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Data Research and Evaluation
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NONPUBLIC HIGH SCHOOL COMPLETER REPORT
These instructions were last updated: March 27, 2018

DUE DATE
Due Date: June 15
Audit Window Close Date: June 30

TABLE OF CONTENTS

SCOPE
This collection is for Nonpublic systems that have the potential of serving students in grade 12. It is located within the NDE Portal Data Collections tab in Consolidated Data Collections. Students are reported by type of completion and by gender and race. See Appendix A for Definitions.

COMPLETION
This data collection is intended to be completed at the system level (superintendent or principal's office).   A printed copy of this report does not need to be sent to the Nebraska Department of Education but a copy should be printed for your files.

DIRECTIONS FOR COMPLETING THE ONLINE SUBMISSION

Select Nonpublic High School Completer Report in Consolidated Data Collections. Then click on the **Click to Complete Form** button.

NONPUBLIC HIGH SCHOOL COMPLETER REPORT

| Contact Us | Click for Instructions |

AGENCYID	NAME	STATUS
55-0707-000	PIUS X HIGH SCHOOL	☒

☒ = Incomplete   ✔ = Completed

| Click to Complete Form | View/Print Summary Report |

No Completers

The grid is pre-populated with zeros. If the system has **no completers** for the selected school year there is no data to change.

20162017 Nonpublic High School Completer Report   Ethnicity Definitions Help Screen

Select District/System

| Mark Complete | Finished |

INCOMPLETE

Type	FAM	MAM	FAS	MAS	FBL	MBL	FHI	MHI	FPI	MPI	FWH	MWH	FMU	MMU
RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OC	0	0	0	0	0	0	0	0	0	0	0	0	0	0

| Update |

After completion, please print a copy using the "View/Print Summary Report" for your records

Click on the **Mark Complete** button*. The red INCOMPLETE will change to a green COMPLETE.

| Mark Complete | Finished |

COMPLETE

Click on **Finished**. This will return you to the collection main page where you can submit the report. (See Submission section for instructions.)

| Mark Complete | Finished |

COMPLETE

Completers

1. If the system has **completers** to report for the selected school year, enter data into the appropriate gender/race categories and type of completer. For Category definitions:

    - Click on the link to Ethnicity Definitions Help Screen (at the top of the page) for a complete description of the abbreviated column headings for both the Type of Completer and the Race/Ethnicity, or
    - See hint (above the grid) by hovering over the column headings to get a brief description, or
    - View Appendix B in this instruction document for Definitions.

2. Click on the **Update** button to save the data that has been entered.

20162017 Nonpublic High School Completer Report   Ethnicity Definitions Help Screen

Select District/System

		Mark Complete	Finished

INCOMPLETE

Type	FAM	MAM	FAS	MAS	FBL	MBL	FHI	MHI	FPI	MPI	FWH	MWH	FMU	MMU
RD	1	0	0	1	0	0	0	0	0	0	12	8	0	0
OC	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Update

After completion, please print a copy using the "View/Print Summary Report" for your records

3. When data entry has been completed, click on the **Mark Complete** button*. The red INCOMPLETE will change to a green COMPLETE.

Mark Complete | Finished

COMPLETE

4. Click the **Finished** button to return to the collection main page.

Mark Complete | Finished

COMPLETE

This data collection is intended to be completed at the system level (superintendent or principal's office). A printed copy of this report does not need to be sent to the Nebraska Department of Education but a copy should be printed for your files. By clicking the "Mark Complete" button you are submitting your data and assuring that it is a true and accurate report.

VIEW/PRINT SUMMARY REPORT

When on the main collection page, click the View/Print Summary Report button to print or save a copy for your files. After viewing/printing report, click on Collection Main Page button to return to the Collection Main Page.

SUBMISSION

After you are finished entering data and have marked the collection complete for each school, make sure that all the check marks next to all locations (schools) in your district/system have a green check mark.

NONPUBLIC HIGH SCHOOL COMPLETER REPORT

Contact Us	Click for Instructions

AGENCYID	NAME	STATUS
74-0702-000	SACRED HEART SCHOOLS	✓

☒ = Incomplete   ✓ = Completed

Click to Complete Form	View/Print Summary Report

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page	Open Collection		

Click on the **SUBMIT** button. This will indicate that the collection is ready to be reviewed by your System Administrator.

When the System Administrator has reviewed the data and determines it to be correct, the System Administrator will click on the **APPROVE** button to submit the data to NDE.

> NOTE: Only the person who is designated with the appropriate activation code as System Administrator for the Nonpublic High School Completer collection in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The System Administrator can submit and approve the collection.

Once the collection has been approved, you will no longer be able to make changes to this collection. If changes are necessary after approval, please contact the NDE Helpdesk to re-open the collection. The collection can only be re-opened prior to the Audit Window Close Date.

DEFINITIONS and EXAMPLES

All school systems must apply a uniform definition to ensure comparable and consistent data statewide. The following are standard completer definitions for all state and federal reporting.

School Year:
A school year is defined as the 12-month period of time beginning with the normal opening of school in the fall.

Membership:
Membership is as of the last Friday in September, the count of students on the current roll of the system which actually provided more than 50 percent of the student's instruction. A student may be carried on the roll of only one school system at a time.

Completer:
A student who graduated from high school or completed an approved education program and received formal recognition from local school system authorities.

Report all students who completed the normal course of study for high school. Report both regular diploma recipients and other high school completers.

In past years, 5th, 6th and 7th year completers were reported in separate categories. This is no longer the case. Be sure to include them in regular diploma recipients or other high school completers, if appropriate.

Please Note: This does not include persons receiving a diploma of high school equivalency. GED's are not counted as high school completers in this system. A student must be officially withdrawn from membership in order to take the GED tests. If your board formally recognizes GED recipients (i.e., a school system awards a local high school diploma based on a student's successful completion of the GED tests), they should be reported under the "Other High School Completer" category.

High school completers should be reported under the Type of Completer:
RD = Regular Diploma
OC = Other Completer

Diploma Recipient: An individual who received a regular diploma during the previous school year and subsequent summer school.
- Includes System Approved Alternative Programs.
- Diploma Recipient is the only category NDE uses to calculate graduation rates.
- Special Education Students: Special Education students can be reported in either completion category depending on language contained in the students Individual Education Program (IEP).

Other High School Completer: An individual who received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer school.
- Other High School Completers are not used in calculating the graduation rate.

Example #1	Where to Report
Paul is a 12th grader in the Fall of 2016. He attends school, but does not have enough credits to graduate, but he does complete the school year. He does not return in the Fall of 2017. Paul did not receive a diploma or any other certificate.	Paul **is not** reported as a completer on this form because he left school without meeting the requirements for a completion credential. Paul **is** reported as a dropout for the 2017-2018 school year because he left school without completing the requirements for graduation and did not return in the Fall of 2017.

Example #2	Where to Report
Mary went through graduating ceremonies with her Class of 2017 (school year of 2016-2017). She received a Certificate of Attendance. Mary returns to school for the next school year (2017-2018), however she still does not complete and does not return for another year.	Mary is reported as an "Other High School Completer" for the school year 2016-2017 (Class of 2017) Mary **is not** counted as a Diploma Recipient for 2017-2018. Mary **is not** reported as a dropout for 2017-2018, as she received a Certificate of Attendance the year prior.

Example #3	Where to Report
Randy has been in 12th grade for three years and is now 21 and cannot return to school in the Fall of 2018 due to his age. He did not receive a diploma or any other certificate.	Randy **is not** reported as a Diploma Recipient or Other High School Completer.

APPENDIX B

CODE DESCRIPTIONS

Code	Description	Explanation
HI	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. If a person is Hispanic they should always be reported in this category (even if they have another race).
MU	Multi	A person that is <u>not</u> Hispanic, but has more than one race.
AM	American Indian/Alaska Native	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
BL	Black or African American	A person that is <u>not</u> Hispanic, having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
WH	White	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of Europe, the Middle East or North Africa.

If you have any questions regarding reporting under the new Race and Ethnicity categories, please refer to the publications NDE has provided at http://www.education.ne.gov/nssrs/Resources.html under Instructions, Student Related Information, Race Ethnicity.

ETHNICITY/GENDER CODES:

FAM – Female American Indian/Alaska Native

MAM – Male American Indian/Alaska Native

FAS – Female Asian

MAS – Male Asian

FBL – Female Black or African American

MBL – Male Black or African American

FHI – Female Hispanic

MHI – Male Hispanic

FPI – Female Native Hawaiian or Other Pacific Islander

MPI – Male Native Hawaiian or Other Pacific Islander

FWH – Female White

MWH – Male White

FMU – Female Multi-Race

MMU – Male Multi-Race

COMPLETER TYPE CODES:

RD – Regular Diploma

OC – Other Completer