

School Start-Times and End-Times

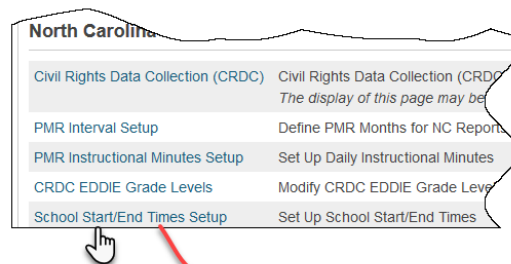
In compliance with legislation mandate (G.S. 115C-12(18)), a new screen and state collection has been added to PowerSchool to record and report each School Start-Time and End-Time (SET). This collection will take place at the start of school each year and will be due in September.

...As part of the reporting requirements under the Uniform Education Reporting System pursuant to G.S. 115C-12(18), each local board of education shall report to the State Board of Education on the start time and release time for each school under control of the local board of education. For the purposes of this subsection, "start time" shall mean the time of day when academic classes begin for the majority of students enrolled in the school, and "release time" shall mean the time of day when academic classes end for the majority of students enrolled in the school... §NC G.S.115C-84.2(a1)

At the start of each school year, after EOY, each school must enter their school's start-time and end-time for that school year. If a school with multiple education levels (Elementary, Middle, and High school) uses different start-end times for each level (elementary level, middle school level, and high school level,) the majority population should be used for the start and end time entered into PowerSchool.

Start-Times & End-Times Screen Setup

Navigation: School Level: Start page > **Setup** – School > North Carolina – School Start/End Times Setup



School Start/End Times Setup

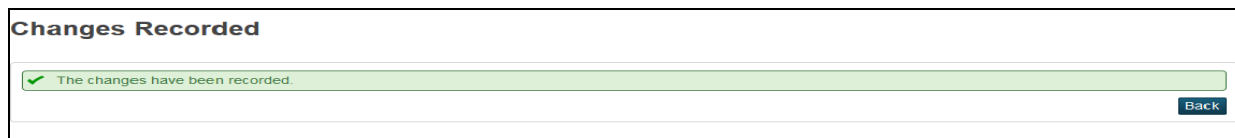
School Start/End Times Setup	
School Year	2017-2018
School	DPI Elementary
School Day Start Time	🕒 08:05 AM
School Day End Time	🕒 03:05 PM
Total School Day Minutes	420
Submit	

Legend

Icons 🕒 - Time Entry

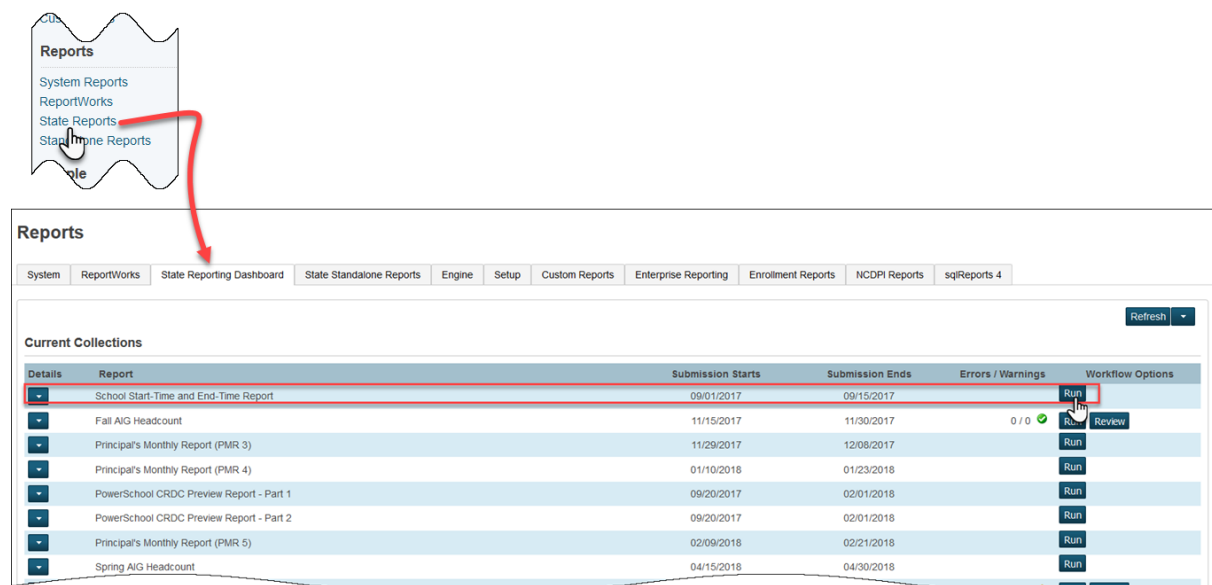
Start-Time and End-Time

1. **School Year** and **School** are populated by PowerSchool.
2. **School Day Start Time** = School start time (The time a student must be in their seat or be counted as absent or tardy for that day).
3. **School Day End Time** = Time school ends and students are dismissed.
4. Click **Submit**.
5. Click **Back** and exit the screen.



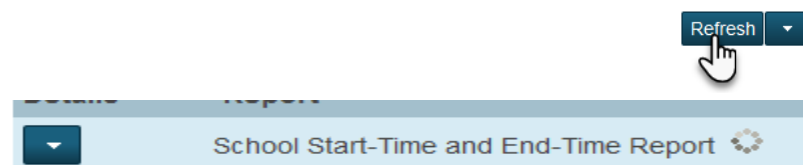
Running the Start-Times & End-Times State Collection

Navigation: School Level: Start page > Reports – State Reports > Current Collections School Start/End Times Report



1. Click **Run** by **School Start-Times & End-Times**.

Note: Remember to click **Refresh** periodically until the grey-spinning circle stops to indicate that the report has completed.



2. When completed, if no exceptions exist, the user will be asked to **Choose data view** and the drop down will allow the users to select **SET School** report.

Start-Time and End-Time

3. If exceptions exist, when the user clicks **Review**, two reports are available for review: **SET Reviews** and **SET Exceptions**

Current Collections					
Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
▼	Final Graduation Data Verification	08/02/2017	08/12/2017	0 / 0 ✓	Run Review
▼	School Start-Time and End-Time Report	09/01/2017	09/15/2017	0 / 0 ✓	Run Review Approve

SET Exceptions

Navigation: School Level: Start page > Reports – State Reports > Current Collections School Start/End Times Report –

The screenshot illustrates the steps to view SET Exceptions. It starts with the 'Current Collections' table at the top. A red arrow points from the 'Review' button of the 'School Start-Time and End-Time Report' to the 'SET Exceptions' option in the sidebar. Another red arrow points from 'SET Exceptions' to the 'SET-1: Current Year data missing - Fatal' data view. A final red arrow points from this selection to the 'Results' section, which shows a table with one record for 'Asheville City Schools' and 'Claxton Elementary'. The 'Export' button is located at the bottom of the results table.

1. Click **Review**.
2. Choose category = **SET Exceptions**.
3. Choose data view = **SET – 1: Current Year Data Missing**.
4. The Exception can be viewed under **Results** on the screen.
5. To export the data, click **Export** at the bottom of the screen.

Important: SET has one fatal exception: **SET – 1: Current Year Data Missing**. This exception must be corrected before the school users can approve the SET report. To correct the fatal exception, the school's start and end times must

Start-Time and End-Time

be entered. Please refer to step 1 on page one of this document. Once corrected, the school will need to re-run SET.

SET Report

Navigation: School Level: Start page > Reports – State Reports > Current Collections School Start/End Times Report –

The screenshot shows the 'Reports' section of the PowerSchool interface. Under 'Current Collections', the 'School Start-Time and End-Time Report' is highlighted. The 'Workflow Options' column shows 'Run', 'Review', and 'Approve' buttons. A red arrow points to the 'Review' button. Below this, a dropdown menu for 'Choose data view' is open, showing 'Please Select' and 'SET School'. A red arrow points to 'SET School'. The 'Results' section shows a table with 2 total records for 'SET School'. The table has columns for LEA Name, School Name, and multiple Start/Release time slots. A red arrow points to the 'Export' button at the bottom of the results table.

Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
▼	Final Graduation Data Verification	08/02/2017	08/12/2017	0 / 0	Run Review
▼	School Start-Time and End-Time Report	09/01/2017	09/15/2017	0 / 0	Run Review Approve

School Start-Time and End-Time Report

Choose data view:
----- Please Select -----
----- Please Select -----
SET School

Results

SET School (2 total records) Results per page: 25

	LEA Name	School Name	Start	Release	Start	Release	Start	Release	Start	Release	Start	Release	Start	Release	Start
1			17-18	17-18	16-17	16-17	15-16	15-16	14-15	14-15	13-14	13-14	12-13	12-13	11-12
2	Asheville City Schools	Asheville High	08:05 AM	03:05 PM											

Page(s) 1 of 1 Export Clear Cache

1. Click **Review**.
2. Choose category = **SET Views**.
3. Choose data view = **SET School**.
4. The report populates under **Results** once **SET School** is selected.
5. To export the data, click **Export** at the bottom of the screen.

Important: SET has one report, **SET School**, which must reflect the start and release (end) times for the present school year. ONLY blank current year data will produce the SET exception 1.

Start-Time and End-Time

SET Report Approval (School)

Navigation: School Level: Start page > Reports – State Reports > Current Collections School Start/End Times Report

The screenshot displays the 'Current Collections' table with the following data:

Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
▼	Final Graduation Data Verification	08/02/2017	08/12/2017	0 / 0 ✓	Run Review
▼	School Start-Time and End-Time Report	09/01/2017	09/15/2017	0 / 0 ✓	Run Review Approve

A red dashed arrow points from the 'Approve' button in the 'Current Collections' table to the 'Archived Collections' table. A green banner above the 'Archived Collections' table reads 'Collection successfully approved.'

The 'Archived Collections' table is highlighted with a red box and contains the following data:

Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
▼	School Start-Time and End-Time Report	09/01/2017	09/15/2017	0 / 0 ✓	Review Unapprove
▼	PowerSchool Monthly Report (PSMR 41)	09/07/2017	10/05/2017	0 / 0 ✓	Review Unapprove

1. Once the exception has been corrected and the report has been reviewed, click **Approve** to move the collection to the **Archived Collection** area. The report will not reflect at the LEA level as having been approved.
2. If the **Approve** button is not available and no exception exists, re-run the SET report and the Approve button will re-appear.

Note: If a state compliance report has not been run in 24-hours, the user must re-run the report to see the **Approve** button.

Start-Time and End-Time

SET Reports and Approval (LEA)

Navigation: LEA Level: Start page > Reports – State Reports > Current Collections School Start/End Times Report

School Approval Report

School Start-Time and End-Time Report

Choose category:

Choose data view:

Details for all schools that are required to collect this report

Results

School Approvals (10 total records) Results per page: 25

	School Name	School Number	Collected On	Exceptions Fatal	Exceptions Warning	Approved On	Approved By	Principal Name	Principal Email	Principal Phone
1	High	11	02/26/2018 07:06:15	0	0	02/26/2018	Ringo, Johnny			
2	Middle	11	02/26/2018 08:37:05	0	0					
3	Primary	11	02/20/2018 19:23:01	0	0					
4	Elementary	11	02/26/2018 07:55:05	1	0					
5	Elementary	11	02/20/2018 19:23:01	0	0					
6	Elementary	11	02/20/2018 19:23:01	0	0					
7	Elementary	11	02/20/2018 19:23:01	0	0					
8	Academy	11	02/20/2018 19:23:01	0	0					
9	Sciences	11	02/20/2018 19:23:01	0	0					
10	Elementary	11	02/26/2018 07:07:24	1	0					

<< < Page(s) 1 of 1 > >> [Export](#) [Clear Cache](#)

1. Choose category: = Common LEA
2. Choose date view: = School Approvals

SET LEA Report

The LEA level SET LEA reports show each school's information that has been entered.

1. Choose category: = SET View
- Choose date view: = SET LEA

School Start-Time and End-Time Report

Choose category:

Choose data view:

A list of school start and end times for the past 10 years.

Results

SET LEA (5 total records)

	LEA Name	School Name	Start	Release	Start	Release	Start	Release	Start	Release	Start	Release	Start	Release
1			17-18	17-18	16-17	16-17	15-16	15-16	14-15	14-15	13-14	13-14	12-13	12-13
2		High	08:05 AM	03:05 PM										
3		Middle	08:15 AM	03:30 PM										
4		Elementary												
5	Schools	Elementary												

<< < Page(s) 1 of 1 > >> [Export](#)

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