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

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 19, 2019

Report of Suspensions / Expulsions

Public Districts and Special Purpose (State Operated) Systems

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

SCOPE

This collection is used to ensure assurance of §79-263(1) R.R.S. (School district; policy regarding firearms; requirements) by Public districts and Special Purpose systems.

DIRECTIONS

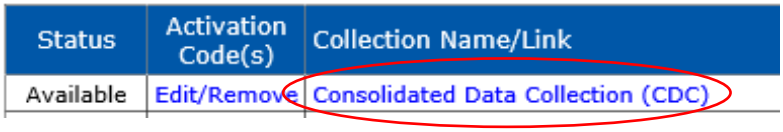
Access

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/

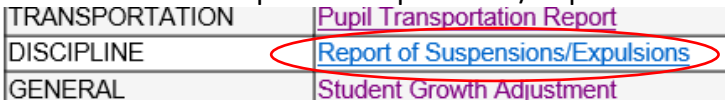
2. Click on the blue Data Collections tab

3. Click on the Consolidated Data Collection (CDC) link



Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	Consolidated Data Collection (CDC)

4. From the Open Collections list choose Report of Suspensions / Expulsions

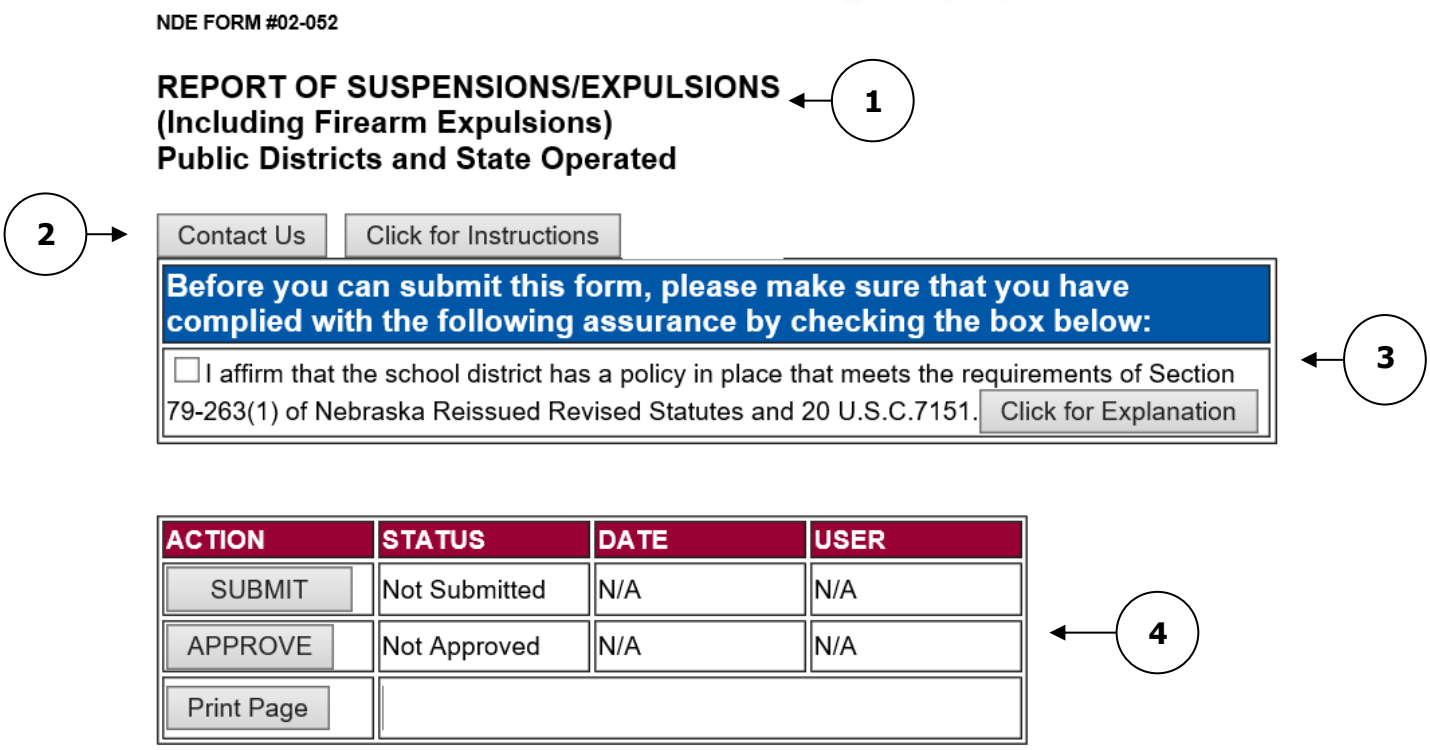


TRANSPORTATION	Pupil Transportation Report
DISCIPLINE	Report of Suspensions/Expulsions
GENERAL	Student Growth Adjustment

Navigation

Upon entering the collection, user will see

1. The Title
2. The Main Menu
3. The Assurances section, and
4. The Submit/Approve area

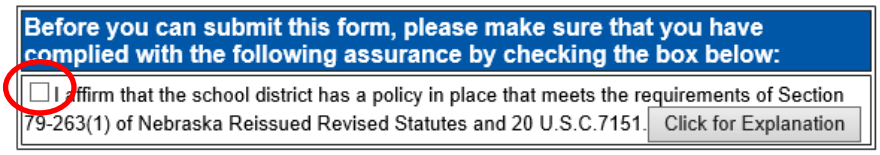


Main Menu

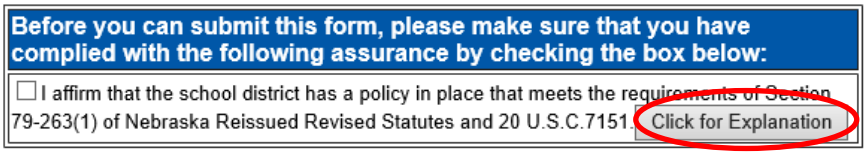
1. Contact Us - Shows a list of NDE contacts to call or email if user has any questions while completing the report.
2. Click for Instructions - Opens this document.

Assurances

District/system needs to affirm compliance with Section 79-263(1):



If there are questions as to what user is agreeing to, simply click the **Click for Explanation** button.

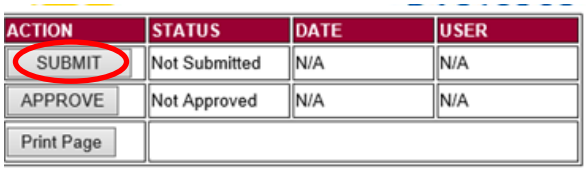


This will open a pop up window where, after reviewing content, user can **Print Page** or exit (**Close Window**).

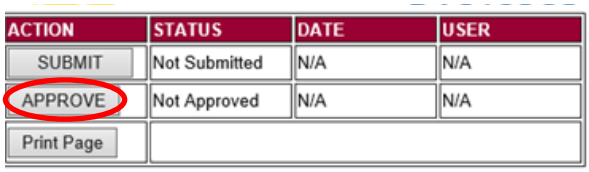
If user tries to submit the report without selecting the compliance checkbox, an error will display: You must comply with the assurance by checking the box above in order to submit this form.

Submit / Approve

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by the 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.