
2025-26 School Year Forms Checklist

INSTRUCTIONS: Please submit all relevant documents listed below for your district, by uploading to SharePoint (link to folder will be sent out separately) by May 30, 2025. Ensure that all forms are oriented correctly (portrait) and legible. Include this checklist with your submission.

District:	
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- [Google Form Contact List Form](#)
- [Planning Form](#) (fillable PDF), [Planning Form](#) (Google Doc)
 - Please make sure ALL fields are filled out & all sites are included (ex. Shared time, alt. ed.)
 - Please make sure form is signed and dated
- [Instructional Day and Clock Hour Forms \(after opening, download to excel\)](#) – If counting PD hours toward 1,098 hours minimum required, you must follow the process in the Pupil Accounting Manual, Section 2-1, 2-2
 - Please make sure to fill out completely (each tab)
 - Complete one document per building/level/program as needed based on calendar and hours
 - Calculations are completed
 - For days classified as other, provide dates and descriptions
 - Provide SCECH approval if using hours toward the 1,098 hours
 - Provide SCECH approval if using Days towards the 180 day minimum
 - All pages of form are signed and dated
- [PD Certification Form](#)
 - Not Applicable
- Please provide a copy of approval from MDE if you have less than 1,098 and/or 180 days.
 - Not Applicable
- Waivers for starting prior to Labor Day
 - Not Applicable
- Waivers for deviating from Common Calendar
 - Not Applicable
- [Section 23a Verification Form](#)
 - Not Applicable
- School Calendar that shows First and Last day of school, holidays & breaks
- [School Calendar Verification Form](#)