PK Instructional Program Hours / K Program

Due Date: October 15
Audit Window Close Date: October 31

SCOPE
This collection is for public school districts.
Part 1 is to collect data regarding the number of hours per week and per year of operation for pre-kindergarten center-based classrooms in the school.
Part 2 is to collect data regarding the type of kindergarten program that is offered in the school.

DIRECTIONS
Access
Accessing the PK Instructional Program Hours / K Program collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.

1. Log into the NDE Portal at https://portal.education.ne.gov

2. Click on the blue Data Collections tab

3. Click on the Consolidated Data Collection (CDC) link

<table>
<thead>
<tr>
<th>Status</th>
<th>Activation Code(s)</th>
<th>Collection Name/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>Consolidated Data Collection (CDC)</td>
</tr>
</tbody>
</table>

4. From the Open Collections list, choose PK Instructional Program Hours/K Program

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>PK Instructional Program Hours/K Program</th>
</tr>
</thead>
</table>
Navigation

Upon entering the collection, you will see

1. The Title
2. A Main Menu list of options
3. A list of the school(s) to report and their status
4. A View Summary Report button, and
5. The Submit/Approve section (Only Approver user types will see the Approve button)

Main Menu

1. Contact Us – Lists NDE contacts to call or email if you have questions while completing the report
2. Click for Instructions – Opens this document

Other menu items seen through the collection include
1. Collection Main Page – Returns user to PK Instructional Program Hours / K Program collection main page
2. CDC Main Page – Takes user back to the Consolidated Data Collections main page
3. Logout – Closes the current tab and returns user to NDE Portal

To Begin

Click the Edit button to complete data for each school listed.
No Center-Based Pre-Kindergarten
If there is no center-based pre-kindergarten at the school, check the box at the top of the page that states you have no Pre-Kindergarten, then continue on to Part 2.

2018-2019 PK INSTRUCTIONAL PROGRAM HOURS/K PROGRAM
EXAMPLE SCHOOL DISTRICT [00-0000]
EXAMPLE DISTRICT ELEM SCHOOL [00-0000-001]

☐ Check this box if there are no center-based programs for children birth to kindergarten entrance age in this school, then click on the "Save Data" button to complete submission for this school and go to Part 2.

Part 1: Indicate the total number of instructional hours per week and per year planned for your Pre-Kindergarten classrooms. A classroom is defined as a distinct group of children; it is not the physical classroom space:

<table>
<thead>
<tr>
<th><strong>Week</strong></th>
<th><strong>Year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of instructional hours for each <strong>part-day</strong> (less than 6 hours per day) classroom group of children (Pre-Kindergarten only). See instructions if you have multiple part-day classrooms.</td>
<td>0.00</td>
</tr>
<tr>
<td>Total number of instructional hours for each <strong>full-day</strong> (6 hours or more per day) classroom group of children (Pre-Kindergarten only). See instructions if you have multiple full-day classrooms.</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Save Data  Complete Part 2

Part 1
Indicate the total number of instructional hours per week and per year which are planned for pre-kindergarten center-based classroom groups of children, both part-day and full-day.

2018-2019 PK INSTRUCTIONAL PROGRAM HOURS/K PROGRAM
EXAMPLE SCHOOL DISTRICT [00-0000]
EXAMPLE DISTRICT ELEM SCHOOL [00-0000-001]

☐ Check this box if there are no center-based programs for children birth to kindergarten entrance age in this school, then click on the "Save Data" button to complete submission for this school and go to Part 2.

Part 1: Indicate the total number of instructional hours per week and per year planned for your Pre-Kindergarten classrooms. A classroom is defined as a distinct group of children; it is not the physical classroom space:

<table>
<thead>
<tr>
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<th><strong>Year</strong></th>
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<tbody>
<tr>
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<td>0.00</td>
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<td>0.00</td>
</tr>
</tbody>
</table>

Save Data  Complete Part 2
Notes:
A classroom is defined as a distinct group of children; it is not the physical classroom space. If a school has both part-day and a full-day classrooms, both lines must be completed.

Per 92NAC 11-005.01 if a school has multiple classrooms, enter the instructional hours for the individual classroom with the **lowest** number of instructional hours per week and per year. Do not combine all of the classroom instructional hours.

The instructional program hours per week and per year should be what is planned for the individual student to receive if they participate in the program all year.

**Part-day example:**
3 hours/day x 4 days/week = 12 hours/week
12 hours/week x 38 weeks/year = 456 hours/year

**Full-day example:**
6.5 hours/day x 5 days/week = 32.5 hours/week
32.5 hours/week x 36 weeks/year = 1170 hours/year

Select **Save Data** when finished entering data.

Click **Complete Part 2** button when done.

**Part 2**
Report which category best describes the kindergarten program provided at the school. If the school has no kindergarten this year, check the box in the first column.

If the school does have kindergarten this year, place a mark in the box which best describes the program in which the majority of the kindergarteners participate in.
When data is entered completely, click the **Save Data** button.

If user needs to return to Part 1, click the **Complete Part 1** button.

In order to complete the collection, each school will need to have green check marks under both Parts 1 and 2.

When viewed from the Collection Main Page, 2 green check marks are displayed.

**PK INSTRUCTIONAL PROGRAM HOURS/K PROGRAM**

Complete each section below:

<table>
<thead>
<tr>
<th>AGENCYID</th>
<th>DIST/SCH NAME</th>
<th>PART 1</th>
<th>PART 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-0000-001</td>
<td>EXAMPLE DISTRICT ELEM SCHOOL</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Once all schools have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for your files.

**Submit / Approve**

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Administrator.

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.
NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.