

**FREMONT UNION HIGH SCHOOL DISTRICT  
ANNUAL INSTRUCTIONAL MINUTES**

**BACKGROUND**

The California Department of Education requires an annual certification of each school's instructional minutes completed by grade level. As per California Education Code 56201(b), the required minimum instructional minutes for grades 9-12 are 64,800 minutes per year. "Minimum day for students enrolled in comprehensive secondary schools shall be not less than 240 minutes **inclusive of passing time but exclusive of lunch periods and nutrition periods or 'breaks.'**" **Only one of the passing periods surrounding the lunch period and one of the passing periods surrounding the morning break may count toward the site's instructional minutes and all passing periods must be of equal length.**

**INSTRUCTIONS**

This year we will be using the same basic worksheet that we used last year. An additional excel worksheet has been provided to assist you in calculating your instructional minutes by grade level. The worksheet has been designed to assist you in calculating your instructional minutes and to insure the school has met the 64,800 minimum. The worksheet is divided into three main sections: School Day, Breaks, and Total Instructional Minutes. Note: Only the cells that require data entry are unlocked to allow you to enter data.

**STEP 1** - Begin by entering the name of your school on each of the 4 worksheets (Grade 9, Grade 10, Grade 11, Grade 12)

**STEP 2** - Add the name of any schedules not already on the worksheet or edit the name of schedules already listed

**STEP 3 – SCHOOL DAY**

- **Start Time** - Enter the start time for the schedule in this column (be sure to use AM and PM)
- **End Time** - Enter the end time for the schedule in this column (be sure to use AM and PM)
- **Total minutes** – this column will automatically be calculated

**STEP 4 - BREAKS**

- **Brunch in Min.** – enter the total minutes of brunch for that schedule – please do not count the passing period from brunch to class as part of the break minutes
- **Lunch in Min.** – enter the total minutes of lunch for that schedule – please do not count the passing period from lunch to class as part of the break minutes
- **Other in Min.** – if the schedule has a third break (such as a testing break), enter the total minutes of that break – you cannot count the passing period from more than two breaks all day – also enter any other time period that is not allowed passing time or instructional time, as needed (rallies, club day, etc).

**STEP 5 - TOTAL INSTRUCTIONAL MINUTES**

- **Inst. Min. Per Day** – this column calculates automatically to display the total IM for this schedule
- **Total Days** – please enter the total number of days in the year in which you used this schedule
- **Total Ins. Min.** - this column calculates automatically to show you the total number of Instructional Minutes for this specific schedule for the entire school year

**STEP 6** – Review the entire sheet to check for accuracy and completeness

**STEP 7** – Have the Principal sign and date the sheet to confirm its accuracy

**STEP 8** – **Print a copy of all schedules used to calculate your Instructional Minutes and attach it to the Grade level worksheets. Send original copies of all to Jason Crutchfield and keep one copy for your records.**