



Nebraska Department of Education
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 NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated: September 2018

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

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	Consolidated Data Collection (CDC)

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

GENERAL	PK Instructional Program Hours/K Program
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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)

NDE FORM #24-0037

PK INSTRUCTIONAL PROGRAM HOURS/K PROGRAM

1

2

Contact Us

Click for Instructions

Complete each section below:

	AGENCYID	DIST/SCH NAME	PART_1	PART_2
Edit	00-0000-001	EXAMPLE DISTRICT ELEM SCHOOL		

3

4

View Summary Report

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

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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 documents

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.

	AGENCYID	DIST/SCH NAME	PART_1	PART_2
Edit	00-0000-001	EXAMPLE DISTRICT ELEM SCHOOL		

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:

	WEEK	YEAR
Total number of instructional hours for each part-day (less than 6 hours per day) classroom group of children (Pre-Kindergarten only). See instructions if you have multiple part-day classrooms.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total number of instructional hours for each full-day (6 hours or more per day) classroom group of children (Pre-Kindergarten only). See instructions if you have multiple full-day classrooms.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

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:

	WEEK	YEAR
Total number of instructional hours for each part-day (less than 6 hours per day) classroom group of children (Pre-Kindergarten only). See instructions if you have multiple part-day classrooms.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total number of instructional hours for each full-day (6 hours or more per day) classroom group of children (Pre-Kindergarten only). See instructions if you have multiple full-day classrooms.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

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.

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

Part 2: Your kindergarten program can best be described as: (Please check one box only)				
<input checked="" type="checkbox"/> No Kindergarten program this year	<input type="checkbox"/> 1/2 day everyday	<input type="checkbox"/> All day everyday	<input type="checkbox"/> All day every other day	<input type="checkbox"/> Other, please specify <input type="text"/>

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.

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

Part 2: Your kindergarten program can best be described as: (Please check one box only)				
<input type="checkbox"/> No Kindergarten program this year	<input checked="" type="checkbox"/> 1/2 day everyday	<input type="checkbox"/> All day everyday	<input type="checkbox"/> All day every other day	<input type="checkbox"/> Other, please specify <input type="text"/>

When data is entered completely, click the **Save Data** button.

Save Data

Complete Part 1

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

Save Data

Complete Part 1

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

Contact Us

Click for Instructions

Complete each section below:

	AGENCYID	DIST/SCH NAME	PART_1	PART_2
Edit	00-0000-001	EXAMPLE DISTRICT ELEM SCHOOL	✓	✓

View Summary Report

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.

PK INSTRUCTIONAL PROGRAM HOURS/K PROGRAM

Contact Us

Click for Instructions

Complete each section below:

	AGENCYID	DIST/SCH NAME	PART_1	PART_2
Edit	00-0000-001	EXAMPLE DISTRICT ELEM SCHOOL	✓	✓

View Summary Report

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.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

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.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

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.