Nebraska Department of Education
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509-4987
NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated: February 21, 2019

Report of Suspensions / Expulsions
Nonpublic Systems

Due Date: June 15
Audit Window Close Date: June 30

SCOPE
To assist with mandated state and federal reporting of Suspended and Expelled Students.

DIRECTIONS
Access
Accessing the Report of Suspensions/Expulsions collection requires a Consolidated Data Collection (CDC) activation code – Discipline, All or Approver User Type. If user does not have the Consolidated Data Collection (CDC) in Data Collections, they will need to obtain an activation code from their 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 **Report of Suspensions / Expulsions**

Navigation
Upon entering the collection, user will see
1. The Title
2. The Main Menu
3. Suspensions/Expulsions Information section
4. Summary Report button, and
5. The Submit/Approve area

Main Menu
Contact Us - Shows a list of NDE contacts to call or email if you have any questions while completing the report.
Click for Instructions - Opens this document.

Other menu items seen through the collection include
Susp./Expul. Main Page – Returns user to collection main page
CDC Main Page – Takes user back to the Consolidated Data Collections main page
Logout – Closes the current tab and returns user to NDE Portal

Suspensions/Expulsions Information

If user has no data to submit for a location (school) in district/system, click on the **None To Report** button next to the location (school).

This will put a green check mark under the Part 1 column and will complete the submission for that particular location (school).

If there is data to report, click on the EDIT button.

This will take user to Part 1.1 Suspensions and 1.2 Expulsions.

Part 1.1 Suspensions

Enter the total Number of Suspensions (Duplicated Count) and the Number of Students Suspended (Unduplicated Count) or leave prepopulated zeros if none.

Part 1.2 Expulsions

Enter the total Number of Expulsions (Duplicated Count) and the Number of Students Expelled (Unduplicated Count) or leave prepopulated zeros if none to report.

NP 1.2 Expulsions	
Total Expulsions During The Past School Year	
Number of Expulsions (Duplicated Count)	Number of Students Expelled (Unduplicated Count)
0	0
Definition	
Expulsion: A disciplinary action that results in the exclusion from attendance in all schools within the system in accordance with section 79-283. [Ref..§ 79-256(2)] Include any students who had the disciplinary action of expulsion taken against them.	

Save Changes on Page

When done entering data, click on **Save Changes on Page.** This will return user to the Report of Suspensions/Expulsions Main Page.

When only Green Check boxes are in all columns user is finished entering data.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
None To Report	Edit	00-0000-000	SAMPLE NONPUBLIC SCHOOL	✅

🗙 =Incomplete   ✅ = Completed

Summary Report

When all data has been entered for each location (school) in the district/system, click the **View Summary Report** button to see a summary of the district/systems Report of Suspensions/Expulsion.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
None To Report	Edit	00-0000-000	SAMPLE NONPUBLIC SCHOOL	✅

🗙 =Incomplete   ✅ = Completed

View Summary Report

This will take user to a summary report listing each of the items entered into the collection:

2018-2019 REPORT OF SUSPENSIONS/EXPULSIONS FOR SAMPLE NONPUBLIC SCHOOL [00-0000-000]
How to print this report

| ◁◁ ◁ | 1 | of 1 | ▷ ▷▷ | ⇦ | Page Width ▽ | | Find | Next | 🖫 ▼ | 🔄 | 🖨 |

NEBRASKA DEPARTMENT OF EDUCATION
CONSOLIDATED DATA COLLECTION
REPORT OF SUSPENSIONS/EXPULSIONS
Summary Report
SAMPLE NONPUBLIC SCHOOL (00-000-000)
For the 2018-2019 School Year

Part 1.1 and Part 1.2 Number of Suspensions and Expulsions					
CODISTSCH	SCHOOL NAME	SUSPENDED DUPLICATED COUNT	SUSPENDED UNDUPLICATED COUNT	EXPULSION DUPLICATED COUNT	EXPULSION UNDUPLICATED COUNT
00-0000-000	SAMPLE NONPUBLIC SCHOOL	0	0	0	0

User may print a copy for future reference. Click the **How to Print this Report** link indicated above, if further instruction is needed.

Submit / Approve
After user has completed data entry click the **SUBMIT** button, indicating the collection is ready to be reviewed by District Administrator.

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

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
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

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.