

School calendars

You must submit two or four school year calendars. To do this, please go to [Calendar format to be used by all](#) and download one of the Portrait Format calendars with all 12 months showing on one page with boxes next to each month in which you can enter information. You may use any of the three calendars with “empty” boxes available so that you have a place to add details particular to your school.

Items to be filled in: first day of school, professional development days, half/minimum days, holidays, breaks, last day of school and three contingency days. At the bottom of each box, write in the total number of days being counted toward your 180 for that month. REMEMBER ~ every school year must have 3 contingency dates. Every license – new or renewal – must have at least two school year calendars.