

HOW TO USE THE ATTEND HOURS CALCULATOR

1. **READ EVERYTHING BEFORE YOU DO ANYTHING**
2. Use your School's **MASTER SCHEDULE**
3. Select which calculator will work best for you
 - a. **Standard 5-Day Schedule** - class period consistent times each week
 - b. **Basic Block Schedule (A-B)** - A-B block schedule consistent all year
 - c. **Variable Class Time Schedule** – your schedule does not fit a standard pattern and the same period may last different lengths during the week
4. Enter start and end time of each period based on your school's **MASTER SCHEDULE**
 - a. Do not include breaks for changing between classes
 - b. When entering Start and End times
 - i. Include the colon for the time. For example: 11:30
 - ii. include "P" as necessary to denote PM. For example: 1:00 P = 1:00 PM
5. Enter the **NUMBER OF MINUTES** with no colons (ex. 25) for lunch (or any other non-instructional time) for the appropriate period in the "Lunch / Non-Instructional" column
6. Your General Attend Hours have now been calculated

IF YOU HAVE A STUDENT IN MULTIPLE CLASSES IN THE SAME PATHWAY DURING THE SAME SEMESTER/YEAR

1. **AFTER** completing the appropriate calculator, scroll down to the **MULTIPLE CLASS CALCULATOR**
2. Select "Yes" next to each period the student is in classes for the same pathway
 - a. If the class counts for more than one pathway, you can only check that period when calculating attend hours for the first pathway.
 - b. **DO NOT select the same period for the same student for more than one pathway**
 - i. Example: if 1st period is Intro to Agriculture and the student is enrolled in Small Animal and Agricultural Business you can only check 1st period for one of the pathways.
 - ii. If it is the only class, this means that one of the pathways will be listed with ZERO attend hours and that is OK.
3. Combined attend hours are calculated for you.