



INSTRUCTIONAL TIME AND CALENDAR CHANGE REQUESTS FREQUENTLY ASKED QUESTIONS

New York City Department of Education (NYCDOE) has created weekly blocks that offer teachers dedicated time to engage in Professional Development (PD), parent engagement, and other professional work. As a result of this additional time, schools should not be planning calendar changes for Professional Development. If your school has a PD idea that cannot be accomplished during the time allotted after school and would still like to submit a [calendar change request](#), eligible schools may do so; however, please note that all calendar change requests must be approved by the Superintendent prior to submission. Final approval is granted by the Office of the Deputy Chancellor for Operations under the advisement of the Chancellor.

What is a calendar change request (CCR)?

The calendar change request application is the process that allows principals to request changes to the calendar that impact instructional time or alter the school year calendar. The review process ensures that State instructional time requirements and DOE contractual requirements are met; parents have received sufficient notice; overriding educational considerations are taken into account and that all support services (including busing) can be accommodated.

What are the New York State Education Department (NYSED) instructional time guidelines?

NYSED requires 27.5 hours of weekly instruction for grades 7-12 and 25 hours for grades K-6, *exclusive of lunch*. Instructional time is set and approved during the Session Time application period in the spring.

When is a Calendar Change Request required?

A CCR is required for proposed changes to the schedule that impact the instructional day:

- Shortened sessions: Any session that falls below the daily required minimum instructional time requirement (exclusive of minutes allotted for lunch)
 - 5 hours for grades K-6
 - 5.5 hours for grades 7-12
- Full non-attendance professional development days
- Changing the **afternoon** Parent-Teacher Conference (PTC) date
 - Changes to the evening PTC require an SBO and parent approval but not a CCR
 - Multi-level schools that combine PTCs on one citywide date do not need a CCR

Where do I submit calendar change requests?

The calendar change request application is accessible through a “Quick Link” on the Principals’ Portal or via <http://schools.nyc.gov/Calendar/changerequests.htm>. Only principals, and network leaders upon request, have access to the application.

What information is needed to submit a CCR?

- Superintendent approval
- An approved School Based Option (SBO) and the percentage of approved votes
- Parental Approval (Parent-Teacher Association (PTA) Vote)



- “Opt-out” Accommodations
 - the onsite arrangements that schools make to supervise students if parents decide not to participate in the calendar change

How many calendar changes can my school submit?

Full professional developments days

The Chancellor reserves the right to establish whether full non-attendance days for Professional Development will be considered and/or permitted during any school year. The number of potential available PD days is determined by the number of available aidable days, which vary each school year. In case of snow days or other emergency school closings, previously granted requests for full non-attendance professional development days may be rescinded to preserve instructional days.

Shortened Sessions

The Chancellor reserves the right to establish whether early dismissals for Professional Development will be considered and/or permitted during any school year. Schools may request up to 3* shortened sessions each semester (Sept. – Jan.; Feb. – June) provided that, during the week in which the shortened sessions occur, the minimum number of hours of weekly instruction is provided. Requests for more than 6 shortened sessions require a waiver from NYSED.

*State guidelines allow for 4 shortened sessions inclusive of parent-teacher conferences.

Are there blackout dates for calendar changes?

Yes. Principals should avoid scheduling calendar changes during weeks in which school holidays, shortened sessions or citywide testing occur, as well as the day after or before a three-day weekend or citywide school recess. Requests for non-instructional days cannot be granted on the first or last days of schools.

What is the attendance requirement for Regents exams?

If grades 6 -12 are housed in the same building, and if their class schedules are disrupted by the Regents examination schedule and staff is needed to properly administer examinations, then the principal may submit a calendar change request to excuse non-testing students from the daily instructional requirement.

How far in advance do I have to submit a calendar change request?

Requests should be submitted as soon as the PTA and SBO votes are conducted and no later than 6 weeks prior to the first impacted date to allow for a 2 week review process and requisite 4 week notification period for families.

Detailed information about grade specific instructional time requirements can be found in Sections 14-16 of the [School Year Calendar](#).

Questions or concerns should be directed to SSTAdmin@schools.nyc.gov.