

STARS Fall Calendar Report Directions

The Fall Calendar collects the projected school calendar for the school district.

1. Print the "Help" document link in the left navigation. "Check Out" the calendar to begin entering school information or to make revisions.
2. Enter the district-wide information at the top of this page and click the "Save" button to save your work. This information is needed to complete the Fall Enrollment Report.
3. Set the required exception days by selecting the "Set Date" links in the Calendar. Add additional exception days by selecting the "Add Exception Day" link.
4. If the district offers a pre-kindergarten and/or kindergarten program within the district, select the PK/Kindergarten report at the top left navigation and complete.
5. "Validate" the entries and "Print" a copy for your file. "Check In" and "Submit" the completed Fall Calendar. The Fall Calendar and PK/Kindergarten Reports will be submitted together.

The total number of school days is found under "Full Instructional Days" by calculating the total number of possible school days between the reported start and end dates. All reported Exception Days are subtracted from that total instructional day calculation. A minimum of 173 instructional days is required.

STARS Fall Calendar - Pre-kindergarten/Kindergarten Section Directions

The PK/Kindergarten report collects the types of pre-kindergarten and kindergarten programs offered in the district.

1. "Check Out" the PK/Kindergarten report to begin entering school information or to make revisions.
2. Identify all possible pre-kindergarten and kindergarten programs offered in the district. Enter each type of program, record the minutes per week, and record the number of weeks the program is offered. If kindergarten is offered, the district will provide at least the equivalent of thirty full days of instruction, on a half-day or full-day basis. A full day is based on a 5.5 hour minimum day in the elementary excluding lunch. There are no minimum time requirements set in law for pre-kindergarten. When reporting pre-kindergarten programs, place a check in the special education box if the district is offering a special education pre-kindergarten program.
3. Click the "Save" button to save your work and click the PK/Kindergarten link in the left navigation to return to the main screen.
4. "Validate" report and "Check In" the PK/K report when completed. Return to the Fall Calendar by clicking on the link in the top left navigation.