



# NEBRASKA

## DEPARTMENT OF EDUCATION

[www.education.ne.gov](http://www.education.ne.gov)  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
TEL 402.471.2295  
FAX 402.471.0117

### High Ability Learner Contacts:

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Rhonda Wisdom  
Professional Assistant, High Ability Learning  
(402) 471-2446  
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### NDE Helpdesk:

(402) 471-3151 or 1-888-285-0556

This collection is found under the Data Collections tab in the NDE Portal website. To access this collection, you will need to get the Activation Code from your District Administrator for the “High Ability Learners” collection on the NDE Portal.

### SCOPE

All Public Districts and ESU’s having High Ability Learners need to report.

### DUE DATE

For the 2017-2018 Funds Application, the High Ability Learners reports are due on or before August 31, 2017. The collection audit window closes on September 15, 2017.



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### DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Click on the links to complete each form (Contact Information, Year-End Report, Expenditure Report, and Funds Application).

Each Part of this collection must be completed. This will put a green check mark under the corresponding STATUS column.

Special Cases:

No funding in the previous year: Contact Information must be filled out and HAL plan uploaded. Year-End Report and Expenditure Report both must be saved, and it will mark no funds received in the prior year. Funds Application must be filled out.

No funding in the current year: Contact Information and HAL plan, Year-End Report and Expenditure Report must be filled out. Funds Application must be marked as “Non-Applying System.”

New District: Contact Information must be filled out and provide tentative schedule for developing HAL plan. Year-End Report and Expenditure Report must be filled out, and it will mark no funds received in the prior year. Funds Application must be filled out.

Closed District: Contact Information must be filled out. Year-End Report and Expenditure Report both must be filled out. Funds Application must be marked as “Non-Applying System.”

### HOME

To navigate the website, click on the desired form. To return to the forms list, click on ‘Home.’

### CHECK DATA

On most data entry pages, there is a ‘Check Data’ button. Click this button to check the data on the screen without saving.

### SAVE DATA

After completion of each page, click the ‘Save Data’ button. If you navigate away from the page without saving, no data will be saved.

When you have completed entering data, you can click on the **View Summary Report** button (on the main page of the collection) to see a summary of what was submitted for this collection. For a description of this report, see the end of these instructions. Save a copy of this report for your records.

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### PRINT SUMMARY REPORT

Click on the 'View Summary Report' button on the Home page. At the top of the report, in the gray bar, click on the Save Button, and choose 'Acrobat (PDF) file. In the next window, choose 'Open' to view or print your report. Choose 'Save' to save a copy to your computer.

### SUBMISSION

Upon completing data, click on the **Submit** button. Once the collection has been submitted, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

Press the **View Summary Report** button and press the **Print Page** button to make a copy for your files. You do not need to submit to NDE this copy of the summary report. It is only for your records.

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### FORM INSTRUCTIONS

#### 2017-2018 Contact Information

Complete the **Administrator** name and email and **Contact** name and email.

Upload most current High Ability Learning Plan. Select date for when the plan was last written or revised (the most current date).

Click 'Save Data' before leaving this page.

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### 2017-2018 Year-End Report

Programming Categories and Types: Check all categories and types that are used, and the grade levels for each category.

Assessment/Accountability Categories and Types: Check all categories and types that are used, and the grade levels for each category.

Click 'Save Data' before leaving this page.

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### 2017-2018 Expenditure Report

NOTE: On this form, decimal values may be used.

Please enter the actual expenditures or encumbrances and fund sources for High Ability Learner Education, September 1, through August 31 of the previous budget year.

- A. Personnel
- B. Professional Development
- C. Student Activities
- D. Materials and/or Equipment
- E. Instructional Resources and/or Curriculum
  
- F. Total High-Ability Learner Expenditures for System should equal at least 50% of the matching funds amount in the “Total State High-Ability Learner funds sent to the system” if you received base plus matching funds. This is a calculated field.
  
- G. Total High-Ability Learner Expenditures for State should equal the “Total State High-Ability Learner funds sent to the district/system. This is a calculated field.

Click ‘Save Data’ before leaving this page.

### Expenditure Information (Examples):

Expenditures for Personnel may include, but are not limited to the following:

- Salary for HAL teacher(s)/coordinator(s)
- Substitute teacher salary for teachers are attending HAL meetings or professional development
- Salary for data administrator to collect, manage, and analyze HAL data and/or grants
- Salary for counselor services to support HAL students
- Stipends for teachers to take online professional learning modules from HAL related organizations (NAG, NAGC, SENG, etc.)

Expenditures for Student Activities may include, but are not limited to the following:

- Talent search funding (Duke TIP, Summer Honors, etc.)
- College visits, if warranted

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- Mentorships/independent study expenses
- Field Trips (including transportation)
- Fees for regional events (if student fee is charged)
- Fees for competitions, contests, and other competitive programs (e.g. entry fees, practice materials, etc.)
- Transportation for events related to HAL instruction and achievement
- “Imported” programs (e.g. National Geography Bee, Math Counts, Destination Imagination, Community Service Programs, Poetry Slam, etc.)

Expenditures for Instructional Resources/Curriculum may include, but are not limited to the following:

- Independent study programs
- Online classes/learning systems for HAL students for acceleration or differentiation
- Summer enrichment or accelerated course program (May not be used for AP or IB programs)
- Dual credit for HAL students
- Testing for HAL identification
- Curriculum enrichment experiences
- Assessment tools and resources

Expenditures for Professional Development may include, but are not limited to the following:

- Expenses for workshops related to HAL (e.g. ESU workshops, registration for workshops, etc.)
- Webinar registration fees for HAL teachers/facilitators/coordinators
- Expenses (registration, mileage, lodging, etc.) for HAL related conferences (NAG, NAGC, SENG, etc.)
- Professional development for HAL endorsement purposes
- Expenses for books, journals, online subscriptions for HAL-related publications
- Parent group facilitator training through SENG
- Training for the use of the Iowa Acceleration Scale
- HAL in-service materials

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Expenditures for materials and/or equipment may include, but are not limited to the following:

- Books, DVDs, textbooks, or software required for students who require additional instruction
  - Materials for parent education library
  - Materials required for academic testing of HAL students (e.g. inventories, rating scales, questionnaires, surveys, etc.)
  - Parent information (e.g. printed materials, magazines, advocacy materials, etc.)
  - Books and materials for identification in creativity, leadership, fine/performing arts, etc.
  - Equipment required for individualized sessions for HAL students (microphone, headsets, etc.)
  - Materials needed for content acceleration
-





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### 2017-2018 Funds Application Form

On this form, do not use decimal values. Please enter whole dollar amounts. See definitions at the end of this section.

Choose application type: Base and Matching Funds, Base Funds Only, or Non- Applying System.

**Request for Base and Matching Funds:** Use this form if you are applying for base and matching funds.

#### Part I – Request for Base and Matching Funds

- 1) Base amount. This is an estimate of the base amount that all applying districts will receive. This amount is one-tenth of one percent of the appropriation of state funds.
- 2) Calculation of student count (The appropriation is based on identified students in an accelerated or differentiated curriculum program, up to ten percent of the prior year's fall membership)
  - a. Count of HAL Eligible Students from NSSRS – Source NSSRS Student Template - High Ability Learner Eligibility. See definition.
  - b. 10% of October Snapshot Count from NSSRS – Source NSSRS October Student Snapshot. See definition.
- 3) Matching Amount. The lesser count of line (a) or line (b) multiplied by the estimate of the pro rata share of the remainder of the appropriation  
(a) or (b) x \$66.00 This is a calculated field.
- 4) Total State Funds includes: (1) Base Amount and (3) Matching Amount. This is a calculated field.
- 5) Local Dollars. This amount must be 50% or more of (3). If your district exceeds this amount, please reflect that. A district must commit at least 50% of the state match to qualify for Matching Funds [Rule 3, Section 007.01 (3)]
- 6) Total Budget Funds includes (4) Total State Funds and (5) Local Dollars. This is a calculated field.

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### Part II – Proposed Budget for Fiscal Year Funds

- 7) Budget proposal for personnel
- 8) Budget proposal for professional development
- 9) Budget proposal for student activities
- 10) Budget proposal for materials and/or equipment
- 11) Budget proposal for instructional resources and/or curriculum
- 12) Total Proposed Budget. This is a calculated field. This amount must equal or exceed Total Budget Funds

**Request for Base Funds only:** Use this form if you are applying for base funds only.

### Part I – Request for Base Funds Only

- 1) Base amount. This is an estimate of the base amount that all applying districts will receive. This amount is one-tenth of one percent of the appropriation of state funds.
- 2) Total State Funds includes: (1) Base Amount. This is a calculated field.

### Part II – Proposed Budget for Fiscal Year Funds

- 3) Budget proposal for personnel
- 4) Budget proposal for professional development
- 5) Budget proposal for student activities
- 6) Budget proposal for materials and/or equipment
- 7) Budget proposal for instructional resources and/or curriculum
- 8) Total Proposed Budget. This is a calculated field. This amount must equal or exceed Total State Funds

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**Non Applying System:** Select this option if you are not applying for funds.

Click 'Save Data' before leaving this page.

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### Definitions

Count of HAL eligible students from NSSRS - Students are identified as High Ability Learner Eligible in NSSRS in the Student Template. A 'High Ability Learner Eligible' student list is available on the NSSRS Validations website under Verification Reports/Student/General and Miscellaneous.

10% of October Snapshot Count from NSSRS - Membership is the K-12 student count pulled from NSSRS with changes due to Unifications and Dissolutions. A 'Membership by Grade, Race and Gender' report is available on the NSSRS Validations website under Verification Reports/Student/Membership and Attendance. Make sure to only count K-12, and make changes for Dissolutions and Unifications.




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### SUMMARY REPORT

To print this report: Click on the Save icon . Choose 'Acrobat (PDF) file.' The next window will ask if you want to Open or Save the report. To Print, choose open. To save a copy on your computer, choose Save.

This is a multi-part report. Certain areas of this report are filled out with student data taken from NSSRS. This will be populated by NDE, and is not editable.

Contact Information: School District Contact Information is taken from NDE data sources. Superintendent Name and Email, and Contact Name and Email are entered into the Contact Information form.

HAL Eligible and Participant Report: Sections A-E are taken from NSSRS student data.

- A) HAL Eligible - NSSRS Student Template - High Ability Learner Eligibility
- B) Percent = HAL Eligible / Membership - NSSRS October Student Snapshot
- C) HAL Participant - NSSRS Student Template - High Ability Learner Participant
- D) Percent = HAL Participant / Membership - NSSRS October Student Snapshot
- E) Grades that have HAL Participant Students in NSSRS

Academic Progress Report: Taken from NeSA student assessment results.

- A. Aggregate Achievement Test Scores - Source: NSSRS  
Average NeSA Reading and Mathematics scores for HAL students in each grade.  
ID & Served - HAL Students both Eligible and Participant  
Not Served - HAL Students Eligible, but not Participant
- B. Average GPS's – Not reported
- C. AP/Honors Participants - Source: NSSRS - Grades 9-12 only  
Count of HAL Eligible students who are also in "Honors or Advanced Placement" (Source NSSRS Student Template: Honors or Advanced Placement)  
# Part. in AP/Hon. - HAL Eligible Students who are also "Honors or Advanced Placement"  
#ID but not Part. - HAL Eligible Students who are not "Honors or Advanced Placement"

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Programming Categories and Types: Taken from the Year-End Report form on the HAL online collection.

Assessment/Accountability Categories and Types: Taken from the Year-End Report form on the HAL online collection.

Budget Report: Taken from the Budget Report form on the HAL online collection.

Funds Application: Taken from the Funds Application Form on the HAL online collection.

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