

## Instructions for completing the Nonpublic Special Education Program School Calendar for 2012-2013

Each nonpublic program seeking approval from the Illinois State Board of Education and a rate set by the Illinois Purchased Care Review Board must submit a school calendar detailing days in session for the program. The rate-setting process and publication of the nonpublic school approvals is dependent upon timely receipt of these calendars.

The 2012-2013 calendar is available on our website and may be accessed by going to: [http://www.isbe.net/spec-ed/html/nonpublic\\_se.htm](http://www.isbe.net/spec-ed/html/nonpublic_se.htm) You may save the file in Excel by pointing to "2012-2013 Calendar", **right-click**, then choose 'Save Target As'. Name your excel file, complete the calendar per the directions below, and email your saved document to Kathy Stratton at [kstratto@isbe.net](mailto:kstratto@isbe.net) by April 15, 2012.

**Note: If you attach the calendar to an email, Ms. Stratton is able to send a receipt and approval via return email.** Fax copies are usually not legible so will not be accepted.

Below are instructions regarding the completion of the calendar.

1. A calendar must be submitted for every nonpublic school program. List all program codes that have been included on the application for approval.
2. Enter the name of the operating agency and nonpublic program as it appears on the application.
3. Indicate all full days of student attendance (minimum of 5.0 clock hours) during the regular school year with **X**; indicate all half days of student attendance during the regular school year with **1/2X**.
4. Indicate all full student attendance days during the summer session with **S**; indicate all half days of student attendance during the summer session with **1/2S**.
5. Indicate all school holidays recognized by your program with **HOL**.
6. Indicate all other days that students are NOT in attendance with **NIA**. Please note that weekend days have already been deleted from the calendar.
7. Enter the beginning and closing dates of both the regular school year and summer session in the spaces provided in the lower right-hand corner of the calendar. Each beginning and closing date must be a student attendance day.
8. The spreadsheet will total your days as entered for each month and will compute the totals for the attendance days, holidays (HOL), and not in attendance (NIA) days at the bottom right-hand side of the form.
9. Enter the name of the person completing the form, the date, phone and fax numbers, and email address.
10. Check the box for **proposed** calendar. Subsequent to the initial calendar submission, any calendar amendments must be received no later than June 1, 2013, and should be identified by a check in the **amended** calendar box.