



Nebraska Department of Education
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NDE Helpdesk 1-888-285-0556

These directions were last updated: March 26, 2018

Days In Session/Instructional Program Hours

Due Date - The "Days in Session/Instruction Program Hours" collection is due on or before June 15. Audit Window Close Date: June 30.

Scope - This collection is to be completed by Public Districts, Non Public Systems and State Operated Systems.

NOTE: Days in Session and Instructional Program Hours are two different things and you can't calculate Instructional Program Hours from Days in Session or calculate Days in Session from Instructional Program Hours.

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

NDE FORM #02-0066
DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS
Public Districts, Non-Public Systems and State Operated
Buttons: Contact Us, Click for Instructions, Reports
Table with columns: CODISTSCH, NAME, STATUS
Legend: [X] = Incomplete, [Green Check] = Completed
Button: View Summary Report

Click on the EDIT button for each location (school) to take you to the area where you can 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 are finished 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. Save or make a copy for your files.

DAYS IN SESSION

Days in Session is 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 days in school.

The grades reported for this school are (there was no membership submitted in fall membership for this district). Days in Session will need to be submitted for those grades.	
REPORT DAYS IN SESSION	
Report the number (to the nearest tenth) the actual number of days school is open with teachers and students in school, not what was originally planned. (See instructions for more information.)	DAYS IN SESSION (1 decimal place)
PRE-KINDERGARTEN (Early Childhood)	0.0
KINDERGARTEN	0.0
GRADE 1	0.0
GRADE 2	0.0
GRADE 3	0.0
GRADE 4	0.0
GRADE 5	0.0
GRADE 6	0.0
GRADE 7	0.0
GRADE 8	0.0
GRADE 9	0.0
GRADE 10	0.0
GRADE 11	0.0
GRADE 12	0.0

Days in Session should be the same number as the total possible days in attendance. If a student is present every day, the days of attendance and the days in session should be the same for that student's grade level, unless there is exception as noted below where sections of a grade level have differences in attendance.

In cases where the actual number of days varied among sections of the grade being reported, use the **highest** number Days In Session for that grade level.

Example 1: One section of Kindergarten met for 172 days, and the second section of Kindergarten met for 170 days, report the highest number - 172 days.

Some students within a grade level may have different days in Session.

Example 2: In the case of 12th graders, report the number of Days In Session that would be required for the **majority** of the 12th graders. If some 12th grade students exceed that number of days in order to complete their graduation requirements, those few students would show in Validation Error #428 and you can ignore that error.

Pre-Kindergarten Days In Session: If the school has a center-based pre-kindergarten program, use the previous 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 may count as a portion of a day or a full day. This follows individual district policy.

Grades highlighted grey are not required to be completed. The “*grades reported for this school*” 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 or ginny.carter@nebraska.gov.

Special Purpose Schools do not need to report Days In Session so these fields will be highlighted grey:

State Operated Schools do not need to report DAYS In Session.	
REPORT DAYS IN SESSION	
Report the number (to the nearest tenth) the actual number of days school is open with teachers and students in school, not what was originally planned. (See instructions for more information.)	DAYS IN SESSION (1 decimal place)
PRE-KINDERGARTEN (Early Childhood)	0.0
KINDERGARTEN	0.0
GRADE 1	0.0
GRADE 2	0.0
GRADE 3	0.0
GRADE 4	0.0
GRADE 5	0.0
GRADE 6	0.0
GRADE 7	0.0
GRADE 8	0.0
GRADE 9	0.0
GRADE 10	0.0
GRADE 11	0.0
GRADE 12	0.0

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.

INSTRUCTIONAL PROGRAM HOURS: (Report in whole numbers hours actually in session - not just scheduled.) IMPORTANT: See Instructions if you do NOT meet minimum hours.				
GRADES (Report hours in whole numbers.)				
Full Day Pre-Kindergarten (Qualified and/or grant funded minimum hours 450)	Part Day Pre-Kindergarten (Qualified and/or grant funded minimum hours 450)	Kindergarten (minimum hours 400)	Elementary (minimum hours 1032)	Secondary (minimum hours 1080)
0	0	0	0	0

Any Grades sections highlighted grey (see above Secondary) do not need to be entered.

For all grades except pre-kindergarten, exclude lunchtime. You may include recess and passing time, if so indicated in local Board policy. (Students and teachers may be in communication during this 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 hours/week x 38 weeks/year = 456 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 hours/week x 36 weeks/year = 1170 hours/year

Public Districts serving PK students not 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.

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.

Upon completion of this form, the District must Submit and Approve Below:

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="Approve"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

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.