

2026-2027 School Year Forms Checklist

District: _____

Submit all relevant documents listed below for your district, by uploading to Revver by **August 3, 2026**. Ensure that all forms are oriented correctly and legible. Include this checklist with your submission.

Yes	N/A	Documentation Item
		Contact List (Google Form)
		Planning Form (fillable PDF) - signed and dated
		~ ALL fields are filled out & all sites are included (ex. Shared time, alt. ed.)
		Instructional Day and Clock Hour Forms (download to excel)
		~ If counting PD hours toward 1,098 hours minimum required, you must follow the process in the Pupil Accounting Manual, Section 2-1, 2-2
		~ Make sure to fill out completely (each tab)
		~ Complete one document per building/level/program as needed based on calendar and hours
		~ Provide SCECH approval if using hours toward the 1,098 hours
		~ Provide SCECH approval if using Days towards the 180 day minimum
		~ All pages of form are signed and dated
		PD Certification Form
		Copy of approval from MDE If you have less than 1,098 and/or 180 days.
		Waiver for starting prior to Labor Day
		Waiver for deviating from Common Calendar
		Section 23a Verification Form
		School Calendar that shows First and Last day of school, holidays & breaks
		School Calendar Verification Form