**INSTRUCTIONS FOR COMPLETING FORM FOR**

**TANAS 185 DAY ACCOUNTABILITY REPORT**

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| **A.** | 185 Days |  |

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|  |  | School Year. Enter the year for which this form is being reported to TANAS.  School Name. Enter the non-public school name. |
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|  |  | Number Days With Students. Enter the number of instructional days with students present. There must be at least 180 days. A school may have more than 180 instructional days by using one or more “other” days |
|  |  | Number In-Service Days. Enter the total number of teacher in-service days. There must be at least five in-service days. |
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|  |  | Total Days. Enter the total number of days the non-public school is going to use. NOTE: The total number of days listed must add up to at least 185 days. (185 days for non-public to include 180 instructional days, five in-service. Other days are optional.) |
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| **B.** | Stockpiling | | |
|  | The school/system is stockpiling in accordance with T.C.A. 49-6-3004(e)(1). | | |

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|  | (e)(1) | A local board of education or private or church-related school which exceeds the full six and one-half (6 1/2) hours instructional time required by law by at least one-half (1/2) hour daily for the full academic year shall be credited with such additional instructional time. The excess instructional time shall be accumulated in amounts up to but not exceeding thirteen (13) instructional days each year, and applied toward meeting instructional time requirements missed due to dangerous or extreme weather conditions. This excess accumulated instructional time may be used for early student dismissal for faculty professional development under rules promulgated by the board of education. Such time may be used in whole day, six and one-half (6 1/2) hour increments and may be used for faculty professional development, M-team meetings, S-team meetings, parent-teacher conferences, or other similar meetings. The board shall consult with the commissioner in developing the rules. All proposals for use of excess time for professional development shall be approved by the commissioner. |
|  | (e)(2) | Any unused accumulated days for excess instructional time shall not carry over to a school year other than the year in which such time was accumulated. |

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|  | Rule 0520-1-3-.02(1)(b) designates the options for school systems or schools to use for stockpiling. |

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|  | 1. | School Stockpile. Indicate whether you are stockpiling days by entering a yes or no in the appropriate box. |
|  | 2. | Stockpile-Professional Development. Indicate the number of days that may be used for professional development. Maximum 13 days when added with Stockpile-Snow Days. |
|  | 3. | Stockpile-Snow Days. Indicate the number of days that may be used for inclement weather. Maximum 13 days when added with Stockpile-Professional Development. |
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| **C.** | Calendar | | |

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|  | 1. | Student Opening Date. Enter the first day of school for students. |
|  | 2. | Christmas Break. Enter the total number of school days for Christmas break. Then enter the first day of Christmas break when students are not present. |
|  | 3. | Spring Break. Enter the total number of school days for Spring break. Then enter the first day of Spring break when students are not present. |
|  | 4. | Student Closing Date. Enter the last date of instruction. This is the last day when students are in school. |
|  | 5. | In-Service Dates. Enter the dates planned for in-service education for your non-public school. Enter the dates whether they are whole days or partial days.  Enter the number of days when teachers have a choice of optional in-service activities.  In the columns marked “Time,” indicate the amount of time devoted to in-service on that date/day. One whole day of in-service (6 hours) should be entered as 1. Half days should be entered as ½ or .5. One-third day (such as 2 hours after school) should be entered as 1/3 or .33. Do not break the day into smaller segments than one-third days.  The “time” entered in item 5 must total a minimum of five full days. |
|  | 6. | Abbreviated Dates. The attendance accounting policy allows systems or non-public schools to have three abbreviated dates. Please list these dates. |
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|  | 7. | Other Dates (Optional). All days in “Other Days” at the top of the form for Accountability Report should be accounted for here. Please list the dates your non-public school plans to utilize “other” days. Enter the dates whether they are whole days or partial days.  In the columns marked “Time,” indicate the amount of time in the same manner as the above item, In-Service Dates.  In the column marked “Activity,” indicate the type of activity for which the other days will be utilized. For instance, if the day is to be a day for teachers to work in their classrooms, please identify the day as A, Administrative. If the day is to be an in-service day, please list it only if it is not already listed under item 5. |