

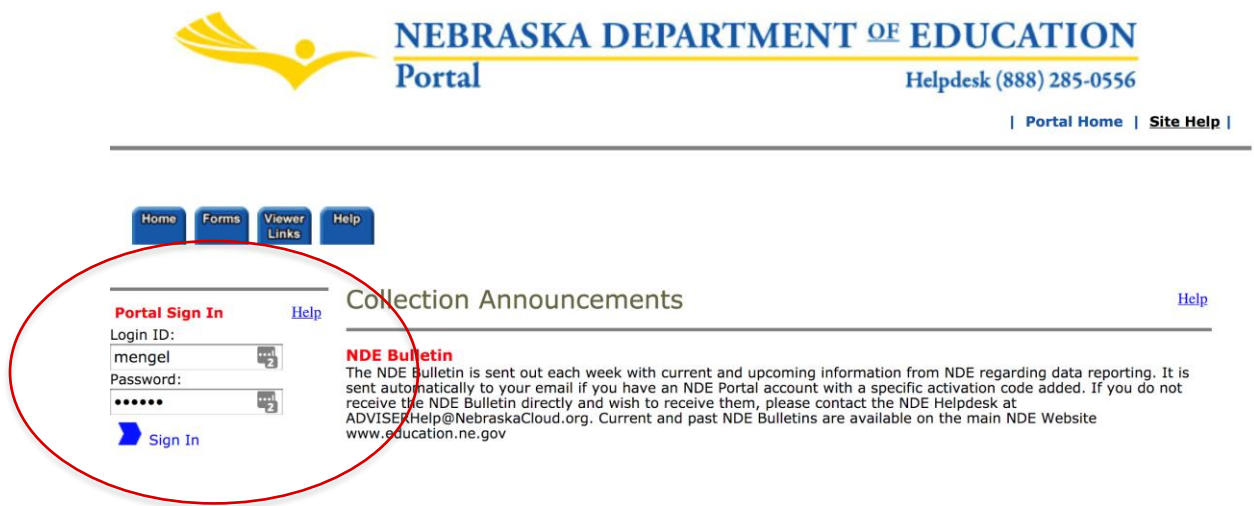
## ERATE VALIDATION REPORT

The Erate Validation Report is available to provide the qualified population Free and Reduced lunch counts that are used to calculate the percentage of discount when applying for Erate funding. The data is generated from the official Fall Membership submitted by Districts each year. In the event of audit, it is essential that the data be accurate and verifiable.

It is recommended that Districts / Schools/ ESUs access a copy of this F/R Membership report around November 5th annually and retain it as part of Erate required documentation.

*Note: A valid login and permission are required to access the report tool.*

1. Login to the NDE Portal at <http://portal.nde.state.ne.us/>



The screenshot shows the Nebraska Department of Education Portal login page. At the top, there is a logo and the text "NEBRASKA DEPARTMENT OF EDUCATION Portal" with a helpdesk number (888) 285-0556. Below this, there are navigation tabs: Home, Forms, Viewer Links, and Help. The "Portal Sign In" section is circled in red and contains a login form with fields for "Login ID:" (containing "mengel") and "Password:" (containing "\*\*\*\*\*"), and a "Sign In" button. To the right of the login form, there is a "Collection Announcements" section with a "Help" link and an "NDE Bulletin" section with a paragraph of text.

2. Click on the tab labeled "Student & Staff (NSSRS)"



The screenshot shows the Nebraska Department of Education Portal after logging in. At the top, there is a logo and the text "NEBRASKA DEPARTMENT OF EDUCATION Portal" with a helpdesk number (888) 285-0556. Below this, there is a welcome message: "Welcome Melissa Engel! (mengel) | | Portal Home | Site Help | | Sign Out". Below the welcome message, there is a navigation bar with tabs: Home, Data Collections, Student & Staff (NSSRS), My Profile, Forms, Viewer Links, and Help. The "Student & Staff (NSSRS)" tab is circled in red. Below the navigation bar, there is a "Related Links" section with links to "US Dept of Education", "NE Dept of Education", and "NCES". To the right of the "Related Links" section, there is a "Collection Announcements" section with a "Help" link and an "NDE Bulletin" section with a paragraph of text.

3. Click on the link for Adviser Validation

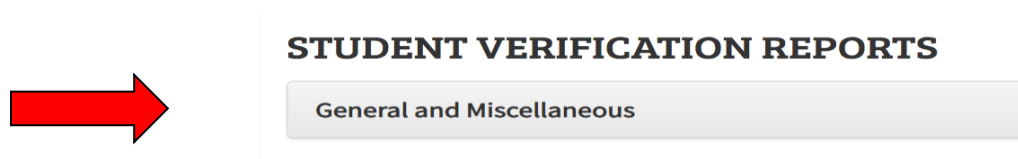
| Status    | Activation Code(s) | Name/Link          |
|-----------|--------------------|--------------------|
| Available | Edit/Remove        | ADVISER Validation |

If this link does not appear in your Available links, contact the Help Desk for access.

4. Hover over the tab labeled **Verification Reports** and click on the Student option. If the menu does not appear on the left, click on the three lines in the upper right corner (the “hamburger”) to access.



5. Click on General and Miscellaneous under **Student Verification Reports**.



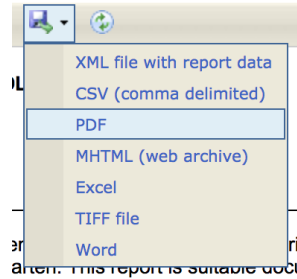
6. This screen provides several reports. Scroll to E-Rate Report and click on “View Report”.

## STUDENT VERIFICATION REPORTS

| General and Miscellaneous                         |  |                 |
|---|--|-----------------|
| REPORT  | DESCRIPTION  | REVIEW          |
| <a href="#">High Ability Learner Student List</a> | High Ability Learner Eligible students and their High Ability Learner Participant and Honors or Advanced Placement statuses. | Year-End        |
| <a href="#">Food Program Eligibility by Grade</a> | Count of students reported as qualifying for free and/or reduced lunch.  | Fall & Year-End |
| <a href="#">E-Rate Report</a>                     | Documentation for the Schools and Libraries Erate Program of the Universal Service Fund.                                     | Fall            |

The system will generate a report that is suitable documentation for the Schools and Libraries Program of the Universal Service Fund.

7. Click on the Print button and save as PDF.



Print the PDF and obtain the Superintendent's signature.



This form and should be retained for a minimum of 10 years per FCC E-rate documentation requirements. Districts, ESUs, and the State CIO may require copies of this report for Erate document retention requirements.

8. When finished, click on "Exit" and sign out of the Portal as usual.

9. Contact the NDE Help Desk at 888-285-0556 if you have any difficulty generating these reports.