

ALL SECONDARY AND K-8 PRINCIPALS: 2013-2014 INSTRUCTIONAL MINUTES PER PERIOD BELL SCHEDULE

Category:

Audience: Principals/APs (Middle), Principals/APs (Senior High)

Due Date: Sep 06, 2013

Meeting Date: n/a

Attachment(s): [2013-14_Bell_Schedule_Samples.docx](#)

To inform all secondary and K-8 Center principals of the requirements to submit Instructional Minutes Per Period and Bell Schedule information for FTE reporting purposes.

- An instructional Minutes Per Period and Bell Schedule form must be submitted each school year for every secondary school and K-8 center. The information submitted is used for data input purposes and in the calculation of FTE.
- Complete the Instructional Minutes Per Period and Bell Schedule form (FM 6595). Remember the instructional minutes per period must be the same for all class periods. The form can be accessed at <http://forms.dadeschools.net/webpdf/6595.pdf>.
- A student can only earn up to a total of 1.0000 FTE per school year inclusive of Florida Virtual School classes.
- Middle schools with Teachers as Advisor Programs may include those minutes as class instructional time. Divide the number of minutes by the number of instructional periods and add those minutes to each instructional period.
- To assist you in completing the form, samples of completed Instructional Minutes Per Period and Bell Schedule forms are attached for the following configurations.
 - Traditional Scheduling
 - Block Scheduling
 - 6 Period Day - 1 Period Florida Virtual School
 - 7 Period Day - 1 Period Florida Virtual School
 - 8 Period Day - 1 Period Florida Virtual School
- Do not include homeroom time, any other time dedicated to announcements, or passing times in the instructional minutes per period.
- If the number of instructional minutes per period change at any time during the school year, the Instructional Minutes Per Period and Bell Schedule form must be completed and re-submitted to the previously listed procedures.
- **Sign the Instructional Minutes Per Period and Bell Schedule form.**
- **Submit via HEAT self service. Go to <http://selfservice.dadeschools.net>.**
- Due no later than Friday, September 6, 2013.

Contact: Vanessa Woodard Byers (305 883-5323)

Department: Federal and State Compliance Office