



## Nebraska Education Profile (NEP) Information

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### TABLE OF CONTENTS

Scope (p. 1)  
 Instructions    Access (p. 1)  
                   Navigate (p. 2)  
                   2 – Main Menu (p. 2)  
                   3 – District Information (p. 3)  
                       Enter District Information (p. 3)  
                       Graduation Requirements (p. 4)  
                   4 – School Information (p. 5)  
                   5 – Summary Report (p. 6)  
                   6 – Submit and Approve (p. 6)

### SCOPE

The Nebraska Education Profile (NEP) Information collection is used to collect district information and graduation requirement information for Nebraska school districts. This information will be displayed on the Nebraska Education Profile (NEP) website for the following school year. This collection is part of the Consolidated Data Collection (CDC).

All Public Districts must report this data.

### INSTRUCTIONS

#### Access

1. Log into the NDE Portal at <https://portal.education.ne.gov/>
2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	<a href="#">Consolidated Data Collection (CDC)</a>

4. From the Open Collections list choose **Nebraska Education Profile (NEP) Information**

GENERAL	Boys in Need of Financial Aid (BNFA) Report
GENERAL	<b>Nebraska Education Profile (NEP) Information</b>
GENERAL	Annual Participation Report

Note: Accessing the Nebraska Education Profile (NEP) Information collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Admin.

### Navigate

Upon entering the collection, you will see

1. The Title
2. A Main Menu list of options
3. The District Information section to complete
4. The School information section to update
5. A Summary Report button, and
6. The Submit/Approve section (Only Approver user types will see the Approve button)

The screenshot shows the '2017-2018 NEBRASKA EDUCATION PROFILE (NEP)' page. It includes a main menu with 'Contact Us' and 'Click for Instructions'. The 'District Information' section has a table with 'Enter district information' and 'Enter graduation requirements' rows, each with a 'STATUS' column and a status icon. The 'School Information' section has a table with columns for 'CODISTSCH', 'NAME', and 'STATUS', listing 'EXAMPLEVILLE HIGH SCHOOL' and 'EXAMPLEVILLE ELEMENTARY SCHOOL'. A 'View Summary Report' button is located below the school table. At the bottom, there is a table with columns for 'ACTION', 'STATUS', 'DATE', and 'USER', showing 'SUBMIT' (Not Submitted) and 'APPROVE' (Not Approved) options, along with 'Print Page' and 'Open Collection' buttons. A note at the bottom states: 'To make changes after approval, the district contact will need to call the NDE Help Desk: 888-285-0556'.

### Main Menu options

**Contact Us** - Lists NDE contacts to call or email if you have questions while completing the report.

**Click for Instructions** - Opens this document.

Other Main Menu options seen throughout the collection include:

**Logout** - Closes the current tab you are working on and returns you to the NDE Portal.

**NEP Main Pg** - Returns you to the Nebraska Education Profile (NEP) main page.

**CDC Main Pg** - Takes you back to the Consolidated Data Collections main page.

### District Information

There are two sections to complete within **District Information: Enter District Information** and **Enter Graduation Requirements**. They can be accessed by clicking on the relevant links.

#### District Information

Select report to complete:	STATUS
<a href="#">Enter district information</a>	
<a href="#">Enter graduation requirements</a>	

### Enter District Information

This is where you will provide descriptive information about your district.

The text box will be prepopulated from the previous year, if available.

#### DISTRICT INFORMATION

[Click for Instructions](#)

**On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save". If there are no changes, click "Save".**

**1. District Information:** (In the box below, please describe the unique features of your district including any description that will provide readers a better picture of your school district.)

Character Count: **332**

Exampleville School is located in Nebraska. The district covers 10 square miles and encompasses the communities of Exampleville and Exampletown. There are 2 buildings in the district, all located in Exampleville. The schools are Exampleville High School, which houses grades 7-12 and Exampleville Elementary which houses grades K-6.

[Print Page](#) [Save Data](#) [Save Data and Close](#)

Pre-populated data will not be considered complete, even if there are no changes, unless **Save Data** or **Save Data and Close** is clicked.

[Print Page](#) [Save Data](#) [Save Data and Close](#)

If data is not pre-populated, enter the text in the box provided – this will be used as the district description which will appear on the Nebraska Education Profile (NEP) website. Describe the unique characteristics of your district including any description that will provide readers a better picture of your district.

NEP Main Pg Contact Us CDC Main Pg Logout Reports

NDE FORM #08-059  
2017-2018 NEBRASKA EDUCATION PROFILE (NEP) INFORMATION FOR

**DISTRICT INFORMATION**  
Click for Instructions

**On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save". If there are no changes, click "Save".**

**1. District Information:** (In the box below, please describe the unique features of your district including any description that will provide readers a better picture of your school district.)

Character Count: 1

Print Page Save Data Save Data and Close

When finished, click **Save Data** or **Save Data and Close** to return to the Nebraska Education Profile (NEP) Information collection main page.

You can also print the page by clicking the **Print Page** button.

NOTE: As you enter information into the text box, you may want to hit **Save Data** periodically.

### Graduation Requirements

The Graduation Requirements page requests information about high school graduation requirements. There are separate sections for **Language Arts**, **Mathematics**, **Social Studies**, and **Science**.

Again, data will be prepopulated from the previous year, if available. Review the data and ensure the number of years and required subjects for high school graduation are correct for each section. This data will appear on the Nebraska Education Profile (NEP) website as part of the district graduation requirements.

You may edit these sections as needed, or, if no changes need to be made, click **Save Data** or **Save Data and Close** to return to the Nebraska Education Profile (NEP) Information collection main page.

You can also print the page by clicking the **Print Page** button.

NOTE: As you enter information into the text boxes, you may want to hit **Save Data** periodically.

## School Information

In this part of the report, you will see a list of all schools in your district. Each school will have its own page. You can access the individual pages by selecting the **Edit** button.

School Information			
Select a school to enter school description			
	CODISTSCH	NAME	STATUS
<input type="button" value="Edit"/>	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	
<input type="button" value="Edit"/>	99-9999-002	EXAMPLEVILLE ELEMENTARY SCHOOL	

Upon opening the individual page you will see a text box under the heading **School Description**.

This form will be prepopulated from the previous year, if available.

SCHOOL DESCRIPTION FOR  
EXAMPLEVILLE HIGH SCHOOL  
[99-9999-001]

**On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save".**

1) School Description:

Character Count: **217 characters** (1000 Character Limit)

Exampleville High School is a Nebraska School Activities Association Class D1 school district that is fully accredited by AdvancED. The student body consists of approximately 120 students, grades seven through twelve.

Review the data to ensure it is correct. This text will be used as the school description which will appear on the Nebraska Education Profile (NEP) website.

If data is not pre-populated, enter the text in the box provided – this will be used as the school description which will appear on the Nebraska Education Profile (NEP) website. Describe the unique characteristics of the school, including attendance, grades served and key information about facilities and resources available.

You may add and edit this text as needed, or, if no changes need to be made, click **Save Data** or **Save Data and Close** to return to the Nebraska Education Profile (NEP) Information collection main page.

You can also print the page by clicking the **Print Page** button.

NOTE: As you enter information into the text box, you may want to hit **Save Data** periodically.

## View Summary Report

When all sections of the collection are complete, a green check box will appear in the Status column for each section.

### 2017-2018 NEBRASKA EDUCATION PROFILE (NEP)

[Contact Us](#) [Click for Instructions](#) [Reports](#)

#### District Information

Select report to complete:	STATUS
<a href="#">Enter district information</a>	✓
<a href="#">Enter graduation requirements</a>	✓

#### School Information

Select a school to enter school description

	CODISTSCH	NAME	STATUS
<a href="#">Edit</a>	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	✓
<a href="#">Edit</a>	99-9999-002	EXAMPLEVILLE ELEMENTARY SCHOOL	✓

[View Summary Report](#)



Click the **View Summary Report** button.

This will take you to a summary report listing each of the items entered into the collection. You may print a copy for future reference. If you have trouble printing, click the **How to Print this Report** link.

[NEP Main Pg](#) [Contact Us](#) [CDC Main Pg](#) [Logout](#) [Reports](#)

NDE FORM #08-059  
2017-2018 NEBRASKA EDUCATION PROFILE (NEP) INFORMATION FOR

[How to print this report](#)

Page Width  Find | Next  

NEBRASKA DEPARTMENT OF EDUCATION  
CONSOLIDATED DATA COLLECTION  
STATE OF THE SCHOOL REPORT  
Summary Report  
(99-9999-000)  
For the School Year 2017-2018

**DISTRICT INFORMATION:**

Exampleville School is located in Nebraska. The district covers 10 square miles and encompasses the communities of Exampleville and Exampletown. There are 2 buildings in the district, all located in Exampleville. The schools are Exampleville High School, which houses grades 7-12 and Exampleville Elementary which houses grades K-6.

**GRADUATION REQUIREMENTS: READING**

## Submit and Approve

When the collection is complete, there are two final steps to complete the submission to NDE. The collection must be both submitted and approved.

NOTE: Data can continue to be edited at any time before the collection has been approved. When you make a change to the data, you must click the **Save Data** button again on the relevant page.

## Submit

This function is typically completed by the individual who enters data into the collection. Once the collection is completely finished, click the **SUBMIT** button to verify the data is complete.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>	<input type="button" value="Open Collection"/>		

NOTE: Submission of the collection cannot be completed until all reports have green check marks in the "Status" column.

## Approve

After the data has been submitted and there are no further edits needed, the collection is ready for approval. If the school district's APPROVER is satisfied with the collection, they click the **APPROVE** button to officially submit the data in the collection to the NDE.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Submitted	4/25/2018 11:32:59 AM	nkohles
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>	<input type="button" value="Open Collection"/>		

**Note:** Only one person in the district can be assigned the APPROVER role for the Consolidated Data Collection (CDC), giving access to the **APPROVE** button. The APPROVER can also Submit collections if need be and is typically also the District Superintendent.

**Note:** Once the data has been approved, the data cannot be edited by anyone with access to the collection, even the Approver. If additional editing is needed, the district will have to contact NDE to request re-opening of the collection.

## Note:

**Multiple Districts:** If a user is responsible for more than one district, they will need to enter the appropriate activation codes for each district's Consolidated Data Collection (CDC). Once all activation codes have been entered, changing districts is done from within the Consolidated Data Collection (CDC) by clicking on the "Change Districts", then "Submit" button on the left hand side of the screen. This will take you to a screen allowing you to change districts.

**Admin Functions:**

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