



SCHOOL CALENDAR GUIDANCE

*A step-by-step guide to building and submitting your school calendar
in STARS*

North Dakota Department of Public Instruction

Important Information

DEADLINE — September 15 — Fall Submission

- Complete a calendar for each school in your district.

DEADLINE — June 15 — Spring Submission

- Verify that the information entered in the fall is accurate.
- Public schools must complete the Student Performance Strategist section.

Per [NDCC 15.1-06-04](#), a school district shall provide a school calendar that includes the following:

- At least **962.5 hours** of instruction for elementary school students (K-6); and
- At least **1,050 hours** of instruction for middle and high school students (7-12).

Create one calendar for each school in the district. Each calendar has two submission periods: fall and spring. The fall submission is a snapshot in time. After the fall submission, the calendar automatically unlocks, allowing schools to update it as needed throughout the year.

Entering Calendar Information into STARS

- Log in to STARS. You will arrive at the Fill Out Reports page.
- Under "Select a report category," select "School Calendar."
- Next to "Entity," select the appropriate school from the dropdown.
- Select the appropriate school year from the dropdown.
- Click "Select Report."

Calendar

NCES Schools
Linton Elementary School
Linton High School



NOTE: Each physical plant building in a district is listed individually. If your district has separate buildings within one physical plant building number, there will be only one choice in the dropdown — but once inside the calendar, you'll find more than one calendar to complete.

Start/End Date

- Enter the school year's start and end dates at the top of the page. You **MUST** click "Save" before completing the rest of the calendar.
- Your school calendar is tied directly to student ADM. Accurate start and end dates are required to calculate student ADM correctly. Verify these dates before submitting the calendar in the spring.

Instructional Minutes Per Day

- Enter the total instructional minutes per day, excluding lunch.
- Click "Save" in the top-right corner when finished.

Exception Days

Enter an exception day for each applicable reason listed below:

Reason	Required Every Year?	What to Enter
Parent-Teacher Conferences	YES	Enter students' hours in class and the conference start and end times.
Makeup Day	—	In the comments, enter the students' instructional hours and the reason for the makeup day.
School Break	YES	In the comments, enter the reason for the break (for example, Christmas Break).
Storm Day	—	Schools may enter storm makeup days. The local decision is whether to make up missed storm days or skip them when total hours already exceed the minimum. If days are not made up, consider teacher contract days.
Other	—	In the comments, enter students' hours in class and the reason for selecting "Other" (for example, state basketball).
Graduation Date	YES	For elementary schools, enter the last school day as the graduation date.
Professional Development Day	YES	Enter students' hours in class and professional development hours: 6 hours in one day (excluding meals and breaks); 6 cumulative hours through a professional learning community; or two 4-hour periods over two days.

Reason	Required Every Year?	What to Enter
P/T Compensation Day	—	In the comments, enter the parent-teacher conference date for which the compensation day is provided.
Instructional Hours Missed — Inclement Weather	—	Use for late starts or early dismissals.
Instructional Hours Missed — Emergency Conditions	—	In the comments, enter students' hours in class and the reason for the missed time (for example, a plumbing issue).
Instruction Day	—	Use only when an instructional day differs from the standard K-6 or 7-12 minutes per day. For example, schools that extend Wednesdays or shorten Fridays must enter every such day. Do not enter every instructional day—only days that differ from the standard. STARS determines instructional days from the start and end dates entered at the top of the calendar.
Virtual Instruction Due to Emergency	—	Use when the school is closed (for example, because of inclement weather, heating, or water issues) but students can learn virtually at home.

Calculation Methodology

The daily instructional minutes are multiplied by the number of days the school is in session to calculate total hours. When an exception day is entered, minutes are added to or deducted from the running total based on the exception-day reason and the school's standard calculated daily hours. All minutes roll up into annual hours shown on the left side of the page.

K-6 Instructional Hours

Total: 1103.6004

7-12 Instructional Hours

Total: 1146.3837

Adding Exception Days

1. Click "Add Exception Days."
2. Complete all applicable fields. Click "Save" in the top-right corner before entering the next exception day.
3. After entering all information and verifying that the minimum instructional hours are met, click "Save and Validate" in the top-right corner.
4. Correct any validation errors before submitting.

Copy a Calendar

The copy feature allows districts with multiple calendars to copy a saved calendar to another school in the district.

IMPORTANT: *Open the calendar you want to copy to. Then select the calendar you want to copy from and click "Copy Calendar."*

- Update the minutes at the top of the report when needed because the destination calendar may have a different grade configuration (for example, copying an elementary calendar to a high school calendar).

Other Reports

Notification Report - Submitted with Fall Calendar

Complete the Notification Report with the fall calendar submission. Find it under "Sections" in the left menu.

- Complete all requested fields, then click "Save" in the top-right corner.

Student Performance Strategist Report - Submitted with the Spring Calendar

Complete the Student Performance Strategist Report with the spring calendar submission. Find it under "Sections" in the left menu.

1. Click "Add New Student Performance Strategist."
2. Complete all requested fields, then click "Save" and "Validate" in the top-right corner.
3. If there are any validation errors, you will need to fix them before submitting.

Submission

Once you've completed all applicable reports and validation succeeds, you can submit. You will see the submission date and the name of the person who submitted the report under "Status" on the left menu:

Frequently Asked Questions

Q1. What if schools fail to meet the minimum instructional hours because of snow or another issue?

A. Schools must meet the minimum instructional hours by extending the school day or adding days at the end of the year. Enter all makeup days or hours as an Exception Day — Makeup Day. Include the instructional hours and reason in the comments.

Q2. How many calendars does a district need to create?

A. Create one calendar for each school in the district.

Q3. What if the seventh and/or eighth grade is at the elementary school? Can those students follow the elementary instructional time of 962.5?

A. No. All seventh- and eighth-grade students must receive 1,050 hours of instruction, regardless of the school's grade configuration. Complete both the K-6 and 7-12 fields in the calendar's minute breakdown.

Q4. Are schools required to enter storm days into the calendar?

A. No. Because the requirement is based on documented hours rather than days, the local school board decides whether to include snow days.