

MONTHLY CALENDAR INSTRUCTIONS

In order for the Office of Education to keep in touch with what is happening in each school we would ask that you fill out a monthly calendar for each month of the school year.

Please mark the following information on the calendar page before sending in the form:

1. Each day school was in session; denote this with an **X** or *****.
2. Each day that was a ½ day of school, write “1/2 day” on these days.
3. Any substitute teachers that you may have had. For each day the substitute covered, please write in:
Full day or ½ day
Substitute teacher’s Name
Please include the Application for Substitute Teacher form each month with your report when applicable.
4. Signify days that field trips were taken.
5. Please write in the total number of days school was in session for that month at the bottom of the page.
6. Remember to put your school name at the top of the page.