STARS

State Automated Reporting System

STARS Fall Calendar Help Manual

State Automated Reporting System (STARS)

This document is the online reporting directions for the Fall Calendar which annually collects the projected school calendar for the school district at the beginning of the school year. The State Automated Reporting System (STARS) can be entered at https://secure.apps.state.nd.us/dpi/stars/Login.aspx and a North Dakota state login identification is needed to enter the various reports. Once you have logged in, the page shows all available reports to which you have been granted access. The school system administrator has authority to manage reading, writing, and submitting authority to others in the school.

For more information regarding navigating and using the different features in the STARS system, reference the STARS user manual at http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm.

This help document will provide assistance in reporting the school's fall calendar report. ND Century Code 15.1-06 identifies all school calendar requirements (http://www.legis.nd.gov/cencode/t15-1c06.pdf?20130325145523).

1. Select the Fall Calendar Report.

- Click on the plus sign to the left of the folder titled School Calendar to expand the treeview *(Figure 1)*.
- Then click on the plus sign next to the Fall Calendar Report to reveal the educational units for which you have permission to complete the Fall Calendar *(Figure 1)*.
- Click on the desired educational unit.

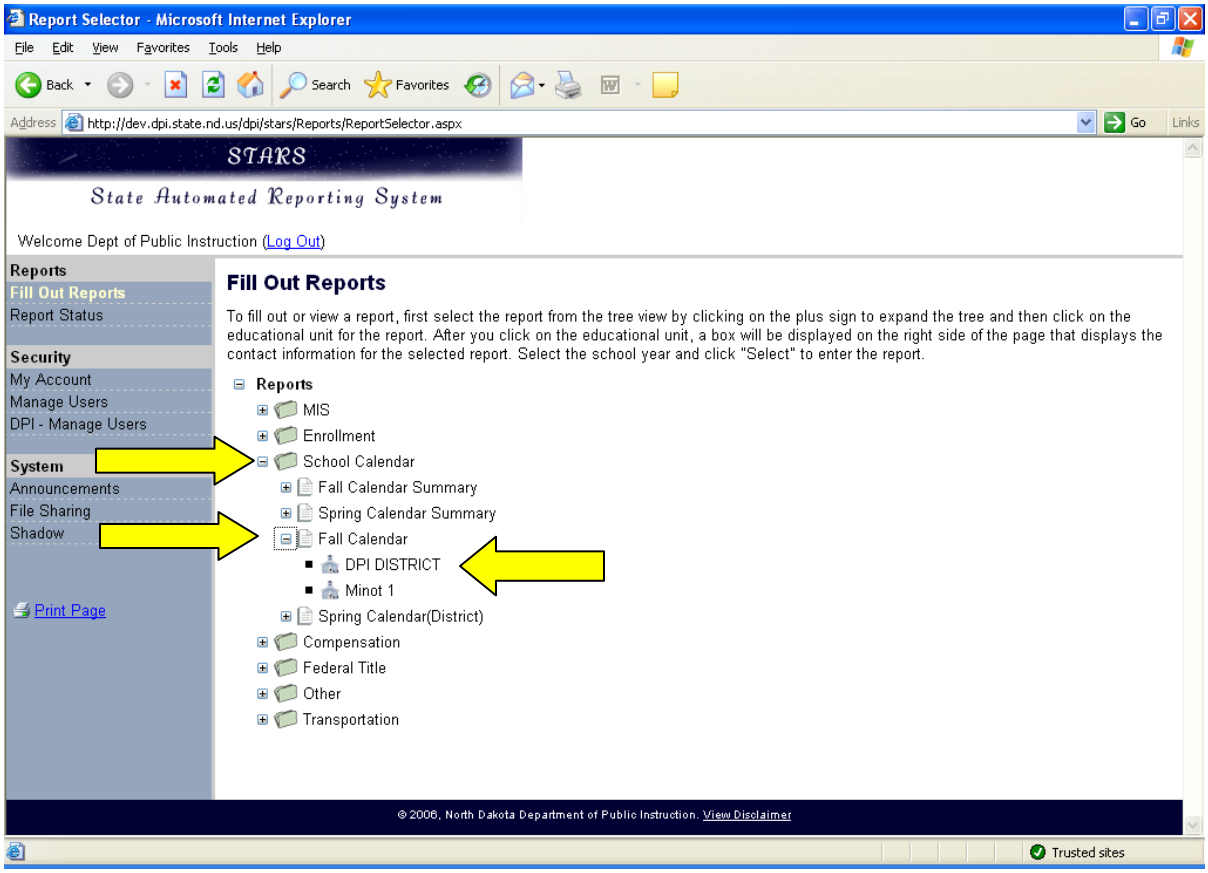

Figure 1: Select the Fall Calendar Report.

2. Open the Fall Calendar Report.

- A gray box will appear on the right hand side of the screen.
- In the gray box, there is information regarding the report due date along with the name of the DPI contact person, their email address and phone number.
- Choose the school year to complete or review for the Fall Calendar Report.
- Once you have selected the school year, click on the "Select" button in the gray box to open the Fall Calendar report *(Figure 2)*.

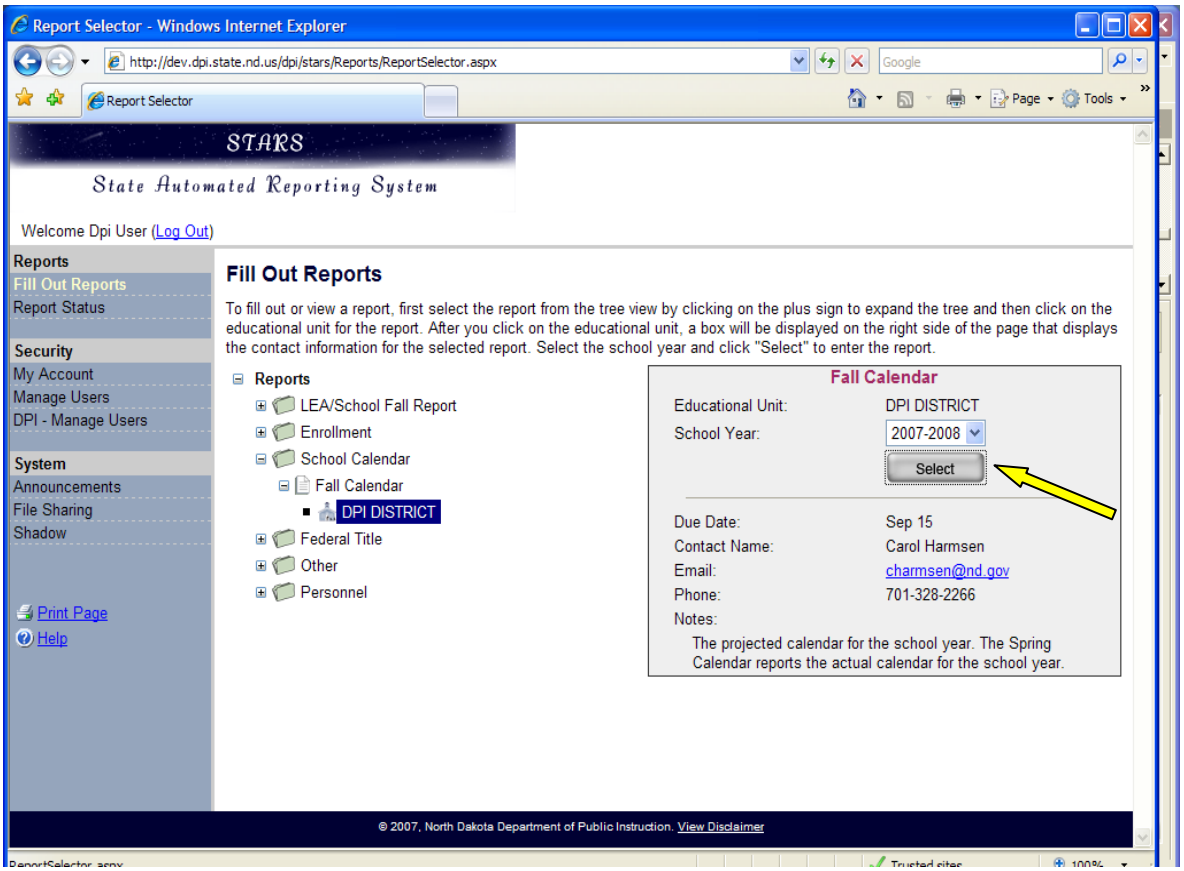

Figure 2: Open the Fall Calendar Report.

3. "Check Out" the Fall Calendar Report and Other Functions.

- In order to enter or edit information on the Fall Calendar report, click on the "Check Out" button which is found on the left side of the screen under Functions
  - The "Check Out" button opens the report for editing. Before clicking on that button the report is in a read-only state. Once a report is checked out, the "Check Out" button will be replaced with a "Check In" button. The purpose of this button is to make sure only one person can work on this report at a time and avoid conflicting changes to the report *(Figure 3)*.
  - Selecting the "Check Out" button opens the calendar for entry. Verify that the calendar is "Checked Out" by noting the "Check Out" icon on the left side of the screen beside the word Calendar.
- Figure 3 shows the opening screen for completing the Fall Calendar Report. The DPI contact information can be viewed by moving your mouse over the flashlight icon in the upper right hand corner of the window. Any information pertaining to the status of this report is also found in this corner of the screen *(Figure 3).*
- The Fall Calendar Help document is available at any time while completing the Fall Calendar Report by clicking on the "Help" link in the left navigation, however, if you print it in advance it will be a step-by step guide. *(Figure 3)*.
- To leave the report, "SAVE", and "Check In" the report, then click on the "Exit Report" button located in the upper right corner of the screen *(Figure 3).(* Make sure to save your entries often in case you are interrupted while completing the calendar).

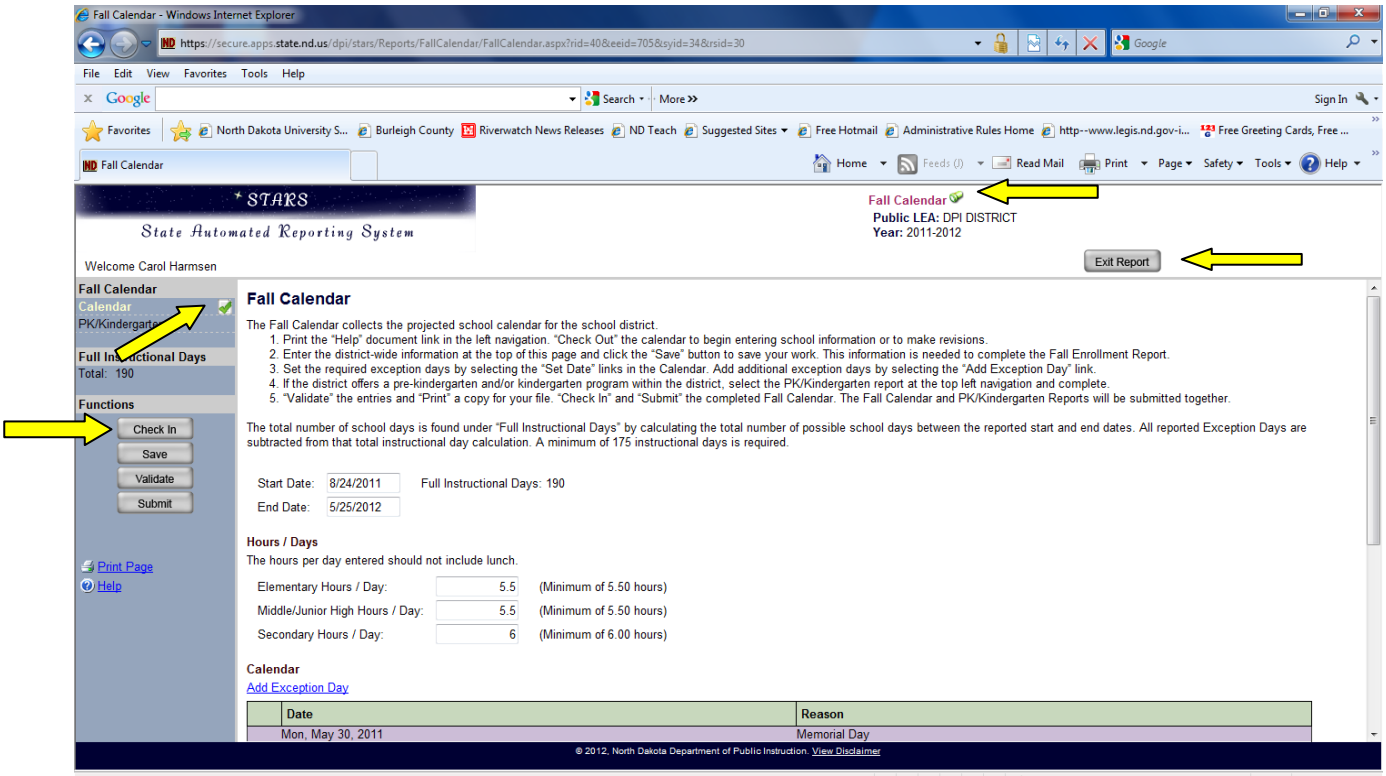

Figure 3: "Check Out" the Fall Calendar Report and Other Functions.

4. Enter Information into the Fall Calendar Report.

- The Fall Calendar collects the projected school calendar for the current school year. The Fall Calendar Report is used to pre-fill the Spring Calendar. The Spring Calendar reports the actual school calendar for the school district during the current school year.
- The Fall Calendar collects the projected school calendar for the school district. *(Figure 4)*
  1. Print the "Help" document link in the left navigation. "Check Out" the calendar to begin entering school information or to make revisions.
  2. Enter the district-wide information at the top of this page and click the "Save" button to save your work. This information is needed to complete the Fall Enrollment Report.
  3. Set the required exception days by selecting the "Set Date" links in the Calendar. Add additional exception days by selecting the "Add Exception Day" link.
  4. If the district offers a prekindergarten and/or kindergarten program within the district, select the PK/Kindergarten report at the top left navigation and complete. This information is needed to complete the Fall Enrollment Report.
  5. "Validate" the entries and "Print" a copy for your file. "Check In" and "Submit" the completed Fall Calendar. The Fall Calendar and PK/Kindergarten Reports will be submitted together.

The total number of school days is found under "Full Instructional Days" by calculating the total number of possible school days between the reported start and end dates. All reported Exception Days are subtracted from that total instructional day calculation. <u>A minimum of 175 instructional days is required.</u>

- Dates can be entered in any of the following formats: mm/dd/yyyy or m/d/yyyy or m/d/yy.
- Enter the "Start Date" and "End Date" in the appropriate boxes. If you do not see a box to enter the "Start Date" or "End Date", you have not "Checked Out" the report as described in Section 3 *(Figure 3*). This information needs to be saved on the Fall Calendar and is shared with the Fall Enrollment Report.
- Remember to click on the "Save" button in the left navigation to save information entered after each entry. A "Save Completed" box appears in green in the upper right corner of the screen verifying that you saved the report.
- NDCC 15.01-06-04 defines a school day as
  - *"(1) At least five and one-half hours for elementary students, during which time the students are required to be in attendance for the purpose of receiving curricular instruction; and*
  - *(2) At least six hours for high school students, during which time the students are required to be in attendance for the purpose of receiving curricular instruction."*

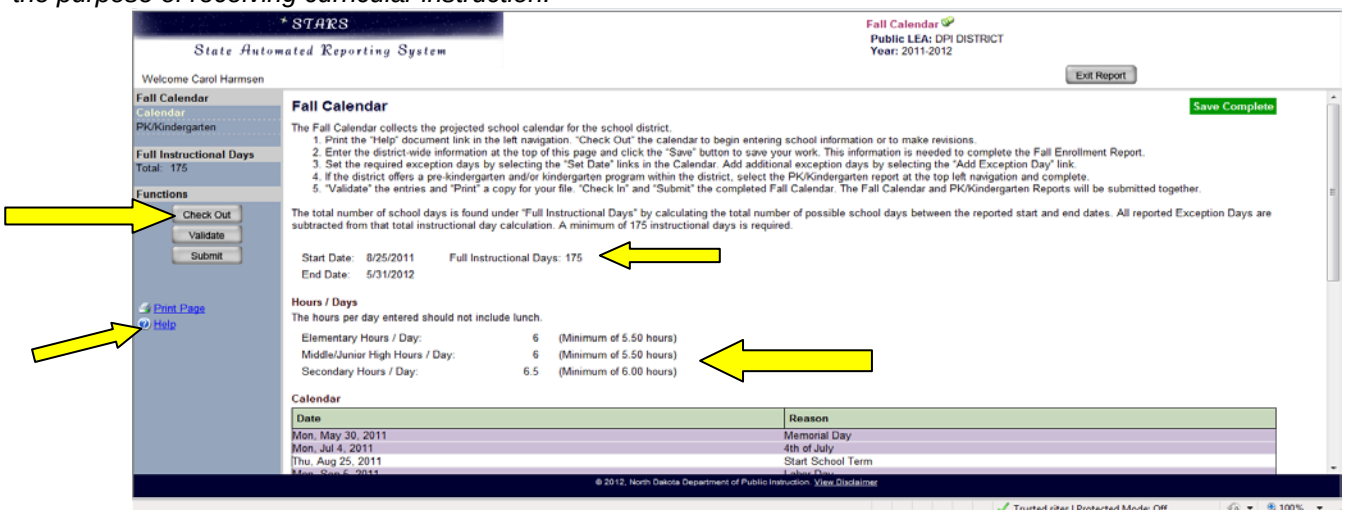

Figure 4: Enter information into the Fall Calendar Report.

5. Identify Exception Days.

- An "Exception Day" is a day taken from the total possible instructional days calculated between the starting and ending dates placed in the calendar. The Calendar lists the holidays designated in state law. Nonpublic schools can add the same holiday list by clicking on the link at the bottom of the chart.
- There are **required exception days** that all schools will report: two (2) Projected Professional Development Days, two (2) Projected Parent Teacher Conference Days, two (2) Projected Storm Days, and one (1) Projected Graduation Day. Mandated exception days are pre-filled and are highlighted in purple.
- For all schools, **all instructional days including storm make up days must precede the graduation date.**
- Public schools may not have instruction or any other school activity during the NDEA Instructional Conference.
- Nonpublic schools may schedule instruction, professional development, or parent teacher conferences during the NDEA Instructional Conference.
- To assign a date to one of the **required exception days**, select the blue, underlined text that reads "Set Date" that is to the left of the specific reason you are assigning *(Figure 5a).*

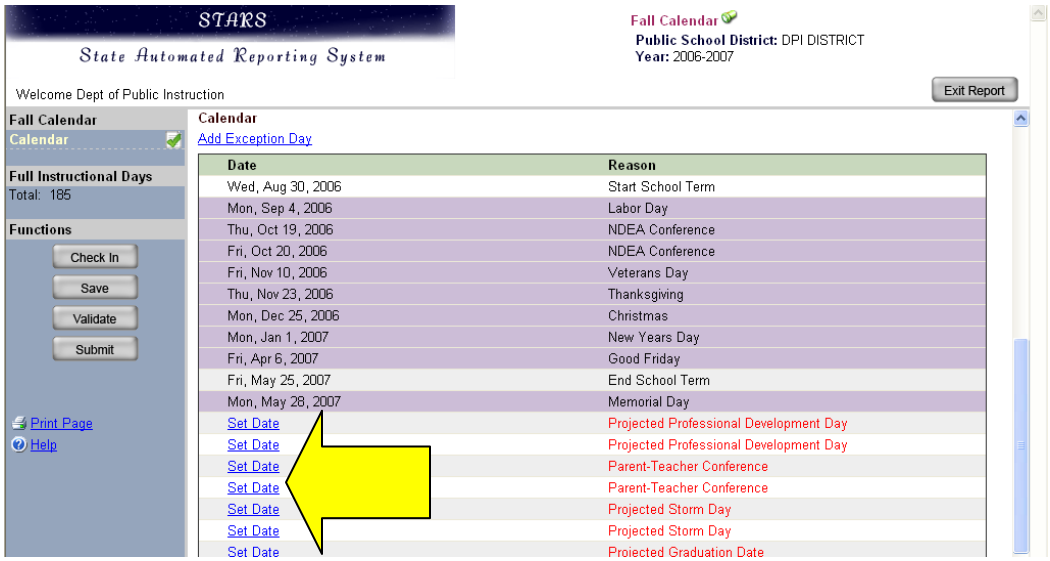

Figure 5a: Identifying Required Exception Days.

- **Two (2) Professional Development** days are required in law *(Figure 5b).*
  - ***NDCC 15.06-04-2*** - "a. In meeting the requirements for two days of professional development activities under subsection 1, a school district may require that its teachers attend the North Dakota education association instructional conference and may pay teachers for attending the conference, provided attendance is verified. b. In meeting the requirements for two days of professional development activities under subsection 1, a school district may consider attendance at the North Dakota education association instructional conference to be optional, elect not to pay teachers for attending the instructional conference, and instead direct any resulting savings toward providing alternate professional development opportunities. c. For purposes of this section, a "day for professional development activities" means: (1) Six hours of professional development activities, exclusive of meals and other breaks, conducted within a single day; or (2) Two four-hour periods of professional development activities, exclusive of meals and other breaks, conducted over two days. 3. If a school district offers a four-hour period of professional development activities, as permitted in subdivision c of subsection 2, the school district may schedule instruction during other available hours on that same day and be credited with providing one-half day of instruction to students. The provisions of this subsection do not apply unless the one-half day of instruction equals at least one-half of the time required for a full day of instruction, as defined in this section."

- Identify the hours of instructional time and the hours of professional development provided. If the time is zero for instructional time to students, then indicate zero.
- Beginning with the 2010-2011 school year, if a school district elects to provide an optional third day of professional development, the school shall do so by:
    a. Meeting the requirements for a day of professional development as set forth in subsection 4: or
    b. Shortening four instructional days, for the purpose of providing for two-hour periods of professional development, provided:
    c. Each instructional day on which such professional development occurs includes at least four hours of instruction for kindergarten and elementary students and four and one-half hours for high school students.

- **One (1) Graduation** day is only required for high school districts *(Figure 5b).*
    - Place a "Check" in the statement "If students will be in class a full instructional day" checkbox if this statement is true for the graduation date.
    - If the school does not have a graduation, you will not identify a date. You will receive a "Warning" when validating, however you will be able to submit the report.
- **Two (2) Projected Storm Days** are required and should be used in the school calendar to make up any storm days used during the school year. A projected storm day will subtract a day from the total instructional days since it will be considered a school break unless needed *(Figure 5b).*
- **Two (2) Parent-Teacher Conference** exception days are required *(Figure 5b).*
    - Place a "Check" in the statement "If students will be in class a full instructional day" checkbox if this statement is true for the day of the parent-teacher conference.
    - Enter the start time and end time for each date. Please include the AM or PM after the recorded time (upper or lower case letter will be accepted, however do not use periods).

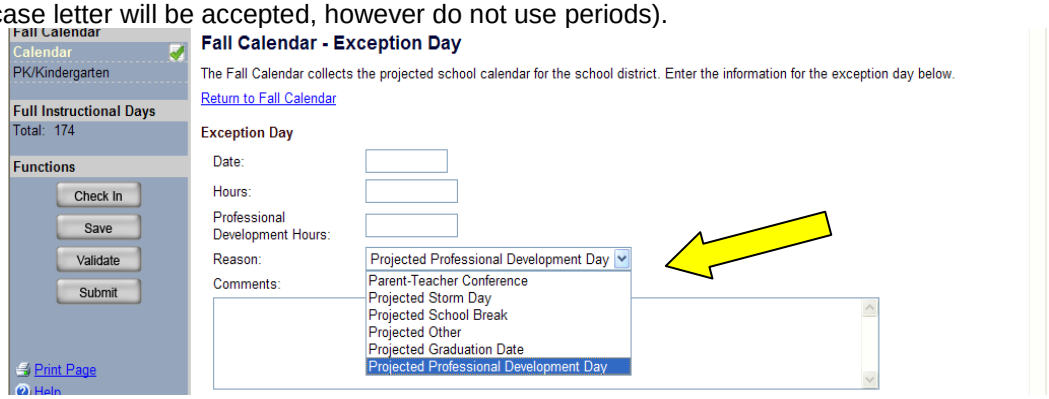

Figure 5b: Reporting Required Exception Days.

- The school can identify **additional** exception dates by clicking on the "Add Exception Days" link located below the Calendar heading. Schools will enter additional "Exception Days" when students would not be in school which will subtract that day from the total number of instructional days *(Figure 5c).*
- Once the "Add Exception Day" link is selected, a new window will appear and will allow you to indicate the reason, the date, and comments for each exception.
    - Comments can be added in the box on the screen and are only visible from this screen. **A comment is required for each exception day that you identify as a "Projected School Break" or "Projected Other" reason.**
    - When complete, click on the "Save" button in the left navigation to return to the fall calendar screen *(Figure 5c)*.
- Use "Projected School Break" for all school breaks including Christmas by entering each date and record a comment.
- Use "Projected Other" for the teacher comp exception day provided after an evening parent teacher conference.
- To make changes to an existing exception day, click on the blue, underlined date to open the same window used to originally set the date. Make any changes to the entry and click on the "Save" button when finished.

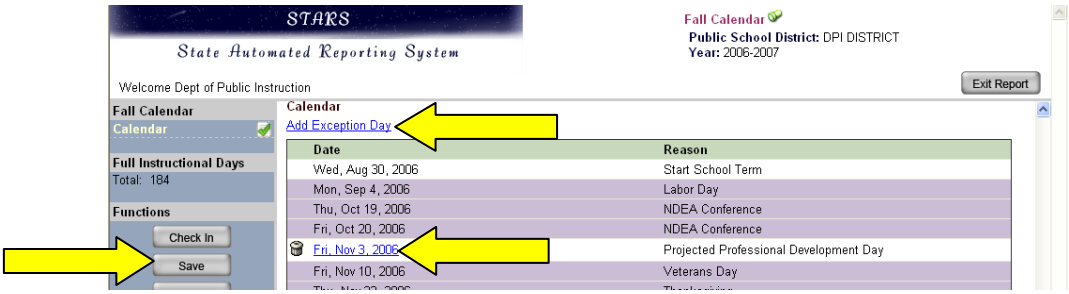

Figure 5c: Adding Exception Days.

- To "Delete" an exception day you must have the calendar "checked out". Click on the trash can icon to the left of the exception date in the calendar to delete that day *(Figure 5d)*.

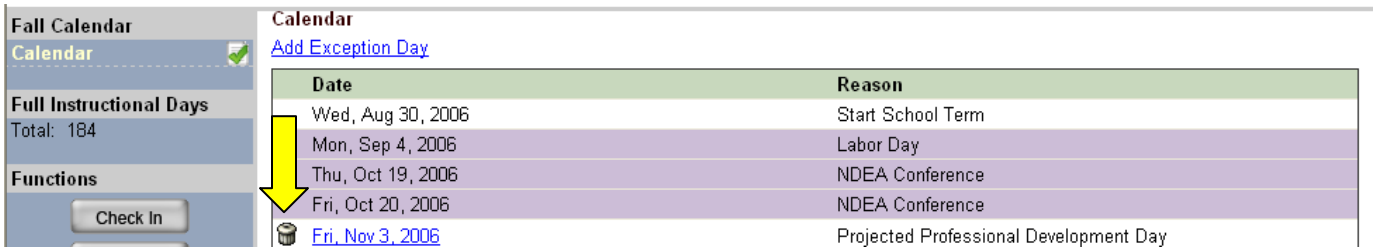

Figure 5d: Deleting an Exception Day.

- A popup box will appear to confirm the deletion. Choose "OK" to complete the deletion or "Cancel" to retain the exception day *(Figure 5e).*

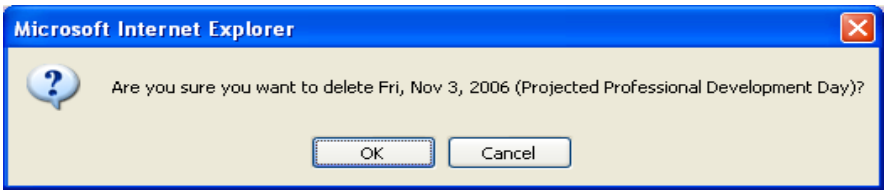

Figure 5e: Confirmation box for deleting an exception day.

- The system will automatically recognize any exception dates scheduled on the weekend. The dates will be highlighted in pink and also be flagged with a warning symbol ⚠. To change the date, click on the blue underlined date which will open the same window used to originally set the date. Make any changes and "Save" *(Figure 5f)*.

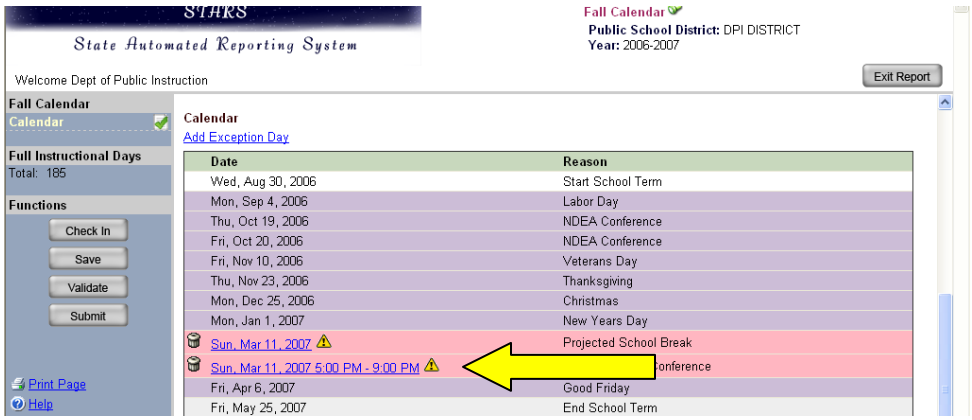

Figure 5f: Exception Day scheduled on weekends are flagged in pink.

6. Validate the Fall Calendar Report.

- "Save" your changes when you have finished entering the calendar exception days. Before you can submit the report you must validate the entries by clicking on the "Validate" button in the left navigation *(Figure 6a).*
- The Full Instructional Days calculation can be found in the left navigation as well as on the top of the screen. A school is required by law to have **175 instructional days** for their school calendar year *(Figure 6a).*

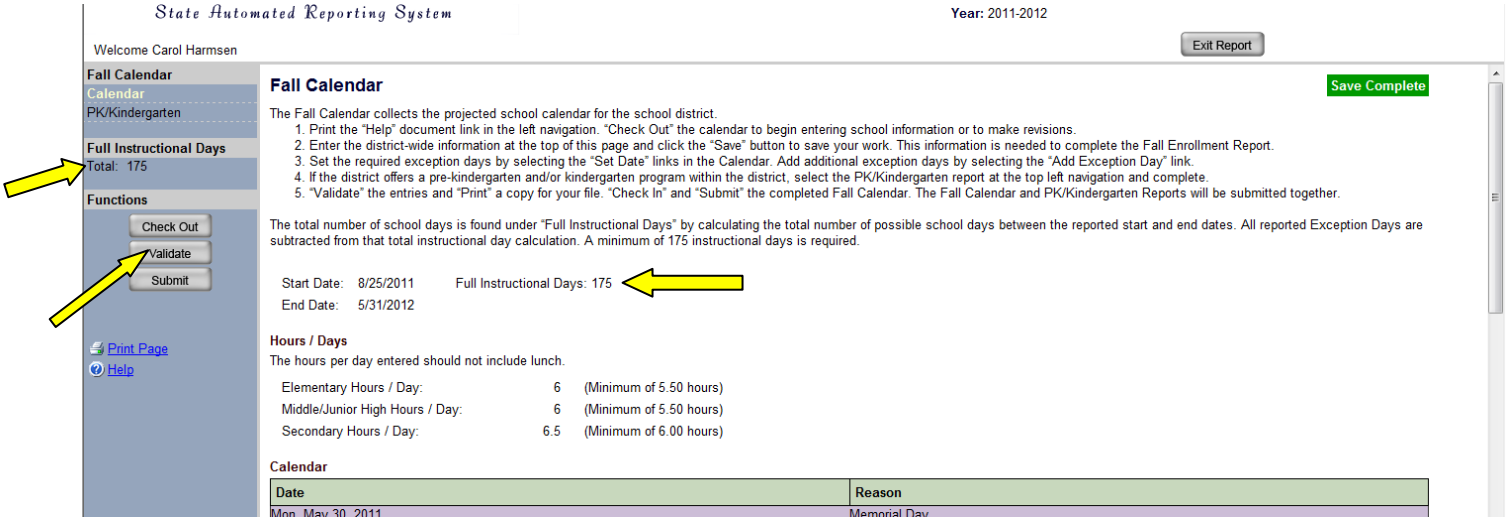

Figure 6a: Validate the Fall Calendar report.

- *Validation errors* are denoted by a ✖ symbol. *Validation warnings* are denoted by a ⚠ symbol. The validation summary screen by default will list any errors or warnings that need to be addressed. All validation errors identified with the ✖ symbol must be corrected before the calendar can be submitted. Click the "View" drop down list and choose to view only errors, only warnings, or the default of errors and warnings *(Figure 6b).*

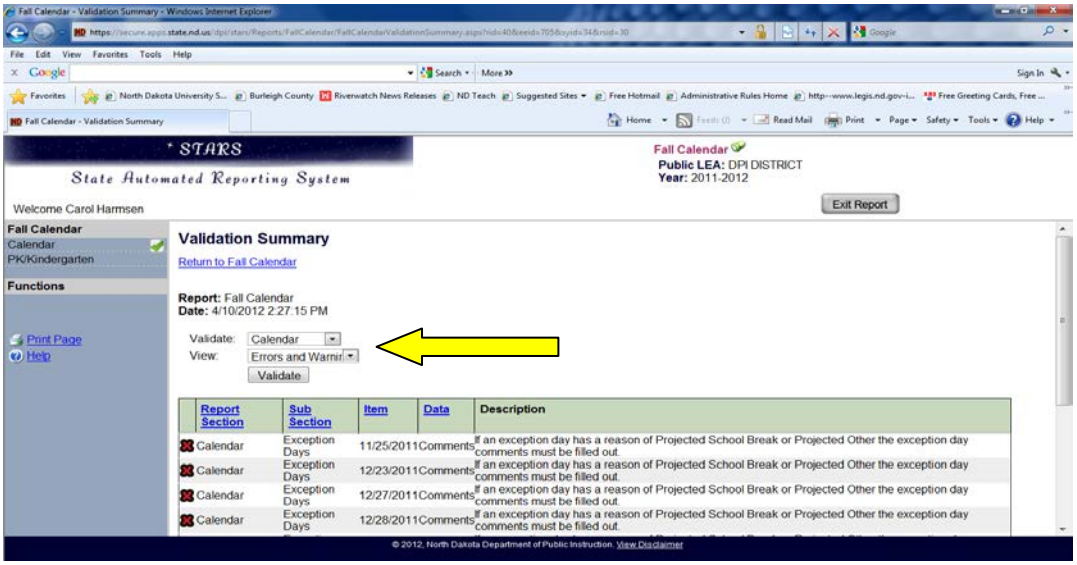

Figure 6b: Validation summary.

- The validation summary can also be sorted by the report section, sub section, item, or data. To sort a column on the validation summary click on the blue, underlined heading to sort. Click on the blue, underlined heading once to sort in ascending order, click again to sort in descending order *(Figure 6c).*

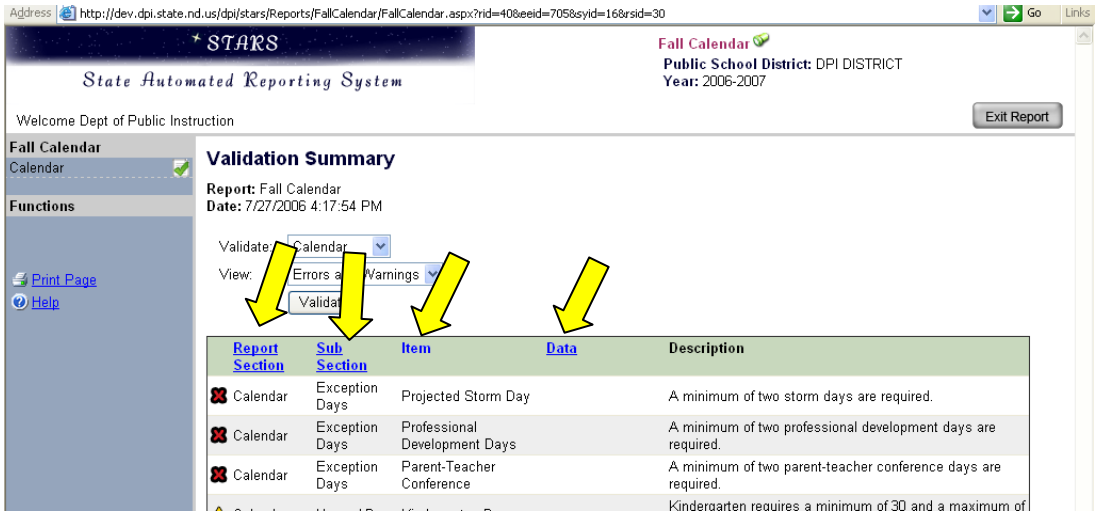

Figure 6c: Sorting information on the validation summary screen.

- To return to the Fall Calendar to edit any validation errors, click on the "Return to Fall Calendar" link below the Validation Summary headline.
- When the validation errors are fixed, click on the Validate button again to confirm the validation is successful. If the validation is successful, a popup box will appear *(Figure 6d)*.

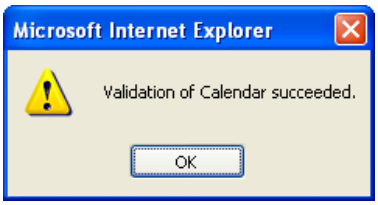

Figure 6d: Validation of Calendar succeeded message box.

- When you return to the initial calendar page, please print a copy of your calendar for your records by clicking on the "Print Page" link found in the lower left navigation *(Figure 6e)*.

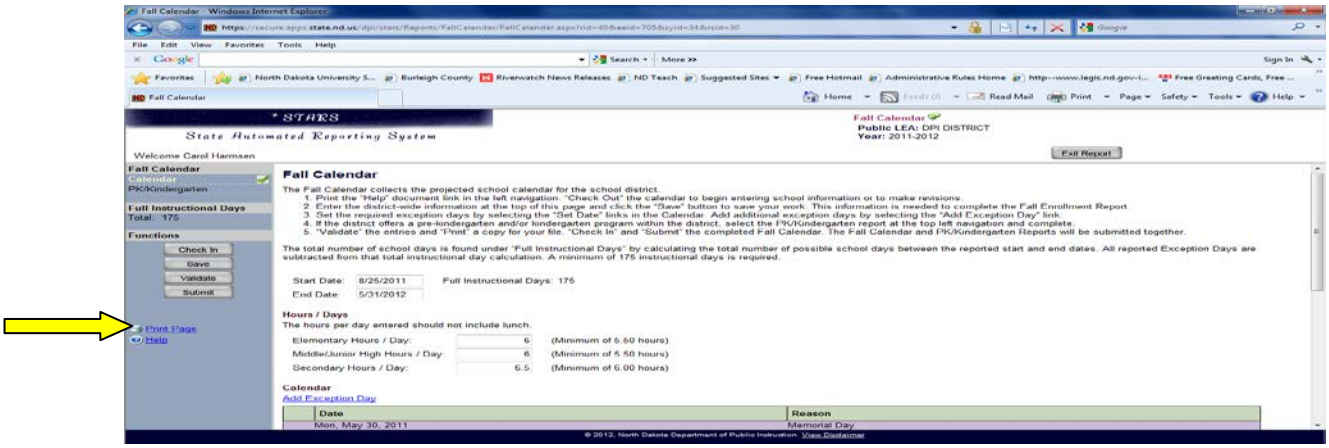

Figure 6e: Print Page.

7. "Check In" the Fall Calendar Report.

- Make sure you have "Checked In" the report before trying to submit *(Figure 7a)*. If the report is "Checked Out" you will receive a message instructing you to "Check In" the report first *(Figure 7b)*.

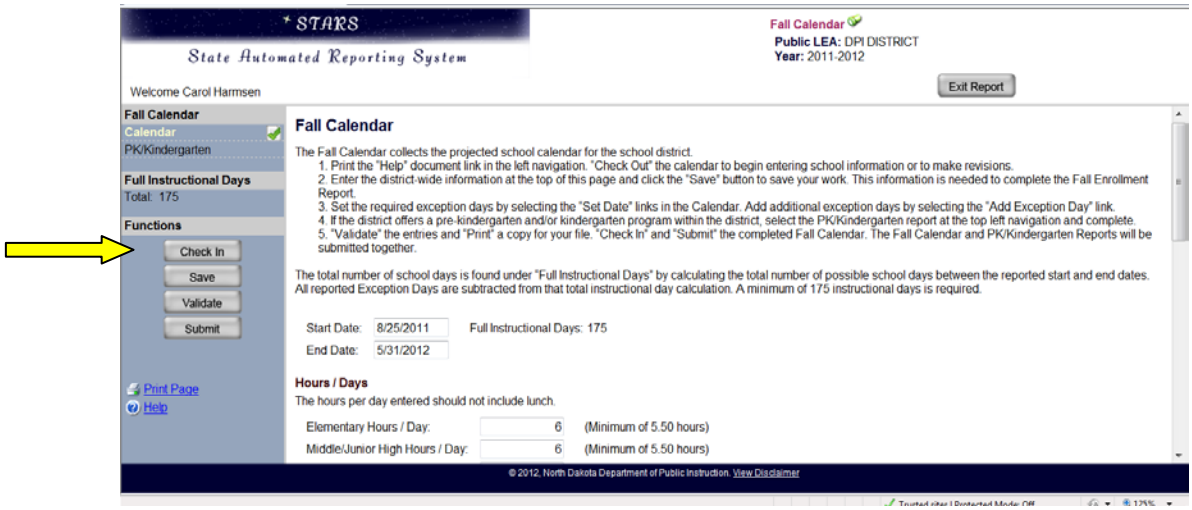

Figure 7a: "Check In" Fall Calendar Report.

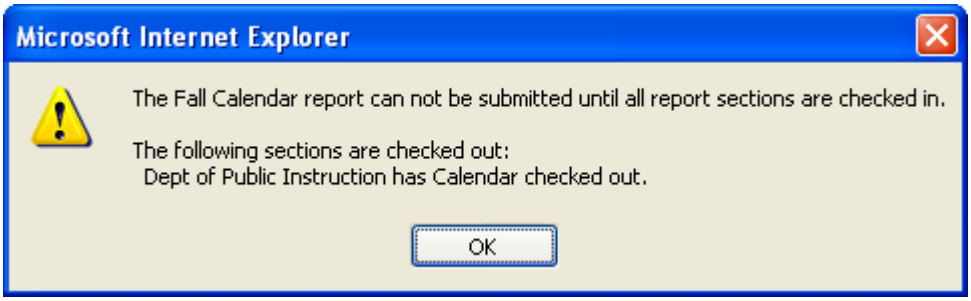

Figure 7b: Error message when Fall Calendar is "Checked Out".

8. Pre-kindergarten/Kindergarten Report.

- If the district offers a pre-kindergarten and/or kindergarten program within the district, click on the PK/Kindergarten report at the top left navigation to complete *(Figure 8a).* This information needs to be submitted with the Fall Calendar and is shared with the Fall Enrollment Report. When submitting the reports, both the Fall Calendar and PK/Kindergarten Report are sent together to the Department.

Figure 8a: Selecting Pre-kindergarten/Kindergarten Report.

- The PK/Kindergarten report collects the types of pre-kindergarten and kindergarten programs offered in the district.
  1. "Check Out" the PK/Kindergarten report to begin entering school information or to make revisions *(Figure 8b).*

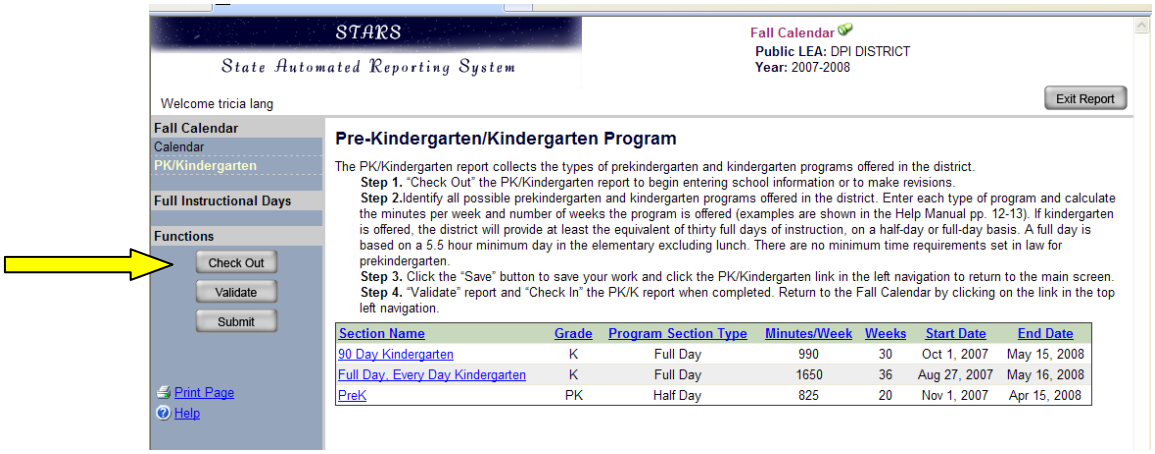

Figure 8b: "Check Out" the PK/K Report.

2. Identify all possible pre-kindergarten and kindergarten programs offered in the district under “Section Name”. Enter each type of program, record the minutes per week, and record the number of weeks the program is offered. If kindergarten is offered, the district will provide at least the equivalent of thirty full days of instruction, on a half-day or full-day basis. A full day is based on a 5.5 hour minimum day in the elementary excluding lunch. There are no minimum time requirements set in law for pre-kindergarten *(Figure 8c).* When reporting pre-kindergarten programs, place a check in the special education box if the district is offering a special education pre-kindergarten program.

   Program Examples:
   - If the school offers a full day kindergarten program for 90 days meeting three times a week, choose program type “Full Day” and enter “990 minutes per week for 30 weeks”.
   - If the school offers a full day kindergarten program for 180 days, choose program type “Full Day” and enter “1650 minutes per week for 36 weeks”.
   - If a school offers a half day program for 180 days, choose program type “Half Day” and enter “825 minutes per week for 36 weeks”.
   - If the school offers any other combination of half to full day over the school year, choose program type “Other” and enter the average number of minutes per week and the number of weeks.
   - If the district offers a combination both full and half day programs, the school will have to identify each type of program offered to their students on the report.
   - If the school offers a prekindergarten program, enter the type of program and calculate the minutes per week and the number of weeks the program is offered.
3. The “Section Code” requires the school to create an identity code for each kindergarten and/or pre-kindergarten program offered within the district. The code can be up to five (5) characters in length and in any combination of letters and/or numbers. This information is used in the fall enrollment report when identifying student level information for students attending kindergarten or pre-kindergarten.
4. Click the “Save” button to save your work and click the PK/Kindergarten link in the left navigation to return to the main screen *(Figure 8c).*

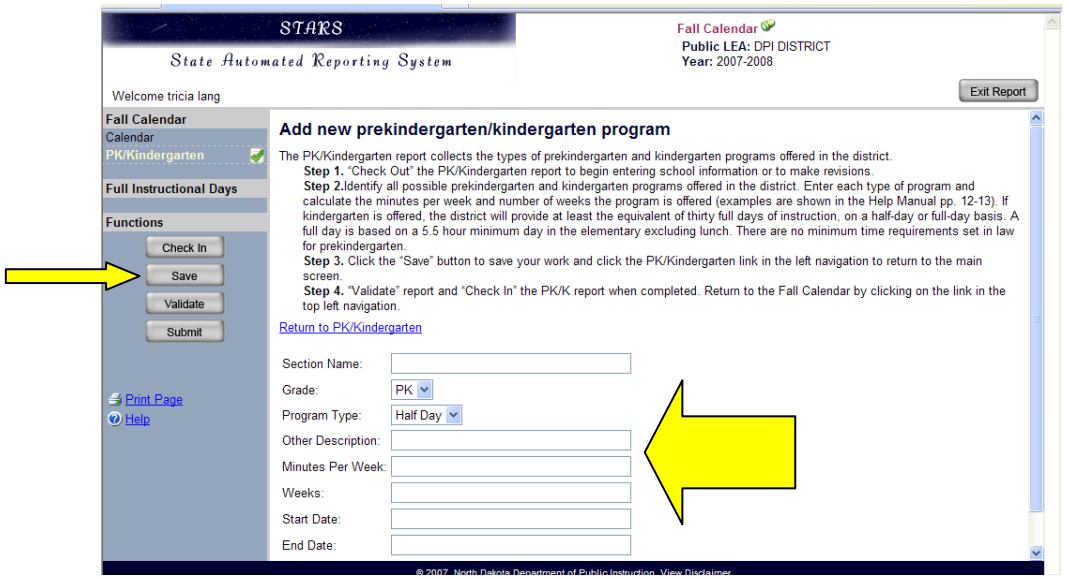

Figure 8c: Identify Types of PK and K programs.

5. "Validate the report and "Check In" the PK/K report when completed. Return to the Fall Calendar by clicking on the link in the top left navigation.
   - The identified kindergarten course offerings identified on this collection program will be used on the student enrollment report and each student will need to be associated with the appropriate program. The ADM will be calculated as the number of days attending. For a kindergarten program to qualify for foundation aid, the program has to meet an equivalent of thirty full days minimum of instruction. Prekindergarten will be collected using attendance hours per course. The prekindergarten student enrollment will not be used for ADM since there is no foundation aid available for these programs.

9. "Check In" the Fall Calendar Report.

- Make sure you have "Checked In" the report before trying to submit *(Figure 9a).* If the report is "Checked Out" you will receive a message instructing you to "Check In" the report first *(Figure 9b).*

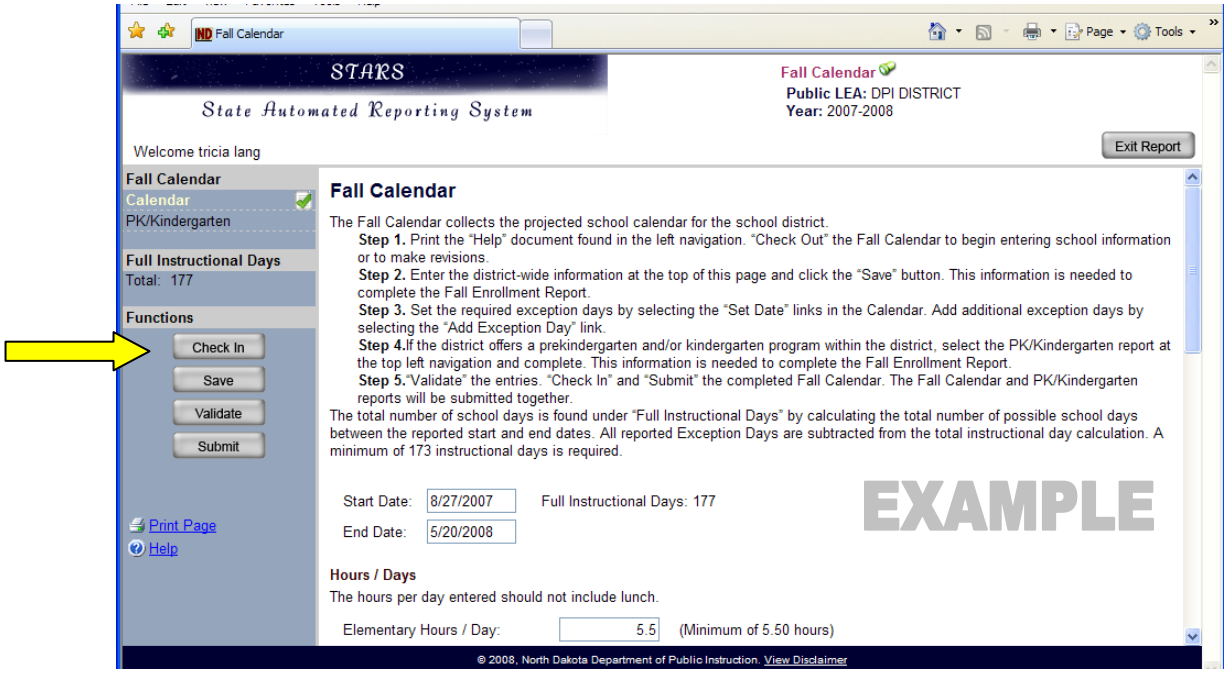

Figure 9a: "Check In" the Fall Calendar Report

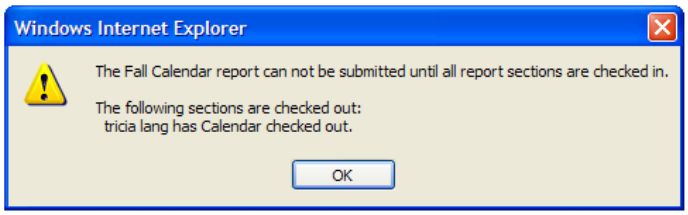

Figure 9b: Error message when Fall Calendar Report is checked out.

10. Submit the Fall Calendar Report.

- Only submit the report when all the changes to the report have been made. To submit the completed Fall Calendar report to the Department of Public Instruction, click on the "Submit" button found in the left navigation *(Figure 10a).*

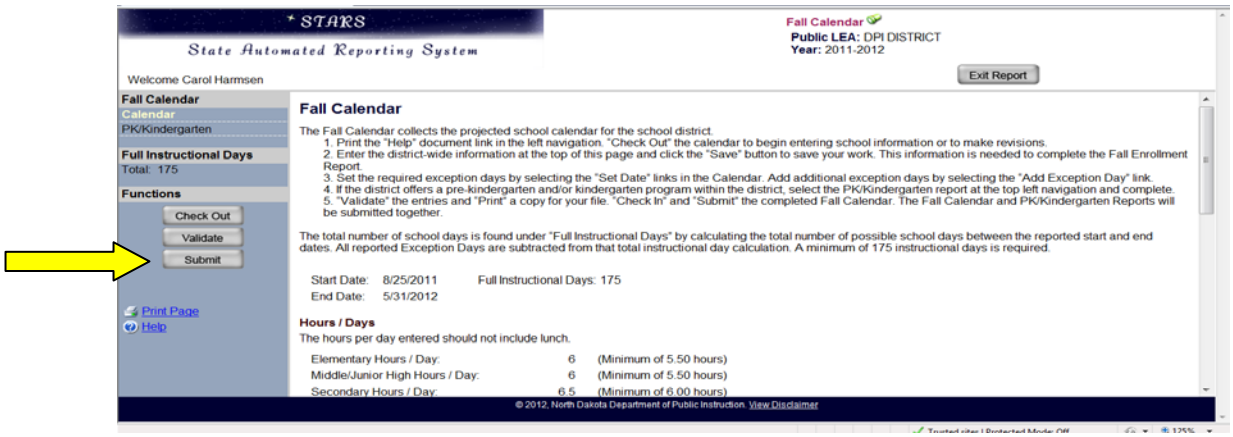

Figure 10a: Submit the Fall Calendar Report.

- When the report has been successfully submitted, a message will appear at the top of the screen reading "You have successfully submitted the Fall Calendar" *(Figure 10b)*.
- Please print this page for your records by clicking on the "Print Page" link found on the left side of the screen. This page is the confirmation that the report has been successfully received by the Department of Public Instruction. Also note when the report has been submitted a new icon is added to the report information in the upper left portion of the screen. This icon denotes the report has been submitted *(Figure 10b)*.

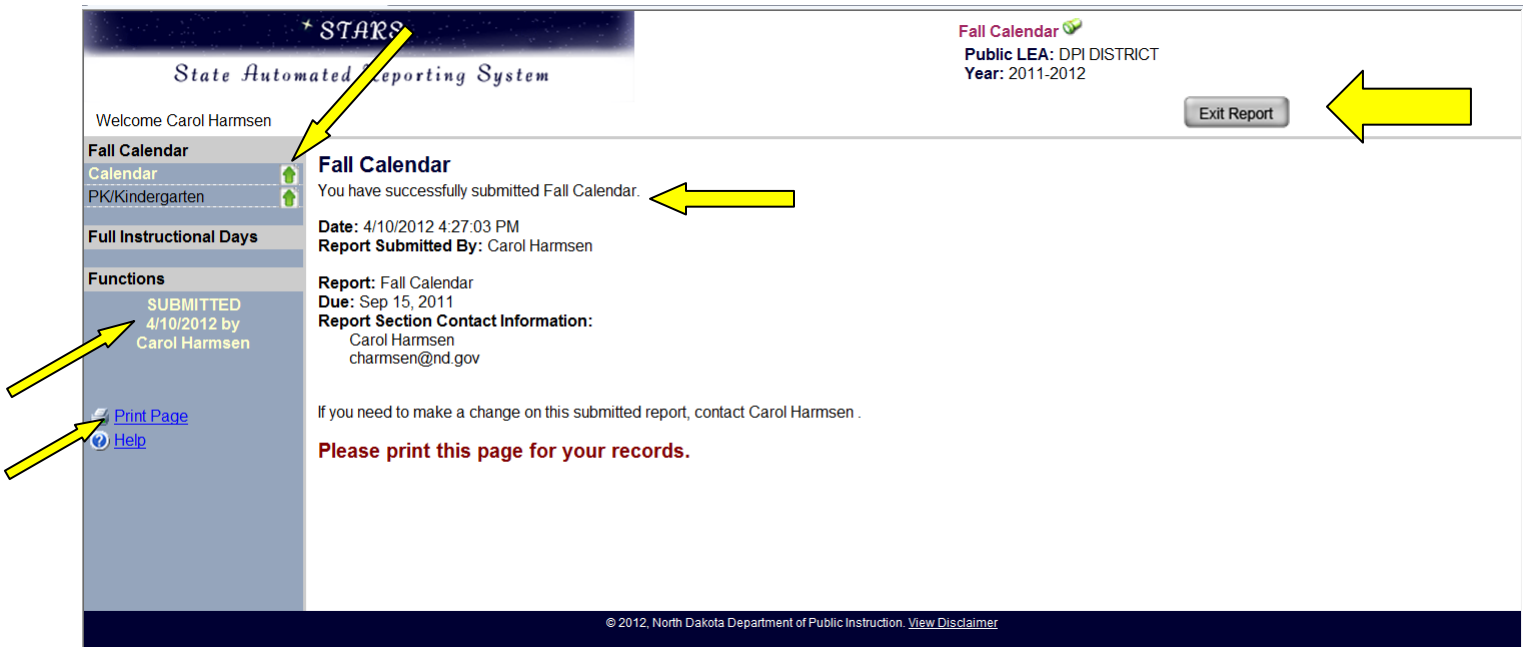

Figure 10b: Successful submission of the Fall Calendar.

11. Exit Report and Log Out of STARS.

- Exit the Fall Calendar report by clicking on the “Exit Report” on the top right part of the screen.(Figure 10b)
- Log out when you have finished working on the STARS reports by clicking on the “Log Out” link located by your name on the top left part of the screen.

➢ **Department Contacts**

Once the report has been submitted to DPI changes cannot be made. If the Fall Calendar report was submitted in error, please contact the following DPI personnel to request the report be opened for editing.

The Fall Calendar contact personnel are Carol Harmsen (701) 328-2266 or email charmsen@nd.gov and Karla Mittleider (701) 328-2597 or email kjmittleider@nd.gov.