

# (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
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R1	<p>Reports a record for each school calendar in the district that meets the following:</p> <ul style="list-style-type: none"> <li>• All calendar types except "Outside District" must have at least one day set up in the calendar</li> <li>• All calendars with "Outside District" type are reported regardless of whether they have any days set up.</li> </ul>
R1.BR1	<p>Do not include any records that match the following exclusions:</p> <ul style="list-style-type: none"> <li>• Calendar Exclude</li> <li>• School Exclude</li> </ul>
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	<p><b>CSV Format Best Practice</b></p> <p>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. <b>This will cause issues with your reporting.</b></p> <p>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 <b>with leading 0's</b> (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: <a href="#">Format a date the way you want - Microsoft Support</a>.</p>
R5	<p>The report will sort in the following order:</p> <ul style="list-style-type: none"> <li>• schoolNbr</li> </ul>
R6	The file name that is generated will be titled <b>NH_Calendar</b>

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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: <ul style="list-style-type: none"> <li>• Comma Separated (CSV)</li> <li>• HTML</li> </ul>

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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	<b>sauNbr</b> (School Administrative Unit Number)	<i>The state-assigned code for the SAU.</i> <hr/> Reports the <b>SAU Number</b> from District Information.	Y	District Information > SAU Number	CustomDistrict .value	Numeric	1-4 characters
2	<b>distNbr</b> (District Number)	<i>The state-assigned code for the district.</i> <hr/> Reports the <b>State District Number</b> from District Information.	Y	District Information > State District Number	District .number	Numeric	1-4 characters
3	<b>schoolNbr</b> (School Number)	<i>The state-assigned code for the school.</i> <hr/> Reports the <b>State School Number</b> from School Information	Y	Enrollment > OOD School ID School Information > State School Number	Enrollment .outOfDistrictSchool School .number	Numeric	5 characters exactly
4	<b>schoolYearStartDate</b> (School Start Date)	<i>First day of student instruction at the school</i> <hr/> Reports the <b>date</b> 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	<b>schoolYearEndDate</b> (School End Date)	<i>Last day of student instruction at the school</i> <hr/> Reports the <b>date</b> 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	<b>preKStartDate</b> (Preschool (PK) Start Date)	<i>First day of student instruction for Preschool only</i> <hr/> Reports the <b>date</b> 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	<b>preKEndDate</b> (Preschool (PK) End Date)	<i>Last day of student instruction for Preschool only</i> <hr/> Reports the <b>date</b> with Day Event code "PI."	N	Calendar Setup > Day Setup		Date (MM/DD/YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly

		Otherwise, NULL					
8	<b>kinderStartDate</b> (Kindergarten (K) Start Date)	<i>First day of student instruction for kindergarten only</i>  Reports the <b>date</b> 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	<b>kinderEndDate</b> (Kindergarten (K) End Date)	<i>Last day of student instruction for Kindergarten only</i>  Reports the <b>date</b> 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	<b>srStartDate</b> (Senior Start Date)	<i>First day of student instruction for High School Seniors only</i>  Reports the <b>date</b> 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	<b>srEndDate</b> (Senior End Date)	<i>Last day of student instruction for High School Seniors only</i>  Reports the <b>date</b> 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	<b>outOfDistrCallndc</b> (Out of District Representation)	<i>Identifies the school calendar blocking days and sessions to be used for out of district students</i>  Reports <b>1</b> if Type on Calendar Information is Outside District Reports <b>0</b> otherwise.	N	Calendar Setup > Calendar Information	Calendar .type	Numeric	1 character
13	<b>oodStartDate</b> (Out of District Start Date)	<i>First day of student instruction for Out of District students only</i>  Reports the following when <b>Type on Calendar Information is Outside</b>	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



		<p><b>District:</b></p> <ul style="list-style-type: none"> <li>• Reports the <b>first instructional day</b> in Day Setup when one or more days has been set up</li> <li>• Otherwise, reports the <b>Start Date</b> in Calendar Information</li> </ul> <p>Reports NULL in all other situations</p>					
14	<p><b>oodEndDate</b> (Out of District End Date)</p>	<p><i>Last day of student instruction for Out of District students only</i></p> <hr/> <p>Reports the following when <b>Type on Calendar Information is Outside District:</b></p> <ul style="list-style-type: none"> <li>• Reports the <b>last instructional day</b> in Day Setup when one or more days has been set up</li> <li>• Otherwise, reports the <b>Start Date</b> in Calendar Information</li> </ul> <p>Reports NULL in all other situations</p>	N	<p>Calendar Setup &gt; Calendar Information</p> <p>Calendar Setup &gt; Day Setup</p>		<p>Date (MM/DD/YYYY) Must be 0-padded (e.g. "8" would be "08")</p>	<p>10 characters exactly</p>

