



USFR MEMORANDUM NO. 191

TO: School District Administrators; County School Superintendents

FROM: Magdalene D. Haggerty, Office of the Auditor General
Scott W. Thompson, Arizona Department of Education

DATE: August 21, 2002

SUBJECT: Required Instructional Hours by Grade Level and Days of Instruction

This Memorandum supersedes the portion of Memorandum No. 178 that relates to instructional hours required by grade level. Arizona Revised Statutes (A.R.S.) §15-901(A)(2) sets the minimum number of instructional hours for school districts and Laws 2002, Chapter 189, Section 2 amends this statute for grades 9 through 12. The table below shows the required number of instructional hours for all grade levels for fiscal years 2002-03 and thereafter.

Fiscal Year	Minutes Required per Week for PSD	Instructional Hours Required by Grade Level				
		K	1, 2, & 3	4, 5, & 6	7 & 8	9, 10, 11, & 12
2002-03	360	350	700	875	1050	708
2003-04	360	352	704	880	1056	712
2004-05	360	354	708	885	1062	716
2005-06 (and thereafter)	360	356	712	890	1068	720

The required number of hours for high school subjects remains at 122 hours for FY 2002-03 and increases to 123 hours in FY 2003-04 and thereafter.

A.R.S. §15-341.01 and Laws 2000, 5th Special Session, Chapter 1, Section 54 require school districts to increase the number of days in a school year to 180 days over a phased-in period. The table on the next page shows the required number of days of instruction based on a five or four day week for fiscal years 2002-03 and thereafter.

Fiscal Year	Days of Instruction Required	
	Five day week	Four day week
2002-03	177	141
2003-04	178	142
2004-05	179	143
2005-06 (and thereafter)	180	144

Districts should revise their FY 2002-03 and subsequent calendars and schedules to meet these requirements.

If you have questions or need assistance, please call the Arizona Department of Education, School Finance Operations Unit at (602) 542-5695, or the Office of the Auditor General, Accounting Services Division at (602) 553-0333.

MDH/SWT/lm