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## Department of Public Instruction

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<http://www.dpi.state.nd.us>

Dr. Wayne G. Sanstead  
State Superintendent

TO: Public and Nonpublic School Administrators and Business Managers

FROM: Linda M. Paluck, Director  
School Approval and Accreditation  
ND Department of Public Instruction

DATE: May 8, 2009

RE: 2008-09 Spring Calendar Report

As you near the end of another school year, please remember that you need to complete the Spring Calendar report for this year. The Spring Calendar is collected on the STARS program at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>. The Spring Calendar collection program is now available for districts and non public schools. The completed Spring Calendar is **due June 15, 2009**.

The Spring Calendar collects the actual school calendar for the school district during the current school year. The Fall Calendar information is rolled into the Spring Calendar. Your district/school needs to verify the Spring Calendar and report any changes during the current school year.

The 2008-09 school year was especially difficult for many schools that requested forgiveness from the Governor for lost instructional time due to storms, floods and other related natural disasters. When you enter data into your spring calendar please report the days missed along with the days you used to make up instructional time. There are drop down boxes in the program for you to indicate whether this was a makeup day or a day that was forgiven by the Governor.

Remember to use your state login identification and password to enter STARS. Information regarding the STARS login site and state login information can be found within the attached ***Spring Calendar Help Manual*** along with directions to complete the calendar. The help manual is an excellent resource and it would be wise to print it **before** you begin entering your data.

You may also view the Spring Calendar Help Manual for the STARS program, as well as all other program manuals, on our DPI website under Resources at <http://www.dpi.state.nd.us/resource/STARS/index.shtm>.

If you have any questions regarding the Spring Calendar Report, please contact Carol Harmsen at 328-2266.