Nebraska Department of Education

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Lincoln, NE 68509-4987

NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated: July 20, 2020

Summer School Supplement

Due Date: August 15

Audit Window Close Date: August 31

SCOPE

The Summer School Supplement collection is to be completed by Public Districts. It collects the total days of attendance for each district's summer school program.

DIRECTIONS

Access

Accessing the Summer School Supplement collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. To obtain access to the Consolidated Data Collection (CDC) in Data Collections, obtain the appropriate activation code from the District Administrator.

1. Log into the NDE Portal at https://portal.education.ne.gov

2. Click on the blue **Data Collections** tab

Home	Data Collections	GMS	Student & Staff (NSSRS)

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

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

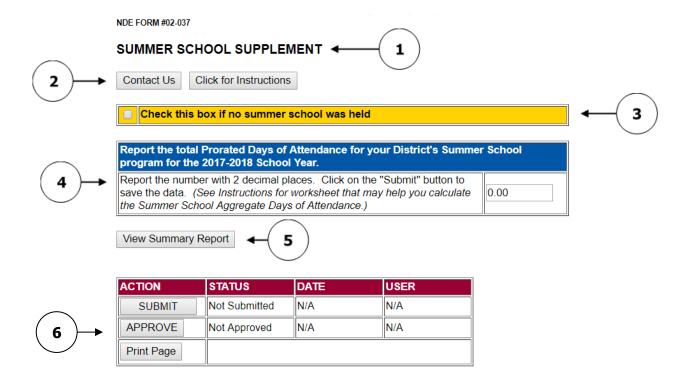4. From the Open Collections list, choose **Summer School Supplement.**

STAFF	Human Resources Director Cont...
GENERAL	Summer School Supplement
GENERAL	Summer School Student Unit

Navigation

Upon entering the collection, the following will display:

1. The Title

2. A Main Menu list of options

3. A 'no summer school held' button

4. The box to submit Prorated Days of Attendance for Summer School

5. A **View Summary Report** button, and

6. The Submit/Approve section (Only Approver user types will see the Approve button)

Main Menu

1. <u>Contact Us</u> – Lists NDE contacts to call or email if there are questions while completing the report
2. <u>Click for Instructions</u> – Opens this documents

Other menu items seen through the collection include

1. <u>Collection Main Page</u> – Returns to Summer School Supplement collection main page
2. <u>CDC Main Page</u> – Back to the Consolidated Data Collections main page
3. <u>Logout</u> – Closes the current tab and returns to NDE Portal
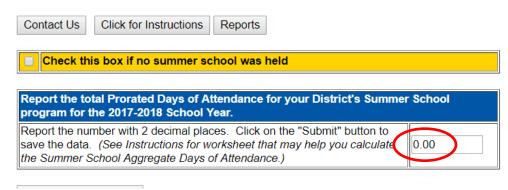
Instructions

At the end of each regular school term the Nebraska Department of Education collects the attendance data for each school district and system in Nebraska. State total ADA is reported to the U.S. Department of Education and is used in formulas for allocating federal entitlement for Title 1, Impact Aid, Indian Education and other federal programs. See example at the end of this document for more information.

If the district did not offer summer school, select the box indicating as such:

If the district did offer summer school, enter the number of total Prorated Days of Attendance for the District's Summer School Program. (To determine Prorated Days of Attendance review Appendix A, B and C.)

SUMMER SCHOOL SUPPLEMENT

Contact Us	Click for Instructions	Reports

☐ **Check this box if no summer school was held**

Report the total Prorated Days of Attendance for your District's Summer School program for the 2017-2018 School Year.

Report the number with 2 decimal places. Click on the "Submit" button to save the data. *(See Instructions for worksheet that may help you calculate the Summer School Aggregate Days of Attendance.)* | 0.00
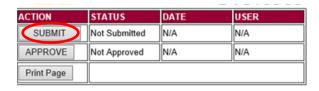
Note: the number reported needs to include 2 decimal places, even if they are just .00
Note: the Summer School Supplement collects data from June – August for current calendar year.

Selecting the **View Summary Report** button displays a copy of what has been reported.

Submit / Approve

Once data entry is complete, click the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

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

Appendix A - DEFINITION/EXAMPLE/STATE CALCULATION

Aggregate Days of Attendance: the sum of the days actually attended by all students when school is in session including remote learning days and credit recovery hours (for summer school only.)

Example: Pam attends summer school in a district where the school day during the regular term is 6 hours long. Pam attends summer school in the same district for 30 days, two hours each day for a total of 60 hours of attendance. Pam's days of attendance in summer school multiplied by the summer school hours are then divided by the number of hours during the regular school term day to arrive at a prorated days of attendance.

[Column (a) x Column (b) divided by Column (c) = Column (d)]

Student Name	(a) Aggregate Days Attendance Summer School Only	(b) Number of Hours Per Day Summer School	(c) Number of Hours Per Day – Regular School Term (example 6.0)	(d) Prorated Days of Attendance (a) x (b) divided by (c)
	Two decimals	One decimal	One decimal	Two decimals
Student 1 (Pam)	30.00	2.0	6.0	10.00
Student 2 (Alan)	15.00	2.0	6.0	5.00
Student 3				
Aggregate Totals				15.00

Transfer this number to the Summer School Supplement in the Consolidated Data Collection (CDC).

The prorated days of attendance for each student is then totaled to arrive at the prorated days of attendance for the district's summer school.

Note: Exclude Federally Funded Activities. Exclude any portion of a student's time that is supported by Federal funds. In the above example, if half of Pam's program is being supported by Title 1 funds, then her hours per day would be reduced by one half.

State Calculation
The federal government requires that the total aggregate days of attendance for summer school be added to the total aggregate days of attendance for the regular school term to provide the **numerator** for the calculation of state Average Daily Attendance (ADA). The **denominator** for this calculation is the average number of days in session during the regular school year. See example at the end of this document.

The following example shows how Nebraska must calculate ADA for federal reporting purposes:

EXAMPLE OF CALCULATION OF STATE AVERAGE DAILY ATTENDANCE (ADA)

State total aggregate days in attendance for regular school year   45,353,683.20

      (based on Attendance numbers submitted through ADVISER and ADVISER derived Days in Session)

State total aggregate days in attendance for summer school   1,360,610.49

      (from the Summer School Supplement as reported in the Consolidated Data Collection (CDC).)

Average number of days schools are in session in regular school year   169.2

(Note: the number of summer school days will not be used in the calculation).

      Calculation of State ADA:

$$\frac{(45{,}353{,}683.20 + 1{,}360{,}610.49) = (\underline{46{,}714{,}293.69})}{(169.2)} = 276{,}089.21$$

276,089.21 is the State Average Attendance (ADA)

Appendix B - FREQUENTLY ASKED QUESTIONS

Who should be reported?
Students should only be reported in the program where they are actually served.

	Student **IS** a Resident of The Reporting District		Student **IS NOT** a Residence of the Reporting District	
District **DOES** Instruct	Membership Report	YES	Membership Report	YES
	Summer School Supplement	YES	Summer School Supplement	YES
District **DOES NOT** Instruct	Membership Report	NO	Membership Report	NO
	Summer School Supplement	NO	Summer School Supplement	NO

Should Summer Drivers Education class be included as a Summer School Program?
YES, if any of the following conditions exists:
    If the district sponsors the program.
    If the student gets credit toward graduation.
    If the expenses for the course are run through the General Fund rather than the Student Fee Fund.
It doesn't matter whether the student pays tuition or not, if any of the above conditions are met the course should be included.

Should Preschool be included as a Summer School program?
YES, include regular Preschool programs for Summer School.

Should Summer School Special Education be included?
YES, include school age Special Education programs because they are state funded.
DO NOT include Special Education Below Age Five programs, because they are mostly federally funded.

What about "fun" programs?
No camps should be included unless the funds are run through the General Fund rather than the Student Fee Fund. Camp can be included if the student gets credit toward graduation.

Should GED programs be included?
GED programs **CAN** be included but only use Aggregate Days of Attendance for students who are under age 21.

What about Drug Free or Title 1 Summer program?
Drug Free and Title I programs **DO NOT** count, they are federally funded.

Should ESL summer school programs count?
This program **CAN BE** included if the program is district or state funded.

Should Migrant Education be counted?
This is a federal grant and if students are being educated under that grant, the answer is **NO**.

Is there a minimum attendance amount?
There is no minimum attendance. Count all attendance, including students who did not complete the summer session.

Appendix C - SUMMER SCHOOL ROSTER WORKSHEET

DO NOT SEND TO NDE – FOR DISTRICT USE ONLY

Column (a) x Column (b) divided by Column (c) = Column (d)]

Student Name	(a) Aggregate Days Attendance Summer School Only (Two decimals)	(b) Number of Hours Per Day Summer School (One decimal)	(c) Number of Hours Per Day – Regular School Term (One decimal)	(d) Prorated Days of Attendance (a) x (b) divided by (c) (Two decimals)
Aggregate Totals				

Transfer this number to the Summer School Supplement in the Consolidated Data Collection (CDC).