STEP 1: Provide your campus name and enter the total number of **minutes** that your campus will operate on each date in the calendar below (yellow cells). You can tab to move through the cells. Recess, lunch and passing periods **should** be included in your daily minutes. For example, a campus operating from 8:30 am - 3:45 pm will enter 435 minutes for most dates. Enter '0' for any dates that your campus will not hold classes due to an approved innovation plan. Adjust the minutes accordingly on any dates your campus will have a **late start** or **early release**. However, do not subtract 120 minutes from your normal operating day on Aug. 28th (2 hour delayed start due to Hurricane Harvey). Instead, enter the number of minutes in your normal operating day for Aug. 28, 2017. Then, refer to the bottom of the form and complete steps 2-5.

Campus Name: Sample Elementary School

	Monday		Tuesday		Wednesday		Thursday		Friday	
August 2017	21	435	22	435	23	435	24	435	25	435
	28	435	29	435	30	435	31	435		
September 2017									1	435
	4	*Holiday*	5	435	6	435	7	435	8	435
	11	435	12	435	13	435	14	435	15	435
	18	435	19	435	20	435	21	435	22	435
	25	435	26	435	27	435	28	435	29	435
October 2017	2	435	3	435	4	435	5	435	6	435
	9	420*	10	435	11	435	12	435	13	435
	16	435	17	435	18	435	19	435	20	435
	23	435	24	435	25	435	26	435	27	435
	30	435	31	435						
November 2017					1	435	2	435	3	0
	6	435	7	435	8	435	9	435	10	435
	13	435	14	435	15	435	16	435	17	435
	20	*Holiday*	21	*Holiday*	22	*Holiday*	23	*Holiday*	24	*Holiday*
	27	435	28	435	29	435	30	435		
December 2017									1	435
	4	435	5	435	6	435	7	435	8	435
	11	435	12	435	13	435	14	435	15	435
	18	435	19	435	20	*Holiday*	21	*Holiday*	22	*Holiday*
	25	*Holiday*	26	*Holiday*	27	*Holiday*	28	*Holiday*	29	*Holiday*
January 2018	1	*Holiday*	2	*Staff Dev*	3	435	4	435	5	255
	8	435	9	435	10	435	11	435	12	435
	15	*Holiday*	16	435	17	435	18	435	19	435
	22	435	23	435	24	435	25	435	26	435
	29	435	30	435	31	435				
February 2018							1	435	2	435
	5	435	6	435	7	435	8	435	9	435
	12	435	13	435	14	435	15	435	16	435
	19	420*	20	435	21	435	22	435	23	435
	26	435	27	435	28	435				

SY 2017-18 Monthly Minutes Data Collection Form

	Monday	Tuesday	Wednesday	Thursday	Friday
March 2018				1 435	2 435
	5 435	6 435	7 435	8 435	9 435
	12 *Spring Brk*	13 *Spring Brk*	14 *Spring Brk*	15 *Spring Brk*	16 *Spring Brk*
	19 435	20 435	21 435	22 435	23 435
	26 435	27 435	28 435	29 435	30 420*
April 2018	2 435	3 435	4 435	5 435	6 435
	9 435	10 435	11 435	12 435	13 435
	16 435	17 435	18 435	19 435	20 435
	23 435	24 435	25 435	26 435	27 255
	30 435				
May 2018		1 435	2 435	3 435	4 435
	7 435	8 435	9 435	10 435	11 435
	14 435	15 435	16 435	17 435	18 435
	21 435	22 435	23 435	24 435	25 435
	28 *Holiday*	29 0	30 0		

** 420 minutes (the maximum allowed) are awarded for this date due to an approved TEA Professional Development waiver.*

This is your campus' total operating minutes based on the information entered above (includes the 1,260 minutes awarded by the 3-day PD waiver). ➡ 76590

STEP 2: Enter the number of minutes your campus will lose if the district is forced to close for **two** bad weather days. For example, if your normal operating day is 435 minutes, enter 870 in this cell. ➡ 870

STEP 3: This is how many minutes beyond the required 75,600 that will be left over assuming closure for two bad weather days. If this number is greater than or equal to 0, your campus meets the monthly minutes requirement and you are ready to proceed to Step 4. If this number is less than 0, your campus did not meet the monthly minutes requirement and you must revise your campus' daily minutes. ➡ 120

STEP 4: Print the form and then sign/date on the line below.

Principal Signature *Mary Cunningham* Date *Sept. 05, 2017*

Step 5: Scan and email the completed form to Ruth Young or fax it to her at (512) 414-9594 by Sept. 06, 2017.

Thank you! Please contact Debra Ready by email or at 414-9907 if you have any questions regarding this data collection process.