

Data Pipeline: Reduced Academic Calendar Application Directions

formally known as 4 Day School week

NOTE: Districts that are on Performance Watch (Priority Improvement, Turnaround or On Watch, years 0+) submitting a district-wide application for all schools within the district to be on a reduced calendar need to submit the following additional information separately using the form link below. Additional information is submitted via the link below and includes a copy of the respective school/district calendars, building class schedules, assembly schedules, bell schedules including lunch time intervals, and professional development calendar.

<https://www.cde.state.co.us/reducedacademiccalendar-approvalrequestform>

STEP-BY-STEP DIRECTIONS FOR ALL DISTRICTS:

1. Log into Data Pipeline. If you do not have a login get with your district LAM. The LAM controls the district access to all of the collections and grants the access you will need for the directory. Your LAM should look for DIR when assigning the directory groups.

<https://cdeapps.cde.state.co.us/index.html>

2. In the Data Pipeline, select the 'Directory' header on the left. Then press the green "Enter Directory Information" at the top of the page.

The screenshot shows the 'Directory' page in the Data Pipeline. On the left sidebar, the 'Directory' menu item is highlighted with a red box and a yellow callout '1'. The main content area has a header 'Directory' and a form with two dropdown menus: 'School Year (Request Four Day Week School Year)' set to '2023-24' (callout '2') and 'Organization/LEA' set to 'Adams 12 Five Star Schools' (callout '3'). A green button labeled 'Enter Directory Information' is highlighted with a red box and a yellow callout '4'. Below the form is a note: 'Note: Switching between tabs without saving may result in loss of unsaved data.'

3. Once logged in as your district, select the 'Request Reduced Academic Calendar' tab on the right. You may need to scroll to the right to see the tab.

The screenshot shows the 'Directory' page with the 'Request Four Day Week' tab highlighted in red in the bottom right corner of the navigation bar. The navigation bar includes tabs for 'District Information', 'Key Personnel', 'Board Member', 'Schools', 'District Calendar', 'BOCES Member', 'Vendor Information', and 'Request Four Day Week'. The form above the navigation bar is identical to the previous screenshot, showing the 'School Year' and 'Organization/LEA' dropdowns and the 'Enter Directory Information' button.

4. Complete the form with the correct information.
 - a. **When was the first year of the reduced academic calendar?** – Enter the first year your district had a reduced calendar or four-day school week, referencing ‘Last Year’s Response’ if needed. If you do not know the year your district first requested a reduced calendar or four-day school week, please put in your best guess.. Put the current school year if this is the first year your district is submitting this request.
 - b. **Are all schools on a reduced calendar?** - This is a YES or NO dropdown selection. Individual schools can be added in the next section if the full district is not on a reduced calendar or four-day school week.
 - c. **Individual schools if not all schools are on a reduced calendar-** Put a “Y” next to any school that is on a reduced calendar or four-day school week. If the school operates 160 student contact days or more, please put in an “N” in the field.
 - d. **Day of the week not in session if on four-day school week?** - Put in the day of the week that your district is not in session if operating on a four-day school week.
 - e. **Actual number of school days scheduled** - Put in the number of student-teacher contact days.
 - f. **Number of hours scheduled: Elementary (cannot be less than 990)** - Type in the number of hours scheduled.
 - g. **Number of hours scheduled: Secondary (cannot be less than 1080)** - Type in the number of hours scheduled.
 - h. **Date current year calendar adopted by local board** - Type in the date the board approved the school district calendar.
 - i. **Please list specific reasons for making application this year** - Enter in a complete answer to why your schools/district are on a reduced calendar or four-day school week. The responses are submitted to the Commissioner of Education for review.
5. Use the ‘Save’ button if you wish to save your work and complete the form later. When the form is completed press ‘Submit Request’ at the bottom of the page. Your Reduced Academic Calendar application has been submitted.