



Nebraska Department of Education  
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Instructions updated: August 19, 2019

## Annual Performance Review Part D Program

Due Date: October 3

Audit Window Close Date: November 14

### SCOPE

This collection is designed to collect Title I, Part D Program information from select systems.

### DIRECTIONS

#### Access

Accessing the Annual Performance Review Part D Program collection requires a Consolidated Data Collection (CDC) activation code – Federal, 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

Status	Activation Code(s)	Collection Name/Link
Available	<a href="#">Edit/Remove</a>	<a href="#">Consolidated Data Collection (CDC)</a>

4. From the Open Collections list, choose **Annual Performance Review Part D Program**.

CATEGORY	
FEDERAL	<a href="#">Annual Performance Review Part D Program</a>
GENERAL	<a href="#">Summer School Supplement</a>

### Navigation

Upon entering the collection, user will see

1. A Main Menu list of options
2. Title

3. Another Menu list of options
4. 6 Tables to complete Part D Program
5. A Statement of Assurances
6. The Submit/Approve section (Only Approver user types will see the Approve button)

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**2** → **2018-2019 Annual Performance Review Part D Program**

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**4** →

Click on the link below to complete the Part D Program:	STATUS
<a href="#">Table I Student Total</a>	
<a href="#">Table II Student Demographics</a>	
<a href="#">Table III Student Age</a>	
<a href="#">Table IV Student Academic/Vocational Outcomes</a>	
<a href="#">Table V Academic Performance in Reading</a>	
<a href="#">Table VI Academic Performance in Math</a>	

= Incomplete      = Completed

**STATEMENT OF ASSURANCES**

The Authorized Representative certifies, to the best of his/her knowledge, that the information requested for is provided to the best of his/her ability; and that support State Department personnel upon request.

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

**Main Menu**

1. Contact Us – Lists NDE contacts to call or email if you have questions while completing the report
  2. Instructions – Opens this documents
  3. Report Upload – Allows system to print final report
- Other menu items seen through the collection include
1. Collection Home – Returns user to Annual Performance Review Part D collection main page
  2. Back to CDC – Takes user back to the Consolidated Data Collections main page
  3. Logout – Closes the current tab and returns user to NDE Portal

## Instructions

There are 6 Tables within the Annual Performance Review Part D collection: Student Total, Student Demographics, Student Age, Student Academic / Vocational Outcomes, Academic Performance in Reading, and Academic Performance in Math.

Click on the link below to complete the Part D Program:	STATUS
<a href="#">Table I Student Total</a>	
<a href="#">Table II Student Demographics</a>	
<a href="#">Table III Student Age</a>	
<a href="#">Table IV Student Academic/Vocational Outcomes</a>	
<a href="#">Table V Academic Performance in Reading</a>	
<a href="#">Table VI Academic Performance in Math</a>	

 = Incomplete       = Completed

The school representative will click on each table, in order (I, II, III, IV, V, and VI). Validations and warnings are in place to assist schools with submitting the data correctly.

### Table I. Student Total

Enter the average length of stay in days. The average length of stay cannot be over 365 days for unduplicated number of students.

**Table I. Local Education Agency Title I, Part D, Facilities and Students**

Average length of stay (days)	0
Unduplicated Number of Students	0
Duplicated Number of Students	0

Click **Update** after each count entered.

**Table I. Local Education Agency Title I, Part D, Facilities and Students**

Average length of stay (days)	25
Unduplicated Number of Students	0
Duplicated Number of Students	0

Enter the number of Unduplicated Number of Students. The count cannot be over 1,000 students. (An unduplicated student count means the student has entered once and exited once during the year.)

**Table I. Local Education Agency Title I, Part D, Facilities and Students**

Average length of stay (days)	25
Unduplicated Number of Students	0
Duplicated Number of Students	0

Update

Enter the Duplicated Number of Students. The count cannot be over 1,000 students. (A duplicated student count means a student exited and then reenters within the same year.)

Average length of stay (days)	25
Unduplicated Number of Students	58
Duplicated Number of Students	0

Update successfully.

Update

The entries will automatically save. To change an entry; change the item and then click **Update**.

Click **Collection Home** after each section completed.

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**Table I. Local Education Agency Title I, Part D, Facilities and Students**

Average length of stay (days)	25
Unduplicated Number of Students	58
Duplicated Number of Students	61

Update successfully.

Update

A green check mark appears next to Table I, indicating it is Complete. Click the next table in the correct order (Table II Student Demographics).

Click on the link below to complete the Part D Program:	STATUS
<a href="#">Table I Student Total</a>	
<a href="#">Table II Student Demographics</a>	
<a href="#">Table III Student Age</a>	
<a href="#">Table IV Student Academic/Vocational Outcomes</a>	
<a href="#">Table V Academic Performance in Reading</a>	
<a href="#">Table VI Academic Performance in Math</a>	

= Incomplete = Completed

## Table II. Student Demographics

Table II Student Demographics will automatically list the number of unduplicated students from Table I.

Table II. Student Demographics All Students: 58

Race/Ethnicity	
American Indian or Native Alaskan	0
Native Hawaiian or Other Pacific Islander	0
Asian	0
Black, or African American	0
Hispanic/Latino	0
White	0
Two or more races	0

Gender	
Male	0
Female	0
Transgender	0

Student Groups	
Student with Disabilities (IDEA)	0
EL Students	0

Update

Enter the number of student counts for each Race/Ethnicity category.

Table II. Student Demographics All Students: 58

Race/Ethnicity	
American Indian or Native Alaskan	0
Native Hawaiian or Other Pacific Islander	0
Asian	0
Black, or African American	0
Hispanic/Latino	0
White	0
Two or more races	0

Gender	
Male	0
Female	0
Transgender	0

Student Groups	
Student with Disabilities (IDEA)	0
EL Students	0

Update

Note: If the count of the Race/Ethnicity category total does not equal the unduplicated count, Table II will not save and an error message will appear.

Red warning text will appear after the update button is clicked.

Table II. Student Demographics All Students: 58

Race/Ethnicity	
American Indian or Native Alaskan	1
Native Hawaiian or Other Pacific Islander	0
Asian	0
Black, or African American	3
Hispanic/Latino	5
White	18
Two or more races	1

Gender	
Male	0
Female	0
Transgender	0

Student Groups	
Student with Disabilities (IDEA)	0
EL Students	0

Total Race/Ethnicity must equal to 58

Update

Enter the Gender Counts to equal the unduplicated count.

**Table II. Student Demographics All Students: 58**

Race/Ethnicity	
American Indian or Native Alaskan	1
Native Hawaiian or Other Pacific Islander	0
Asian	0
Black, or African American	3
Hispanic/Latino	5
White	48
Two or more races	1

Gender	
Male	0
Female	0
Transgender	0

Student Groups	
Student with Disabilities (IDEA)	0
EL Students	0

Update successfully.

Update

Enter the Student Groups counts for Student with Disabilities (IDEA) and English Language (EL). This total can be less than or equal to the unduplicated count.

**Table II. Student Demographics All Students: 58**

Race/Ethnicity	
American Indian or Native Alaskan	1
Native Hawaiian or Other Pacific Islander	0
Asian	0
Black, or African American	3
Hispanic/Latino	5
White	48
Two or more races	1

Gender	
Male	58
Female	0
Transgender	0

Student Groups	
Student with Disabilities (IDEA)	0
EL Students	0

Update successfully.

Update

Click **Update** and select **Collection Home** to move on to the next Table.

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**Table II. Student Demographics All Students: 58**

Race/Ethnicity	
American Indian or Native Alaskan	1
Native Hawaiian or Other Pacific Islander	0
Asian	0
Black, or African American	3
Hispanic/Latino	5
White	48
Two or more races	1

Gender	
Male	58
Female	0
Transgender	0

Student Groups	
Student with Disabilities (IDEA)	10
EL Students	2

Update successfully.

Update

### Table III. Student Age

Enter the number of unduplicated students next to each Age listed.

Table III. Student Age

Student Age (All Students 58 from Table I)	
Age	JUVDET
6	0
7	0
8	0
9	0
10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	0
21	0
Total	0

Update

Click **Update**.

Note: The student total count must match the unduplicated student count listed at the top of Table III. If the total does not match, an error message will appear.

Total 48

Total Students must equal to 58

Update

Once the total is correct, click **Collection Home** to move to the next Table.

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Collection Home

Instructor

### Table IV. Student Academic / Vocational Outcomes

Enter the appropriate student count for each Academic option in the “In Facility” column.

**Table IV. Academic / Vocational Outcomes**

Academics (From Table I Total Students 58 )	In Facility	Up to 90 days after exit
1. Obtained a high School diploma	0	0
2. Earned GED	0	0
3. Earned high School Course Credits	0	0
4. Were enrolled in a GED program	0	0
5. Were enrolled in their local district school	0	0
6. Were accepted and or enrolled into post-secondary education	0	0
7. Enrolled in elective job training courses/programs	0	0
8. Obtained employment	0	0
<b>Transition</b>		
Record the number of students who will or are receiving transition services and address further schooling and or employment	0	

Update

Enter the student count for each Academics field in the “Up to 90 days after exit” column.

**Table IV. Academic / Vocational Outcomes**

Academics (From Table I Total Students 58 )	In Facility	Up to 90 days after exit
1. Obtained a high School diploma	10	0
2. Earned GED	5	0
3. Earned high School Course Credits	20	0
4. Were enrolled in a GED program	25	0
5. Were enrolled in their local district school	5	0
6. Were accepted and or enrolled into post-secondary education	2	0
7. Enrolled in elective job training courses/programs	30	0
8. Obtained employment	5	0
<b>Transition</b>		
Record the number of students who will or are receiving transition services and address further schooling and or employment	0	

Update

Note: Up to 500 students can be entered for each of the two columns.

Enter the number of unduplicated students for the Transition count. This number can be equal to or less than the total of unduplicated students listed in the Academics box.

**Table IV. Academic / Vocational Outcomes**

Academics (From Table I Total Students 58 )	In Facility	Up to 90 days after exit
1. Obtained a high School diploma	10	0
2. Earned GED	5	2
3. Earned high School Course Credits	20	0
4. Were enrolled in a GED program	25	1
5. Were enrolled in their local district school	5	10
6. Were accepted and or enrolled into post-secondary education	2	0
7. Enrolled in elective job training courses/programs	30	0
8. Obtained employment	5	3
<b>Transition</b>		
Record the number of students who will or are receiving transition services and address further schooling and or employment	0	

Update

Click **Update** and return to **Collection Home**.

## Table V. Academic Performance in Reading

Row 1: enter the number of long-term students who were in placement from July 1 through June 30 of the previous school year. (The student count cannot be over the total of unduplicated students from Table I. However, the count of students can be equal to or less than, since students who are long term is 90 days or more).

Table V. Academic Performance in Reading	Long Term students who stay 90 days or more should <= 58 (From Table I Total Students)
<b>Performance Data (Based on most recent Pre/post-test data)</b>	
1. # of long term Students who were in placement from July 1, 2018 to June 30, 2019 previous school year	0
2. # of long-term students from row 1 who tested below grade level upon entry.	0
3. # of long-term students from row 1 who took both the pre- and post-test reading exams	0
4. # of students from row 3 who showed <u>negative</u> grade level change from the pre- to post-test reading exams	0
5. # of students from row 3 who showed <u>no change</u> in grade level from the pre- to post-test reading exams	0
6. # of students from row 3 who showed <u>up to one full grade level</u> growth from the pre- to post-test reading exams	0
7. # of students from row 3 who showed improvement of <u>more than one full grade level</u> growth from the pre- to post-test reading exams	0

Update

Row 2: enter the number of long-term students from row 1 who have tested below grade level upon entry.

Row 3: enter the number of long-term students from row 1 who took both a pre-test and a post-test reading exams.

Row 4: enter the number of students from row 3 who showed negative grade level change from the pre to post-test reading exams.

Row 5: enter the number of students from row 3 who showed no change in grade level from pre to post-test reading exams.

Row 6: enter the number of students from row 3 who showed up to one full grade level growth from the pre to post-test reading exams.

Row 7: enter the number of students from row 3 who showed improvement of more than one full grade level growth from pre to post-test reading exams.

If Rows 4 + 5 + 6 + 7 don't equal the total in Row 3, an error message will appear.

Table V. Academic Performance in Reading	Long Term students who stay 90 days or more should <= 58 (From Table I Total Students)
<b>Performance Data (Based on most recent Pre/post-test data)</b>	
1. # of long term Students who were in placement from July 1, 2018 to June 30, 2019 previous school year	35
2. # of long-term students from row 1 who tested below grade level upon entry.	5
3. # of long-term students from row 1 who took both the pre- and post-test reading exams	30
4. # of students from row 3 who showed <u>negative</u> grade level change from the pre- to post-test reading exams	0
5. # of students from row 3 who showed <u>no change</u> in grade level from the pre- to post-test reading exams	20
6. # of students from row 3 who showed <u>up to one full grade level</u> growth from the pre- to post-test reading exams	23
7. # of students from row 3 who showed improvement of <u>more than one full grade level</u> growth from the pre- to post-test reading exams	0

Row 4 + Row 5 + Row 6 + Row 7 must equal to 30

Update

Make changes as needed. Click **Update**. Return to **Collection Home**.

## Table VI. Academic Performance in Math

Row 1: enter the number of long-term students who were in placement from July to June of the previous school year. (The student count cannot be over the total of unduplicated students from Table I. However, the count of students can be equal to or less than, since students who are long term is 90 days or more).

Table VI. Academic Performance in Math	
Performance Data (Based on most recent Pre/post-test data)	Long Term students who stay 90 days or more should <= 58 (From Table I Total Students)
1. # of long term Students who were in placement from July 1, 2018 to June 30, 2019 previous school year	0
2. # of long-term students from row 1 who tested below grade level upon entry.	0
3. # of long-term students from row 1 who took both the pre- and post-test math exams	0
4. # of students from row 3 who showed <u>negative</u> grade level change from the pre- to post-test math exams	0
5. # of students from row 3 who showed <u>no change</u> in grade level from the pre- to post-test math exams	0
6. # of students from row 3 who showed <u>up to one full grade level</u> growth from the pre- to post-test math exams	0
7. # of students from row 3 who showed improvement of <u>more than one full grade level</u> growth from the pre- to post-test math exams	0

Update

Row 2: enter the number of long-term students from row 1 who tested below grade level upon entry.

Row 3: enter the number of long-term students from row 1 who took both the pre and post-test math exams.

Row 4: enter the number of students from row 3 who showed negative grade level change from the pre to post-test math exams.

Row 5: enter the number of students from row 3 who showed no change in grade level from the pre to post-test math exams.

Row 6: enter the number of students from row 3 who showed up to one full grade level growth from the pre to post-test math exams.

Row 7: enter the number of students from row 3 who showed improvement of more than one full grade level from the pre to post-test math exams.

If Rows 4 + 5 + 6 + 7 don't equal the total in Row 3, an error message will appear.

Table VI. Academic Performance in Math	
Performance Data (Based on most recent Pre/post-test data)	Long Term students who stay 90 days or more should <= 58 (From Table I Total Students)
1. # of long term Students who were in placement from July 1, 2018 to June 30, 2019 previous school year	35
2. # of long-term students from row 1 who tested below grade level upon entry.	2
3. # of long-term students from row 1 who took both the pre- and post-test math exams	30
4. # of students from row 3 who showed <u>negative</u> grade level change from the pre- to post-test math exams	2
5. # of students from row 3 who showed <u>no change</u> in grade level from the pre- to post-test math exams	20
6. # of students from row 3 who showed <u>up to one full grade level</u> growth from the pre- to post-test math exams	5
7. # of students from row 3 who showed improvement of <u>more than one full grade level</u> growth from the pre- to post-test math exams	0
<b>Row 4 + Row 5 + Row 6 + Row 7 must equal to 30</b>	

Update

Make changes as needed. Click **Update**. Return to **Collection Home**.

## Statement of Assurances

Once all Tables are Complete, there are 6 green check marks next to each.

Click on the link below to complete the Part D Program:	STATUS
<a href="#">Table I Student Total</a>	
<a href="#">Table II Student Demographics</a>	
<a href="#">Table III Student Age</a>	
<a href="#">Table IV Student Academic/Vocational Outcomes</a>	
<a href="#">Table V Academic Performance in Reading</a>	
<a href="#">Table VI Academic Performance in Math</a>	

= Incomplete      = Completed

Next, the school representative/principal will check the Statement of Assurances box.

### STATEMENT OF ASSURANCES

The Authorized Representative certifies, to the best of his/her knowledge and belief, this report is true and correct in all respects; all information asked for is provided to the best of his/her ability; and that supporting documentation for all entries has been retained and will be made available to State Department personnel upon request.

## Submit / Approve

After user has completed data entry and selected the Statement of Assurances checkbox, they will click the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

ACTION	STATUS	DATE	USER
<input checked="" type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="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
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input checked="" type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="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 as they will need to re-open the collection.

## **Review / Audit**

NDE will audit the data upon submission and notify schools if changes are needed.

Once the collection is approved and the audit window is through, a copy of the report will be sent to the Title I Administrator. The Title I Administrator will sign the report to designate approval. Agencies will receive a signed copy. Keep the Annual Performance Report form on file for six years. NDE may request these forms at any time and/or review them during ESSA monitoring.

Systems can print the collection after a copy is sent to the Title I Administrator. To print this, select the **Report Upload** button and open the PDF file to print it.