REPORT OF SUSPENSIONS / EXPULSIONS
Nonpublic Systems
Instructions updated: May 2018

DUE DATE - June 15th
AUDIT WINDOW CLOSE DATE - June 30th

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SCOPE
To assist with mandated state and federal reporting.

DIRECTIONS
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

<table>
<thead>
<tr>
<th>Status</th>
<th>Activation Code(s)</th>
<th>Collection Name/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>Consolidated Data Collection (CDC)</td>
</tr>
</tbody>
</table>
4. From the Open Collections list choose **Report of Suspensions / Expulsions**

Note: Accessing the Report of Suspensions/Expulsions collection requires a Consolidated Data Collection (CDC) activation code (with a User Type of Discipline, All or Approver). 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.

**Navigation**
Upon entering the collection, you will see
1. The Title
2. The Main Menu
3. Suspensions/Expulsions Information section
4. Summary Report button, and
6. The Submit/Approve area

**Main Menu**
- **Contact Us** - Shows a list of NDE contacts to call or email if you have any 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.
  - **Susp./Expul. Main Pg** - Returns you to the Report of Suspensions/Expulsions main page.
  - **CDC Main Pg** - takes you back to the Consolidated Data Collections main page.
Suspensions/Expulsions Information

If you have no data to submit for a location (school) in your district/system, click on the None To Report button next to the location (school).

This will put a green check mark under the Part 1 column and will complete the submission for that particular location (school).

If you have data to report, click on the EDIT button.

This will take you to Part 1.1 Suspensions and 1.2 Expulsions.

**Part 1.1 Suspensions**
Enter the Number of Suspensions (Duplicated Count) and the Number of Students Suspended (Unduplicated Count) or leave prepopulated zeros if none.

<table>
<thead>
<tr>
<th>Number of Suspensions (Duplicated Count)</th>
<th>Number of Students Suspended (Unduplicated Count)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Definition**

Suspension: A disciplinary action that results in the exclusion of a student from the school building for a specified period of time. This included both long-term and short-term suspensions. Report out of school suspensions only.

Long-term suspension means the exclusion of a student from attendance in all schools within the system for more than five school days but less than twenty school days.

Short-term suspension means the exclusion of a student from attendance in all schools within the system for a period not to exceed five days.
Part 1.2 Expulsions
Enter the Number of Expulsions (Duplicated Count) and the Number of Students Expelled (Unduplicated Count) or leave prepopulated zeros if none to report.

<table>
<thead>
<tr>
<th>Total Expulsions During The Past School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Expulsions (Duplicated Count)</td>
</tr>
<tr>
<td>Number of Students Expelled (Unduplicated Count)</td>
</tr>
</tbody>
</table>

**Definition**
Expulsion: A disciplinary action that results in the exclusion from attendance in all schools within the system in accordance with section 79-283. [Ref. § 79-256(2)] Include any students who had the disciplinary action of expulsion taken against them.

Save Changes on Page

When done entering data, click on Save Changes on Page. This will return you to the Report of Suspensions/Expulsions Main Page.

When only Green Check boxes are in all columns you are finished entering data.

Select a school to enter Suspensions/Expulsions Information

<table>
<thead>
<tr>
<th>CODISTSCCH</th>
<th>NAME</th>
<th>PART 1 STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>28-0703-001</td>
<td>BOYS TOWN HIGH SCHOOL</td>
<td></td>
</tr>
<tr>
<td>28-0703-002</td>
<td>N H WEGNER SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>

=Incomplete  = Completed

View Summary Report

Summary Report
When all data has been entered for each location (school) in your district/system, click the View Summary Report button to see a summary of your Systems Report of Suspensions/Expulsion.
This will take you to a summary report listing each of the items entered into the collection:

![Summary Report](image)

You may print a copy for future reference. If you have trouble printing, click the How to Print this Report link indicated above.

**Submission**

Upon completing data for all locations/schools and affirming compliance, click the Submit button.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>STATUS</th>
<th>DATE</th>
<th>USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit</td>
<td>Not Submitted</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Approve</td>
<td>Not Approved</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

This will acknowledge you have completed the data and it is ready to be reviewed by your District/System Administrator.

**Approval**

Once the District/System Administrator has reviewed the data, the District/System Administrator can click on the Approve button to submit the information to the NDE.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>STATUS</th>
<th>DATE</th>
<th>USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit</td>
<td>Submitted</td>
<td>4/25/2018 3:11:56 PM</td>
<td>inkohlos</td>
</tr>
<tr>
<td>Approve</td>
<td>Not Approved</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Once the collection has been approved, changes are no longer accepted. If changes are necessary, contact the NDE Helpdesk to re-open the collection.

**NOTE:** Only the person who is designated as District/System Administrator for the Suspensions/Expulsions Collection in the CDC will see the Approve button. However, the District/System Administrator can Submit and Approve the collection.