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HOME

Menus
ADVISER Validation Home page will always return user to the home page.

Simple navigation menu
Contact
Opens an email To: ADVISERHelp@nebraskacloud.org, which automatically creates a Helpdesk ticket when sent.

Current District
Displays the district in current view and if user has access to multiple districts, drop down menu lists those available.

School Year
Displays the school year in current view and allows user to change the school year to review.
**Domain**

Error categories and count within.

Domains: Assessments, Attendance/Calendar, Career Education, Course Sections / Grades, Early Childhood, Graduation Cohort, High Ability Learner, LEP / Immigrant, Special Education, Staff, State Aid, Student Demographics, Student Enrollment, Title I.

**Data Group**

Record types and the number within.

Data Groups: District, School & Calendar, Staff, Student, Parent & Demographics, Courses & Sections, Enrollment, Attendance, Programs, Discipline, Course Grades, Transcripts, Post-Graduate Activities.
**ERRORS**

**Review Errors**
Lists errors currently in ADVISER.

Errors are listed by Domain. Click on the Domain name itself to open the list of errors associated with the specific category.

A list of errors will display including the Error # and Description. The Error Description states what is wrong with the data.

To view the list of students impacted by each Error, click on the blue number under the Error Count or Archive / Warning / Information Count column.
Error Count
These are errors that need to be fixed.
  Critical – have to be fixed
  Regular – may be archived, if extenuating circumstances allow

Archive/Warning/Info Count
These errors include those that have been archived, ‘errors’ that are just warnings, and informational counts
  Archive example – student is reported correctly even though it doesn’t ‘fit’ into a typical scenario
  Warning example – current data is likely erred and will impact final reporting
  Info example – head's up, current data reported is likely erred

The error specific page details how to fix the error with a description under the error number and name.

Error Details
Error # 716: Student Demographics Record Missing for Student Enrolled in District
A student has a School Enrollment record within your district, but the student's Demographics record has not been reported for your district.

Read the error message carefully – It will explain exactly what is wrong and in most cases how to fix it.

A list of student(s) impacted will be under the blue bar.
Exporting Errors to Excel
Errors can be exported into an Excel document by selecting the Export to Excel button then saving the download.

![Export to Excel](image)

Comment the Error
To add or edit a Comment, simply select the Edit button within the error description screen.

![Edit](image)

A pop up will appear. Type comments in the box. Click Update when done.

Archive Errors
To Archive the error, select the Archive Error button before Updating the Comment.

![Archive Error](image)

If user does not want to view Archived Errors, click Hide Archived Errors.

If user wants to view Archived Errors, click Show Active Errors.
Reprocess Errors

Errors reprocess automatically overnight after data is changed in the Student Information System (SIS). For immediate reprocessing, Errors can be reprocessed as a whole or individually.

Reprocess Individual Error

For individual reprocess, select the **Reprocess Errors for (xxx)** button within the error itself.

Reprocess All Errors

To reprocess all errors or to view the status of any reprocessing, go to **Reprocess Errors**.
Reprocessing can take a while. By selecting the **Refresh Status** button, you can see where in the reprocess status ADVISER is.

### Error Summary
Lists all validation errors currently being run against data – whether the district actually has the error or not.

User can search by Error #, Selecting a specific Domain, or Error Name Contains.
VERIFICATION REPORTS

User will find reports for Student and Staff data here. These reports are NOT errors. They are summary and detail reports of the data entered into the SIS.

It is important to review these reports regularly, to verify information has been reported correctly. If something is not showing correctly, user will need to make the correction in their SIS, refresh the report and review it again.

Student Reports

There are multiple Student verification reports available for each Data Group. Select the individual Data Group category to open the reports under the section.
Each report will provide a description of the report and the timeline when to review this report.

### STUDENT VERIFICATION REPORTS

<table>
<thead>
<tr>
<th>REPORT</th>
<th>DESCRIPTION</th>
<th>REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Ability Learner Student List</td>
<td>High Ability Learner Eligible students and their High Ability Learner Participant and Honors or Advanced Placement statuses.</td>
<td>Year-End</td>
</tr>
<tr>
<td>Food Program Eligibility by Grade</td>
<td>Count of students reported as qualifying for free and/or reduced lunch.</td>
<td>Fall &amp; Year-End</td>
</tr>
<tr>
<td>E-Rate Report</td>
<td>Documentation for the Schools and Libraries Erate Program of the Universal Service Fund.</td>
<td>Fall</td>
</tr>
</tbody>
</table>

Click on the report title to open and view details.

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</tbody>
</table>

Each report has various ways to narrow the data scope.

### Reporting Window

This is the window of time during which the report should be run.

Value options vary throughout the year:

- **Full Year** - Any students ever enrolled in the district, at any time during the school year, even if already exited.
- **As of Today** - Students who are enrolled in the district today. This can be used for comparing against reports in the SIS. Includes students who graduated or finished the school year.
- **As of October 1st** - Students enrolled in membership or SPED programs on 10/1, according to what is currently in ADVISER.
- **As of October 1st (Locked)** - Students enrolled in membership or SPED programs on 10/1, according to state accountability data locked on/around 11/1.
- **As of End of Year (Locked)** – Students enrolled at the end of the school year, according to state accountability data locked on 7/1.
Location/School
Break down data by district or school level.

Once options have been selected, click View Report.

Reports typically contain more information within. Read the descriptor at the top of the page for nuances within the report itself.

**DISTRICT HIGH ABILITY LEARNER ELIGIBLE TOTAL: 84**

This report displays all of the High Ability Learner Eligible students and their High Ability Learner Participant status and their Honors or Advanced Placement status. All students are included with and Full Time Equivalency (FTE) of 1% or greater. The main use of this report is to validate the data that will be used by the High Ability Learner Funds Application. This application is due in the fall following the close of the school year. Therefore it is important to get the data correct by the end of the current school year.

If this verification report lists students who were not in membership in the current school year, but transferred out before school started, please be sure they have an exit code from your school.

Reports may have multiple pages and can be saved, printed or refreshed.

To **save or print the report**, select the disc button.

User is able to save the report as various file types and print accordingly.

To **refresh** the report data, select the refresh button.

This will reprocess data with any revised SIS information.

User is able to **search** within the report. Search by ID, Name, whatever user wants.
Staff

There are two Data Groups for Staff.

**STAFF VERIFICATION REPORTS**

**ADVISER Dashboard Staff Reports**
These reports are specific to Dashboard only.

**Staff Courses**
These reports are also available in the Student section of Verification Reports.

**Note:** NSSRS Staff Reporting will remain the same as past years. It is located in the NDE Portal and supported by the NSSRS Validations collection. NSSRS Validations will continue to provide Staff Reporting system Errors/Warnings and Staff Verification Reports.
District Admin Sign Off

Only District Administrators will be able to view this page.

An acknowledgement section and reports to view will be listed.

Review the listed reports before approving.

Once ready to approve, select the Edit button.

Select the Approve checkbox, then Update button.
Once approved, a date will appear and the approve check box indicated.
Lookups are used to view Student Data in a variety of ways.

Enrollment Lookup by ID
This lookup is for an individual student. The Enrollment Lookup by ID is a great assistant in resolving Enrollment and Cohort errors.

Enter the NDE Student Uniq ID# of the student to view and click Submit.
A list of the Enrollment records for this student will appear; including all years and districts/schools this student has attended.

If the user is looking up a student not enrolled in their district, they may receive the following message. Click the I Agree button to verify user has a legitimate educational interest in accessing this information before being able to view the student’s information.

NDE does not have a record of your agency having submitted an NSDRS Student template for NDE Student ID [Redacted]

By accessing personally identifiable information (enrollment history) regarding any student of a school district other than the school district that employs/contracts with you, you are assured that:

1. The school district that employs or contracts with you has determined that you have a legitimate educational interest in accessing this information; and

2. You are accessing this information because the student is seeking or intending to enroll in your school district, or has enrolled in your district.

Student Lookup by ID
This lookup is for an individual student data for the current school year.
Enter the NDE Student Uniq ID# of the student to view and click **Submit**.

**STUDENT LOOKUP BY NDE ID**

Enter Student NDE ID

Submit  Reset

A display of all data reported for this student will be listed by Data Groups.

**STUDENT LOOKUP BY NDE ID**

A display of all data reported for this student will be listed by Data Groups.

**Student Lookup by Demographics**

This Lookup groups students who are specific to the selected demographic criteria.
Instructions for this specific section can be found through the hyperlink Instructions.

**STUDENT LOOKUP BY DEMOGRAPHICS**

Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select additional columns to report below (Columns On Report). Read the Instructions for more information.

<table>
<thead>
<tr>
<th>Field to Limit Results On (Check box, then make selection in next column)</th>
<th>Field Selections</th>
<th>Columns On Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>NORTH PLATTE HIGH SCHOOL (001)</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>ADAMS MIDDLE SCHOOL (002)</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>BUFFALO ELEMENTARY SCHOOL (003)</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>MADISON MIDDLE SCHOOL (004)</td>
<td>[ ]</td>
</tr>
<tr>
<td>Grade Level</td>
<td>Grade 1</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>Grade 10</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>Grade 11</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>Grade 12</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

To run this report, select a Reporting Window from the dropdown box. (See page 11 for descriptions.)

**STUDENT LOOKUP BY DEMOGRAPHICS**

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<tr>
<td></td>
<td>BUFFALO ELEMENTARY SCHOOL (003)</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>MADISON MIDDLE SCHOOL (004)</td>
<td>[ ]</td>
</tr>
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<td>[ ]</td>
</tr>
<tr>
<td></td>
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<td>[ ]</td>
</tr>
<tr>
<td></td>
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<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>Grade 12</td>
<td>[ ]</td>
</tr>
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</table>

Check the box for each item to limit the search by. These are Field to Limit Results On.
For example, if user just wants to see 4th grade girls attending Elementary today, select School, Grade Level and Gender in the first column.

For each of the items selected, limit the search by selecting the specific values. From the example above, choose Mullen Elementary School for School, 4th for Grade, and Female for Gender. To highlight multiple fields, select the Ctrl button with a mouse click on each field desired.

In the third column, Columns on Report, select the Fields to display in the results.

For example, if user would like to know if the 4th Grade Females from the example above are LEP Eligible or not, check the box in the Columns to Report which corresponds to LEP Eligible. A column will be included on the report listing the student's eligibility as Yes or No.
Once all Fields are selected, click the **Submit** button at the bottom of the page to get the final report.

The final report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate.

Additionally, results can be exported to Excel by selecting Export to Excel.

**Tip:** To narrow results, the more items limited in the search, the fewer results received.

**Special Education**
Groups students specific to selected demographic and Special Education data.

View the step by step guide for Student Lookup by Demographics starting on page 18 for specific details on how to run this report.
Programs Lookup
Groups students related to a specific program.

Select the Type of program from the dropdown box.

Career Education
Select information by dropdown box. Information is available by Location, and/or Programs Code,
And/or Participation Info Code.
If a Concentrator code is selected, a dropdown box will open for Technical Skill Attainment.

**Choose....**
- Met Technical Skill Attainment through third party assessment [CE0002]
- Met Technical Skill Attainment through Locally developed criterion [CE0003]
- Did not meet Technical Skill Attainment [CE0004]
- Met Technical Skill Attainment through dual credit and/or courses [CE0005]
- Artificial Insemination (AI) Certification [CE1111]
- Commercial Driver’s License [CE1112]
- Emergency Medical Technician (EMT) [CE1113]
- Forklift [CE1114]
- Livestock Quality Assurance Certification [CE1115]
- Medication Aid [CE1116]
- Mental Health First Aid [CE1117]
- Microsoft Office Specialist Certification [CE1118]
- NCCER National Registry [CE1119]
- Nursing Assistant/CNA [CE1120]
- OSHA 10 hr. Certification [CE1121]
- Pesticide Applicators License [CE1122]
- Pharmacy Technician [CE1123]
- Phlebotomy Technician [CE1124]
- ServSafe [CE1125]
- WISE Financial Literacy Certificate [CE1126]
- Met Technical Skill Attainment through Industry Cert: Other/Unknown [CE1999]

**Early Childhood**
Select information by dropdown box. Information is available by Location and/or Participation Info Code.

**Participation Info Code:**

**Choose....**
- Not Applicable [0]
- NDE Grant Funded Early Childhood Education Program [EC0001]
- Qualified NDE Grant Funded Early Childhood Education Program [EC0002]
- NDE Approved Early Childhood Education Program [EC0003]
- Qualified NDE Approved Early Childhood Education Program [EC0004]
- Early Childhood Birth to Age 3 Endowment (Sixpence) Center-Based Grant Prog [EC0005]
- Home-based Early Childhood Education Program (NonSPED) [EC0006]
- Early Childhood Birth to Age 3 Endowment (Sixpence) Home-Based Grant Prog [EC0007]
- Early Childhood Birth to Age 3 Endowment (Sixpence) CPP Grant [EC0008]

**Homeless**
Select information by dropdown box. Information is available by Location, and/or Participation Info Code.

**Participation Info Code:**

**Choose....**
- Not Applicable [0]
- Homeless – Shelters [HM0001]
- Homeless – Doubled-Up (e.g., living with another family) [HM0002]
- Homeless – Unsheltered [HM0003]
- Homeless – Hotel or Motel [HM0005]
Rule 18 Interim Program
Select information by dropdown box. Information is available by Location.

Once selections have been made, click the grey Submit button at the bottom for results.

Programs Lookup
Type of program:
Homeless

Location:
Choose....

Participation Info Code:
Homeless – Shelters [HM0001]

Note: Multiple selections within each category of Program Type are not available at this time.