

**NOTIFICATION OF CHANGES TO INSTRUCTIONAL CALENDAR  
2021-2022 (SCHOOL YEAR)**

**INSTRUCTIONS:**

For the table below, only fill in areas where there are changes. Pilot schools planning to change one or more Pupil-Free Days and/or make changes to their instructional calendar must consider the impact of the requested change prior to submitting this form. *Please review the School Calendar section in the Pilot Manual for guidance using the attached planning guidelines. Calendar change requests before Board adoption of District calendar and final furlough agreements with labor partners (if applicable) are considered tentative and subject to revisions.*

Please send completed forms to your LD Administrator of Operations and Instructional Director by **March 12, 2021**. **No FAXES will be accepted.** The Administrator of Operations will e-mail the signed form to the central offices for for an assessment of operational and fiscal impact. If Central Office projects costs will be associated with the proposed changes, the LD AO will notify the Principal and the instructional director. Once all reviews and applicable modifications/revisions are completed, a confirmation e-mail will be sent to the Principal by the LDAO by **April 23, 2021**.

We are following the District’s Single Track Calendar except as noted in the table below.

<b>School Name (Required)</b>		<b>Location Code (Required)</b>		<b>Contact Person:</b>	
				<b>Phone / E-mail Address:</b>	
First Day of Instrcutio				Winter Break	
Last Day of Instruction				Spring Break	
Pupil Free Days	Change <b>FROM:</b>	Change <b>TO:</b>	Legal Holidays		
			School Holidays		
Other days not in session				Total Number of Instructional Days	
<p><b><i>I certify that (please check as it applies):</i></b></p> <p><input type="checkbox"/> <i>the number of required annual instructional minutes and instructional days will be met</i></p> <p><input type="checkbox"/> <i>the number of employee paid work days are in accordance with basis requirements and applicable furlough Days</i></p>					
<p><b><i>Please use Attachment A-2 to describe how you are addressing any Operational and/or Fiscal Impact to the changes in your school’s instructional calendar.</i></b></p>					
PRINCIPAL (Signature)				GOVERNING SCHOOL COUNCIL CHAIRPERSON (Signature)	