## STAFF REPORTING

<table>
<thead>
<tr>
<th>DATES</th>
<th>2019-2020 TEMPLATES</th>
<th>DATA USES</th>
</tr>
</thead>
</table>
| **August 1 – September 15, 2019**  
DUE DATE | ❑ Staff Demographics 1, 2, 3  
❑ Staff Position Assignments 1, 2, 3 | 1 Extract for Approval and Accreditation  
Certificate Checks and Salary Reports  
(After October 31)  
2 Extract for State Aid Calculation (After  
October 31)  
3 Rule 11 Endorsement Check |
| **September 16 – October 31, 2019**  
AUDIT WINDOW | ❑ Staff Demographics 1, 2, 3  
❑ Staff Position Assignments 1, 2, 3 | 1 Extract for Approval and Accreditation  
Certificate Checks and Salary Reports  
(After October 31)  
2 Extract for State Aid Calculation (After  
October 31)  
3 Rule 11 Endorsement Check |
| **November 1 – December 2, 2019**  
Open for Additions/Changes for All  
Districts/Systems | ❑ Staff Demographics 1, 2  
❑ Staff Position Assignments 1, 2 | 1 Extract for Nonpublic Curriculum  
Reporting (December 2)  
2 Rule 10 requirement to report additions  
of certificated staff to NDE at the time  
of contracting (92 NAC 10-003.08A) |
| **December 3, 2019 – June 15, 2020**  
Open for Additions/Changes for All  
Districts/Systems | ❑ Staff Demographics 1  
❑ Staff Position Assignments 1 | 1 Rule 10 requirement to report additions  
of certificated staff to NDE at the time  
of contracting (92 NAC 10-003.08A) |
| **June 16 – June 30, 2020**  
AUDIT WINDOW | ❑ Staff Demographics 1, 2  
❑ Staff Position Assignments 1, 2 | 1  
2 Extract for Rule 11 Endorsement Check  
Rule 10 requirement to report additions  
of certificated staff to NDE at the time  
of contracting (92 NAC 10-003.08A) |

## ADVISER PERSON ID (Previously Student Unique – ID) – PERSON ID OPENS AFTER AUGUST 1, 2019

<table>
<thead>
<tr>
<th>DATES/TIMEFRAME</th>
<th>2019-2020 FILES</th>
<th>APPLIES TO</th>
</tr>
</thead>
</table>
| Prior to turning on your Ed-Fi submission  
in your Student Information System | Upload file to Person ID system to obtain NDE  
Student IDs for new students and update  
information for existing students (for example,  
Grade Level, Location, and School Year) | Any district/system that reports  
membership  
• Public Districts  
• Nonpublic Systems  
• Special Purpose (State Operated)  
Schools |
| Anytime during the School Year for new  
students or when student information  
changes, such as Grade Level or Location | | |

## ASSESSMENT ROSTER DATES**

<table>
<thead>
<tr>
<th>Calendar Due Date</th>
<th>Assessment</th>
<th>Grades</th>
<th>Roster Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>ELPA 21</td>
<td>K-12</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>NSCAS Statewide Assessment – English Language Arts (ELA), Math</td>
<td>3-8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSCAS Statewide Assessment – Science</td>
<td>5, 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSCAS ACT Statewide Assessment</td>
<td>2021 Cohort</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSCAS Alternate Assessment – ELA, Math</td>
<td>3-8, 2021 Cohort</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSCAS Alternate Assessment – Science</td>
<td>5, 8, 2021 Cohort</td>
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</tr>
</tbody>
</table>

** Assessment roster dates will be determined and communicated to districts at a later date
<table>
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<tbody>
<tr>
<td><strong>2019-2020 ADVISER DATA</strong></td>
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<tr>
<td><strong>DATES</strong></td>
</tr>
<tr>
<td>August TBD – October 15, 2019</td>
</tr>
<tr>
<td><strong>2019-2020 Fall Collection (as of 10/1/2019)</strong></td>
</tr>
<tr>
<td>- Student Demographics 1, 2</td>
</tr>
<tr>
<td>- Special Education Program 3, 4</td>
</tr>
<tr>
<td>- School Enrollment 1, 2, 5</td>
</tr>
<tr>
<td>- Early Childhood Program 1</td>
</tr>
<tr>
<td><strong>DATA USES</strong></td>
</tr>
<tr>
<td>1. Data used for State Aid Calculation</td>
</tr>
<tr>
<td>2. Data used for Nutrition Services (Direct Certification)</td>
</tr>
<tr>
<td>3. Extract for Medicaid in Public Schools (MIPS) 24th day of each month</td>
</tr>
<tr>
<td>4. Data used for Individuals with Disabilities Education Act (IDEA) Annual Child Count</td>
</tr>
<tr>
<td>5. Cohort Graduation Rate and Dropout Rate calculations</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>October 16 – 31, 2019</th>
<th>2019-2020 Fall Audit*</th>
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<td>- Student Demographics 1, 2</td>
<td><strong>DATA USES</strong></td>
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<tr>
<td>- Special Education Program 3, 4</td>
<td>1. Extract for State Aid Calculation</td>
</tr>
<tr>
<td>- School Enrollment 1, 2, 5</td>
<td>2. Extract for Nutrition Services (Direct Certification)</td>
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<td>- Early Childhood Program 1</td>
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<td>5. Cohort Graduation Rate and Dropout Rate calculations</td>
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* These submission windows must be approved. See note at end of calendar.
### STUDENT REPORTING (Continued)

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<th>2019-2020 ADVISER DATA</th>
<th>DATA USES</th>
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| November 1, 2019 – June 15, 2020 | **2019-2020 Year End Collection**
- Student Demographics ², ⁸
- Courses and Sections
- Student Grades
- Student School Attendance ¹, ⁶
- School Enrollment (2019-2020 Completers) ⁷
- Special Education Program ⁴, ⁵
- Title I Program
- Career Education Program (Concentrators) ³
- Early Childhood Program
- Homeless Program
- Rule 18 Interim School Program
- 2018-2019 Post School Survey ³
- Student Discipline ⁹, ¹⁰ | ¹ Data used for State Aid Calculation
² Nebraska Education Profile
³ Carl D. Perkins Career and Technical Education Act Report
⁴ Extract for Medicaid in Public Schools (MIPS) 24th day of each month
⁵ Data used for Special Education Exiters
⁶ Data used for Excessive Absenteeism Quarterly Count
⁷ Cohort Graduation Rate and Dropout Rate calculations
⁸ Extract for High Ability Learner Eligible
⁹ Extract for Suspensions, Expulsions, & GFSA
¹⁰ Extract for Special Education Discipline |
| June 16 – 30, 2020 | **2019-2020 Year End Audit***
- Student Demographics ², ⁸
- Courses and Sections
- Student Grades
- Student School Attendance ¹, ⁶
- School Enrollment (2019-2020 Completers) ⁷
- Special Education Program ⁴, ⁵
- Title I Program
- Career Education Program (Concentrators) ³
- Early Childhood Program
- Homeless Program
- Rule 18 Interim School Program
- 2018-2019 Post School Survey ³
- Student Discipline ⁹, ¹⁰ | ¹ Extract for State Aid Calculation
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⁷ Cohort Graduation Rate and Dropout Rate calculations
⁸ Extract for High Ability Learner Eligible
⁹ Extract for Suspensions, Expulsions, & GFSA
¹⁰ Extract for Special Education Discipline |
| Accepted anytime during the school year | Student Demographics ¹
- School Enrollment ¹, ³
- Special Education Program (after October 31, As Of Date = 6/30/2019) ² | ¹ Extract for Nutrition Services (Direct Certification)
² Extract for Medicaid in Public Schools (MIPS) 24th day of each month
³ Cohort Graduation Rate and Dropout Rate calculations |

*Data submitted during this submission window must be approved*. Approval of ADVISER Data Submissions is a requirement of the Special Education and/or State Aid offices at the Nebraska Department of Education. Approvals will be documented through the ADVISER Validation application in the NDE Portal [https://portal.education.ne.gov/](https://portal.education.ne.gov/).