



Nebraska Department of Education
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 NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated August 30, 2018.

Nonpublic Membership

Due Date: October 15

Audit Window Close Date: October 31

SCOPE

The collection exists to collect Nonpublic System membership information by grade, ethnicity, and gender as of October 1, for the students whom they provide the majority of their instruction.

DIRECTIONS

Access

Accessing the Nonpublic Membership 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 Administrator.

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	Consolidated Data Collection (CDC)

4. From the Open Collections list, choose **Nonpublic Membership Report**

GENERAL	Nonpublic Membership Report
GENERAL	PK Instructional Program Hours/K Program

Navigation

Upon entering the collection, you will see

1. The Title
2. A Main Menu list of options
3. A list of the schools to report and their status
4. The button to Complete the report
5. A Summary Report button, and
6. The Submit/Approve section (Only Approver user types will see the Approve button)

NONPUBLIC MEMBERSHIP REPORT ← 1

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Contact Us

Click for Instructions

CODISTSCH	NAME	STATUS
00-0000-001	EXAMPLE SECONDARY SCHOOL	
00-0000-002	EXAMPLE ELEMENTARY SCHOOL	

← 3

 = Incomplete  = Completed

4 →

Click to Complete Form

View/Print Summary Report ← 5

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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"/>		

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Main Menu

1. Contact Us – Lists NDE contacts to call or email if you have questions while completing the report
2. Click for Instructions – Opens this documents

Other menu items seen through the collection include

1. Collection Main Page – Returns user to Nonpublic Membership Report collection main page
2. CDC Main Page – Takes user back to the Consolidated Data Collections main page
3. Logout – Closes the current tab and returns user to NDE Portal

Schools to Report / Complete Form

Click the grey **Click to Complete Form** button.

There are two sections to complete: Student Membership and Free and Reduced Meals.

Student Membership

At the top of the screen, user will see their District information and a drop down box of schools within the district (if applicable).

20182019 Nonpublic School Membership Report [Ethnicity Definitions Help Screen](#)

System: **00-0000 - EXAMPLE SCHOOLS [00-0000]** Please mark EACH School Complete after e

Select School: **00-0000-001 EXAMPLE SECONDARY SCHOOL - Incomplete***** **INCOMPLETE** Press "Finished" to return

Grade Range: **Grades 07 - 12**

Hint: Hover over the column titles with your mouse to see column definitions

Grade	FAM	MAM	FAS	MAS	FBL	MBL	FHI	MHI	FPI	MPI	FWH	MWH	FMU	MMU
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02	0	0	0	0	0	0	0	0	0	0	0	0	0	0

There is also a grid for entering Membership Information. Note, it is pre-populated with zeros.

To start, if multiple schools appear in the Select School drop down box, select the school you are reporting for.

Select School: **00-0000-001 EXAMPLE SECONDARY SCHOOL - Incomplete***** **IP**

Grade Range: **Grades 07 - 12**

The Grade Range for the school selected is displayed in blue font. Do not report grade categories that are not appropriate for the school selected.

Enter data into the appropriate gender/race categories, by grade. Column descriptors can be found by hovering the mouse over the abbreviation.

Hint: Hover over the column titles with your mouse to see column definitions

Grade: **FAM** MAM FAS MAS FBL MBL FHI MHI

Descriptors can also be found by selecting **Ethnicity Definitions Help Screen** at the top of the page.

Report [Ethnicity Definitions Help Screen](#)

Please mark EACH School Comp

A student should be reported in **only one** Race/Ethnicity category.

Race Ethnicity Code Descriptions

Code	Description	Explanation
AM	American Indian/Alaska Native	A person that is not 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 not 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.
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).
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.
MU	Multi	A person that is <u>not</u> Hispanic, but has <u>more than one</u> race (see five categories below).

Note: If you have any questions regarding reporting under the Race and Ethnicity categories described above, please refer to "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" ([PDF](#)).

For Instance,

1. If the student is Hispanic, the student should be included in the FHI (Female Hispanic) or MHI (Male Hispanic) category even if the student has another race.
2. If this student is multiracial but not Hispanic, the student should be counted in the FMU (Female Multi-Race) or MMU (Male Multi-Race) category.
3. If the student can be associated with one race category and is not Hispanic, report in that category.

As you enter data in the appropriate fields, you may want to update your Totals listed at the bottom of the grid.

12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Membership - this building: 0				PK Membership - this building: 0				K-12 Membership - this building: 0						
<input type="button" value="Update Membership Totals"/>														

To do this, select the Update Membership Totals button.

07	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
08	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
09	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Membership - this building: 0				PK Membership - this building: 0				K-12 Membership - this building: 0						
<input type="button" value="Update Membership Totals"/>														

You can update your totals as many times as needed while entering data.

12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Membership - this building: 18				PK Membership - this building: 0				K-12 Membership - this building: 18						
<input type="button" value="Update Membership Totals"/>														

Free and Reduced Meals

This section is used to indicate the public school district of residence for any students reported as eligible for Free and/or Reduced Meals. The data is used to calculate Title I Grant Allocations.

Nonpublic entities that do not have students eligible for Free and/or Reduced Meals must mark the box **No Free/Reduced Meals to Report**.

Free and Reduced Meal Information

No Free/Reduced Meals To Report. WARNING - checking this and pressing the 'Update' button will clear out ALL meal data

Nonpublic entities that do have students eligible for Free and/or Reduced Meals must complete the Free and Reduced Meals information. Select the Resident Public School District/System from the dropdown box.

Resident Public School System	PK Free Eligible Students	PK Reduced Eligible Students	K-12 Free Eligible Students	K-12 Reduced Eligible Students
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the PK and K-12 counts for students eligible as of October 1.

Resident Public School System	PK Free Eligible Students	PK Reduced Eligible Students	K-12 Free Eligible Students	K-12 Reduced Eligible Students
00-0000 PUBLIC SCHOOL DISTRICT	2	1	8	10

NOTE: Keep in mind that this collection is by school location (drop down box at top of screen.) So, if the Nonpublic System has multiple schools, the figures must be reported at the appropriate school/location.

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

Free and Reduced Eligible Student Totals:

Update Meal Totals

When data entry has been completed, scroll to the top of the page and click on the Mark Complete button.

Please mark EACH School Complete after entering data, then click Finished

Mark Complete

Finished

Error Report

INCOMPLETE Press "Finished" to return to Main Page

You will see the red INCOMPLETE, change to a green COMPLETE.

Please mark EACH School Complete after entering data, then click Finished

Mark Complete

Finished

Error Report

COMPLETE Press "Finished" to return to Main Page

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

Please mark EACH School Complete after entering data, then click Finished

Mark Complete

Finished

Error Report

COMPLETE Press "Finished" to return to Main Page

The school you completed is now shown with a green check mark on the collection main page.

NONPUBLIC MEMBERSHIP REPORT

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

CODISTSCH	NAME	STATUS
00-0000-001	EXAMPLE SECONDARY SCHOOL	
00-0000-002	EXAMPLE ELEMENTARY SCHOOL	

 = Incomplete  = Completed

Make sure all schools are shown as Status Complete.

NONPUBLIC MEMBERSHIP REPORT

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CODISTSCH	NAME	STATUS
00-0000-001	EXAMPLE SECONDARY SCHOOL	
00-0000-002	EXAMPLE ELEMENTARY SCHOOL	

 = Incomplete  = Completed

Click on View/Print Summary Report to print a copy for your file.

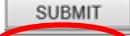
[Click to Complete Form](#) [View/Print Summary Report](#)

Submit / Approve

After you have completed entering data click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Admin.

ACTION	STATUS	DATE	USER
	Not Submitted	N/A	N/A
	Not Approved	N/A	N/A
			

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

ACTION	STATUS	DATE	USER
	Not Submitted	N/A	N/A
	Not Approved	N/A	N/A
			

NOTE: Only the person who is designated as Approver (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

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