# (iNHDEX) NH - Calendar Blocking Days

September
2025

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## Overview

### Summary, Scope, and Purpose

This submission is used to define instructional periods within the academic school year and the hours of instruction in each period. The calendar session details will be used to calculate student membership at the school. Summer sessions do not need to be reported. Instructional time" means the period of time during which pupils are actively working toward achieving educational objectives under the supervision of an educator or other staff member; it cannot include lunch time, home room periods, passing time, breaks, and extended recess. Elementary schools may only count 30 minutes of recess towards instructional time.

### 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 | 06/30/2026 |

# Functional Requirements

## Reporting Population and Business Rules

| # | Requirement |
|---|---|
| R1 | Reports all blocking days of each school in the district during the academic year |
| R1. BR1 | A blocking day is defined as a day on which there is a Day Event with no instruction delivered for all or part of the day. In Infinite Campus, blocking days are days that have a Day Event with a Value code in the  Day > Type dictionary.<br><br>• Weekends and summer closures are not considered blocking days |
| R1. BR2 | Do not include any records that match the following exclusions:<br><br>• Calendar Exclude<br>• 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**<br><br>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**.<br><br>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:<br><br>• schoolNbr |
|---|---|
| R6 | The file name that is generated will be titled **NH_CalendarBlockingDays** |

## 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:<br><br>• Comma Separated (CSV)<br>• 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 | **blockingEventDate**<br><br>(Blocking Event Date) | *School calendar event date where instruction is less than the defined instructional hours on school session days*<br><br>Reports the **Date** of the Day Event | Y | Calendar Setup > Day Setup | | Date (MM/DD/YYYY)<br><br>Must be 0-padded (e.g. "8" would be "08") | 10 characters exactly |
| 5 | **blockingEventType**<br><br>(Blocking Event Type) | *School calendar event type where instruction is less than the defined instructional hours on school session days*<br><br>Reports the **Value** associated to the Day Event in the dictionary | Y | Calendar Setup > Day Setup | | Alphanumeric | |
| 6 | **percentNoInstruction**<br><br>(Percent of day without instruction) | *Percent of day without instruction*<br><br>Reports the **Percent** of the day without instruction based on the calculations below<br><br>1. Subtracts the Day Event's instructional minutes from the Whole Day instructional minutes<br>2. Take the difference and divide by the Whole Day instructional minutes to get the percent of the day without instructions.<br><br>Note: Must be within (0.01-100) | Y | Calendar Setup > Day Setup | | Numeric<br><br>Round up to two decimal places. | |

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