

Nebraska Department of Education  
Education Support Services  
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Lincoln, NE 68509 -4987  
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These directions were last updated: March 19, 2015

## GENERAL INSTRUCTIONS

Consolidated Data Collection  
Days In Session/Instructional Program Hours

## DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Click on the EDIT button for each location (school) and complete both Days In Session and Instructional Program Hours.

In order to complete this collection, you will need to make sure that all the check marks next to all locations (schools) in your district/system have a green check mark, indicating that you have submitted data.

When you have completed entering data for each location (school) in your district/system, you can click on the **View Summary Report** button to see a summary of Days In Session and Instructional Program Hours for all locations.

## SUBMISSION

Once you have completed entering data for each location (school) in your district/system, press the **Submit** button. After the data has been reviewed by the District/System Administrator, the person designated as the District/System Administrator for this collection will press the **Approve** button. When the collection has been approved, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

Press the **View Summary Report** button and press the **Print Page** button to make a copy for your files.

**NOTE:** Only the person who is designated as District/System Administrator for the Days/Hours In Session Collection in the CDC will see the Approve button in the box below the Submit button. The District/System Administrator can Submit and Approve the collection.

## DUE DATE

The "Days/Hours In Session" collection is due on or before June 15<sup>th</sup> with an audit window close date of June 30<sup>th</sup>.

## SCOPE

This collection is to be completed by Public Districts, Non Public Systems and State Operated Systems. The Grades in each school and the type of school will be displayed.

## Days In Session

The number (to the nearest tenth) that is the actual number of days school is open with teachers and students in school, not what was originally planned. In grade levels where one or more

student(s) were enrolled full-time for only part of the school year and no students were enrolled for the remainder, use the same number of days in session as though the students would have been enrolled for the entire year. Only report actual grades in the school.

In cases where the actual number of days varied among sections of the grade being reported, use the average of these days for reporting purposes. An example, one section of kindergarten class met for 172 day, and the second section of Kindergarten class met for 170 days, report the average of 171 days.

Pre-Kindergarten Days in Session: If the school has a center-based pre-kindergarten program, use the above instructions for reporting Days In Session. If the school does not have a center-based program but serves pre-kindergarten students no report is needed.

NOTE: Late start and early dismissal days should only count as a portion of a day and not full days.

The “*grades in this school*” listed at the top of the form, are the grades that the district reported in the ESU/District/System/Schools Information Report found in the Consolidated Data Collection. If these grades are not accurate, please contact Ginny Carter at (402) 471-2369, [ginny.carter@nebraska.gov](mailto:ginny.carter@nebraska.gov).

### **Instructional Program Hours**

For each grade or group of grades designated, report the actual instructional program hours in session (not just scheduled) for the school year. In cases where the actual instructional program hours in session varied between grades represented in one column, or between sections within the grade(s), report the **lower** number of hours. For all grades except pre-kindergarten, exclude lunchtime. You may include passing time.

#### **Pre-Kindergarten Program (Public Districts only)**

- Report the actual Instructional Program Hours for the early childhood education program. You may include lunchtime.
- **Part-day**  
Report the total number of instructional hours for your part-day (less than 6 hours per day) classroom group of children (center-based pre-kindergarten only). **REMEMBER** if a school has multiple classrooms, enter the instructional hours for the individual classroom with the lowest number of instructional hours per year. Do not combine all the classroom instructional hours.  
**Example:**  
 $12 \text{ hours/week} \times 38 \text{ weeks/year} = 456 \text{ hours/year}$
- **Full-day**  
Report the total number of instructional hours for your full-day (6 hours or more per day) classroom group of children (center-based pre-kindergarten only). **REMEMBER** if a school has multiple classrooms, enter the instructional hours for the individual classroom with the lowest number of instructional hours per year. Do not combine all the classroom instructional hours.  
**Example:**  
 $32.5 \text{ hours/week} \times 36 \text{ weeks/year} = 1170 \text{ hours/year}$

#### **Public Districts that serve PK students that are not in a Center-Based**

- No report is required.

### **Pre-Kindergarten Program (Non Public Systems and State Operated Systems only)**

- These systems are not required to complete the Pre-Kindergarten Days in Session and Full Day Pre-Kindergarten and/or Half Day Pre-Kindergarten Instructional Program Hours.

State law requires that schools be in session for a minimum of 450 hours (pre-kindergarten programs receiving state funds), 400 hours (kindergarten), 1032 hours (elementary) and 1080 hours (secondary). If any school does not meet for the minimum required hours, then the district must submit one or both of the following document(s):

1. Letter of Explanation - Submit this letter if a school or schools in your district do not meet the minimum number of hours due to the lack of students. Example: District 84 starts the school year with one 6th grader. The student is in school for the first semester (520 instructional hours), but the family moves at the beginning of the second semester. Report 520 hours in the grade elementary column and attach a letter of explanation as to why less than the minimum number of hours is being reported.

2. Sworn Statement - 79-213 (R.R.S.) - If a school(s) closes for reasons specified in this statute (epidemic sickness, severe storm conditions, destruction of the school) and as a result does not meet the minimum number of hours, then a sworn statement by the secretary of the school board (under oath) must be submitted outlining the reasons why the minimum hours requirement was not met. The statement must be signed and notarized. A copy of the required statement (in affidavit form) can be found at <http://www.education.ne.gov/APAC/>.

Click on Publications and you will see the Affidavit of School Closing (NDE 08-050). Complete and submit it to the Nebraska Department of Education, ATTN: School Improvement: Accreditation, PO Box 94987, Lincoln NE 68509-4987.

Please **DO NOT** submit a sworn statement unless the school **DID NOT** meet the minimum required instructional program hours.