NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection   Helpdesk (888) 285-0556

Nebraska Department of Education

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Title III Professional Development
Updated: August 2018

DUE DATE

The Title III Professional Development collection is due on or before October 1st. The Audit Window Close Date for this collection is October 15th.

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SCOPE

The Nebraska Department of Education is required to collect information on the types of professional development provided by subgrantees that receive Title III Limited English Proficient (LEP) funds. The Title III Professional Development collection should be completed by the person who administers the Title III LEP grant. This data is reported on the Nebraska Consolidated State Performance Report annually and is based on the previous school year.

DIRECTIONS

Accessing the Collection:

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

4. From the "Open Collections" list, choose **Title III Professional Development** collection.

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Appropriate user types for this collection are "Staff", "All" and "Approver". A user will not be able to get into this collection unless they have entered an appropriate activation code given to them by their administrator.

Navigation

Upon entering the collection, user will see the following

1. Main Menu

2. Report Title

3. Type of Professional Development Activity section

4. Participant Information area

5. View Summary button

Main Menu

      Contact Us - Shows a list of NDE contacts to call or email if there are questions while completing the report.

      Click for Instructions - Opens this document.

Other Main Menu options seen throughout the collection include:

      Collection Main Pg - Returns user to the Title III Professional Development collection main page.

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

      Logout - Closes the current tab and returns user to the NDE Portal.

Type of Professional Development Activity

Check the types of professional development activities that meet the requirements of Section 3115(c)(2). You can check more than one).

If you select "Other (Explain in comment box below)." you will need to fill out the text box at the bottom of the form.

If you do not have any development activities check the "We did not participate in any professional development activities." box.

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Participant Information

Indicate how many participants were included for each development area.

PARTICIPANT INFORMATION	# PARTICIPANTS
☐ Professional Development provided to content classroom teachers.	0
☐ Professional Development provided to LEP classroom teachers.	0
☐ Professional Development provided to principals.	0
☐ Professional Development provided to administrators/other than principals.	0
☐ Professional Development provided to other school personnel/non-administrative.	0
☐ Professional Development provided to community based organization personnel.	0
TOTAL	**0**

You will be required to also check the appropriate check box.

PARTICIPANT INFORMATION	# PARTICIPANTS
☐ Professional Development provided to content classroom teachers.	1

An error message will display if not selected.

Under Participant Information, you indicated the # of participants, but did not check the Professional Development provided to content classroom teachers box. Please check the box.

The total participants will auto tally as you enter the number of participants into the chart.

View Summary

To view a summary of the data submitted, click on the grey **View Summary** button.

View Summary

ACTION	STATU
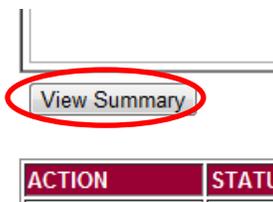
This will display a report of the data submitted which can be printed or saved. You will not be able to view the summary report until you click on submit and save your data.

SUBMISSION

Once you have completed entering data press the **Submit** button.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

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After the data has been reviewed by the District/System Administrator, the person designated as the District/System Administrator for this collection will press the **Approve** button.

ACTION	STATUS	DATE	USER
SUBMIT	Submitted	8/24/2018 11:21:26 AM	nkohles
APPROVE	Not Approved	N/A	N/A
Print Page			

When the collection has been approved, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

NOTE: Only the person who is designated as District/System Administrator for the Title III Professional Development collection in the CDC will see the Approve button in the box below the Submit button. The District/System Administrator can also Submit and Approve the collection.

Frequently Asked Questions:

What are the required activities for Title III LEP grant recipients as they pertain to professional development?
- One of the required subgrantee activities is to "provide high-quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel." [ESEA Sec. 31159(c)(2)]

Why are the categories for the types of professional development activities listed?
- These are the subgrantee professional development topics that are listed under Title III. A grant recipient may choose other professional development activities as long as they pertain to the education of Limited English Proficient children.

Can more than one type of professional development activities be entered?
- Yes. A subgrantee may enter as many types of professional development activities as were provided in the previous school year.

Are there any requirements as to the types of participants who received professional development?
- No. Title III of ESEA states that professional development activities may include staff in a language instruction educational program, content classroom teachers, school administrators and other school or community-based organizational personnel.

Can professional development activities be entered that were paid for with funds other than from Title III?
- No. Because professional development is a required activity under Title III, the purpose of this collection is to record that specifically.