(iNHDEX) NH - Calendar

September
2025

(iNHDEX) NH - Calendar

Overview

Summary, Scope, and Purpose

This submission is used to define the academic school year for each school in the district. Pursuant to Ed 306.19, each school shall maintain a school calendar which will be used to calculate student membership. Each district will also need to identify an in-district school's calendar, the dates of which will be used for the reporting of all students placed out of district. Starting with 2024-2025 School year, all districts will report their calendars in hours. They may choose to meet instructional time compliance by indicating a daily or hourly calculation. Summer calendars do not need to be reported.

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
All Year	08/08/2025, 12:00 AM	06/30/2026, 11:59 PM	07/01/2025	06/20/2026

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Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Reports a record for each school calendar in the district
R1. BR1	Do not include any records that match the following exclusions: • Calendar Exclude • School Exclude
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be run in District Editions.
R4	The report will be generated in CSV format as well as a human-readable format (HTML). The CSV format is the State Format.
R4. BR1	**CSV Format Best Practice** The accepted state format for all iNHDEX extracts is Comma-Separated Value (CSV) files. CSV files usually default to opening with the Microsoft Excel application if you have it installed on your computer. Microsoft Excel handles date-time values in a very specific way. The default handling of date values will remove leading 0's. **This will cause issues with your reporting**. To prevent this issue, make sure to perform edits to CSV files through a text editor application such as Notepad, Notepad++, or any number of other text editor applications. If you want to continue using Excel, ensure that all date fields are set to format MM/DD/YYYY **with leading 0's** (e.g. "8/4/2024" should display as "08/04/2024"). This article from Microsoft provides detailed instructions on how to change the format of dates within Excel: Format a date the way you want - Microsoft Support.
R5	The report will sort in the following order: • schoolNbr
R6	The file name that is generated will be titled **NH_Calendar**

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Extract Editor Requirements

Path: NH State Reporting > iNHDEX

	Editor Options	Field Type	Requirements
1	Extract Type	Drop list	
2	Calendar Selector	Multiple Calendar Selector	Defaults to selecting all the calendars in school year selected in the Campus Toolbar
3	Generate Report	Trigger button	Trigger the creation of the extract when selected
4	Submit to Batch	Trigger button	Send extract to Batch Queue when selected
5	Report Format	Drop list	Drop list will contain: • Comma Separated (CSV) • HTML

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Report Data Elements

The numbers below represent the sequence the fields should appear in.

	Data Element Label	Description / Business Rules	Required (Y/N)	Data Source GUI Path	Database Field (s)	Format	Length
1	**sauNbr** (School Administrative Unit Number)	*The state-assigned code for the SAU.* Reports the **SAU Number** from District Information.	Y	District Information > SAU Number	CustomDistrict . value	Numeric	1-4 characters
2	**distNbr** (District Number)	*The state-assigned code for the district.* Reports the **State District Number** from District Information.	Y	District Information > State District Number	District .number	Numeric	1-4 characters
3	**schoolNbr** (School Number)	*The state-assigned code for the school.* Reports the **State School Number** from School Information	Y	Enrollment > OOD School ID School Information > State School Number	Enrollment . outOfDistrictSchool School .number	Numeric	5 characters exactly

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4	**schoolYearStartDate** (School Start Date)	*First day of student instruction at the school* <hr> Reports the **date** of the first instructional day on Calendar	Y	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly
5	**schoolYearEndDate** (School End Date)	*Last day of student instruction at the school* <hr> Reports the **date** of the last instructional day on Calendar	Y	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly
6	**preKStartDate** (Preschool (PK) Start Date)	*First day of student instruction for Preschool only* <hr> Reports the **date** with Day Event code "PF" Otherwise, NULL	N	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly
7	**preKEndDate** (Preschool (PK) End Date)	*Last day of student instruction for Preschool only* <hr> Reports the **date** with Day Event code "PL" Otherwise, NULL	N	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly

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8	**kinderStartDate** (Kindergarten (K) Start Date)	*First day of student instruction for kindergarten only* Reports the **date** with Day Event code "KF" Otherwise, NULL	N	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly
9	**kinderEndDate** (Kindergarten (K) End Date)	*Last day of student instruction for Kindergarten only* Reports the **date** with Day Event code "KL" Otherwise, NULL	N	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly
10	**srStartDate** (Senior Start Date)	*First day of student instruction for High School Seniors only* Reports the **date** with Day Event code "SF" Otherwise, NULL	N	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly
11	**srEndDate** (Senior End Date)	*Last day of student instruction for High School Seniors only* Reports the **date** with Day Event code "SL" Otherwise, NULL	N	Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly

12	**outOfDistrCalIndc** (Out of District Representation)	*Identifies the school calendar blocking days and sessions to be used for out of district students* Reports **1** if Type on Calendar Information is Outside District Reports **0** otherwise.	N	Calendar Setup > Calendar Information	Calendar .type	Numeric	1 character
13	**oodStartDate** (Out of District Start Date)	*First day of student instruction for Out of District students only* Reports the **first instructional day** when Type in Calendar Information is Outside District Otherwise, NULL	N	Calendar Setup > Calendar Information Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly
14	**oodEndDate** (Out of District End Date)	*Last day of student instruction for Out of District students only* Reports the **last instructional day** when Type in Calendar Information is Outside District Otherwise, NULL	N	Calendar Setup > Calendar Information Calendar Setup > Day Setup		Date (MM /DD/YYYY) Must be 0-padded (e. g. "8" would be "08")	10 characters exactly

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