

## Quarterly Reports

(Helpful Information)

Quarterly Reports are filed with the school district four (4) times per year.

Please include in your quarterly report:

- The total number of hours of instruction;
- A description of the material covered for each subject;
- A grade or narrative for each subject, denoting the progress the child has made.
- A written explanation in the event that less than eighty percent of the amount of the course materials as set forth in the IHIP planned for that quarter have been covered in any subject.

Quarterly Reports should be submitted to the Superintendent approximately every forty-five days. Your quarterly reports should be filed with the school district on or before the dates set forth in your IHIP. Please also refer to section (g) of the 100.10 regulations.

In terms of attendance, the regulations indicate: 900 hours of instruction per year are required for students in grades 1-6, and 990 hours for students in grades 7-12. The number of hours of instruction for the quarter should be noted on the Quarterly Report.

There are unit requirements in Grades 7-12 for each required subject. The number of instructional hours must be reported per unit. A "unit" means 108 total hours of instruction, equivalent to 6,480 minutes or 3 hours per week for 36 weeks; 1/2 unit means 54 hours; and 1/4 unit means 27 hours. Be sure to provide factual information on the report; the superintendent is not given the authority to make subjective judgments about your program.

In determining the amount of time spent in education, one may consider all such legitimate learning activities such as: church activities (i.e. choir), field trips, exploratory learning, additional reading, informal learning, living skills, lessons (i.e. music, swimming, etc.), spontaneous learning situations, and other varied life activities which are educational in nature.