
Nebraska Student and Staff Record System

<http://www.education.ne.gov/nssrs>

Guidance for Reporting Student Grades

Version 4.0.0 - May 18, 2017



NEBRASKA
DEPARTMENT OF
EDUCATION

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This instructional manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 14, 18, 19, 21, 24, and 81 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

NSSRS Guidance for Reporting Student Grades Template

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Introduction

The Nebraska Student and Staff Record System (NSSRS) is the official data collection for all Public and Special Purpose School district/system reporting. Specific instructions for each required report is found on the NSSRS website at <http://www.education.ne.gov/nssrs>. Nonpublic systems will not report the Student Grades template.

For additional information about reporting student data, please refer to the “Who Reports What” document located on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>) or contact the NDE Helpdesk (nde.helpdesk@nebraska.gov or 888-285-0556).

Due Date

The Student Grades template is Due: June 15 with the Audit Window Close Date: June 30 for courses completed during the regular school year. District/systems may elect to submit data after each grading period or semester. Refer to the NSSRS Calendar for details.

The Student Grades template for courses completed during summer school may be associated with the prior school year or subsequent school year. Refer to the NSSRS Calendar for details.

Who Reports

Public districts and Special Purpose Schools must report courses completed during the regular school year for all students in grades prekindergarten through grade 12.

Public districts and Special Purpose Schools must report courses completed during summer school by students assigned to grades 9, 10, 11, and 12. See detailed reporting instructions in the NSSRS Student Template Instructions.

Nonpublic systems will not report the Student Grades template but will report the courses teachers are teaching via the Nonpublic Curriculum Reporting System, which is found under the Data Collections tab in the portal.

Definitions

School of Membership - For most students, the School of Membership is the school where the student is enrolled for the majority of their instruction. For students attending a program (e.g. focus, Rule 18, ESU or alternative programs), the School of Membership is the school where the student would be enrolled either due to residence in the district/system or due to assignment.

A. **Reporting on Student Course Taking**

A-1 **Which students must be reported in the Student Grades template?**

District/Systems must report courses completed by all students in grades prekindergarten through grade 12. This includes students who may be attending school through age 21.

A-2 **What if a student was enrolled for only part of the year?**

If the student completed courses, the Student Grades template for the student must be included in the report.

A-3 **Should students be reported who are contracted in from another Nebraska district/system? What about contracted out students?**

Contracted In

Yes, students who are contracted into the district/system should have a Student Grades template for the courses they complete, and the NDE Staff ID will be the teacher providing the course grade.

Contracted Out

If a student is contracted out to another district/system, the district/system that is educating the student will report the Student Grades template. If the student is attending an entity that does not report student data to NDE, the District of Membership will report the Student Grades template for the student and the NDE Staff ID of the staff providing the course grade for the student.

A-4 **Should nonpublic students who take courses in a public school be included?**

Yes, courses completed and grades earned by nonpublic students who attend the public school must be reported.

A-5 **Should Exempt or Home-School (Rule 12 or 13) students who take courses in a public school be included?**

Yes, courses completed and grades earned by home schooled students who attend the public school must be reported.

A-6 **How are students in Interim-Program Schools (Rule 18) reported? These entities may include county detention homes, institutions and juvenile emergency shelters.**

The District of Membership must report courses completed and grades earned from an Interim-Program School (Rule 18) at the School of Membership. Interim-Program Schools do not report student data. Refer to D-6 for staff reporting instructions.

This does not include the Special Purpose Schools (30-0600 Geneva North School, 10-0600 Kearney West High School, 28-0602 NE Correctional Youth Facility, 23-0601 Pine Ridge Job Corps and 55-0605 UNL Independent Study High), because these system do report data to NDE.

- A-7 How are students reported who are attending a program that does not report student data (e.g., ESU schools and contracted service providers)?**
The District of Membership must report courses completed and grades earned at the School of Membership. The NDE Staff ID provided will be the staff providing the course grade for the student at the ESU school or contracted service provider.
- A-8 How are students reported who are attending the Iowa School for the Deaf?**
The resident district/system in Nebraska must report the courses completed and grades earned for students who are attending the Iowa School for the Deaf. Student Grades records will be reported at their Nebraska School of Membership. The NDE Staff ID provided should be the district of residence's case manager for the student's Individual Education Plan (IEP). The case manager can be a Sped Teacher, Sped Director, Principal or Superintendent, but is not limited to these position assignments - it will vary depending on the school district/system.
- A-9 How are students reported who are attending a Special Purpose School?**
Students attending a Special Purpose School are considered transferred out of the public district and the Special Purpose School must report the Student Grades template for courses completed. The NDE Staff ID provided will be the staff providing the course grade for the student at the Special Purpose School. This list includes: 30-0600 Geneva North School, 10-0600 Kearney West High School, 28-0602 NE Correctional Youth Facility, 23-0601 Pine Ridge Job Corps and 55-0605 UNL Independent Study High
- A-10 How are students reported who are attending district/system focus programs within the district/system they are enrolled?**
The District of Membership is responsible to report courses completed and grades earned. The courses completed and grades earned will be reported at the school of membership. The NDE Staff ID reported will be the teacher at the focus program who is responsible for the curriculum and grading.
- A-11 How are students reported who are attending an alternative program within the district/system?**
The District of Membership is responsible to report courses completed and grades earned. The courses completed and grades earned will be reported at the school of membership. The NDE Staff ID reported will be the teacher at the alternative program who provides the course grade.
- A-12 Do students who withdraw from a course get reported for the course?**
No, only students who complete the course must be reported.
- A-13 How should an elementary student be reported who is retained?**
If the student received a grade for the courses he/she completed, these courses will be reported. If the course is considered not completed, the course is not reported. This may result in the student having no courses reported.

A-14 Should PK students be reported?

Yes, if the student completes the school year. A Student Grades template should be reported even if the student is returning for a second year in preschool. This data will be used by the Early Childhood program staff for program monitoring. (See B-17 for courses to use)

A-15 Should Special Education students ages 18-21 be reported?

Yes, if the student has not graduated the student should have courses to report even if the course grade is Pass/No Pass. (See B-22 for courses to use)

B. Reporting Course Information

B-1 **What courses must be reported in the Student Grades template?**

All courses completed by students must be reported. A record will be submitted for each student for each course completed. Each record must identify the section of the course.

B-2 **What course code(s) should be used for reporting elementary students?**

In most cases, elementary students will have at least one record for course code 180000 (self-contained). This 180000 record does not need to be repeated at different grading periods (one per school year). Students may have other course codes for Personal Health and Fitness, Music, Art, etc. Refer to examples below.

Example 1: A student in third grade would have one record for course code 180000 (self-contained classroom) and one record for each other course (i.e., Art, Music, Personal Health and Fitness, etc.) at that grade level with an assigned teacher.

Example 2: A student in fifth grade has a home room teacher and has three other teachers for Math, Social Science and Natural Science. One of those courses may be 180000 (self-contained classroom) for the home room. For the other courses, the district/system must refer to the *NDE Course Codes and Clearing Endorsement Document* for the appropriate course code and report them on the appropriate teacher, which is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>)

Example 3: 180005 (Non-spEd Birth-Kdg). An Early Childhood Teacher (non-spEd) P-1150 or P-1160. Instructs student and their families to support a child's activities in home and community settings.

Example 4: 194000 (SpEd Birth-Kdg). A SpEd Early Childhood Teacher 7-1160. Instructs student and their families to support child's activities in home and community settings.

Please note: The same course code (except 180000, 180005 and 194000) may be used for classes at the elementary and secondary level; the section code will identify the course as being different. NDE uses the grade level and school location of the students reported in the course to determine the level of the course.

B-3 **Where are the course codes and course definitions located?**

The course codes are defined in the *NDE Course Codes and Clearing Endorsement Document*. District/System may use other names and course codes for their courses but must cross-walk their course codes to the state course codes contained in the *NDE Course Codes and Clearing Endorsement Document*, which is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-4 Where are the section codes located?

Section codes are assigned by the district/system through their student information systems. Section code is a key field and is needed to differentiate between the same course code reported for the same semester.

Example 1: If Mrs. Smith teaches four sections of Algebra I, there should be four different section codes for course code 110300 (Algebra, Beginning) and if Mr. Green teaches two different sections of Algebra I, these two courses should have different section codes from the four section codes for Mrs. Smith.

Example 2: If Mrs. Smith teaches four sections of Algebra I, there should be four different section codes for course code 110300 (Algebra, Beginning) and if Mr. Jones teaches two sections of Physics I (130303), these two courses can have the same section codes as the Algebra I course because the course code is different.

B-5 How are courses reported that are not in the *NDE Course Codes and Clearing Endorsement Document*?

Each subject area in the *NDE Course Codes and Clearing Endorsement Document* has several course codes that can be used for “other.” District/systems should consider the use of “other” course codes carefully and review the other course descriptions to determine which course code fits.

The same course code may be used for classes at the elementary and secondary level; the section code will identify the course as being different. NDE uses the grade level and school location of the students reported in the course to determine the level of the course.

Example: General Math (course code 111100) may be used for grade 6 and grade 9. NDE can differentiate these courses based on the section code. The grade level of the students taking the course will help identify the course as elementary vs. secondary.

NDE staff review the “other” courses periodically and update the *NDE Course Codes and Clearing Endorsement Document*, which is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-6 How should courses be reported for students receiving instruction outside a regular classroom?

Students may receive instruction in resource rooms, alternative programs and schools, online courses, independent study, distance learning, dual credit, and other arrangements. The key question is: Does the student receive a grade (including pass/fail)? If the student’s work is graded, a record must be submitted for that course. The NDE Staff ID reported would be the teacher providing the course grade at the School of Membership.

B-7 Are courses reported for the entire year or by semester (or trimester)?

The district/system defines the length of the course and the grading periods. Even though a course may be year-long, if a student is graded by semester, a record must be submitted for each semester. Semester code is the field used to differentiate the grading periods. See page 38 for codes in the Student Template Instructions.

B-8 How are quarter courses reported?

Quarter courses that begin in first semester, first 45 days of school should be reported with semester code "Q1". Quarter courses that begin in the first semester, approximately day 46-90 of school should be reported with semester code "Q2". For courses that start in second semester, approximately day 91-135, should be reported with semester code "Q3". For courses that start in the second semester, approximately day 136-180, should be reported with semester code "Q4".

B-9 How are courses reported where credit is not given toward graduation?

All courses completed and grades earned must be reported even if no credit toward graduation is awarded for that course.

B-10 Can a course be reported for a student who was not reported on the Student template?

No, this will result in an error in the NSSRS Data Manager. The Student template must be uploaded prior to submitting a Student Grades template for that student.

B-11 How are courses reported that are only for postsecondary credit?

Courses that are only for postsecondary credit should not be reported in the Student Grades template.

B-12 How should a course be reported if a student is receiving dual credit (high school and postsecondary credit)?

All courses completed and the grade earned must be reported. The NDE Staff ID will be the teacher providing the course grade.

B-13 Should courses with Pass/Fail grades be included?

Yes, Pass/Not Pass is considered a grade. The course grade codes for these courses are:

P	Student received a passing mark for a Pass or Fail course.
NP	Student received a not passing mark for a Pass or Fail course.
F	Fail (Only used if the student failed a course that should have received a regular grade)

B-14 Are there course codes for special education classes?

Yes, the *NDE Course Codes and Clearing Endorsement Document* includes course codes for special education classes that are taught and graded by a special education teacher. The *NDE Course Codes and Clearing Endorsement Document* is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-15 How are courses reported for special education students who are completing their graduation requirements as documented through the student's Individual Education Plan (IEP)?

The *NDE Course Codes and Clearing Endorsement Document* includes special education courses designed to broadly reflect curricular areas and adult living skills. These codes or the regular course codes should be used to report the courses the students are taking. The *NDE Course Codes and Clearing Endorsement Document* is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-16 Can students in grades 9-12 be reported using course code 180000?

No, course code 180000 must only be used for students in grades prekindergarten through grade 8. This course code is self-contained classroom and no courses at the high school level would be considered self-contained.

B-17 Should preschool courses and students be reported on the Student Grades template?

Yes, if the student completes the school year, students must be reported. The course grade will be 0, not applicable. (Also see A-14) The course codes to use are:

- **180000** – Self-Contained Classroom:
These students should have a Programs Fact template for Early Childhood.
- **180005** – Home-Based Program (Non-Sped):
These students should have a Program Facts template for Early Childhood.
- **194000** – Special Education In-Home Setting:
These students should NOT have a Program Facts template for Early Childhood. The student must have a Special Education Snapshot template.
- If the student receives ONLY SPED services (i.e. PT, OT, Speech), DO NOT report a Student Grades record for that student. The student must have a Special Education Snapshot template. This may result in the student having no courses reported in Student Grades.

This data will be used by Early Childhood Program staff for program monitoring.

B-18 Should courses be reported if the student receives partial credit?

Yes, courses are reported if the student receives a grade and the course is included on the student's transcript.

B-19 Should Community Service be reported as a course if it is not graded?

Do not report Community Service if considered a performance measure and not a course that receives a grade.

B-20 Should a course be reported for students getting credit for aiding a teacher?

Yes, course code 350010 should be reported for students who are working with the teacher and getting credit for career education. Refer to the description of “Field Experience in Education and Training” (course code 350010) in the *NDE Course Codes and Clearing Endorsement Document* for a course in which students are assisting students. The *NDE Course Codes and Clearing Endorsement Document* is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

Use course code 230800 Student Aide for students that are assisting staff and getting credit toward graduation that is not career education.

B-21 Should students be reported if they are receiving services but not taking courses?

Student Grades will not be reported for students who receive services and are not taking courses. The staff working with the students will be in Non-Teaching positions (Ex: Speech Pathologist, Occupational Therapist, Physical Therapist, etc.).

If special education services are being provided at home or in school setting (older students), by a Special Education Teacher and the position assignment reported was S-1161 or S-1162, use the special education courses 19XXXX.

B-22 What courses should be reported for Special Education students Age 18-21?

Special Education students age 18-21 should be participating in one or both of the following courses:

192000 – Special Ed Functional Skills and Activities

192015 – Special Education Independent Living

The student should ALSO be receiving academic instruction using the course codes under Special Education or the regular education courses by subject are in the *Course Codes and Clearing Endorsement Document*.

B-23 Should Study Hall be reported as a course?

Study Hall (course code 230803) can be found under the Miscellaneous category in the *Course Codes & Clearing Endorsement Document*. Reporting this course is optional. No grade is required; use course grade of “0” (not applicable).

Study Hall provides students with the opportunity and time to complete classroom assignments or projects. Students typically work on their own, without the help of a tutor; however, they are supervised and usually remain in the classroom.

B-24 Student is taking a class at a different school.

Example: Elementary student is taking class at the middle school.

- 1) Always report the student grades record at their school of membership.
- 2) Report the teacher’s Staff ID from the location the student received the instruction.

C. Reporting Course Grade Information

C-1 What course grade should be reported for elementary students? (PK-8)

Elementary students are reported with a course grade code of "0" (Not Applicable). Course grades will only be collected for courses completed by students in grades 9-12.

C-2 What course grade should be reported for students who did not complete the course?

Do not report a Student Grades template for a course the student did not complete.

C-3 What if the student failed the course?

Report the course with a course grade of F (Fail) or NP (Not Passing), if for a pass or fail course.

C-4 What if the student retakes a course they failed?

If the student retakes a course they failed, the course can be reported again with the appropriate information.

C-5 Should a course grade be reported for a high school course taken by an 8th grader?

The completed course should be reported for this student with a course grade of "0" (Not Applicable). If the student completed 8th grade and takes summer school, these courses will be recorded in the following school year (9th grade).

C-6 Should course grades be reported for special education students age 18-21?

Yes, students in grades 9-12 (regardless of age) should be reported with a course grade for all courses completed.

C-7 How are grades with plus (+) or minus (-) reported?

Plus (+) or minus (-) grades are not part of the valid codes for course grade. The district/system must cross-walk their grading system to the course grade codes provided in the Student Grades template instructions.

D. Reporting Information on Staff Teaching the Course

D-1 What NDE Staff ID should be reported on the Student Grades template for students?

Report the NDE Staff ID of the teacher who is responsible for assigning the grade for the course. This person must be reported with position code X-1150, X-1160, S-1161, or S-1162 in a Nebraska district/system.

D-2 What NDE Staff ID should be reported on dual credit courses?

The NDE Staff ID used in reporting the course will be the teacher providing the course grade. If this is a postsecondary teacher providing a Distance Learning course, report the postsecondary Staff's ID.

D-3 What NDE Staff ID should be reported for distance learning courses?

The NDE Staff ID that should be reported is the teacher that provides the course grade.

Example 1: The teacher providing the distance learning class is from a postsecondary school. The NDE Staff ID of the postsecondary teacher that provides the course grade should be reported. When the entity the staff is employed by DOES NOT report to NDE, the Controlling District = 00-0000.

Example 2: The teacher providing the instruction is at another district/system, but sends the instruction to another district/systems. The NDE Staff ID of the teacher providing the course grade for the course must be reported for all the students in all the locations of his/her course. Receiving district/systems may obtain the appropriate NDE Staff ID by searching the NDE Staff ID data system. If the entity the staff is employed by DOES report to NDE, then report the appropriate Co-District number.

D-4 What NDE Staff ID should be reported if the course is co-taught?

Report the teacher who reports the course grade for the student. If this responsibility is shared, the district/system must designate the teacher to be reported. If the staff are reported with position assignment code X-1180 (Teacher – Collaborator) and S-1163 (SPED Teacher – Collaborating/Co-Teaching), they should not be responsible for assigning grades.

D-5 What NDE Staff ID should be reported for online (web-based) courses?

The NDE Staff ID reported should be the teacher who provides the grade, even if the software does the grading. This “teacher” may be a Teacher-Facilitator (position assignment code X-1170 or S-1164).

D-6 What NDE Staff ID should be reported on courses students take at an Interim-Program School (Rule 18)?

The NDE Staff ID reported should be the teacher who provides the grade, even if the student accesses software for course work and the software provides the grade. This “teacher” may be a Teacher-Facilitator (position assignment code X-1170 or S-1164).

D-7 What if a course is monitored by a certificated teacher, but that teacher is not responsible for the curriculum or the grade the student receives?

Report the teacher who is responsible for reporting the grade. This “teacher” may be a Teacher-Facilitator (position assignment code X-1170 or S-1164).

D-8 What if the teacher is on leave and the course is being taught by a long-term substitute?

If the student completed the course, the course should be reported.

Report the NDE Staff ID of the teacher who is on leave if the substitute teacher holds only a substitute certificate.

Report the NDE Staff ID of the substitute teacher if the substitute teacher holds a regular teaching or administrative certificate and is providing the grade based on their curriculum and lesson plans.

D-9 What Staff ID should be reported when a student receives instruction at an ESU program or Contracted Service Provider? (These entities do not report student data).

The NDE Staff ID is assigned to all certificate holders. Report the appropriate NDE Staff ID of the staff at the ESU or Contracted Service Provider. (See D-3 on Staff ID Instructions).

The Controlling Districts in the Student Grades template will be reported as:

For ESUs - Report the Co-District number of the ESU.

For Contracted Service Providers – it will be 00-0000.

E. Reporting Courses Completed During Summer School

E-1 Which students must be reported on the Student Grades template for courses completed during summer school?

Only courses completed during summer school by students in grades 9-12 are reported. This includes students who may be attending school through age 21.

E-2 Which courses completed during summer school must be reported on the Student Grades template?

Only courses completed by students in grades 9-12 during summer school are reported. This includes students who may be attending school through age 21.

E-3 What NDE Staff ID should be reported on the Student Grades template for courses completed during summer school?

NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Both NDE Staff ID and Controlling District Code should be left blank.

E-4 What school number should be reported for courses completed during summer school?

All courses completed during summer school are reported with a school number of "000".

E-5 Into which NSSRS Data Manager collection should courses completed during summer school be uploaded?

Student Grades templates containing courses completed during summer school must be uploaded into a separate NSSRS Data Manager collection from courses completed during the regular school year. Refer to the NSSRS Calendar for details.

E-6 With which school year can courses completed during summer school be associated?

District/systems have two options regarding which school year a summer school course is associated.

* The first option is to associate a course completed during summer school with the prior school year.

* The second option is to associate a course completed during summer school with the subsequent school year.

Separate NSSRS Data Manager collections will be available for each option. Refer to E-7, E-8, and the NSSRS Calendar for details.

E-7 Why might a district/system choose to associate courses completed during summer school with the prior school year?

District/systems have the option to associate courses completed during summer school with the prior school year or subsequent school year. There are separate reporting windows (see the NSSRS Calendar).

Example 1: A district/system may choose to associate a course completed during summer school with the prior school year if the student was served during the prior school but not the subsequent school year. As a result, the required Student and School Enrollment templates would have already been submitted.

Example 2: A district/system may choose to associate a course completed during summer school with the prior school year if the student will be a graduate of the prior school year. As a result, the courses completed are associated with the student's final school year.

E-8 Why might a district/system choose to associate courses completed during summer school with the subsequent school year?

District/systems have the option to associate courses completed during summer school with the prior school year or subsequent school year. There are separate reporting windows (see the NSSRS Calendar).

Example 1: A district/system may choose to associate a course completed during summer school with the subsequent school year if the student was not served during the prior school but will be served during the subsequent school year. As a result, the required Student and School Enrollment templates will be submitted during the subsequent school year.

Example 2: A district/system may choose to associate a course completed during summer school with the subsequent school year if the course taken is most appropriately reported with the grade level to which the student will be assigned during the subsequent school year. As a result, courses taken by students promoted from grade 8 to grade 9 would be associated with the student's first year in grade 9.

Appendix A – Change Summary

Version 4.0.0

May 18, 2017

1. Effective school year 2017-2018:
 - a. Changed B-29 – Course code 350010 name change from “Experiencing Teaching” to “Field Experience in Education and Training”.
 - b. Deleted C-8 and Added Study Hall to B-23.
 - c. Added B-24 – Student is taking a class at a different school.

Version 3.1.0

August 5, 2013

1. Effective school year 2013-2014:
 - a. Changed B-8 – How are quarter courses reported?

Version 3.0.0

April 19, 2013

1. Effective school year 2013-2014:
 - a. Due Date: Added Information on review window (page 4)
 - b. Definition added – School of Membership (page 4)
 - c. Added A-14 – Should PK Students be reported?
 - d. Added A-15 – Should Special Education students ages 18-21 be reported?
 - e. Added C-8 – Should Study Hall be reported as a course?
 - f. Added D-9 – What Staff ID should be reported when a student receives instruction at an ESU program or Contracted Service Provider?

Version 2.0.0

November 23, 2011

1. Effective school year 2011-2012:
 - a. Courses completed must now be reported for prekindergarten students.
 - b. NDE Staff ID and Controlling District Code are required for all courses completed during the regular school year.
 - c. NDE Staff ID and Controlling District Code are not collected for courses completed during summer school.
 - d. Only summer school courses completed by students assigned to grades 9, 10, 11, and 12 are collected.
 - e. School Number is “000” for all courses completed during summer school.
 - f. Courses completed during summer school may be associated with either the prior school year or subsequent school year.
2. Added section summarizing requirements regarding courses completed during summer school.
3. All references to *Appendix D* replaced with *NDE Course Codes and Clearing Endorsement Document*.

Version 1.1.1

April 28, 2011

1. Corrected URL for Curriculum Reporting System documentation.

Version 1.1.0

February 10, 2011

1. Modified answer to “D-6: What NDE Staff ID should be reported on courses students take at a Rule 18 Interim-Program School?”

Version 1.0.0

January 27, 2011

1. Initial publication.