

INSTRUCTIONS FOR COMPLETING FORM FOR  
200 DAY ACCOUNTABILITY REPORT

**200 Days**

- School Year. Enter the year for which this form is being reported to the State Department of Education.
- System name. Enter the system or private school name for whom this form is being completed.
- System Number. Enter the system number or private school number for whom this form is being completed.
- Telephone. Enter the telephone number at the system or private school for whom this form is being completed.
- Number days with students. Enter the number of instructional days with students present. There must be at least 180 days. A system or private school may have more than 180 instructional days by using one or more “other” days or through funding by the local board of education.
- Number days teachers’ vacation with pay. Enter the number of teacher vacation days. There must be at least 10 days of paid vacation per year. There may be more than 10 days of paid vacation by using one or more “other “ days or through funding by the local board of education.
- Number In-service days. Enter the total number of teacher in-service days. There must be at least five in-service days. There may be more than 5 in-service days by using one or more “other” days or through funding by the local board of education.
- Teacher-Parent Conference. Enter the number of days for teacher-parent conference. There must be at least 1 day. A system or private school may have more than 1 day for teacher-parent conference by using one or more “other” days or through funding by the local board of education.
- Other Days. Enter the number of days the school system or private school is using as its “other” days if those days are not already identified. There may not be more than 4 of these days.
- Total Days. Enter the total number of days the school system or private school is going to use. **NOTE:** The total number of days listed must add up to at least 200 days.

## Stockpiling

The school/system is stockpiling in accordance with T.C.A. 49-6-3004(e)(1).

1. A local board of education or private or church-related school which exceeds the full six and one-half (6 1/2) hours instructional time required by law by at least one-half (1/2) hour daily for the full academic year shall be credited with such additional instructional time. The excess instructional time shall be accumulated in amounts up to but not exceeding thirteen (13) instructional days each year, and applied toward meeting instructional time requirements missed due to dangerous or extreme weather conditions. This excess accumulated instructional time may be used for early student dismissal for faculty professional development under rules promulgated by the board of education. Such time may be used in whole day (six and one-half (6 1/2) hour) increments and may be used for faculty professional development, M-team meetings, S-team meetings, parent-teacher conferences, or other similar meetings. The board shall consult with the commissioner in developing the rules. All proposals for use of excess time for professional development shall be approved by the commissioner.
2. Any unused accumulated days for excess instructional time shall not carry over to a school year other than the year in which such time was accumulated.

Rule 0520-1-3.02(1)(b) designates the options for school systems or schools to use for stockpiling.

- System Stockpile. Indicate whether you are stockpiling days by entering a yes or no in the appropriate box.
- System Extended Day make-up. This is only used when amending the your calendar to make up days that are missed. N/A should be used for the report that is due June 1.
- Stockpile-Professional-Development. Indicate the number of days that will be used for professional development. Maximum 13 days when added with Stockpile-Snow-Days.
- Stockpile-Snow-Days. Indicate the number of days that may be used for inclement weather. Maximum 13 days when added with Stockpile-Professional-Development.
- Individual Schools Stockpiling for Professional Development. If your school system is not stockpiling but you have individual schools that have at least a seven hour day, stockpiling for the purpose of professional development, indicate in the yes or no and list the individual schools.

## Calendar

1. Student opening date. Enter the first day of school for students.
2. Christmas Break. Enter the total number of school days for Christmas break. Then enter the first day of Christmas break when students are not present.
3. Spring Break. Enter the total number of school days for Spring break. Then enter the first day of Spring break when students are not present.
4. Student closing date. Enter the last day of instruction. This is the last day when students are in school.
5. In-service dates. Enter the dates planned for in-service education for your school system or private school. Enter the dates whether they are whole days or partial days.

Enter the number of days when teachers have a choice of optional in-service activities. If this does not apply to your system or private school, disregard.

In the columns marked “time”, indicate the amount of time devoted to in-service on that date/day. One whole day of in-service (6 hours) should be entered as 1. Half days should be entered as 1/2 or .5. One third day (such as two hours after school should be entered as 1/3 or .33. Do not break the day into smaller segments than one third days.

The “time” entered in item 5 must total a minimum of five full days.

6. Abbreviated dates. The attendance accounting policy allows systems or private schools to have 3 abbreviated dates. Please list these dates.
7. Teacher-parent conference. Enter the date(s) planned for teacher-parent conferences. Enter the date(s) whether they are whole or partial days.

In the columns marked “time”, indicate the amount of time in the same manner as the above item 5, In-service dates.

8. Other Dates. All days in “Other Days” at the top of the form for 200 Day Accountability Report should be accounted for here. Please list the dates your school system or private school plans to utilize “other” days. Enter the dates whether they are whole days or partial days.

In the columns marked “time”, indicate the amount of time in the same manner as the above item, In-service dates.

In the column marked “activity”, indicate the type of activity for which the other day will be utilized. For instance, if the day is to be a day for teachers to work in their classrooms, please identify the day as A, Administrative. If the day is to be an in-service day, please list it only if it is not already listed under item 5.

### **Signatures**

1. The signature section must be completed by all school systems or private schools.
2. The superintendent or headmaster must sign and date the form, indicating approval.
3. The Board Chairman, if applicable, must sign and date the form, indicating approval.
4. Other signatures will be affixed by State Department personnel, as the form is approved.