

Michigan Conference of Seventh-day Adventists ~ Office of Education

2023-2024 SCHOOL CALENDAR INFORMATION AND REQUEST SHEET

The Michigan Conference Office of Education endeavors to coordinate a system of education in which all schools follow a similar calendar. The Michigan Conference Board of Education has approved the 2023-2024 K-12 School Calendar. The following are some important features:

- Each school board should approve their local calendar within the limits set forth by the Board of Education and submit the request to the Office of Education by April 17, 2023.
• A minimum of 180 school days and 1098 hours shall be required. Sundays shall not be used as school days. All schools are expected to begin school no earlier than August 14 and no later than September 05 and end no later than May 31. Lunch cannot be counted as instructional time; please allow a minimum of 30 minutes for lunch.
• Five snow days and one emergency day are permitted each school year. If more than five snow days are needed, possible make-up days include: January 15, February 19, and/or a shortened spring break.
• Student-led conferences are recommended; however, they cannot count as instructional time. One suggested day is given on the approved calendar for both fall and winter conferences. Use the number of days needed for your school. Spring conferences are to be scheduled as needed.
• Minimal school days consist of a minimum of 3.5 hours of instruction.

We are submitting this form and calendar to identify the start of school, all vacation dates, half days, and the close of school.

We will start school on _____.

We will end school on _____.

Monday thru Thursday school will begin at _____ and end at _____.

Each Friday school will begin at _____ and end at _____.

On minimal school days, we will begin at _____ and end at _____.

Number of whole days school is in session _____ x _____ = _____
days instructional hrs hrs

Number of shortened Fridays school is in session _____ x _____ = _____
days instructional hrs hrs

Number of minimal school days _____ x _____ = _____
days instructional hrs hrs

Total number of _____ and _____
days instructional hours

Form area containing signature lines for School, Principal's Signature, Superintendent's Signature, School Board Approval Date, and Conference Approval Date.