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

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PMR Instructional Minutes Setup	Set Up Daily Instructional Minutes		
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School Start/End Times Setup	Set Up School Start/End Times		
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	School Start/End Times Setup School Year School School Day Start Time School Day End Time	2017-2018 DPI Elementary 20 08:05 AM 20 03:05 PM	Submit

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.

Changes Recorded	
The changes have been recorded.	
	Back

Running the Start-Times & End-Times State Collection

	Navigation:	School Lev Collection	vel: Sta ons Sc	art page hool S	e > Reports tart/End Ti	- State H mes Repor	Reports > rt	> Current
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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.

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 -

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- 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

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 -

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- 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.

SET Report Approval (School)

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

etails	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		
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- 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.

SET Reports and Approval (LEA)

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

School Approval Report

oose c	ategory: Com	mon LEA	•							
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tails fo	r all schools that are required to coll									
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hool A	pprovals (10 total records)								R	esults per page 25
R	Ƴ School Name ▼	School Number	Collected On	γ Exceptions Fatal	Y Exceptions Warning	Approved On	Approved By	Y Principal Name	Principal Email	Principal Phone
1	High	11	02/26/2018 07:06:15	0	0	02/26/2018	Ringo, Johnny	and Sugar		
2	Middle	11	02/26/2018 08:37:05	0	0			And Descent		
3	Primary	11	02/20/2018 19:23:01	0	0					
4	Elementary	11	02/26/2018 07:55:05	1	0			International Contention		and the second
5	Flementary	11	02/20/2018 19:23:01	0	0			Contract Contraget		
6	Elementary	11	02/20/2018 19:23:01	0	0			1000		-
7	Elementary	11	02/20/2018 19:23:01	0	0					
8	I Academy	11	02/20/2018 19:23:01	0	0			Supervised Strength		
	Sciences	11	02/20/2018 19:23:01	0	0					
9	Elementary	11	02/26/2018 07:07:24	1	0					

- 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.

 Choose category: = SET View Choose date view: = SET LEA

	category:		SET Views	•										
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