



Nebraska Department of Education
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Instructions updated: September 5, 2019

Substitute Teacher Collection

Due Date: June 15

Audit Window Close Date: June 30

SCOPE

The Substitute Teacher collection is to be completed by Public Districts, Nonpublic Systems, Special Purpose Schools, ESU's and Interim Programs. This collection contains all Substitute teachers by name, NDE Staff ID and the number of days taught (see Rule 21 for details: 92 NAC 21-005.23 & 92 NAC 21-005.24.)

DIRECTIONS

Access

Accessing the Substitute Teachers collection requires a Consolidated Data Collection (CDC) activation code – STAFF, 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	Edit/Remove	Consolidated Data Collection (CDC)

4. From the Open Collections list, choose **Substitute Teachers**

GENERAL	Student Growth Assessment
STAFF	Substitute Teachers
GENERAL	...

Navigation

Upon entering the collection, user will see

1. The Title
2. A Main Menu list of options
3. Area to add new Substitutes
4. Area to upload a Substitute file
5. List of Substitutes
6. A Summary Report button, and
7. The Submit/Approve section (Only Approver user types will see the Approve button)

NDE FORM #20-073
SUBSTITUTE TEACHERS ← 1

2 → Contact Us Click for Instructions

ADD A NEW SUBSTITUTE TEACHER

LAST NAME FIRST NAME NDE Staff ID DAYS TAUGHT (xx.x) ADD 3

4 → **UPDATE SUBSTITUTE TEACHERS**

IMPORTANT INSTRUCTIONS: Either update the substitute teachers list below **OR** upload substitute teacher data for the above school year. Each time data is uploaded, **ALL** substitute teacher data will be deleted for the current school year and replaced with the uploaded data. Upload Substitutes

		LAST NAME	FIRST NAME	NDE STAFF ID	DAYS TAUGHT	CERT STATUS*
Delete	Edit	SMITH	JOE	1234567890	0.0	OK
Delete	Edit	DOE	JANICE	0123456789	0.0	OK

* See [instructions](#) regarding Certification Status. 5

View Summary Report ← 6

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

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Main Menu

1. [Contact Us](#) – Lists NDE contacts to call or email if user has questions while completing the report
 2. [Click for Instructions](#) – Opens this documents
- Other menu items seen through the collection include

1. [Collection Main Page](#) – Returns user to Substitute Teacher collection main page
2. [CDC Main Page](#) – Takes user back to the Consolidated Data Collections main page
3. [Logout](#) – Closes the current tab and returns user to NDE Portal

Add a New Substitute Teacher

Data from the previous year will be pre-populated in the List of Teachers section. This list can be revised on an individual basis. (See instructions in the List of Teachers section below.) If a Substitute is not listed, or the district is a new District/System reporting Substitute teachers for the first time, there will be no pre-populated data. All Substitutes will need to be added or uploaded. Substitute data can be added individually and is done here.

A Substitute teacher can be added by entering the LAST NAME, FIRST NAME, NDE Staff ID, DAYS TAUGHT, and clicking **ADD**.

ADD A NEW SUBSTITUTE TEACHER

LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT (xx.x)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>

All fields are required.

Last and First name are self-explanatory.

NDE Staff ID is assigned to the Substitute when their certificate is approved. It is a unique ID specific to that Substitute's first and last name. If you do not know a Substitute's NDE Staff ID, this can be obtained by accessing the NDE Staff ID collection available in the NDE Portal under the Student and Staff (NSSRS) tab. (Access to this application requires an appropriate activation code. Contact your District Administrator if needed.)

Days Taught are reported at either .0 or .5. A teaching day is any day in which more than three hours is spent teaching. Teaching half days is any teaching day in which three hours or less is spent teaching. For computation, two teaching half days equal one (1.0) full teaching day.

When entering a New Substitute Teacher duplicate NDE Staff ID's are not allowed. If a duplicate NDE Staff ID number is entered, a prompt will appear saying "This staff member's NDE Staff ID is already in the database. Please check the list below to update".

ADD A NEW SUBSTITUTE TEACHER

LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT (xx.x)	
TESTLNAME	TESTFNAME	1234567890	2.5	<input type="button" value="ADD"/> <small>This staff member's NDE Staff ID is already in the database. Please check the list below to update.</small>

Upload a Substitute File

Another way to enter Substitute teachers (or update the list at the bottom of the collection) is to upload a new file. When a new file is uploaded it will completely replace the Substitute Teachers listed from the prior year. Every time a new list is uploaded, the existing data for the school year will be entirely replaced.

To upload a new file, select the **Upload Substitutes** button.

UPDATE SUBSTITUTE TEACHERS

IMPORTANT INSTRUCTIONS: Either update the substitute teachers list below **OR** upload substitute teacher data for the above school year. Each time data is uploaded, **ALL** substitute teacher data will be deleted for the current school year and replaced with the uploaded data.

The screen will explain what format the file should be in. Select the **Browse...** button to find your file from your computer.

UPLOAD SUBSTITUTE TEACHERS

Below is the record layout for the file.
File should be prepared as a comma separated value file (.csv) or (.txt)

Upload substitute teacher data by following the record layout below. DO NOT INCLUDE HEADER ROW. Please note: If you choose to upload your substitute teacher data, each time you upload, you will replace the existing data for the school year referenced above. If there are errors in the file, they will display below. Only error free files will be allowed to upload.		
COUNTY	Char(2)	2 digit NDE assigned county number.
DISTRICT	Char(4)	4 digit NDE assigned district number.
DATA YEARS	Char(8)	8 digit school year, no dashes. Sample: 2009-2010 would be "20092010"
LASTNAME	Varchar(25)	Substitute teacher's last name
FIRSTNAME	Varchar(25)	Substitute teacher's first name
NDE STAFF ID	Char(10)	NDE Staff ID, Sample: 1234567890
DAYS_TGHT	FLOAT	Populate to 1 place after decimal (xxx.x) Must either be a .0 or a .5.

Once your file has been selected, click the **Upload File** button.

\\nde.state.ne.us\dfs\hom

If there are errors in the file, they will be displayed when uploading the file.

List of Substitutes

The list of Substitute teachers can be edited at any time, until the collection has been submitted. Editing on an individual basis can be done after a list of Substitute teachers has been uploaded.

Days Taught

To edit the number of days taught, click on **Edit**.

		LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT	Certification Status*
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	TESTLNAME	TESTFNAME	1234567890	2.5	Not Found

Enter the new days taught.

be deleted for the current school year and replaced with the uploaded data.

		LAST NAME	FIRST NAME	NDE STAFF ID	DAYS TAUGHT	CERT STATUS*
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	TESTLNAME	TESTFNAME	1234567890	25	x Not Found

Click **Update**.

be deleted for the current school year and replaced with the uploaded data.

		LAST NAME	FIRST NAME	NDE STAFF ID	DAYS TAUGHT	CERT STATUS*
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	TESTLNAME	TESTFNAME	1234567890	25	x Not Found

If the teacher listed did not substitute in your district for the current year, click on **Delete**.

		LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT	Certification Status*
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	TESTLNAME	TESTFNAME	1234567890	2.5	Not Found

Certification Status

Substitute teachers are required to have the appropriate certificate from Nebraska Department of Education Educator Certification (NDE Educator Certification). When entered into the Substitute Teacher collection, the Substitute teacher's name and NDE Staff ID are verified against NDE Educator Certification data. The Certification Status column will display the results of checking this certification as of when the Substitute teacher records are viewed.

UPDATE SUBSTITUTE TEACHERS						
IMPORTANT INSTRUCTIONS: Either update the substitute teachers list below OR upload substitute teacher data for the above school year. Each time data is uploaded, ALL substitute teacher data will be deleted for the current school year and replaced with the uploaded data.						<input type="button" value="Upload Substitutes"/>
		LAST NAME	FIRST NAME	NDE Staff ID	DAYS TAUGHT	Certification Status*
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	AAAAA	BILL	1112223334	6.5	OK
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	BBBBB	BOB	1223334444	7.5	Not Found
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	CCCCC	JANE	3567234890	3.0	NDE Staff ID Invalid
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	DDDDD	JILL	0987654321	15.5	Not Currently Certified
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	TESTNAME	TESTNAME	1234567890	2.5	OK

* See [instructions](#) regarding Certification Status.

The Certification Status column will indicate one of the following statuses:

1. **OK** - The Substitute teacher's NDE Staff ID matches NDE Educator Certification. The teacher also has a current certificate valid for substitute teaching.
2. **Not Found** - The Substitute teacher could not be found in NDE Educator Certification. This means the NDE Staff ID is incorrect, the name and NDE Staff ID differ from what NDE Educator Certification has on file, or the teacher does not currently possess a certificate. Please contact NDE Educator Certification* to verify the person does possess a valid certificate appropriate for substitute teaching.
3. **NDE Staff ID Invalid** - The Substitute teacher's NDE Staff ID differs from what NDE Educator Certification has on file. Double-check the NDE Staff ID number entered or contact NDE Educator Certification* to verify the Substitute's name and NDE Staff ID with their records.
4. **Not Currently Certified** - The Substitute teacher's record is found with NDE Educator Certification. However, the Substitute does not currently have a valid certificate appropriate for a Substitute teacher. Please contact NDE Educator Certification* for more information or to verify the status.

*To contact Educator Certification, please call (402) 471-0739 or email NDE.TCertweb@nebraska.gov

Note: The displayed certification status does not affect the collection's submission or approval.

View Summary Report

To view the data ready for Submission, click the **View Summary Report** button.

[1234](#)

* See [instructions](#) regarding Certification Status.

The Summary Report can be saved or printed for record keeping. The certification status is also displayed in the Summary Report.

Submit / Approve

After completing data entry, or if there are no Substitute Teachers to report for the current year (the list is blank), click the **SUBMIT** button. This will indicate the collection is ready to be reviewed by your District Administrator.

ACTION	STATUS	DATE	USER
<input 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 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 in the CDC (typically the District Administrator) 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.

Frequently Asked Questions

1. Do I report Pre-K Substitutes?

Substitutes requiring certification are reported in the CDC Substitute Teachers collection. If the Pre-K teacher requires a certification through a Rule 11 program, than a substitute for that position would be reported. If the Pre-K employee does not require a certification (Nonpublic Pre-K), than a substitute would not be reported.

2. What are the types of Substitute certificates?

Local Substitute Teaching Permit:

A permit valid for ninety (90) substitute teaching days per school year only in the Nebraska school system requesting the issuance. Candidates can apply for more than one Local Substitute Permit with and application and fee for each school district. The permit expires August 31st in the third year following the year of issuance.

State Substitute Teaching Permit:

A teaching permit valid in all Nebraska school systems, but persons holding such permit may not teach more than one hundred and eighty (180) teaching days in the same school assignment and only on a

non-contractual basis. If requested by the applicant at the time of application, such permit shall be valid only in Nebraska public and nonpublic school systems. The Substitute teaching permit expires on August 31st in the fifth year following the year of issuance.

Substitutes must have a certificate or permit. If you have questions, contact the Educator Certification group at 402-471-0737 or nde.tcertweb@nebraska.gov.

3. Are substitute nurses reported?

No. Only individuals substituting for teachers are reported. People hired to fill in for non-teaching positions are not reported (nurses, counselors, social workers, coordinators, principals, paraprofessionals, etc.)

4. Can any other type of certificates be used for Substitutes?

In addition to the local and state substitute permits, initial, standard, and professional certificated teacher and administrators are able to substitute. Other permits and certificates may also be allowed to substitute in accordance with the limitations printed on their permit or certificate.

5. How do I report a long term Substitute?

There are many components to this answer. As such, it is best to contact Accreditation, Educators Certification or the NDE Helpdesk for more information.

A substitute teacher can serve to teach in an 'unfilled' classroom instruction position, up to the limits (number of days) of their substitute permit. However, individuals serving as substitute teachers cannot be hired on a teacher's contract, and cannot serve as the 'teacher of record' when entering grades in ADVISER or course(s) in Nonpublic Curriculum. Someone else on staff (principal, counselor, etc.) must be entered into ADVISER/Nonpublic Curriculum as the teacher of record for that course if a substitute is being used to fill the instructional position.

If the substitute has a regular teaching certificate, they can be reported in staff reporting and serve as the 'teacher of record'. They may, or may not be, under contract and they may, or may not be, endorsed for the classes they are subbing for.p