



## NDE: Announcements/Reminders from School Finance & Organization Services (September)

### Upcoming Due Dates/Dates of Importance

#### 2018/19 School District Annual Financial Report (AFR)

With only four weeks remaining to access the AFR Test site, districts must take time now to upload their account coding to make sure their coding will be accepted when the final FR information is uploaded beginning October 1. The test site is located at [https://afreven.education.ne.gov/uploadafrfile\\_Test](https://afreven.education.ne.gov/uploadafrfile_Test). The test site checks for errors, including AgencyID (County District number), Account Codes, etc.

At last check, 60 districts have not uploaded a test file, and 100 still have errors. **We are asking districts to upload their test file, correct those errors, and re-upload the AFR Test File until all the errors have been corrected.**

Districts need to be using the final version of the 2018/19 Master Account Code list (revision date of 7-12-19) available at the following link: [https://cdn.education.ne.gov/wp-content/uploads/2019/06/18-19AFRMasterList\\_Spring2019.xlsx](https://cdn.education.ne.gov/wp-content/uploads/2019/06/18-19AFRMasterList_Spring2019.xlsx). Also refer to the 2018/19 Accounting Structure & Users' Manual available at <https://www.education.ne.gov/FOS/users-manual/>.

Please continue to use the AFR Test upload site through September 30. The AFR system will open on October 1. **Although the AFR is not due until November 1, we recommend uploading your AFR file as soon as possible to allow time to address any issues that may occur before the deadline.**

- Contact Janice Eret at (402) 471-2248 or [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov)

#### CDC Data Collections for 2019/20 State Aid (Opening September 1, 2019; Due October 15, 2019)

Includes: Assessed Valuation and Levies, Elementary Site Allowance, PK Instructional Program Hours/K Program, Student Growth Adjustment, Summer School Student Unit, and Two-Year New School Adjustment.

- Contact: Kevin Lyons at (402) 471-3323 or [kevin.lyons@nebraska.gov](mailto:kevin.lyons@nebraska.gov).

#### Estimated Expenditure for LEP and Poverty (CDC Collection, Opening September 1, 2019; Due October 15, 2019)

The Estimated Expenditure for LEP and Poverty will open in the CDC on September 1. This collection is due October 15 with the audit window from October 16 through October 31; and is for public schools only. Each school district shall designate a maximum Poverty and Limited English Proficiency Allowance.

- Contact: Kevin Lyons at (402) 471-3323 or [kevin.lyons@nebraska.gov](mailto:kevin.lyons@nebraska.gov).

#### Expenditure Exclusions Requiring State Board Approval (Due September 14 for the October 3 Board Meeting)

The expenditure exclusions requiring State Board Approval, due dates for succeeding State Board meetings, and template letters are available on the School District Budgeting website at <https://www.education.ne.gov/fos/budgeting-school-district/>. Requests for the October 3, 2019 State Board Meeting are due by September 14, 2019.

- Contact Janice Eret at (402) 471-2248 or [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov).

## 2019/20 School District Budget & LC-2 (Due September 20)

- APA/Budget & Other Materials - [http://www.auditors.state.ne.us/Budget\\_Info/B2019-2020/2019-2020\\_Budget\\_Forms\\_and\\_Info.html](http://www.auditors.state.ne.us/Budget_Info/B2019-2020/2019-2020_Budget_Forms_and_Info.html).
- NDE/LC-2 & Other Materials - <https://www.education.ne.gov/fos/budgeting-school-district/>
- The LC-2 is available in the NDE Portal - <https://portal.education.ne.gov/site/DesktopDefault.aspx>

Once the “District Approval” button at the bottom of the LC-2 has been clicked, a dialog box appears at the top of the LC-2 with steps to upload the budget documents. The budget documents must be formatted as a pdf; ***submissions by email or sent by mail will not be accepted.***

If you have questions about the NDE Portal or about submitting data online, please contact the NDE Help Desk at (888) 285-0556, locally at (402) 471-3151 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov).

- Contacts:
  - Janice Eret at (402) 471-2248 or [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov)
  - Kevin Lyons at (402) 471-3323 or [kevin.lyons@nebraska.gov](mailto:kevin.lyons@nebraska.gov)

---

## Information/Documents Recently Made Available

### Exempt (Home) Schools - 2019/20 School Year [Open in the NDE Portal]

Resident school districts can access their district’s 2019/20 Exempt Schools – School District Report” in the NDE Portal. Refer to the 08/12/2019 email to superintendents for further information (see attached pdf copy). ***Please advise your staff to review the district’s report first before contacting before contacting parents or checking with NDE on filing status.***

- Exempt Schools – School District Report (districts enter via the NDE Portal to view this report): <https://portal.education.ne.gov>
- Exempt School Program website: <https://www.education.ne.gov/fos/exempt-schools/>

---

## Upcoming

### 2018/19 Audit Confirmation Information

<http://www.education.ne.gov/FOS/adss/auditconfirmation/auditconfirmation.aspx>

- Fiscal Year ending June 30 – available now
- Fiscal year ending August 31 – available by the middle of September

Payments made to School Districts and ESUs by the Nebraska Department of Education may also be accessed from the “Program Payment Lookup” website at <http://www.education.ne.gov/edpays/edpaymentlookup.asp> (note - the payment information on this site is not in the audit confirmation format).

- Audit Confirmation Lookup: Contact: Beth Bolte at (402) 471-2795 or [beth.bolte@nebraska.gov](mailto:beth.bolte@nebraska.gov)

**This message is sent to ESU administrators and public school superintendents only.  
Please forward this email to all appropriate personnel so they are aware of this information.**

## Bolte, Beth

---

**From:** NDE SFOS  
**Sent:** Monday, August 12, 2019 10:04 AM  
**Subject:** NDE: 2019/20 Exempt Schools – School District Report

The 2019/20 Exempt Schools – School District Report is open via the NDE Portal at <https://portal.education.ne.gov>.

- Provide the activation code and this email to all applicable staff at your district. Please advise your staff to review the information first **before** contacting parents or checking with NDE on filing status.
- For further information, select the “Status Descriptions/Coding for Enrollment” button on the report screen; the document is attached to this email as well.
- Submissions received as of August 9, 2019 have been logged and are included on the report.
- Most submissions received by July 12 have been reviewed – the students show an exempt date in the next to last column on the right (if the filing was complete).
  - All families receiving exempt status will receive a letter signed by the Commissioner of Education “acknowledging” their choice to receive exempt status (exempt schools are acknowledged only, *they are not approved or disapproved*). An Acknowledgement Letter is issued only if the submission is complete.
- Submissions received July 13 & later *have not yet been reviewed by NDE*. These un-audited items may contain errors in student, parent, and address information. Check back on these items throughout the coming weeks.
- Changes in the report are reflected in real time; the status shown **is** the current status.
- Exemption elections *are effective upon receipt by NDE* - see related Question from the [Exempt School Program - FAQ document](#) below.

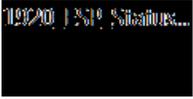
**D28. Do I have to wait until I receive the Acknowledgement Letter before I begin homeschooling?** No. Upon receipt by the Commissioner via the Exempt School Office of the a properly completed Form A signed by all parents or legal guardians, a properly completed Form B signed by the authorized parent representative, and the information required in Section 004 (or, submission of same information online), the election to operate an exempt school is effective (refer to Rule 13, Section 005). However, if upon review by NDE of the filed materials it is discovered your filing is incomplete or improper, you will be notified and have a stated time by which it must be completed or corrected to be effective.

- For Students who are part of the Enrollment Option Program - if the parents are homeschooling these students, they will be listed on the Resident district’s report only. The Resident & Option districts need to communicate this information to each other.

**Remember that until NDE processes a filing, the initial data included in your district report may not be accurate.** If, after reviewing the report, there is a family listed that does not reside in your school district or if you have questions on the status of a filing, send an email to [beth.bolte@nebraska.gov](mailto:beth.bolte@nebraska.gov). Include in the email the name of the student, date of birth, name of the parents, and the address. Be sure to identify your school district in the email as well.

To search the “View” screen, select Ctrl F to open the “find” screen [using the Internet Explorer browser].





Exempt School Contact Information:

- Exempt Schools – School District Report (districts enter via the NDE Portal to view this report):  
<https://portal.education.ne.gov>
- Exempt School Program website: <https://www.education.ne.gov/fos/exempt-schools/>
- Exempt School Program contacts:
  - Beth Bolte: [beth.bolte@nebraska.gov](mailto:beth.bolte@nebraska.gov) or 402/471-2795 or
  - Micki Iverson: [micki.iverson@nebraska.gov](mailto:micki.iverson@nebraska.gov) or 402/471-1894

NDE Portal Contact Information:

- Questions about the NDE Portal can be directed to the NDE Help Desk:
  - By phone - toll free 888-285-0556 or local number 402-471-3151, or
  - By email - [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)



## 2019/20 Exempt Schools – School District Report Status Descriptions / Coding for Enrollment

The following is an excerpt from the “Who Reports What” manual. [Click here for the complete document.](#)

### **Exempt School/Home School Process and Coding for Enrollment**

Parent notified the school district they are filing for Exempt/Home School.

School district should check the Exempt Schools – School District Report, in the Portal under the Data Collections tab.

#### **IF Started/Working:**

This status indicates the parents or legal guardians have created an account to file through the Nebraska Exempt School online system, but have not submitted to NDE. The student should remain enrolled and if the student is not attending school, the district **will** report the student absent.

#### **IF Submitted/Pending NDE Review:**

The student should remain in enrollment until the Exempt Schools – School District Report shows the student with a status of Submitted. The student’s enrollment code reported is 205 (not enrolled eligible to return), using the **date** the Exempt Schools – School District Report shows the student as having a “Submitted” filing. The district **will not** continue to report the student absent.

#### **IF Submitted/Under NDE Review:**

NDE is awaiting further information from the parents/legal guardians before the review can be completed. The student’s enrollment code reported is 205 (not enrolled eligible to return), using the **date** the Exempt Schools – School District Report shows the student as having a “Submitted” filing. The district **will not** continue to report the student absent. See Exempt Date or Filing is Incomplete below.

#### **Exempt Date:**

NDE Exempt School Staff will review and process the filing; once complete, the status of the submission will show an Exempt Date next to the student’s date of birth. As of the Exempt Date, the student can be reported as a 201 (transfer out).

#### **Filing was Incomplete. School has been notified:**

IF a filing Submitted/Under NDE Review and subsequently the parents/legal guardians have not responded to NDE’s requests for information, the resident district Superintendent will be notified of noncompliance (as per 92 NAC 13-005). On the Exempt Schools – School District Report, the student will show as deactivated with the notation “Filing is incomplete. School has been notified.” Add the student back into the district’s student information system for follow-up related to truancy as per the district policy. Showing the student with enrollment code 205 (Not Enrolled Eligible to Return).

#### **Canceled:**

Prior to NDE’s processing, the submission has been canceled due to various reasons; e.g. duplicate submission (filed online and by paper), parents changed their mind, etc. Check the Exempt Schools – School District Report and if there isn’t an active application, the student should remain enrolled and if the student is not attending school, the district **will** report the student absent.

If a particular student or family is not listed at all, more than likely they have not filed, to date. The student should remain enrolled and if the student is not attending school, the district **will** report the student absent.

If you want to check whether there has been a filing, send an email to [beth.bolte@nebraska.gov](mailto:beth.bolte@nebraska.gov). Include in the email the name of the student, date of birth, name of the parents, and the address. Be sure to identify your school district in the email as well.

See next page for contact information.

Contact Information:

- Exempt Schools – School District Report (districts enter via the NDE Portal to view this report): <https://portal.education.ne.gov>
- Exempt School Program website: <https://www.education.ne.gov/fos/exempt-schools/>
- Exempt School Program contacts:
  - Beth Bolte: [beth.bolte@nebraska.gov](mailto:beth.bolte@nebraska.gov) or 402/471-2795 or
  - Micki Iverson: [micki.iverson@nebraska.gov](mailto:micki.iverson@nebraska.gov) or 402/471-1894
- Questions about the NDE Portal can be directed to the NDE Help Desk:
  - By phone - toll free 888-285-0556 or local number 402-471-3151, or
  - By email - [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)
- School district enrollment reporting questions:
  - NDE Helpdesk: [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) or 888/285-0556 or
  - Pam Tagart at [pam.tagart@nebraska.gov](mailto:pam.tagart@nebraska.gov) or 402/471-4735