



Nebraska Department of Education  
 301 Centennial Mall South, PO Box 94987  
 Lincoln, NE 68509-4987  
 NDE Helpdesk 1-888-285-0556

These directions were last updated: March 26, 2018

## **Substitute Teacher Collection**

### **DUE DATE**

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The Substitute Teacher collection is due on or before June 15<sup>th</sup>.  
 The Audit Window Close date is June 30<sup>th</sup>.

### **SCOPE**

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This collection is to be completed by Public Districts, Non Public Systems, State Operated Systems (Special Purpose Schools), ESU's and Interim Programs. This collection contains all substitute teachers by name, NDE Staff ID and the number of days taught (see Rule 21 for details: 92 NAC 21-005.23 & 92 NAC 21-005.24.)

### **DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION**

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Data from the previous year will be pre-populated. This data can be entered and edited, or a new upload listing substitute teachers can be submitted. Please note: when performing an upload, the collection will do a complete replacement of the substitute teachers. The revised list can then be edited on an individual basis.

If your district is a new District/System reporting substitute teachers for the current year, there will be no pre-populated data. All substitutes will need to be added or uploaded.

### **DIRECTIONS FOR UPLOADING SUBSTITUTE TEACHERS DATA**

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Upload substitute teacher data by following the record layout below. Do not include a header row. The upload file must have a .CSV or .TXT extension, and have comma-separated values.

COUNTY	Char(2)	2 digit NDE assigned county number
DISTRICT	Char(4)	4 digit NDE assigned district number
DAYEARS	Char(8)	8 digit school year, no dashes. Sample: 2010-2011 would be "20102011"
LASTNAME	Varchar(25)	Substitute teacher's last name
FIRSTNAME	Varchar(25)	Substitute teacher's first name
NDE STAFF ID	Char(10)	Substitute's NDE Staff ID. Sample: 1234567890
DAYS_TGHT	FLOAT	Populate to 1 place after decimal (xxx.x). Must either be a .0 or a .5.

**Note:** If a new list is uploaded, each time the list is uploaded, the existing data for the school year will be entirely replaced. Previous data will be deleted. If there are errors in the file, they will be displayed when uploading the file.

If you do not know a teacher’s NDE Staff ID, this can be obtained by accessing the “NDE Staff ID” application available in the NDE Portal under the Student and Staff (NSSRS) tab. Access to this application requires an appropriate activation code. Contact your district administrator if needed.

## DIRECTIONS FOR ADDING/EDITING SUBSTITUTE TEACHER DATA INDIVIDUALLY

The list of substitute teachers can be edited at any time until the collection has been submitted. Editing on an individual basis can be done after a list of substitute teachers has been uploaded.

A substitute teacher can be added by entering the last name, first name, NDE Staff ID, days taught, and clicking **ADD**.

ADD A NEW SUBSTITUTE TEACHER				
LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT (xx.x)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>

"Days Taught" must be completed for each substitute teacher. Report Days Taught to either .0 or .5. A **teaching day** is any day in which more than three hours is spent teaching. **Teaching half days** is any teaching day in which three hours or less is spent teaching. For computation, two teaching half days equal one (1.0) full teaching day.

Entering a duplicate NDE Staff ID is not allowed. If a duplicate NDE Staff ID number is entered, a prompt will appear saying “This staff member’s NDE Staff ID is already in the database. Please check the list below to update”.

ADD A NEW SUBSTITUTE TEACHER				
LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT (xx.x)	
<input type="text" value="TESTLNAME"/>	<input type="text" value="TESTFNAME"/>	<input type="text" value="1234567890"/>	<input type="text" value="2.5"/>	<input type="button" value="ADD"/> <p style="color: red; font-size: small;">This staff member's NDE Staff ID is already in the database. Please check the list below to update.</p>

To edit the number of days taught, click on **Edit**. Enter the new days taught and then click **Update**. This will save the data entered. If the teacher listed did not substitute in your district for the current year, click on **Delete**.

	LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT	Certification Status*
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	TESTLNAME	TESTFNAME	1234567890	2.5	Not Found

## CERTIFICATION STATUS

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Substitute teachers are required to have an appropriate certificate from Nebraska Department of Education Teacher Certification (NDE Teacher Certification). The substitute teacher's name and NDE Staff ID are verified against NDE Teacher Certification data. The "Certification Status" column will display the results of checking this certification as of when the substitute teacher records are viewed.

**UPDATE SUBSTITUTE TEACHERS**  
**IMPORTANT INSTRUCTIONS:** Either update the substitute teachers list below OR upload substitute teacher data for the above school year. Each time data is uploaded, **ALL** substitute teacher data will be deleted for the current school year and replaced with the uploaded data.

		LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT	Certification Status
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	AAAAA	BILL	1112223334	6.5	OK
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	BBBBB	BOB	1223334444	7.5	Not Found
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	CCCCC	JANE	3567234890	3.0	NDE Staff ID Invalid
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	DDDDD	JILL	0987654321	15.5	Not Currently Certified
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	TESTNAME	TESTFNAME	1234567890	2.5	OK

\* See [instructions](#) regarding Certification Status.

The "Certification Status" column will indicate one of the following:

- 1) **"OK"** The substitute teacher's NDE Staff ID matches NDE Teacher Certification. The teacher also has a current certificate valid for substitute teaching.
- 2) **"Not Found"** The substitute teacher could not be found in NDE Teacher Certification. This means the NDE Staff ID is incorrect, the name and NDE Staff ID differs with what NDE Teacher Certification lists, or the teacher does not currently possess a certificate. Please contact NDE Teacher Certification\* to verify the person does possess a valid certificate appropriate for substitute teaching.
- 3) **"NDE Staff ID Invalid"** The substitute teacher's NDE Staff ID differs from a record NDE Teacher Certification has. Please double-check the NDE Staff ID number entered or contact NDE Teacher Certification\* to verify the substitute's name and NDE Staff ID with their records.
- 4) **"Not Currently Certified"**. The substitute teacher's record is found with NDE Teacher Certification. However, the substitute does not currently have a valid certificate appropriate for a substitute teacher. Please contact NDE Teacher Certification\* for more information or to verify the status.

\*To contact NDE Teacher Certification, please call (402)-471-0739 or email [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)

**Note:** The displayed certification status does not affect the collection's submission or approval.

## NONE TO REPORT

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If there are no substitute teachers to report for the current year, click on **Submit**.

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

## SUBMISSION

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After all the substitute teachers have been uploaded, and the Days Taught for each Substitute Teacher have been entered, click on the **Submit** button. This will indicate that the collection is ready to be reviewed by your District/System/ESU administrator.

To view the data submitted, click on the "**View Summary Report**" button below the list of substitute teachers.

**UPDATE SUBSTITUTE TEACHERS**

**IMPORTANT INSTRUCTIONS:** Either update the substitute teachers list below **OR** upload substitute teacher data for the above school year. Each time data is uploaded, **ALL** substitute teacher data will be deleted for the current school year and replaced with the uploaded data.

		LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT	Certification Status*
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<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	BBBBB	BOB	1223334444	7.5	Not Found
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	CCCCC	JANE	3567234890	3.0	NDE Staff ID Invalid
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	DDDDD	JILL	0987654321	15.5	Not Currently Certified
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	TESTNAME	TESTFNAME	1234567890	2.5	OK

\* See instructions regarding Certification Status.

The Summary Report can be saved or printed for record keeping. The certification status is also displayed in the Summary Report.

When the District/System/ESU Administrator has reviewed the data and determined it to be correct, the District/System/ESU Administrator will click on the **Approve** button to submit the data to NDE.

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

Once the collection has been approved, changes will no longer be allowed to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will re-open the collection if permitted.

**Note:** Only the person who is designated as District/System/ESU Administrator for the Substitute Teacher collection in the CDC will see the **Approve** button in the box below the **Submit** button. The District/System Administrator can **Submit** and **Approve** the collection.