

# Regional School Calendar Template instructions

**Please read through all instructions before starting the template as they have changed from last year.**

One Excel workbook file called “**Regional\_School\_Calendar\_Template**” has been developed for use in submitting regional school calendar information. Templates are located on tabs identified “half-day” and “full day”. Another Excel workbook file called “Sample Template” is also provided. The sample template counts Dissimilar Days and provides explanations.

1. Choose one format to use for **all** schools in your region, either full days of CTE instruction (one session per day) or half days of CTE instruction (one session in the a.m./before lunch and one in the p.m./after lunch).
2. In the cell next to "CTE Catchment Area", enter the name of the CTE center/region.

		Maine Department of <b>Regional School Calendar</b>					
CTE Catchment Area (Chap 313):		School Year:	<b>SY 2025-2026</b>				
Date	DD	Example CTE	S1	S2	S3	S4	S
Tuesday, July 29, 2025							
Wednesday, July 30, 2025							
Thursday, July 31, 2025							
Friday, August 1, 2025							
Monday, August 4, 2025							
Tuesday, August 5, 2025							
Wednesday, August 6, 2025							
Thursday, August 7, 2025							
Friday, August 8, 2025							
Monday, August 11, 2025							

3. Select the School Year that is being reported if not preselected.

		Maine Department of <b>Regional School Calendar</b>					
CTE Catchment Area (Chap 313):		School Year:	<b>SY 2025-2026</b>				
Date	DD	Example CTE	S1	S2	S3	S4	S
Tuesday, July 29, 2025							
Wednesday, July 30, 2025							
Thursday, July 31, 2025							
Friday, August 1, 2025							
Monday, August 4, 2025							
Tuesday, August 5, 2025							
Wednesday, August 6, 2025							
Thursday, August 7, 2025							
Friday, August 8, 2025							
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- The cell marked “DD” is used to count dissimilar days. (You may place a “1” in the DD column and the total will automatically calculate at the bottom of the sheet. MDOE/CTE will confirm the overall number of dissimilar days when reviewing the submitted documents.)

CTE Catchment Area (Chap 313):		School Year:	<b>SY 2025-2026</b>		
Date	DD	Example CTE	Westport	Eastport	Southbury
Tuesday, August 20, 2024		Out	Out	Out	
Wednesday, August 21, 2024		Out	Out	Out	
Thursday, August 22, 2024		Out	Out	Out	
Friday, August 23, 2024		Out	Out	Out	
Monday, August 26, 2024		In-Service	Out	In-Service	In-Service
Tuesday, August 27, 2024		In-Service	In-Service	In-Service	In-Service
Wednesday, August 28, 2024			Out		
Thursday, August 29, 2024			In-Service		
Friday, August 30, 2024		Out	Out	Out	Storm
Monday, September 2, 2024		Holiday	Holiday	Holiday	Holiday
Tuesday, September 3, 2024			In-Service		
Wednesday, September 4, 2024					

- In the cell marked “CTE”, type the name of the CTE center/region. In the cells marked "S2", "S3", etc. type the name of one of the sending schools/SAUs included in this Regional School Calendar. Continue this process until all schools are listed. Space for a larger number of sending schools has been added. If additional space is still required, use additional templates.



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# Regional School

CTE Catchment Area (Chap 313):		School Year:	<b>SY 2025-2026</b>		
Date	DD	Example CTE	Westport	Eastport	Southbury
Tuesday, July 29, 2025					
Wednesday, July 30, 2025					
Thursday, July 31, 2025					
Friday, August 1, 2025					

- The information entered in “CTE School” and “S2”, etc. will automatically be copied to cells at the bottom of the sheet where cells have been added to note times for school start and end, late start, and early release.
- After collaborating with all Regional School Calendar members and using only **final/approved individual school calendars**, fill in the columns under each school as to the activity per day. Dates are listed on the left of the template. The spreadsheet

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has been modified to accept only the terms needed for the "count" functions to automatically calculate. *Leave the cell blank OR choose a term from the list at the drop-down arrow.*

		Regional School Calendar			
CTE Catchment Area (Chap 313):		School Year:	<b>SY 2025-2026</b>		
Date	DD	Example CTE	Westport	Eastport	Southbury
Thursday, June 26, 2025		Out	Out	Out	Out
Friday, June 27, 2025		Out	Out	Out	Out
Total count of days					
		240	240	240	240
count In-Service Days		3	4	3	3
count Vacation Days		0	0	0	0
count Holidays		13	12	12	12
count Out of Session Days		72	70	70	70
count Storm Days		0	0	0	0
Net Days		152	154	155	155
count Instructional Days		175	175	176	175
Count "No 10-12"		0	0	0	0
count Late Start		0	0	0	0
count Early Release		0	0	0	0
<b>Dissimilar Days</b>	<b>3</b>				

- When saving the file, give it a new name using the format SchoolYear\_Location format. Example: 2025\_2026 Norway.

Completed templates should be emailed to [regionalcalendar.doe@maine.gov](mailto:regionalcalendar.doe@maine.gov). Be sure to include all individual school calendars as MDOE/CTE uses these to verify information entered on the template. **Use only final/approved individual school calendars.**

- MDOE/CTE will acknowledge receipt of the information and notify you if anything further is needed. The information will be reviewed, and you will be notified of the MDOE findings.

**NOTE:** Please do not make changes to the date fields or calculations. If the provided template does not meet your needs, email [regionalcalendar.doe@maine.gov](mailto:regionalcalendar.doe@maine.gov) with the requested changes. It is also recommended to use Excel for these changes rather than Google. For additional or clarifying details, please contact Emily Doughty at [emily.doughty@maine.gov](mailto:emily.doughty@maine.gov).

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## Definitions/Explanation of terms

### Possible Activities for each day:

- **Holiday** - Days observed as holidays when classes are not in session.
- **In-Service** - Days when classes are not held, AND instructors are receiving training.
- Instructional Day - Day in which both students and teachers are present, either in school or in another setting. **Leave Instructional Day cells blank unless they are a Late Start or Early Release.**
- **Late Start or Early Release** – Days when classes are held for at least three hours AND students arrive at school later than usual or are released earlier than usual. **Only the words “late” or “early” are needed.**
- **Out** - Days before school has started or after it has ended.
- **Snow** - Days built into the schedule for school cancellations due to inclement weather.
- **Vacation** - Days when classes are not in session *during the school year*.

### Other Terms:

Total count of days - The total number of days listed in the left-hand “Date” column. This number is calculated.

All “count” days – These numbers calculate automatically based on the designations listed above in **bold**.

Net Days - Total number of days minus in-service, vacation, holidays, out (of session), and storm days. Excel will calculate this automatically. *This number must always be at least 175 in order to comply with State law.*

Dissimilar Days (DD) - Days when the CTE school is in session and at least one sending school is not scheduled to have students in session.