(iNHDEX) NH - Calendar Sessions

November
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 AM	07/01/2024	06/30/2025

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Reports a record for each school calendar in the district

R1. BR1	• Do not include Summer calendars
	• 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 by **schoolNbr**
R6	The file name that is generated will be titled **NH_CalendarSession**

Extract Editor Requirements

Path: *NH State Reporting > iNHDEX*

	Editor Options	Field Type	Requirements
1	Extract Type	Drop list	
2	Calendar Selector	Multiple Calendar Selector	1. Defaults to selecting all the Calendars in the district
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

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
4	**sessionCode** (System Derived Session Code)	*LEA defined reference field* Reports the **Calendar ID**	Y	Scheduling & Courses > Calendar Information > Calendar ID			

5	**sessionName** (System Derived Session Name)	*LEA defined reference field* Report the **Calendar Name**	N	Scheduling & Courses > Calendar Information > Calendar Name			
6	**sessionDescription** (LEA defined reference field)	*LEA defined reference field* Reports NULL	N				
7	**sessionStartDate** (Session Start Date)	*Session start date when instruction begins* Report the **Date** of the first instructional day	Y	Scheduling & Courses > Calendar Setup > Day Setup		Date (MM/DD /YYYY)	
8	**sessionEndDate** (Session End Date)	*Session end date when instruction ends* Reports the **Date** of the last instructional day	Y	Scheduling & Courses > Calendar Setup > Day Setup		Date (MM/DD /YYYY)	
9	**instrcHrsMon** (Instructional Hours on Mondays)	*School instructional hours on Mondays for the session* Reports the **Instructional Hours** of the **Period Schedule** that is correlated to Monday **Instructional Hours** is calculated by converting **Instructional Minutes**	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75

10	**instrcHrsTue** (Instructional Hours on Tuesday)	*School instructional hours on Tuesday for the session* Reports the **Instructional Hours** of the **Period Schedule** that is correlated to Tuesday **Instructional Hours** is calculated by converting **Instructional Minutes**	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75
11	**instrcHrsWed** (Instructional Hours on Wednesdays)	*School instructional hours on Wednesdays for the session* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Wednesday **Instructional Hours** is calculated by converting **Instructional Minutes**	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75
12	**instrcHrsThr** (Instructional Hours on Thursdays)	*School instructional hours on Thursdays for the session* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Thursday **Instructional Hours** is calculated by converting **Instructional Minutes**	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75

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13	**instrcHrsFri** (Instructional Hours on Fridays)	*School instructional hours on Fridays for the session* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Friday **Instructional Hours** is calculated by converting **Instructional Minutes**	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75
14	**instrcHrsMonKinder** (Instructional Hours for Kindergarten on Mondays)	*Instructional Hours on Mondays for Kindergarten* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Monday when the school has grade level **Kindergarten** or **Preschool** Reports **0** otherwise	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75
15	**instrcHrsTueKinder** (Instructional Hours for Kindergarten on Tuesdays)	*Instructional Hours on Tuesday for Kindergarten* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Monday when the school has grade level **Kindergarten** or **Preschool** Reports **0** otherwise	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75

16	**instrcHrsWedKinder** (Instructional Hours for Kindergarten on Wednesdays)	*Instructional Hours on Wednesday for Kindergarten* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Monday when the school has grade level **Kindergarten** or **Preschool** Reports **0** otherwise	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75
17	**instrcHrsThrKinder** (Instructional Hours for Kindergarten on Thursdays)	*Instructional Hours on Thursday for Kindergarten* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Monday when the school has grade level **Kindergarten** or **Preschool** Reports **0** otherwise	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75
18	**instrcHrsFriKinder** (Instructional Hours for Kindergarten on Fridays)	*Instructional Hours on Friday for Kindergarten* Reports the **Instructional Hours** of **Period Schedule** that is correlated to Monday when the school has grade level **Kindergarten** or **Preschool** Reports **0** otherwise	Y	Calendar Setup > Day Setup > Period Schedule Calendar Setup > Period Setup > Instructional Minutes		Numeric	Precision to 2 decimal points rounded down Ex. 5.755 = 5.75