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

Nebraska Department of Education
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Instructions last updated: August 31, 2018

Nonpublic Dropout Report

Due Date: October 15
Audit Window Close Date: November 2

SCOPE
This collection is for Nonpublic systems that have the potential of serving students in grades 7-12.

79-527. Dropouts; report to Commissioner of Education; attendance reports.
The superintendent or head administrator of a public school district of a nonpublic school system shall annually report to the Commissioner of Education in such detail and on such date as required by the commissioner the number of students who have dropped out of school.

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DIRECTIONS
Access
Accessing the Nonpublic Dropouts 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

4. From the Open Collections list, choose **Nonpublic Dropouts**

STAFF	Non-Certificated Staff
GENERAL	Nonpublic Dropouts
FEDERAL	Nonpublic Federal 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 View/Print Summary Report button, and
6. The Submit/Approve section (Only Approver user types will see the Approve button)

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

Complete Form

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

At the top of the screen, user will see their District Information and a grid for entering District level Dropout Information.

20172018 District Dropout Report Ethnicity Definitions Help Screen

District/System

00-0000 EXAMPLE SCHOOL DISTRICT

Mark Complete | Finished | Error Report

INCOMPLETE

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
07	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Update

The grid is pre-populated with zeros so that if the system has NO dropouts for the previous school year (listed at the top), they can click the **Mark Complete** button and **Finished**, which returns the user to the collection main page.

Mark Complete | Finished | Error Report
INCOMPLETE Press "Finished" to return to Main Page

Mark Complete | Finished | Error Report
COMPLETE Press "Finished" to return to Main Page

If the district HAS dropouts to report for the selected school year, data needs to be entered into the appropriate gender and race/ethnicity categories, by grade. Column descriptors can be found by hovering the mouse over the abbreviation.

Hint: Hover | Female American Indian/Alaska Native Total Count by Grade | finitions

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.

Ethnicity Definitions Help Screen

Mark Complete | Finished

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 <u>but not Hispanic</u>, 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 <u>is not Hispanic</u>, report in that category.

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

12   `0`   `0`
Update

After completion, plea

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

Mark Complete   Finished   Error Report

INCOMPLETE Press "Finished" to return to Main Page

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

Mark Complete   Finished   Error Report

COMPLETE Press "Finished" to return to Main Page

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

Mark Complete   Finished   Error Report

COMPLETE Press "Finished" to return to Main Page

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

Make sure all schools are shown as Status Complete.

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

Submit / Approve

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

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.

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.

DEFINITIONS

All school districts and systems must apply a uniform definition to ensure comparable, consistent data statewide. The following are standard dropout definitions for all state and federal reporting.

A Dropout IS an individual who:

For purposes of this collection, a dropout is a student in grades 7-12 who:

…was enrolled in school at some time during the school year and was **not** enrolled on October 1st of the following school year, **or**

…was **not** enrolled on the October 1st of the school year although was expected to be in membership (i.e., was not reported as a dropout the year before), **and**

…has **not** graduated from high school or completed a state or district–approved educational program, **and**
…did **not** meet any of the following exclusionary conditions:
  transfer to another public school district, private school, or state-operated or district-approved educational program; or,
  temporary school – recognized absence due to suspension or illness; or
  death.

The phrase "**graduated from high school or completed"** means individuals who graduated from high school or completed some other education program that is approved by the state or local education agency.

The phrase "**state or district-approved education program"** means one that leads to the receipt or formal recognition of completion from school authorities. It may **include** special education programs, home-based instruction, and programs administered by a secondary education agency (but **not** adult or postsecondary education).

To determine whether the exclusionary condition of **"transfer to another …"** applies; a transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. Systems are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.

A Dropout IS NOT an individual who:
…transferred to another public school district, private school, home school (Rule 12 or Rule 13), state or district approved education program. A state or district approved program means one that leads to the receipt of formal recognition of completion from school authorities. It may **include** special education programs, home-based instruction, and programs administered by a secondary education agency (but **not** adult or postsecondary education), or
…had a temporary absence due to suspension, expulsion, or verified legitimate approved illness, or
…died.

Summer Dropouts
Summer dropouts are students who completed the previous school year but who failed to enroll by the October 1st. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report.
  For example, a student who completed the 10th grade in 2017-2018 but who has not re-enrolled by October 1st, 2018 and doesn't show up the entire year will be reported as an 11th grade dropout in the fall of 2018 for the 2017-2018 school year.

EXAMPLES

ONE
*Sally took summer school classes in 2018 to receive credit for one class to complete the 10th grade for the 2017-2018 school year. Sally does **not** complete summer school AND does not report for the 11th grade in 2018-2019.*
A student who takes summer school to receive credit to complete a grade but does **NOT** finish summer school and does **NOT** report in following school year for the grade they did not complete is considered a dropout for the grade not completed in the year prior.
Sally is considered a dropout of 10th grade for the 2017-2018 school year.

TWO

Ann drops from 11th grade in April 2018 and does not enroll in August 2018 .

A student enrolled during the prior school year and does not complete the school year, who also does **not** enroll the following year, is a dropout for prior year.

Ann is an 11th grade dropout for the 2017-2018 school year.

THREE

David leaves the 9th grade in April 2018. He re-enrolls in the 9th grade in August 2018.

A student enrolled the prior school year who does not complete that school year, but who enrolls for the following school year is not a dropout.

David is not considered a dropout for 2017-2018.

The following examples provide more specific guidance in applying the dropout definition and making appropriate status classifications of students as either dropouts or other students who leave school.

A Student Who:	Dropout?
Graduated or received some other recognized credential, such as a certificate of attendance.	No
Enrolled in adult education or some type of program whose education services do not lead to a diploma or other credential recognized by the state.	Yes
Only attended summer school in this school district/system (i.e., was not enrolled during the regular school year).	No
Left school without diploma or other certification after passing the age which the district was required to provide a free, public education.	Yes
Died.	No
Is gone (not attending); status is unknown.	Yes
Moved to another district/system in this or some other state, not known to be in school.	Yes
Moved out of the United States, enrollment status not known.	No
Transferred, enrolled in another public school, a private school, or charter school.	No
Transferred, enrolled in home schooling.	No
Transferred, enrolled in early college (baccalaureate or associate's program).	No

Is in an institution that is **NOT** primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program.	No
Is in an institution that is **NOT** primarily academic (military, possibly Job Corps, corrections, etc.) and does **NOT** offer a secondary education program.	Yes
Is **NOT** in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work).	No
Was temporarily absent because of illness that IS verified as legitimate.	No
Was temporarily absent because of illness that is **NOT** verified as legitimate.	Yes
Is **NOT** in school but known to be suffering long-term illness and **NOT** receiving education services (residential drug treatment, severe physical or mental illness).	No
Is **NOT** in school but known to be suspended or expelled and their term of suspension or expulsion is **NOT** yet over.	No
Is **NOT** in school but known to be suspended or expelled and their term of suspension or expulsion is over.	Yes
Is **NOT** in school but known to be expelled with **NO** option to return.	Yes
Is **NOT** in school but known to be expelled and enrolled in another school and/or district/system.	No
Is **NOT** in school but known to be expelled and chose not to participate in a district approved alternative education program.	Yes
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college where the program is administered by an agency that is considered a special school district or extension of a regular school district.	No
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college where the program is an off-campus offering of regular school district.	No

Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college where the program is <u>classified as adult education that is **not** approved, administered or tracked by a regular school district/system</u>.	Yes
Withdrew for personal or academic reasons.	Yes
A student who is un-enrolled by a parent and does not enroll in another district/system.	Yes