

**ATTENTION ALL NDE PORTAL USERS:**

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



**ADVISER 2018-2019 Fall Work Days**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

ADVISER workdays have been scheduled for the 2018-2019 Fall collection. Please contact the ESU to register for these workdays. They are from 9 am – 3 pm and most ESU’s provide lunch. There will be no formal presentations at these workdays, they are scheduled to give you time to work on your data reporting with ESU and NDE staff onsite to assist. We strongly suggest that you attend a workday. You may go to any ESU that works best for your schedule.

<b>ESU</b>	<b>Date</b>	<b>Day</b>
ESU 4 – Auburn	September 11	Tuesday
ESU 6 – Milford@SCC Dunlap Center	September 17	Monday
ESU 5 – Beatrice	September 20	Thursday
ESU 9 – Hastings	September 24	Monday
ESU 10 – Kearney	September 27	Thursday
ESU 11 – Holdrege	September 28	Friday
ESU 2 – Fremont	September 28	Friday
ESU 15 – Trenton	October 1	Monday
ESU 16 – North Platte	October 2	Tuesday
ESU7 – Columbus	October 2	Tuesday
ESU 16 – Ogallala	October 3	Wednesday
ESU 13 – Scottsbluff	October 4	Thursday
ESU 1 – Wakefield	October 8	Monday
ESU 8 – Neligh	October 9	Tuesday
ESU 4 – Auburn	October 11	Thursday
ESU 17 – Ainsworth	October 11	Thursday
ESU3 – Papillion	October 16	Tuesday
ESU 5 – Beatrice	October 18	Thursday
ESU 2 – Fremont	October 19	Friday
ESU 6 – Milford@SCC Dunlap Center	October 22	Monday



**Time & Effort Logs for Federal Grants (ESSA, IDEA, & CTE)**

Contact: Shane Rhian (402-471-4313 or [shane.rhian@nebraska.gov](mailto:shane.rhian@nebraska.gov))

All staff paid with Federal grants through NDE must complete an acceptable time and effort log to adequately document the allocation of their salaries and benefits to that grant. NDE Grants Management Staff will be requesting copies of time and effort logs when reviewing final reimbursement request for 2017-18 grants in the Grants Management System. Please refer to the NDE State and Federal Grants Management Guidance (beginning on page 41) and sample logs at the following link:

<https://www.education.ne.gov/federalprograms/time-and-effort-reporting/>.



**Accredited Schools (Rule 10) – Notice of Change in Assurance Statement and Fall Mailing Protocols for 2018-2019 School Year**

Contact: Kris Gottula (402-471-2444 or [kris.gottula@nebraska.gov](mailto:kris.gottula@nebraska.gov))

Please note the following two changes to protocols in the Accountability, Accreditation, and Program Approval Office:

1. In the online Assurance Statement, public school district administrators will be asked to check “Yes” or “No” for each Rule 10 item in the statement, indicating compliance or non-compliance. This is different from years past when a single checkmark indicated compliance with all items in the statement.
2. In the past, public school district superintendents have received a Fall Mailing packet from the NDE Accreditation Office which has included a copy of Rule 10 and supporting documents. This year, superintendents will receive a letter and an email, both of which will include links to the NDE website, where Rule 10 and supporting documents can be found. If you have difficulties accessing the documents on the NDE website, please contact Kris Gottula to request that printed documents be mailed to you.



**District Curriculum Contacts – OPEN: August 1 – DUE DATE: September 15**

Contact: Cory Epler (402-471-3240 or [cory.epler@nebraska.gov](mailto:cory.epler@nebraska.gov))

Using the **District Contact Information** form, located under the “**Data Collections**” tab in the NDE Portal, select **Curriculum Contact** to provide contact information for the elementary, middle, and high school curriculum contact. These individuals will become the primary contact for information related to standards, instruction, and instructional materials (curriculum, interventions, etc.).

Curriculum Contacts are those individuals that have an understanding of curricula/instructional materials being used by the school district, coordinate curricula/instructional materials selection processes for the school district, and ultimately have responsibility for the implementation of curricula/instructional materials being used.



**New Superintendents – 2018-2019 School Year**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

If your district/system has a new Superintendent for the 2018-2019 School Year, please have them:

1. Register for an NDE Portal account **if they do not already have an account**. If they already have an account with another district, this account can follow them to their new position.
2. If they are needing to create an NDE Portal account, they will use the blue **Register** link on the left-hand side of the Home Page of the Portal and select their own Login ID & Password.

3. Once the account has been created or to modify their current account, they will need to contact the NDE Helpdesk to get set up on the Portal as the new District Administrator for your district/system.

The exiting Superintendent/District Administrator will need to:

1. Remove their access to the collections for the district they are leaving. This is done under the **Edit/Remove** link to the left of each collection they have access to in their Portal account.
2. They will also need to remove the District Administrator activation code from their account under the **“My Profile”** tab. Please contact the NDE Helpdesk if assistance is required for any of these steps.



**2018-2019 SPED Planning Region Team (PRT) Grant – DUE DATE: August 1**

Contact: Cole Johnson (402-471-4318 or [cole.johnson@nebraska.gov](mailto:cole.johnson@nebraska.gov))

The 2018-2019 SPED Planning Region Team (PRT) Grant application is open in the GMS and due to NDE **August 1**

### **HOW TO CONTACT THE NDE HELPDESK**

There are three ways to contact the NDE Helpdesk with questions.

**All three ways get to the same place, so please only use one of the following options.**

**If you send more than one request this may delay our response as we coordinate all requests.**

1. Submit a “Helpdesk Request” from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

**OR**

2. Email: [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

**OR**

3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.**

**Please leave your full name, organization, call back number and a brief description of your question.**

ALSO: If you have contacted the NDE Program Staff person, please do not also contact the Helpdesk. Multiple contacts will delay the response.

**THANK YOU!**

### **NDE Bulletins: Past and Present:**

Current and past NDE Bulletins can be found at <http://www.education.ne.gov/ndebulletins/index.html>. We will also continue to send the bulletin out via e-mail.

***Denise Schuyler***

*Data, Research, and Evaluation - NDE IT Helpdesk Specialist*



Helpdesk: 888-285-0556 – [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

Email: [denise.schuyler@nebraska.gov](mailto:denise.schuyler@nebraska.gov)