



# Adventist Education

A JOURNEY TO EXCELLENCE

Michigan Conference of Seventh-day Adventists  
Office of Education

## 2023-2024 SCHOOL CALENDAR INFORMATION 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 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.
- October 30 and February 16 are MiSDA Ed Dept teacher training days.
- Complete the Request Form AND create your school's calendar using the attached editable Word version of the MiSDA Calendar. Enter your school's name at the top and make all needed adjustments to start/end of each quarter, p/t conference days, days off, and early dismissal days. Keep the same color-coded system for special days. You are welcome to use a different format within your school, but this is the format that must be sent to the Ed Dept along with the completed Request Form by April 17, 2023. If you have questions contact Charlotte Green.
- Email your completed Request Form and Calendar to [cgreen@misda.org](mailto:cgreen@misda.org).