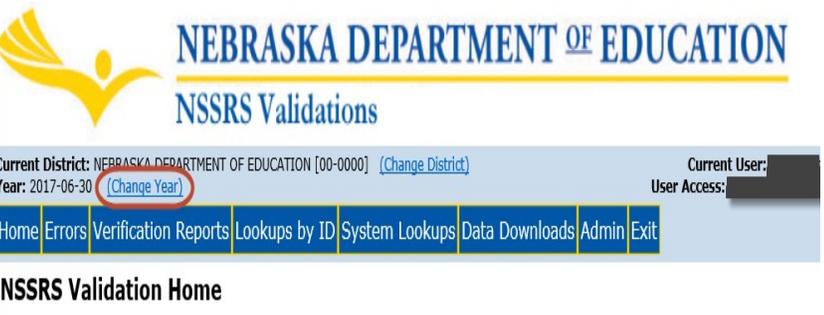


Completer/Graduate Reports Quick Reference Guide

March 17, 2017

The instructions below will walk you through how to review the Completers submitted from your district.

Completer Verification Report																																		
<p>1. Log into the Portal <i>**If you do not have a portal account please see "Setting Up Portal Accounts" found in the "Help" tab.</i></p>																																		
<p>2. Click on the "Student & Staff (NSSRS)" Tab</p>																																		
<p>3. Click on the NSSRS Validation link</p>	 <table border="1"> <thead> <tr> <th>Status</th> <th>Activation Code(s)</th> <th>Name/Link</th> </tr> </thead> <tbody> <tr> <td>Available</td> <td>Edit/Remove</td> <td>ADVISER Validation</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NDE Staff ID</td> </tr> <tr> <td>Internal</td> <td>Edit/Remove</td> <td>NSSRS Administration (Delete Tool)</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Data Manager</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Secured Information Website</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Validation</td> </tr> <tr> <td>Internal</td> <td>Edit/Remove</td> <td>Staff Reporting 2014-2015</td> </tr> <tr> <td>Internal</td> <td>Edit/Remove</td> <td>Staff Reporting 2015-2016</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>Staff Reporting 2016-2017</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>Student Unique Identifier (Uniq-ID)</td> </tr> </tbody> </table>	Status	Activation Code(s)	Name/Link	Available	Edit/Remove	ADVISER Validation	Available	Edit/Remove	NDE Staff ID	Internal	Edit/Remove	NSSRS Administration (Delete Tool)	Available	Edit/Remove	NSSRS Data Manager	Available	Edit/Remove	NSSRS Secured Information Website	Available	Edit/Remove	NSSRS Validation	Internal	Edit/Remove	Staff Reporting 2014-2015	Internal	Edit/Remove	Staff Reporting 2015-2016	Available	Edit/Remove	Staff Reporting 2016-2017	Available	Edit/Remove	Student Unique Identifier (Uniq-ID)
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Available	Edit/Remove	Student Unique Identifier (Uniq-ID)																																
<p>4. On the Validation home page click on the "Change Year".</p>	 <p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) Current User: [REDACTED] Year: 2017-06-30 (Change Year) User Access: [REDACTED]</p> <p>Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit</p> <p>NSSRS Validation Home</p>																																	

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March 17, 2017

The instructions below will walk you through how to review the Completers submitted from your district.

<p>5. Click the dropdown box and select the year, then click the "Select" button.</p>	<div style="text-align: center;"> <h3>Change Years</h3> <p>Current School Year: 2017-06-30</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> 2017-06-30 ▼ Select </div> </div>
<p>6. Two new tabs will display under the Verification Reports; Student or Staff. Select "Student".</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) Year: 2016-06-30 (Change Year)</p> <div style="background-color: #0056b3; color: white; padding: 2px;"> Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit </div> <div style="background-color: #0056b3; color: white; padding: 5px;"> NSSRS Validation Home <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Student Home </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Staff </div> </div> <p>District Progress:</p> </div>
<p>7. On the Validation page click on the "Verification Reports" link. NOTE: This will report information from the 2015-2016 school year.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) Year: 2016-06-30 (Change Year)</p> <div style="background-color: #0056b3; color: white; padding: 2px;"> Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit </div> <div style="background-color: #0056b3; color: white; padding: 5px;"> NSSRS Validation Home </div> <p>District Progress:</p> </div>
<p>8. Several sections of Student Verification Reports will display. Select "Enrollment"</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) Year: 2016-06-30 (Change Year)</p> <div style="background-color: #0056b3; color: white; padding: 2px;"> Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin </div> <div style="background-color: #0056b3; color: white; padding: 5px;"> Student Verification Reports </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> General and Miscellaneous </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Assessment </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Career Education </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Early Childhood </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Enrollment </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Graduation Cohort </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Membership and Attendance </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Special Education </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> State Aid </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Student Grades </div> <div style="background-color: #0056b3; color: white; padding: 2px;"> Title I </div> </div>

Completer/Graduate Reports Quick Reference Guide

March 17, 2017

The instructions below will walk you through how to review the Completers submitted from your district.

<p>9. Select "Completers". <i>NOTE: Completer codes and Noncompleter codes have changed for 2016-2017.</i></p>	<p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) Year: 2017-06-30 (Change Year)</p> <p>Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit</p> <h3>Student Verification Reports</h3> <p>General and Miscellaneous</p> <p>Assessment</p> <p>Career Education</p> <p>Early Childhood</p> <p>Enrollment</p> <table border="1"> <thead> <tr> <th>REPORT</th> <th>DESCRIPTION</th> <th>TEMPLATES NEEDED</th> <th>REVIEW TI</th> </tr> </thead> <tbody> <tr> <td>Completers</td> <td>Students reported as 203 Completer with Diploma or 204 Completer without Diploma on the School Enrollment template.</td> <td>Student and School Enrollment</td> <td>Year-End</td> </tr> <tr> <td>Dropouts</td> <td>Students reported as 202 Dropout, 208 Maximum Age or 209 Withdrawal from Mandatory Attendance on the School Enrollment template.</td> <td>Student and School Enrollment</td> <td>Year-End</td> </tr> <tr> <td>Students Not Enrolled, Eligible to Return</td> <td>All in students in 7th to 12th grade for whom the last enrollment record equals 205 Not Enrolled Eligible to Return.</td> <td>Student and School Enrollment</td> <td>Year-End</td> </tr> <tr> <td>Learning Community Open Enrollment - District of Residence (Not Applicable)</td> <td>List of all resident students reported as enrolled under Learning Community Open Enrollment</td> <td>Student and School Enrollment by District of Membership</td> <td>Fall Year-End</td> </tr> </tbody> </table>	REPORT	DESCRIPTION	TEMPLATES NEEDED	REVIEW TI	Completers	Students reported as 203 Completer with Diploma or 204 Completer without Diploma on the School Enrollment template.	Student and School Enrollment	Year-End	Dropouts	Students reported as 202 Dropout, 208 Maximum Age or 209 Withdrawal from Mandatory Attendance on the School Enrollment template.	Student and School Enrollment	Year-End	Students Not Enrolled, Eligible to Return	All in students in 7th to 12th grade for whom the last enrollment record equals 205 Not Enrolled Eligible to Return.	Student and School Enrollment	Year-End	Learning Community Open Enrollment - District of Residence (Not Applicable)	List of all resident students reported as enrolled under Learning Community Open Enrollment	Student and School Enrollment by District of Membership	Fall Year-End
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Completers	Students reported as 203 Completer with Diploma or 204 Completer without Diploma on the School Enrollment template.	Student and School Enrollment	Year-End																		
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<p>10. If page displays "No Records Returned" that means that your district has NOT submitted completer data.</p> <p>11. If completers were submitted the page will display a report.</p>	<p>Year: 2016-06-30 (Change Year) User Acce</p> <p>Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit</p> <p>How to Print this Report or Save the data for use in Excel</p> <p>1 of 1 Find Next</p> <p>Nebraska Department of Education COMPLETERS BY RACE/ETHNICITY, GRADE LEVEL AND GENDER School Year: 2016-06-30</p> <p>DISTRICT: NEBRASKA DEPARTMENT OF EDUCATION (00-0000)</p> <p>COMPLETERS WITH DIPLOMA</p> <p>No Records Returned</p> <p>COMPLETERS WITHOUT DIPLOMA</p> <p>No Records Returned</p> <p>Page 1 of 1 Report Run on 2017-03-08</p>																				

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The instructions below will walk you through how to review the Completers submitted from your district.

Student Look Up by Demographics																
1. Follow Steps 1-5 Above																
2. On the Validation page, click on the “System Lookups” tab.	<p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) Year: 2017-06-30 (Change Year) User Ac</p> <p>Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit</p> <p>NSSRS Validation Home</p> <p>District Progress:</p>															
3. In the dropdown options, click on “Student by Demographics”	<p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) Year: 2017-06-30 (Change Year) U</p> <p>Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit</p> <p>NSSRS Validation Home</p> <p>District Progress:</p> <p>Window: TITLE III AND LEP IMMIGRANT COUNTS EXTRA</p> <table border="1"> <thead> <tr> <th>Template Name</th> <th>PERIOD, MA</th> <th>ts with</th> <th>ings</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>STUDENT</td> <td></td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>STUDENT SUMMARY ATTENDANCE</td> <td></td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table> <p>Change Window: <input type="text" value="Choose"/></p> <p>District Progress Help (pdf)</p> <p>Graduation Cohort Analysis Tool Programs Fact Special Education Snapshot Student by Demographics Student Grades Student Summary Attendance Accountability Count Verification</p>	Template Name	PERIOD, MA	ts with	ings	D	STUDENT		5			STUDENT SUMMARY ATTENDANCE		0		
Template Name	PERIOD, MA	ts with	ings	D												
STUDENT		5														
STUDENT SUMMARY ATTENDANCE		0														
4. From this dropdown box select either the Student Template or the October Student Snapshot	<p>Student Lookup by Demographics</p> <p>Templat: Student ▼</p> <p>Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select addition below (Columns On Report). Read the Instructions for more information.</p>															

Completer/Graduate Reports

Quick Reference Guide

March 17, 2017

The instructions below will walk you through how to review the Completers submitted from your district.

5. Scroll down to the **“Enrollment Code”** section and click in the **Check Box** to the left of the text.

6. Using the Shift key on your keyboard, select **Enrollment Codes 210 – Completer Regular Diploma, 211 – Completer Alternate Diploma & 212 – Noncompleter** from the list to the right.

NOTE: For School Years prior to 2016-2017 enrollment code **203- Completer Diploma and 204- Completer No Diploma**

<input type="checkbox"/> Home or Native Language Student / Student Snapshot: Home Language Code (123)		<input type="checkbox"/>
<input type="checkbox"/> Expected Graduation Year Student / Student Snapshot: Graduation Year (53)		<input type="checkbox"/>
<input checked="" type="checkbox"/> Enrollment Code School Enrollment: Enrollment Code (7)	209 - Withdrawal from Mandatory Attendance 210 - Completer: Graduated with a Regular or Advanced 211 - Completer with an Alternative/Modified Diploma 212 - Noncompleter	<input type="checkbox"/>
<input type="checkbox"/> Residence Status School Enrollment: Residence Status Code (10)	0 - Not Applicable 1 - Contracted In From Another Nebraska Public School 2 - Contracted In By Individual or Nonpublic 3 - Contracted In From Another State	<input type="checkbox"/>
<input type="checkbox"/> District of Residence Student / Student Snapshot: District Code of Residence (117)		<input type="checkbox"/>

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The instructions below will walk you through how to review the Completers submitted from your district.

<p>7. Scroll down to the bottom of the page and click on the <u>“Get Results”</u> button.</p>	<table border="1"> <tr> <td><input type="checkbox"/> Foreign Exchange Student Student / Student Snapshot: Foreign Exchange Student (73)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Single Parent Student / Student Snapshot: Student is a Single Parent (120)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Nonpublic Targeted Assistance Student / Student Snapshot: Targeted Assistance (44)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/> Foreign Exchange Student Student / Student Snapshot: Foreign Exchange Student (73)	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/> Single Parent Student / Student Snapshot: Student is a Single Parent (120)	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/> Nonpublic Targeted Assistance Student / Student Snapshot: Targeted Assistance (44)	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
<input type="checkbox"/> Foreign Exchange Student Student / Student Snapshot: Foreign Exchange Student (73)	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>								
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<input type="checkbox"/> Nonpublic Targeted Assistance Student / Student Snapshot: Targeted Assistance (44)	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>								
<p>a. If the page displays “No Results to Return” that means that your district has NOT submitted completer data.</p>	<p style="text-align: center;"> <input checked="" type="radio"/> Results in Browser <input type="radio"/> Results in Excel </p> <hr/> <p style="text-align: center;"> <input type="button" value="Get Results"/> <input type="button" value="Reset Form"/> </p>									
<p>b. If completers were submitted, the page will display a report with a list of students that were coded as completers/non completers.</p>	<p>Student Lookup by Demographics</p> <p>STUDENT TEMPLATE Data Enrollment Code = '210 - Completer: Graduated with a Regular or Advanced Diploma' or '211 - Completer with an Alternative/Modified Diploma' or '212 - Noncompleter'</p> <p>No Results to Return</p>									