2025-2026 School Calendar Guidance

Deadlines

September 15
- ❖ Fall Submission
  - You must complete a calendar for each school

June 15
- ❖ Spring Submission
  - Verify that what was entered in the fall is accurate
  - Public schools must complete the Student Performance Strategist section

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Per NDCC 15.1-06-04, a school district shall provide a school calendar that includes the following:
- At least nine hundred sixty-two and one-half (962.5) hours of instruction for elementary school students (K-6); and
- At least one thousand fifty (1050) hours of instruction for middle and high school students (7-12).

School personnel must create a calendar for _each_ school in their district. The data collected in the calendar will calculate a student's membership hours, which determines foundation aid payments in the fall.
- If a student moves from one district to another, the student's start and end dates must be updated to calculate the membership hours for accurate payments.
- Schools will not be paid for hours over 962.5 (K-6) or 1050 (7-12).

Calendar Features

Only One Calendar
- There is no longer a "Fall" or "Spring" calendar; there is one calendar with two submissions: one in the fall and one in the spring. When a school submits its calendar in the fall, it is a snapshot of time. After the fall submission, the calendar automatically unlocks, so schools may update as needed throughout the year either manually or by turning on the automated file transfer from PowerSchool to STARS.
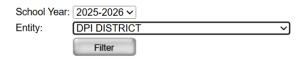
Fill Out Reports

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity from the drop-down list. Choose a sch⟨ button to enter the report.

Select a report category

◯ Show all reports

| Annual Compliance Reports | Enrollment | Federal Title | LEA/School Fall Reports and Directories | Personnel | School Calendar | Transportation | Historical Reports |

PowerSchool Calendar Transfer

- Schools may choose to transfer PowerSchool calendar data to STARS. They must turn on each school's Calendar Automated File Transfer in STARS to do so. Schools will still need to verify, validate, and submit data in STARS regardless of whether it is entered manually or fed from PowerSchool.

- Click "Automated File Transfer" under reports in STARS. Next, under Automated File Transfer: choose the appropriate school year, select your school from the entity drop-down, and click "filter".

Automated File Transfer

School Year: 2025-2026 ∨
Entity: DPI DISTRICT ∨

Filter

- Next, you will see the following details: report name, file transfer name, process box, begin and end date, and days of the week (Monday through Friday).

- To proceed, check the process box for each report you want PowerSchool information to flow to STARS. You may keep the default beginning and end dates or select custom dates to define when the flow-over process should start and end. Lastly, choose the specific days of the week you want the process to run.

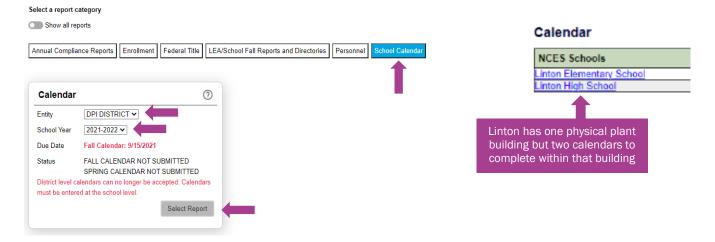| Report Name	File Transfer Name	Process	Begin Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday
Calendar	Spring Calendar Exception PS	☑	9/1/2024	7/1/2025	☑	☑	☑	☑	☑
Licensed Personnel (MIS03)	Licensed Personnel School Year	☑	9/1/2024	11/1/2024	☑	☑	☑	☑	☑
Licensed Personnel (MIS03)	School Courses	☑	9/1/2024	11/1/2024	☑	☑	☑	☑	☑
Licensed Personnel (MIS03)	School Course Demographics	☑	9/1/2024	11/1/2024	☑	☑	☑	☑	☑

Copy a Calendar

- The copy feature will allow districts with multiple calendars to copy an existing, saved calendar to another school in the district. **You must be <u>in</u> the calendar you want to copy to; then, choose the calendar you want to copy <u>from</u> and click "copy calendar."**
  - Be sure to update the minutes at the top of the report if applicable because often, the calendar copied to is a different grade configuration (e.g., copying the elementary calendar to the high school calendar).

If you'd like to copy the existing calendar of another school in your district, please select it here, then click 'Copy Calendar':

Hazen High School ∨
Copy Calendar

Entering Calendar Information into STARS

- Log into STARS
- Under Select a report category, click "School Calendar"
  - ○ Next to "Entity," choose the appropriate school from the dropdown
    - ▪ Select your school
      1. Each physical plant building within a district will be listed individually.
      2. If your school district has separate buildings within one physical plant building number, there will be only one choice from the dropdown, but once in the calendar, you will see more than one calendar to complete.
  - ○ Choose the appropriate School Year from the dropdown
  - ○ Click "Select Report"

Select a report category

| Annual Compliance Reports | Enrollment | Federal Title | LEA/School Fall Reports and Directories | Personnel | School Calendar |

Calendar ⑦

Entity	DPI DISTRICT ▾
School Year	2021-2022 ▾
Due Date	**Fall Calendar: 9/15/2021**
Status	FALL CALENDAR NOT SUBMITTED
	SPRING CALENDAR NOT SUBMITTED

District level calendars can no longer be accepted. Calendars must be entered at the school level.

[Select Report]

Calendar

NCES Schools

Linton Elementary School
Linton High School

Linton has one physical plant building but two calendars to complete within that building

Start/End Date

- Enter the start and end date of the school year at the top of the page. You MUST save before completing the rest of the calendar.

Your school calendar is directly tied to student ADM. Accurate start/end dates are necessary to correctly calculate student ADM. Be sure to verify the school's start/end dates before submitting your calendar in the Spring.

Start Date:
MM/DD/YYYY

End Date:
MM/DD/YYYY

Time Breakout Per Day

- **You no longer need to enter the time breakout per day (passing time, advisory time, period 0 or 8, or recess time)**
- ONLY enter your total instructional minutes per day <u>minus lunch</u>
- Be sure to click "Save" on the top right corner when finished

Instructional Minutes Per Day (used for per pupil payment) minus lunch.
Minimum number of K-6 instructional hours is 962.5.
Minimum number of 7-12 instructional hours is 1050.

K-6
Total K-6
| | 0 |

7-12
Total 7-12
| | 0 |

K-6 Instructional Hours
Total: 1197.9000
7-12 Instructional Hours
Total: 1286.2500

Exception Days

Exception days must be entered for each of the following reasons below (if applicable):

- PARENT-TEACHER CONFERENCES: Enter students' hours in class <u>and</u> the start/end time of conferences.
- MAKEUP DAY: In the comments, enter the hours students are in class and the reason for the makeup day.
- SCHOOL BREAK: Enter the reason for the break in the comments (e.g., Christmas Break).
- STORM DAY: Schools may enter storm makeup days in the calendar. It is a local decision to either make up any missed storm days or, if your total hours are over the minimum required, you may choose not to make up these days. If you decide not to make up the days, be cognizant of teacher contract days.
- OTHER: Enter students' hours in class and the reason for choosing "other" in the comments (e.g., state basketball).
- GRADUATION DATE: For elementary school, enter the last school day as the graduation date.
- PROFESSIONAL DEVELOPMENT DAY: Enter hours students are in class and PD hours.
- P/T COMPENSATION DAY: In the comments, enter the P/T conference date for which they receive the comp day.
- INSTRUCTIONAL HOURS MISSED DUE TO INCLEMENT WEATHER: Use for late starts or early outs.
- INSTRUCTIONAL HOURS MISSED DUE TO EMERGENCY CONDITIONS: In the comments, enter students' hours in class and the reason for the missed time (e.g., plumbing issue).
- INSTRUCTION DAY: This is used for those instruction days where time deviates from the standard K-6 or 7-12 minutes per day (e.g., schools that extend their Wednesdays or shorten their Fridays would have to enter <u>EVERY</u> Wednesday or Friday of the school year as it deviates from the standard hours of instruction on Monday, Tuesday, and Thursday). Schools do NOT have to enter every instruction day into the calendar – <u>only</u> those days that deviate from the standard instruction days. The calendar will determine your instruction days when you enter the start and end dates at the top of the calendar.
- VIRTUAL INSTRUCTION DUE TO EMERGENCY: This should be used when the school is closed (e.g., inclement weather, heating, or water issues), but students can use virtual learning at home.

Calculation Methodology

The school day minute calculation is multiplied by the number of days the school is in session, resulting in total hours. If an Exception Day is entered, minutes will be added or deducted from the running total depending on the reason for the exception day (as determined by the school's standard calculated daily hours). All minute data will roll up to yearly hours on the left-hand side of the page:

Adding Exception Days

- Click Add Exemption days:

Calendar
Any day that deviates from a regular school day MUST be added as an Exception Day to the calendar.
Regular instruction days do NOT need to be added.
✚ Add Exception D
Date

- Complete all data fields with applicable information. Click "save" in the top right before entering the next exception day.
- Once you have entered all information and verified you have the minimum number of instructional hours, click save and validate in the top right corner. If there are any issues, you will need to fix them before submitting. Once 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.

Report Notification

Sections
Calendar
Student Performance Strategist
Notification

Name:

Email Address(es):

Phone:
Ex: (910)456-7890 or (910)456-8970 ext. 12 or (910)456-8970 1211

Other Report
The Notification report must be completed along with the fall calendar submission. To complete the section:
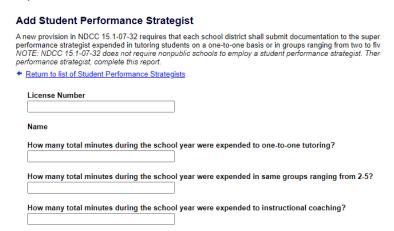- Complete all requested information. Click "Save" in the top right corner when finished.

Sections
Calendar
Student Performance Strategist
Notification

The Student Performance Strategist section must be submitted along with the spring calendar.

To complete the report:
- Click "Add New Student Performance Strategist

Add New Student Performance Strategist

	License Number	Name	Total n
	No student performance strategists were found.		

- Complete all requested information. Click "save" when finished.

Add Student Performance Strategist

A new provision in NDCC 15.1-07-32 requires that each school district shall submit documentation to the super performance strategist expended in tutoring students on a one-to-one basis or in groups ranging from two to fiv
NOTE: NDCC 15.1-07-32 does not require nonpublic schools to employ a student performance strategist. Ther performance strategist, complete this report.

← Return to list of Student Performance Strategists

License Number

Name

How many total minutes during the school year were expended to one-to-one tutoring?

How many total minutes during the school year were expended in same groups ranging from 2-5?

How many total minutes during the school year were expended to instructional coaching?

- Click validate and submit in the top right corner.

Save   **Validate**   ✓ **Submit**

Fall Calendar
Status: SUBMITTED 9/8/2021
by Cassie Bauer

Spring Calendar
Status: SUBMITTED 5/11/2022
by Jeni Iverson

Frequently Asked Questions

Q.1. **What if schools fail to meet the minimum instructional hours because of snow or another issue?**

A.1. Schools must meet the minimum number of instructional hours (whether you extend the school day or add additional days at the end of the year). Any makeup days/hours must be entered as an Exception Day - Makeup Day, and the number of instructional hours and reason for the makeup day must be entered in the comments.

Q.2. **How many calendars does a district need to create?**

A.2. A calendar must be created for each school in the district.

Q.3. **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.3. No. All seventh and eighth graders must have 1050 hours of instruction regardless of the grade configuration in your school. You would need to complete both the K-6 and 7-12 columns of the calendar time breakout in minutes.

Q.4. **Can administrators grant permission to other school personnel? (e.g., administrative assistants, school principals, etc.?)**

A.4. Yes. Guidance on how to grant permission can be found here.

Q.5. **Are schools required to enter storm days into the calendar?**

A.5. No. With the new requirement of documenting hours instead of days, it is up to the local School Board whether to build in snow days.