

Joe Lombardo
Governor

Jhone M. Ebert
Superintendent of
Public Instruction

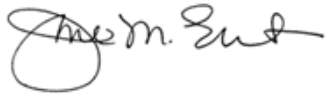


Southern Nevada Office
2080 E. Flamingo Rd, Ste 210
Las Vegas, Nevada 89119-0811
Phone: (702) 486-6458
Fax: (702) 486-6450

STATE OF NEVADA
DEPARTMENT OF EDUCATION
700 E. Fifth St. | Carson City, Nevada 89701-5096
Phone: (775) 687-9200 | www.doe.nv.gov | Fax: (775) 687-1116

GUIDANCE MEMORANDUM 25-01

TO: School District Superintendents
Charter School Sponsors, Management Organizations, and Executive Directors

FROM: Jhone M. Ebert, Superintendent of Public Instruction 

DATE: February 5, 2025

SUBJECT: School Calendar Requirements, Applications, Amendments, and Validations

BACKGROUND

Pursuant to Nevada Administrative Code (NAC) 387.120, local education agencies (LEAs), consisting of school districts and charter schools, must submit their school calendar annually for approval by the Superintendent of Public Instruction. Calendar applications are due to the Nevada Department of Education (NDE) no later than May 1 of each year. The Office of Division Compliance is responsible for receiving and reviewing each unique calendar to ensure it meets the minimum qualifications identified in Nevada Revised Statute 388.090-110 and NAC 387.120-153. This Guidance Memo includes updated information on the calendar application process and calendar policies; please review carefully.

CALENDAR CONFIGURATIONS

LEAs may implement a traditional or alternative calendar under NRS 388.080-090 and NAC 387.120-125. An LEA may choose to group schools based on community, location, or need, under different calendar configurations; there is no limit to how many configurations an LEA elects to apply for and implement. Please note that alternative calendars have additional application and reporting requirements, detailed under *Annual Calendar Submissions*.

Calendar Requirements	Traditional Calendar	Alternative Calendar
School Year Period	July 1 – June 30	July 1 – June 30
Days in Session	180	Flexible #
Instructional Minutes	Minutes per Day	Minutes per Year
Contingent Days	3	3
Professional Development Days	5	5
Short Days	5	Flexible #

POLICIES APPLICABLE TO ALL CALENDARS

The following policies apply to all calendars and are proscribed by NAC 387.120-151. Additional information regarding the application and approval process of these elements is detailed under “*Calendar Management Requirements throughout the School Year*”.

Minimum Instructional Time

School Districts and Charter Schools have the ability to schedule beyond the minimum instructional time, identified in NAC 387.131 and 389.040, wherein the minimum daily period under a traditional calendar, the equivalent annual minute requirements under an alternative calendar, and the minutes required for a high school credit hour are as follows:

Instructional Minute Requirements

Grade Band	Daily Instructional Minutes	Annual Instructional Minutes	Minutes per Credit Hour, Grades 9-12
Kindergarten through 2nd	240 minutes	43,200	
3rd through 6th	300 minutes	54,000	
7th through 12th	330 minutes	59,400	7,200

Passing time is defined as the time between activities and qualifies as instructional time for all grades. However, please note the following guidelines regarding passing time:

- Time between activities constitutes moving from one academic activity to another. Passing from class to lunch and back would not count toward passing time, nor would the time arriving to and departing from school.
- Passing time, while instructional, does not contribute to the required minutes per credit hour for grades 9-12.

The following activities do not qualify as instructional time:

- Lunch and/or nutrition breaks
- Open or unassigned periods
- Sport, team, or club activities
- Study halls that do not provide at minimum tier-one instruction or high dosage tutoring

Early Release Days

Any time that students are released earlier than their minimum daily period (or, if the school is providing minutes in excess of the minimum, any release earlier than their typical daily period) is a short day. While LEAs may use a combination of terms to represent a short day (including minimum day, early release, etc.), these qualify under NAC 387.105 and require a minimum length of 50% of the scheduled daily period. If an LEA uses a combination of abbreviated days, i.e., a minimum day is 200 minutes, while an early release is 275 minutes, etc., a bell schedule must be provided for each type of day in order to appropriately account for the instructional minutes.

Under a traditional calendar, no more than 5 short days may be scheduled; these days must be pre-approved by NDE. Under an alternative calendar, there is no restriction on the number of short days available, provided they are appropriately documented in the calendar application, approved by NDE, and adhere to all short-day requirements.

Professional Development

Up to 5 professional development days may be requested as a day in session. These days must be pre-approved by NDE, and the professional development must be the equivalent number of hours to the scheduled school day and received from an approved provider. Please note that an LEA may schedule additional professional development days at their discretion; however, these days will qualify as non-instructional days for students.

Professional development days may not be scheduled prior to the first day of school for students, and may not be scheduled during the last 45 calendar days of the school year.

Kindergarten Assessments & Parent-Teacher Conferences

Up to 2 days of kindergarten assessments may be requested as a day in session; these days must be pre-approved by NDE. Outside of these approvals, kindergarten assessments do not qualify as instructional time.

Please note that Parent-Teacher Conferences, while important, do not qualify as instructional time or professional development and must be scheduled accordingly.

School Closures

All school calendars must include three contingent days in the event of school closures. Schools under an alternative calendar have several options as it relates to the scheduling of contingent days to include:

- Scheduling 3 full days of school (the required methodology for traditional calendars)
- An equivalent number of minutes of instruction added to any scheduled day of instruction
 - For example, adding 8 minutes of instruction per day for a select number of days to make up for the lost time
- Any combination therein

Please note that all contingent days or contingent minutes must be planned during the annual application process to ensure that schools are able to alert families of their plan for making up canceled school days at the beginning of the year, and families may plan for the possibility that the school day or school year will extend. Whether under a traditional or alternative calendar, schools must activate their three scheduled contingent days prior to utilizing excess minutes.

Please note that if a school certified and were approved to provide 65,000 minutes of instruction to their students, all efforts must be made to make up lost time and maintain the certified 65,000 minutes, even if this is in excess of the minimum requirements set forth in NAC 387.131.

Contingent days must be activated if 75% or more of schools are rendered inaccessible or unusable by inclement weather, uncontrollable circumstances, an accident, or if a legal holiday is declared by the Governor not anticipated in the original school calendar. Please note that even if the Governor declares a snow day or law enforcement request closure in support of evacuation, these days qualify as regular closures and must align with the requirements set forth.

If fewer than 75% of schools are rendered inaccessible or unusable, the LEA may request an emergency day in session for the affected schools.

Should an LEA exhaust all of its scheduled contingent days but continue to face school closures, they may apply for distance learning as a school day in session. Further information regarding the application for an emergency day in session or distance learning as a day in session is included under *Calendar Management Requirements throughout the School Year*.

ANNUAL CALENDAR SUBMISSIONS

LEAs must submit their school calendar annually for approval by the Superintendent of Public Instruction. Calendars are due to NDE no later than May 1 of each year, with applications opening in January; early submissions are encouraged. The Office of Division Compliance is responsible for receiving and reviewing each unique calendar to ensure it meets the minimum qualifications identified in NAC 387.120-153. Following changes made in the calendar application process for SY24-25, NDE solicited feedback on the process via the Feedback Survey on SY24-25 School Calendars Process. Based on feedback received, NDE has adapted the process to an Excel Application submitted via Smartsheet to account for the technical issues encountered during submission.

In SY24-25, NDE introduced a [School Calendars Dashboard](#) for LEAs to use. This dashboard serves as a central repository for guidance, submissions, and progress updates on submitted applications or requests. This process supports increased transparency and accountability. NDE will continue to use this Dashboard and its submission forms through SY25-26.

Smartsheet Submission

Using the [School Calendar Annual Application Form](#), LEAs will submit the following information for each calendar application:

- The School Calendar Annual Application Template, in Excel or CSV format (Excel preferred)
- Infinite Campus Days Calendar(s) for at least one school representing each grade band and/or configuration under the calendar
- Infinite Campus Calendar Days Report
- Infinite Campus Calendar Minutes Report
- Attestation for Calendar Submission
- Relevant contact information

Infinite Campus reports and attestations must be attached to all submissions. Template attestations are available on the Calendar dashboard and linked on our website. Supporting guidance documentation is available for the development and management of calendar reports in Infinite Campus; see “*Infinite Campus Calendars and Bell Schedule Guidance*”. Templates are available on the [School Calendars Dashboard](#).

Excel Application

Using the *School Calendar Annual Application Template*, LEAs must provide the following information for each calendar application:

- Type of Calendar Requested
- Calendar Name
- All schools under the Calendar, listed by name
- Total number of schools under the Calendar
- Total number of students under the Calendar
- The first and last day of school
- The dates of scheduled contingent days
- The total number of full-length instructional days, and the instructional minutes per day by grade band
- The total number of early release days, differentiated by type as applicable, the instructional minutes per each type by grade band, and the dates for each; under the alternative calendar, a brief description of the use for early release is required
- The total number of professional development days requested as days in session, a summary of the topics to be covered, and the dates for each
- The total number of parent-teacher conferences, a summary of how these are scheduled, and the dates for each
- The total number of kindergarten assessment days as days in session and their dates
- The total number of instructional days
- The total number of non-instructional days
- The total daily and annual minutes by grade

If an alternative calendar is selected, additional information will be requested regarding:

- Whether the Calendar will implement a 4-day schedule
- Why the LEA is applying for an alternative calendar
- What difficulties the LEA hopes to alleviate or support through the use of an alternative calendar
- A letter from the local teachers association agreeing to the alternative schedule (applicable to school districts only)

CALENDAR MANAGEMENT REQUIREMENTS THROUGHOUT THE SCHOOL YEAR

Any change to an approved calendar must be submitted to NDE for approval. In the event of foreseeable changes, such as professional development, early release, or changes in instructional days, requests should be submitted to NDE at least 10 business days prior to the requested change. In the event of unforeseeable changes, such as snow delays and emergency closures, requests should be submitted to NDE no later than 10 business days after the event. Please note that all actions impacting the school calendar are subject to NDE approval, and actions taken without appropriate notification may be denied, requiring use of contingent days or the scheduling of additional school days; this includes the use of excess minutes.

All calendar amendments should be submitted via the [School Calendar Amendment Form](#) available on the Calendar dashboard and our website. The LEA must provide the following information:

- The type of calendar approved
- Reason for amendment, and a summary / justification for the amendment request
- Infinite Campus Month Calendar
- Relevant contact information
- Attestation for Calendar Submission

TECHNICAL ASSISTANCE AND OFFICE HOURS

The Office of Division Compliance intends to increase the available trainings, technical assistance, and office hours related to school calendars in 2025. Specifically, trainings and/or office hours will be held:

- February 13, 2025 at 9AM
- February 19, 2025 at 2PM
- March 12, 2025 at 3PM
- April 10, 2025 at 9AM

For the March 12, 2025 office hour, NDE anticipates publishing an expanded instructional manual regarding developing school calendars. Finally, one-on-one technical assistance will be made available upon request.

CONCLUSION

School Calendar Submissions are due by May 1, 2025, and must be submitted via the [School Calendar Annual Application Form](#) beginning February 7, 2025. If you have any questions, please reach out to Amelia Thibault at sidcompliance@doe.nv.gov or 775-687-2451.

cc: Megan Peterson, Deputy Superintendent for Student Investment
Christy McGill, Deputy Superintendent for Educator Effectiveness and Family Engagement
Ann Marie Dickson, Deputy Superintendent for Student Achievement
Amelia Thibault, Division Compliance