation** required during the **October Count Audit**.

If changes are made to your annual calendar(s) or bell schedule(s) after submission, you must submit a revised version to CSI. This ensures our records remain updated and compliance requirements are met.

**Files to Submit**

* All school calendars
* All bell schedules
* [Calendar Instructional Hours Summary](https://resources.csi.state.co.us/wp-content/uploads/2025/02/25-26_CSI_Calendar-Instructional-Hours-Summary.xlsx) file

Providing detailed information streamlines review and calculations for our office, and for CDE during audits, reducing follow-up questions and clarifications. The following guidelines will help create clear and easy to understand documents.

## Calendar Guidelines

Please include the following in your **school calendar**:

* **Student contact days** Include a total count for each month and a grand total on the calendar.
* **Holidays, breaks, and teacher professional development days**.
* **Special event days** Indicate whether these are student contact days (i.e., attendance is mandatory).
* **First and last days of the school year** (student start and end dates).
* **All early release days**.
* Use colored cells, when possible, along with a legend for types of days.
* **2-3 days margin** for unexpected closures (e.g., snow days, emergency closures). Strongly recommended, not required.
* **Revision date on the calendar** to track updates and avoid outdated versions.
* **School year and school name.**
* Homeschool programs will provide a separate homeschool calendar.

## Bell Schedule Guidelines

* Include a **bell schedule for elementary grades**, if available; otherwise, list start/end and lunch times.
* **Bell schedules are required for grades following a secondary schedule**: separate periods and passing minutes between periods.
	+ List each **period with start and end times**.
	+ Include **total instructional minutes** per period.
	+ Indicate **passing times** and **lunch periods**.
* If schedules vary by day of the week or grade level, provide separate schedules, clearly labeled.
* Periods listed on bell schedules need to clearly cross walk to student schedules generated from the SIS.
* Schedules for postsecondary option class are also required.

## Summary File

Each CSI school will complete and submit the **Calendar Instructional Hours Summary** file. The summary file, with embedded instructions, is linked on the [CSI School Calendar and Instructional Hours](https://resources.csi.state.co.us/calendar-and-instructional-hours/) webpage. **Please review carefully as there have been significant changes due to HB24-1063.**

# Resources

* [CSI School Calendar and Instructional Hours](https://resources.csi.state.co.us/calendar-and-instructional-hours/) webpage
* [CDE Calendar and Instructional Hours Guidance](https://www.cde.state.co.us/cdefinance/school_calendar_instructional_hours_guidance) (the most important guidance to understand and follow)
* **CSI Attendance Guidance**, Part III, I (School Calendar) linked near the bottom of the [Attendance](https://resources.csi.state.co.us/attendance/) webpage

For questions or support, please email Submissions\_CSI@csi.state.co.us.