GENERAL INSTRUCTIONS
Consolidated Data Collection
PK Instructional Program Hours/K Program

DUE DATE: October 15
AUDIT WINDOW CLOSE DATE: November 2

SCOPE

This collection is for public school districts only:

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 FOR COMPLETING THE ON-LINE SUBMISSION

Click on the “Edit” button to complete data for each school listed.

In order to complete this collection, the STATUS of each school will need to have a green check mark, indicating completion. This can be accomplished by editing each school listed and complete both Part 1 and Part 2.

No Center-Based Pre-Kindergarten At A School
If you have no center-based pre-kindergarten at a school, click on the “Edit” button next to the school on the main page of the collection, then check the box at the top of the page that states you have no Pre-Kindergarten, then continue on to Part 2.

PART 1

In Part 1, indicate the total number of instructional hours per week and per year planned for your pre-kindergarten center-based classroom group of children. 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.

• 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 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.

• Report the total number of instructional hours planned (week and year) 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 week and per year. Do not combine all the classroom instructional hours.

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

• Report the total number of instructional hours planned (week and year) 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 week and per year. Do not combine all the classroom instructional hours.

  **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

**PART 2**

In Part 2, report which category best describes the kindergarten program your school provides. If your school has no kindergarten this year, check the box in the first column, otherwise place a mark in the box that describes the program the majority of your kindergarteners participate in.

When you have completed entering data, click the Save Data button. You can click on the **View Summary Report** button (on the main page of the collection) to see a summary of what was submitted.

**SUBMISSION**

Once you have completed entering/updating data 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.

**NOTE:** Only the person who is designated as District/System Administrator for the PK Instructional Program Hours/K Program 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.

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