Instructional Time Conversion Chart

When converting instructional minutes to instructional hours for data entry, agencies should use the guidance below to determine a student's instructional time. Agencies should total the adult's instructional time first (adding all hours and minutes together for the period of instruction, usually one week) and then convert the minutes into decimal form.

Minutes Range	Hours Conversion
0 – 5	0
6 – 11	.1
12 – 17	.2
18 – 23	.3
24 – 29	.4
30 – 35	.5
36 – 41	.6
42 – 47	.7
48 – 53	.8
54 – 59	.9
60	1