



Nebraska Department of Education
Education Support Services
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GENERAL INSTRUCTIONS

Consolidated Data Collection
Instructional Time Report

SCOPE

This report is designed to collect information about instructional time. Each school district shall receive an instructional time factor equal to the difference of the ratio of the district's average hours of instruction for each full-time student during the regular school year divided by the statewide average hours of instruction for each full-time student during the regular school year for the most recently available complete data year minus one, except that if the result is less than zero, the instructional time factor shall equal zero.

Instructional time should be calculated on a per full time student basis and should exclude extracurricular activities outside of the regular school day or time designated for students to eat lunch including lunch recess. However, other recess not associated with lunch may be counted. Time passing between classes may also be counted as instructional time. Average instructional time should not be calculated from the first period of the day until the last period of the day unless the whole grade is present for the entire day and time designated for lunch is subtracted. Example: If there are 60 students out of 120 in grade 10 in zero period classes that last one hour for 180 days only half (or 60) of the students in grade 10 should be counted towards the instructional time for that period. So you would count 60 hours multiplied by the number of days in session (180) which equals 10,800 hours towards your average instructional time for grade 10 for your zero period hour.

SUBMISSION

Once you have completed entering data on the Instructional Time collection, click on "Save Data" to save any changes. Press the **SUBMIT** button when you are completely finished with the form. Once data has been reviewed by the District Superintendent, press the **APPROVE** button.

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

DUE DATE

The “Instructional Time Report” is due on or before October 15th.

NOTE: State law imposes financial penalties (the withholding of State Aid) on school districts failing to meet the filing deadlines for this report (see 79-528 R.R.S.).

INSTRUCTIONAL TIME

For each grade range that is appropriate for the District, click in the **HOURS** textbox:

1. Enter the District’s average hours of instruction for each full-time equivalent student during the regular school year.

Once you have finished entering information for the grade range, click the **Save Data** button.

Click on the **View Summary Report** button to see a summary of Instructional Time for all grades offered by the District.

Click on the **Submit** button when you are finished entering information.

Once the Superintendent has reviewed the Instructional Time data, click on the **Approve** button to submit the information to the Department.

PRINT/VIEW SUMMARY

To print the Summary page, click on the printer icon located on the toolbar of the Crystal Report you are viewing in the CDC. After clicking the “print” icon, you will get a pop-up window with “Print Options”. Follow the directions on the page and click on the “OK” button.

In order to get this pop-up window, you will need to make sure that all pop-up blockers on your browser are turned off.

To turn off pop-up blocker in Internet Explorer, click “Tools” on the top toolbar, then click on Pop-Up Blocker. Click on "Turn off Pop-Up Blocker".

To turn off pop-up blocker in Firefox, click “Tools” on the top toolbar, “Options”. Go to the “Content” tab and uncheck the “Block Popup Windows” box.

Once you click on “OK” in the “Print Options” window, your data will be formatted for printing and another page will display showing you what your report will look like when printed.

Select the “Print” icon on the top toolbar of this page and you should get a print dialog box that will allow you to print this report.