A. Defining the Instructional Calendar

A-1. The School Year

The school year should start no earlier than July 1st and end no later than June 30th. A school month is defined as 20 days of school or four weeks of five days each (A.R.S. § 15-801). In documents and communications from the Arizona Department of Education (ADE), the school year or fiscal year may be mentioned in various ways. For instance, the period from July 1, 2024, through June 30, 2025, may be referred to as Fiscal Year 2025, FY25, FY 2025, FY 24-25, FY 2024-2025.

A-2. Calendar Requirements

Each Local Education Agency (LEA) must create a calendar for each school it operates, including private or out-of-state schools where it sends students, before submitting student data for each fiscal year. Please visit the Exceptional Education Services website for additional information on tuition-out calendars. The calendar(s) must be certified before any student detail information can pass Arizona Education Data Standards (AzEDS) Integrity and generate ADM. Each school calendar will be the basis for calculating average daily membership (ADM) (A.R.S. § 15-901 (A)(1)).

LEAs will submit their school calendars through their student information systems (SIS) to AzEDS. LEAs can make changes to the current fiscal year calendar until August 31st. Any change requests after August 31st must be authorized by School Finance and require submitting a School Finance Help Desk ticket.

LEA Superintendents (or other authorized personnel) must access the instructional calendar(s) within the AzEDS Portal to certify each calendar's adherence with A.R.S. § 15-901. Calendars may be approved individually or *en masse*. Student data will not land appropriately in AzEDS without being associated with a submitted, approved, certified calendar that has passed all Calendar Integrity rules. If a calendar is edited after August 31st, it must be re-certified to avoid disruption to ADM.

Note: Arizona Online Instruction (AOI) schools are not required to and should not submit a calendar.

A-2a. ADE Approval of a Calendar

All calendars default to ADE-approved status. If extreme circumstances demand, School Finance can revoke calendar approval and stop AzEDS Integrity from processing student data against a problematic calendar.

A-2b. Holidays

The calendar must observe four defined holidays (A.R.S. § 15-801):

- July 4, "Independence Day"
- November 11, "Veterans' Day"
- Fourth Thursday in November, "Thanksgiving Day"
- December 25, "Christmas Day"

Schools may not be in session on any of these days and must be submitted with the corresponding holiday Date Descriptor.

A-2c. Minimum Annual School Days Requirement

Arizona public schools' annual instructional calendars should be at least 180 days (A.R.S. §§ 15-901 and 15-341.01), but the school district governing board or charter district governing body may approve an equivalent instructional time based on a different number of days in the school year.

School districts may elect to provide 200 days of instruction per A.R.S. § 15-902.04 and have their ADM calculated based on 200 days. See section A-2e.

The governing board may also decide to offer an educational program based on a four-day school week with 144 days of instruction or, for preschool-disabled (PSD), also referred to as ungraded elementary (UE), and kindergarten programs, based on a three-day school week with 108 days of instruction. The instructional hours in a four-day school week must be extended to meet the instructional time requirements in A.R.S. § 15-901.

Required Days, Based on Number of Days Per Week

Week Length	PSD, KG	Grades 1-12, Ungraded Elementary (UE)
3 Day Week	108 days	N/A
4 Day Week	144 days	144 days
5 Day Week	180 days	180 days

A-2d. School Calendar Make-Up Days

Including instructional time above the requirements listed in A.R.S. § 15-901 may help ensure that each grade will still meet the minimum instructional hours in case of an unexpected closure. Please consider implementing this practice in anticipation of schedule changes due to weather or unforeseen occurrences. Failure to meet the minimum required instructional hours may result in a potential impact on funding.

A-2e. 200-Day Calendar

Pursuant to A.R.S. § 15-902.04, school and charter districts may offer 200 days of instruction and have their ADM calculated based on 200 days. School districts or charter districts that elect to extend their school year to 200 days are allowed a 5% increase to their base level amount. Annual instructional time must be increased by 10% for the increased funding. These calendar types must be approved by ADE in advance, and schools must follow the 200-day requirements outlined in the annual posted memo.

A-2f. Scheduling Limitations

The Calendar Type is based on the number of days in a week during which instruction is provided for the duration of a school calendar. The number of instructional days per week may not exceed the submitted Calendar Type. For example, if the school is on a four-day week instructional calendar from Monday through Thursday, the school must submit a 4-day Calendar Type. It may not additionally select a Friday in any week as a session day. There can be no more than five days in session per week per A.R.S. § 15-801 unless otherwise authorized by the Superintendent of Public Instruction. Refer to B-1ai.

B.   Overview of LEA Calendar in the AzEDS Portal

Quick Reference Guides (QRGs) orient new users to each part of the AzEDS Instructional Calendar application in the AzEDS portal. The following calendar-related reports are available in the AzEDS Portal:

- CAL10 – Calendar Verification Report
- CAL15 - Calendar Event Detail Verification Report
- CAL20 – School Calendar District Summary Report
- INTEG35 – School Calendar Integrity Report

B-1. Calendar Integrity

The Integrity process is a set of rules determined by statute and internal technical requirements for data submitted to AzEDS. Integrity rules are processed in AzEDS on all submitted calendars, designed to run before Integrity on student data. Calendar integrity rules are set to require specific holidays on the correct dates with the appropriate Date Descriptor. Fall, winter, and spring break rules require consecutive dates (including weekend dates, where applicable) to have the same break descriptor. AzEDS Integrity considers consecutive break descriptors to be part of the same break. Only the four required holidays may interrupt break Date Descriptors, and any other descriptor inserted into a series of break dates will result in an Integrity error.

A resource for resolving integrity errors can be found on the School Finance Guidelines & Manuals section of the School Finance website within the dropdown for "Defining the Instructional Calendar", titled AzEDS Calendar Integrity Reference Guide. This guide contains descriptions of each calendar Integrity error and steps for resolution.

B-1a. AzEDS Descriptors and Calendar Types

B-1ai.   Calendar Types

For each LEA submitting data to AzEDS, various calendar types are available. The calendars are restricted to certain grade ranges and week lengths.

Types of Calendars in AzEDS

Instructional Days per Week	Grades	School	Default Count
5	All Grades	All Schools	1
4	All Grades	All Schools	
4	KG or PSD	Schools Serving KG/PSD	3
3	KG or PSD	Schools Serving KG/PSD	3
3	9, 10, 11, or 12	CTED only	0
2	9, 10, 11, or 12	CTED only	0
1	9, 10, 11, or 12	CTED only	0

B-1aii.   Calendar Dates

LEAs must submit a Date Descriptor for each calendar day (see table below). An instructional date counts as a session day when calculating the 100th day in the ADM Calculation Engine (ACE) in AzEDS. Some date descriptors are only available after the school year starts; for example, an LEA can only submit an emergency day after an emergency has occurred. To modify a Date Descriptor after August 31st, please submit a School Finance Help Desk ticket.

Available Descriptors for Calendar Dates

Each date in a calendar can have only one descriptor as follows

Date Descriptor	Instructional or Non-Instructional	Planned or Unplanned
Instructional day	Instructional	Planned
Weekend day	Non-Instructional	Planned
Other Non-Session Day	Non-Instructional	Planned
Teacher only day	Non-Instructional	Planned
Student late arrival/early dismissal	Instructional	Planned
Independence Day	Non-Instructional	Planned
Veterans' Day	Non-Instructional	Planned
Thanksgiving Day	Non-Instructional	Planned
Christmas Day	Non-Instructional	Planned
Columbus Day	Non-Instructional	Planned
Labor Day	Non-Instructional	Planned
Martin Luther King Day	Non-Instructional	Planned
Memorial Day	Non-Instructional	Planned
New Year's Day	Non-Instructional	Planned
Other Holiday	Non-Instructional	Planned
President's Day	Non-Instructional	Planned
Fall Break	Non-Instructional	Planned
Winter Break	Non-Instructional	Planned
Spring Break	Non-Instructional	Planned
Emergency day, Instructional	Instructional	Unplanned
Emergency day, Non-Instructional	Non-Instructional	Unplanned
Make-up day, Instructional	Instructional	Unplanned
Student Refusal to Attend 15-806, Instructional	Instructional	Unplanned
Student Refusal to Attend 15-806, Non-Instructional	Non-Instructional	Unplanned
Teacher Strike, Non-Instructional	Non-Instructional	Unplanned
Weather day, Instructional	Instructional	Unplanned
Weather day, Non-Instructional	Non-Instructional	Unplanned