



NEBRASKA DEPARTMENT OF EDUCATION  
DATA, RESEARCH, & EVALUATION

# WHO REPORTS WHAT

VERSION 4.0

JULY 17, 2020



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## PURPOSE

To provide information about Nebraska School District/System responsibilities related to data reporting.

- Who is responsible for reporting data about a student (and possible data necessary to be submitted);
- What district does student performance data become attached to for purposes of accountability and public reporting.

The scenarios and different situations among Nebraska schools are unique and diverse, but the information provided within this publication intends to provide clarity on specific situations.

If there are additional situations not addressed in the document, please contact the NDE Helpdesk at [ADVISERHelp@Nebraskacloud.org](mailto:ADVISERHelp@Nebraskacloud.org) for additional assistance.

## DEFINITIONS

**Attendance:** Attendance is the time a student is present on days when school is in session. The Attendance data is derived from the reported absence data and the calendar will be used to calculate average daily attendance.

**Courses:** Used to collect information regarding courses and teachers from students in grades prekindergarten through 12 complete during a particular school year.

**Discipline:** Data about student discipline incidents and the schools' disciplinary actions taken. Some discipline information is needed for state, federal, or CRDC reporting. Additional data may be displayed on the ADVISER dashboard.

**District/System of Membership:** The approved or accredited district/system where the student received the majority of their instruction – includes Public Districts, Nonpublic Systems and Special Purpose Schools.

**District of Residence:** The Public School District where the student resides. Resident shall mean a person who has his or her residence in a place. It should be noted that the Legislature has specifically provided in Section 79-215 (1) R.R.S. that, except as otherwise provided in § 79-215 R.R.S., a student is a resident of the school district where he or she resides and shall be admitted to any such school district upon request without charge.

**Enrollment:** A cumulative set of all students enrolled in a district/system at any time during the school year and represents a student's most current information.

**Nebraska Department of Education Student ID:** An NDE Student ID is required for all students attending or provided services from a Nebraska District/System.

**Post School Survey:** For all 12<sup>th</sup> grade Career Education Concentrators identified as a completer with diploma in the previous school year.

**Programs:**

**Career and Technical Education:** Optional for 2019-2020 – Not a separate program record in 2020-2021. (Data for this program will no longer be required to be submitted in 2020-2021, as it will be determined from course records under Perkins V.)

**Early Childhood Education:** A cumulative set of students; include all students served in the specified Early Childhood Education Program at any time during the school year.

**Homeless Education:** A cumulative set of students; include all students eligible for Homeless Education services at any time during the school year.

**Rule 18 Interim-Program School:** A cumulative set of students; include all students served by a Rule 18 Interim-Program School at any time during the school year.

**Special Education Program:** Collects data on students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP). This includes point in time count, October 1 each year and the year end, June 30 count.

**Section 504 Program:** An indication that a student is receiving services under Section 504 of the Rehabilitation Act of 1973; include all students receiving services at any time during the school year. NOTE: For School Year 2020-2021 Section 504 will be collected as a Student Characteristic and Not a Program.

**Title I Program:** Collects information on a variety of Title I services a student may have received at any time during the school year.

For additional Program information, please see Section 8 in the ADVISER Data Elements document.

**School Enrollment:** Collects information on student enrollment events, both enrollment and withdrawal, during the school year.

**School of Membership** - For most students, the School of Membership is the school where the student is enrolled for the majority of their instruction. For students attending a program (e.g. focus, Rule 18, ESU, alternative programs, or career academies), the School of Membership is the school where the student would be enrolled either due to residence in the district or due to assignment.

**School Year:** June 30 is used as the logical representation of the end of a school year.

## WHAT PUBLIC DISTRICTS REPORT

ENROLLED**Condition: Resident Student IN Membership**

District of Residence is responsible for Assessment

District of Residence is responsible to report ALL Student Data:

Category	Data
Enrollment	Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

DUAL ENROLLED**Condition: Resident Student IN Membership Enrolled in Two Schools within the same District**

District of Residence is responsible for Assessment

District of Residence is responsible to report ALL Student Data:

Category	Data
Enrollment	Entry Type Enrollment Code = 1XX, Residency Status = 00 and FTE divided between the two schools – total cannot be more than 100.
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

**NOTE:** If one of the schools the student is enrolled in is a non-reportable or special program school, the enrollment record must have a valid Reporting School entered.

**CONTRACTED IN**

**Condition: Nonresident Student (full-time or part-time), Attending from Another Public District, or from Another State.**

District of Membership is responsible for Assessment

District of Membership is responsible to report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency , District of Residence ≠ County District Number, School of Residence <i>District of Residence for Contracting in from another state = District of Membership</i> Enrollment Code = 1XX and Residency Status = 01 if contracted in from another Public School Residency Status = 02 if contracted in from Nonpublic Residency Status = 03 if contracted in from another state
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

For students with a verified disability, the District of Residence code should be reported accurately and will be used for Federal reporting and District Determinations.

**CONTRACTED OUT TO A PUBLIC DISTRICT**

**Condition: Student NOT in Membership at Resident District, Attends Another Public District.**

District of Membership is responsible for Assessment

District of Residence will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 201 (Transfer Out) and Residency Status = 05 (Contracted out to another Nebraska public school district)

Districts DO NOT need to report any additional student data. (If a School Food Service Program is submitted, it will be ignored.) The student will remain in the district's Student Information System as they must be reported as above each year they are Contracted Out. The Resident District will work with the receiving district on providing SPED services and development of the IEP/IFSP.

CONTRACTED OUT TO AN ENTITY THAT DOES NOT REPORT STUDENT DATA (CONTRACTED SERVICE PROVIDER, ESU, ETC.)

**Condition: Student NOT in Membership at Resident District, is Contacted Out to an Entity that does not Report Data.**

District of Residence is responsible for Assessment

If student is optioning in, District of Membership is responsible for Assessment

District of Residence will report as follows:

If student is optioning in, District of Membership will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

CONTRACTED OUT TO AN ENTITY IN ANOTHER STATE (PUBLIC DISTRICT OR CONTRACTED SERVICE PROVIDER)

**For Iowa School of Deaf see Page 18**

**Condition: Student NOT in Membership at Resident District, Attends Another Public District or Contracted Service in Another State.**

District Responsible for Assessment = Not Applicable

District of Residence will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 201 (Transfer Out) and Residency Status = 07 (Contracted out to another state)

DO NOT report additional student data. The student will remain in the district's Student Information System as they must be reported as above each year they are Contracted Out.



**OPTIONED IN**

**Condition: Nonresident Student Whose Parents have Submitted and Received Approved Enrollment Option Form in Order to Enroll in Another School District.**

District of Membership is responsible for Assessment

District of Membership to report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 100 – Students can only Option In at 100 FTE District of Residence ≠ County District Number Entry Type Enrollment Code = 1XX and Residency Status = 06
Attendance	Required for all students K through 12
Courses	Grades K through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

**OPTIONED OUT**

**Condition: Student NOT in Membership at Resident District Whose Parents have Submitted and Received Approved Enrollment Option Form in Order to Enroll in Another School District.**

District of Membership is responsible for Assessment

District of Residence (sending District) will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 Enrollment Code = 201 (Transfer Out) and Residency Status = 00 (Not Applicable)

The Resident District will only need to report the above for the first year the student becomes Option Out and **only IF** the student had previously been enrolled at the Resident District.

If student has never been enrolled at the Resident District they will **not report ANY** student data. The data will be reported by the Receiving District.

**OPEN ENROLLMENT OPTION STUDENT (PREVIOUSLY LEARNING COMMUNITY OPEN ENROLLMENT)**

**Condition: Student in the Learning Community, Still Attending the School they Attended under Learning Community Open Enrollment in 2016-2017. (No New Open Enrollment Option Students Should be Reported for 2017-2018 and Forward. For more detailed information on Open Enrollment Option, see Page 42 of the ADVISER Data Elements document found on the ADVISER Resources webpage at <https://www.education.ne.gov/dataservices/adviser-resources> or by clicking [here](#).)**

District of Membership is responsible for Assessment

Category	Data
Enrollment	With Full Time Equivalency Entry Type Enrollment Code = 1XX and Residency Status = 08
Attendance	Required for all students K through 12
Courses	Grades K through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

**OPEN ENROLLMENT OPTION STUDENT (PREVIOUSLY LEARNING COMMUNITY OPEN ENROLLMENT)**

**Condition: Student who is in the Learning Community that is NO LONGER Attending the School they Attended Under Learning Community Open Enrollment in 2016-2017.**

If the student is attending a school within their district of residence, the district of residence will report all the student data.

Category	Data
Enrollment	Entry Type Enrollment Code = 1XX and Residency Status = change FROM 08 to 00

If the student is attending a school that is **NOT** in their district of residence, the student's parents will have to apply under Enrollment Option for the student to remain in this school.

Category	Data
Enrollment	Entry Type Enrollment Code = 1XX and Residency Status = <u>may</u> change FROM 08 to 06 if the Enrollment Option paperwork is accepted.

**ATTENDS RULE 18 INTERIM-PROGRAM SCHOOL**

**Condition: Student Attending a Rule 18 Interim-Program School**

District of Residence is responsible for Assessment

If student is optioning in, District of Membership is responsible for Assessment

District of Residence will report as follows:

If student is optioning in, District of Membership will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students
Courses	Grades PK through 12
Programs	Interim (Rule 18) Program and other if applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

The Teacher of Record for the student's courses is the Rule 18 Interim Program school staff person teaching the course.

ATTENDS A SPECIAL PURPOSE SCHOOL (STATE OPERATED SYSTEM)**Condition: Student Enrolled at:**

- Kearney West High School
- Geneva North School
- Pine Ridge Job Corps
- NE Correctional Youth Facility

**For the University of Nebraska High School see Page 21**

District of Residence will report the student as Transferred Out.

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 201 (Transfer Out) and Residency Status = 00 (Not Applicable)
Programs	Special Education If Applicable – Exit Reason SPED11

The Resident District will only need to report the above **once** when the student enters the Special Purpose School. If appropriate, and the student is released from the Special Purpose School, the student may return to their previous district. The student would then be a Transfer In.

For students with a verified disability, the Resident Public School District will work with the Special Purpose School to develop and implement the IEP.

**WARD OF THE COURT OR STATE – PLACED IN A GROUP HOME WITH NO EDUCATION PROGRAM – NOT IN THE RESIDENT DISTRICT**

**Condition: Student is NOT Placed in a Foster Home or Foster Family Home Licensed or Approved by DHHS. The Group Home is not in the Resident District.**

Receiving District is responsible for Assessment

Students will be transferred out of the district they had attended previous to becoming a ward and/or their District of Residence where they became a ward.

The Resident District where the student became a ward will work with the receiving district on providing SPED services and development of the IEP/IFSP.

**Sending District will transfer the student out.**

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 201 (Transfer Out)

**Receiving District (District of Membership) will transfer the student in.**

Category	Data
Enrollment	With appropriate Full Time Equivalency, District of Residence where the student became a Ward $\neq$ County District Number Entry Type Enrollment Code = 1XX and Residency Status = 00 – Not Applicable
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

An error will be flagged for this scenario. Please ignore this error. NDE will continue to review this error to find a solution.

**WARD OF THE COURT OR THE STATE – PLACED IN A RESIDENT DISTRICT**

**Condition: Student is Placed in a Foster Family Home Licensed or Approved by the Department of Health and Human Services or a Foster Home Maintained or Used Pursuant to Section 83-108.04 in the District of Residence Where they Resided When they Became a Ward of the Court or State.**

District of Residence is responsible for the Assessment

District of Residence will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

**WARD OF THE COURT OR STATE – NOT PLACED IN THEIR RESIDENT DISTRICT**

**Condition: Student is Placed in a Foster Family Home Licensed or Approved by the Department of Health and Human Services or a Foster Home Maintained or Used Pursuant to Section 83-108.04 and Under Section 43-1311 or 43-1312 is Not Placed in their District of Residence, Shall be Deemed a Resident of the District in Which the Foster Family Home or Foster Home is Located.**

The district where the student became a ward will work with the receiving district on providing SPED services and development of the IEP/IFSP

New District of Residence is responsible for Assessment

New District of Residence will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

WARD OF THE COURT OR STATE PLACED IN A RESIDENTIAL INSTITUTION IN THE RESIDENT DISTRICT, WHICH MAINTAINS A SPED PROGRAM APPROVED BY NDE AND NOT OWNED BY THE DISTRICT IN WHICH THE STUDENT RESIDED AT THE TIME THEY BECAME A WARD.

District of Residence is responsible for Assessment

District of Residence will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency, District of Residence = County District Number Entry Type Enrollment Code = 1XX and Residency Status = 00 – Not Applicable
Attendance	Required for all students PK through 12
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

ENROLLED PART-TIME IN RESIDENT DISTRICT; FTE IS LESS THAN OR EQUAL TO 50%

Student will not be included in Membership

Category	Data
Enrollment	With appropriate Full Time Equivalency Less than or Equal to 50%, District of Residence = County District Number Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students PK through 12
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

ENROLLED PART-TIME IN RESIDENT DISTRICT; FTE IS GREATER THAN 50%

Student will be included in Membership

District of Residence is responsible for Assessment

District of Residence is responsible to report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Greater than 50%, District of Residence = County District Number Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

**STUDENT RECEIVING SPECIAL EDUCATION SERVICES AT HOME****Condition: Resident Student With a Verified Disability age 0-21**

District of Residence is responsible for Assessment

District of Residence is responsible to report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	Special Education

Students receiving Special Education Services at Home should only be a short term placement and IEP must include a plan for a return to school.

**ATTENDS A LOCATION IDENTIFIED AS A PROGRAM WITHIN A PUBLIC DISTRICT IN RESIDENT DISTRICT****Example: Career Academy, Focus Programs, Alternative Programs and/or SPED Program**

District of Residence is responsible for Assessment

District of Residence is responsible to report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency, School Number = School of Membership Enrollment Code (7) = 1XX
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

**ATTENDS A CAREER ACADEMY AT ANOTHER DISTRICT**

**Condition: Student in Membership at Public District Other than Their Resident District, but Attends a Career Academy for Part of the Day.**

Sending District is responsible to report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Enrollment Code = 1XX
Attendance	Required for all students
Courses	Grades 9 through 12
Programs	Applicable Programs
Discipline	Grades 9-12

**ENROLLED IN A DISTRICT-OPERATED CENTER-BASED OR NON-SPED HOME-BASED EARLY CHILDHOOD PROGRAM**

**Condition: Student IN Membership at a District-operated Early Childhood Program (Including Sixpence Early Childhood Programs)**

District of Membership will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency, District of Residence =County District Number Entry Type Enrollment Code = 1XX
Attendance	Required for all students
Courses	All Students
Programs	Early Childhood with appropriate Early Childhood Education Program (See ADVISER Data Elements- 2019-2020 Page 51 or 2020-2021 Page 47 )

**01 – NDE Grant Funded Early Childhood Education Program**

**02 – Qualified NDE Grant Funded Early Childhood Education Program**

**03 – NDE Approved Early Childhood Education Program**

**04 – Qualified NDE Approved Early Childhood Education Program**

**05 – Early Childhood Birth to Age 3 Endowment Grant Program (Sixpence) – Center-based**



**ENROLLED IN A DISTRICT-OPERATED NON-SPED HOME-BASED EARLY CHILDHOOD PROGRAM**

**Condition: Student IN Membership at a District-operated Early Childhood Program (Including Sixpence Early Childhood Programs)**

District of Membership is responsible to report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency, District of Residence ≠ County District Number Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Not Required
Courses	Not Required
Programs	Early Childhood with appropriate Early Childhood Education Program (See Below)

**06** – Early Childhood Home-based Programs (NOT Special Education & NOT Sixpence)

**07** – Early Childhood Birth to Age 3 Endowment Grant Program (Sixpence) – Home-based

**08** – Early Childhood Birth to Age 3 Endowment Grant Program (Sixpence) – Child Care Partnership

**SPECIAL EDUCATION – INFANTS AND TODDLERS, ONLY RECEIVING SERVICES COORDINATION**

**Condition: Child Age Birth to Three With a Verified Disability Through IDEA, Part C, but is Not Receiving Services from the School District – Receives Only Services Coordination Through Resident District**

District of Residence is responsible to report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 Entry Type Enrollment Code = 1XX and Residency Status = 00
Programs	Special Education, Special Education Setting = 01 Home Not School Aged

**ATTENDS NONPUBLIC SYSTEM**

**Condition: Student Previously Enrolled in a Public School Now Attending a Nonpublic System – Not Receiving any Education or Services at the Public School District**

District of Residence is responsible to report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 201 (Transfer Out) and Residency Status = 00

Nonpublic System will report aggregate data.

**ATTENDS NONPUBLIC SYSTEM**

**Condition: Student has Not Been Enrolled in a Public District Prior to Attending the Nonpublic System**

Public School District will not report any student data.

Nonpublic System will report aggregate data.

PARENTALLY PLACED, ATTENDS NONPUBLIC SYSTEM, BUT RECEIVING SERVICES SUCH AS TITLE I AND/OR SPECIAL EDUCATION

**Condition: Student NOT in Membership at Resident District, Attends Nonpublic System and Receives Services from a Public District – Student is on an IEP.**

**IF** the student is attending a Nonpublic System in their District of Residence OR **IF** the student is attending a Nonpublic System **not** located in their District of Residence **AND** they are receiving services from the District of Residence.

District Responsible for Assessment = Not Applicable

District of Residence will report as follows:

Category	Data
Enrollment	With Full Time Equivalency for service provided, Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable

Nonpublic System will report aggregate data.

**PARENTALLY PLACED, ATTENDS NONPUBLIC SYSTEM RECEIVING EQUITABLE SERVICES**

**Condition: Student NOT in Membership at Resident District, Attends Nonpublic System and Receives Equitable Services from a Public District.**

**IF** the student is attending a Nonpublic System not located in their District of Residence **AND** they are receiving services from the district where the Nonpublic School is located **AND** the student opts for or receives **Equitable Services as defined in IDEA or Rule 51** then the Public District that is providing the service will report the student as follows:

Category	Data
Enrollment	<p>With Full Time Equivalency for the services the Public District is providing</p> <ul style="list-style-type: none"> <li>▪ <i>County District Number will be the County District number of the Public District providing the service</i></li> <li>▪ <i>School Number will be the nearest Public School location to the Nonpublic School with appropriate grade range for the student</i></li> <li>▪ <i>District of Residence will be the County District number of the Public District in which the student resides</i></li> </ul> <p>Entry Type Enrollment Code = 1XX and Residency Status = 00, School Number will be the nearest Public School location to the Nonpublic School with appropriate grade range for the student</p>
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable

Nonpublic System will report aggregate data.

**ATTENDS IOWA SCHOOL FOR THE DEAF**

**Condition: Student NOT in Membership at Resident District, Attends Iowa School for the Deaf.**

District of Residence is responsible for Assessment

District of Residence will report as follows:

Category	Data
Enrollment	<p>With Full Time Equivalency</p> <p>Entry Type Enrollment Code = 1XX and Residency Status = 00</p>
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12 *
Special Education	With Primary Setting Code (44) = 5 indicating separate school
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

\*The NDE Staff ID reported should be the Nebraska District IEP Case Manager/Counselor.

**ATTENDS AN ESU-OPERATED EARLY CHILDHOOD PROGRAM****Condition: Student IN Membership at a Rule 11 Approved ESU-operated Early Childhood Program**

District of Residence will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students
Courses	Grades PK
Programs	EC or other if applicable

**EXEMPT SCHOOL/HOME SCHOOL STUDENT PREVIOUSLY ENROLLED IN A PUBLIC SCHOOL****Condition: Student Previously Enrolled in a Public School now Attending an Exempt School/Home School – Not Receiving any Education or Service at the Public School District**

District of Residence will report as follows:

If student is optioning in, District of Membership will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 *Exit Withdrawal Type Enrollment Code = 201 (Transfer Out) and Residency Status = 00 *See Appendix A

Parents (or legal guardians) who choose to “home school” must annually file for exempt status under Rule 13. Exempt school general information for a particular school year, can be viewed at <https://www.education.ne.gov/fos/exempt-schools>. The status of a child/family can be found in the Exempt Schools – School District Report located in the Portal under Data Collections Tab. The resident district will continue to monitor the resident student’s enrollment status for compliance with the 79-202 (mandatory attendance). Resident students in an Exempt School/Home School are included in the public district’s census counts.

**EXEMPT SCHOOL/HOME SCHOOL STUDENT - RECEIVING SERVICES AT THE PUBLIC SCHOOL****Condition: Student Previously Enrolled in a Public School now Attending an Exempt School/Home School AND Receiving Special Education Services at the Public School District or is Enrolled Part-time at the Public School District**

District of Residence is responsible to report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Less than or Equal to 50%, District of Residence = County District Number Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	Required for all students K-12. Required for HP/PK students who are attending center based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	Special Education or other Programs if appropriate

**EXEMPT SCHOOL/HOME SCHOOL STUDENT NOT PREVIOUSLY ENROLLED IN A PUBLIC SCHOOL**

**Condition: Student has Not Been Enrolled in a Public District Prior to Attending the Exempt School/Home School**

Public School District will not report any student data.

Exempt School/Home Schools do not report student data to NDE.

Parents (or legal guardians) who choose to “home school” must annually file for exempt status under Rule 13. Exempt school general information for a particular school year, can be viewed at <https://www.education.ne.gov/fos/exempt-schools>. The status of a child/family can be found in the Exempt Schools – School District Report located in the Portal under Data Collections Tab. The resident district will continue to monitor the resident student’s enrollment status for compliance with the 79-202 (mandatory attendance). Resident students in an Exempt School/Home School are included in the public district’s census counts.

## WHAT SPECIAL PURPOSE SCHOOLS REPORT

### ENROLLED IN A SPECIAL PURPOSE SCHOOL (STATE OPERATED SYSTEMS)

**Condition: Student Enrolled at:**

- **Kearney West High School**
  - **Geneva North School**
  - **Pine Ridge Job Corps**
  - **NE Correctional Youth Facility**
- For University of Nebraska High School see below.**

Special Purpose School is responsible for Assessment

Special Purpose School is responsible for reporting as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency, District of Residence will be the student's resident district Entry Type Enrollment Code = 1XX and Residency Status = 00
Attendance	All Students
Courses	Grade Levels Appropriate
Discipline	Grades 9-12

District of Residence will report the student as Transferred Out.

### UNIVERSITY OF NEBRASKA HIGH SCHOOL

**Required to only report NEBRASKA RESIDENT STUDENTS that are NOT enrolled in other Nebraska school districts/systems. University of Nebraska High School will not report any data on students that are NOT Nebraska residents.**

University of Nebraska will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency, District of Residence will be the student's resident district Entry Type Enrollment Code = 1XX and Residency Status = 00
Courses	Grade Level Appropriate
Programs	Homeless if applicable

District of Residence will report the student as Transferred Out only if the student is no longer enrolled and taking classes in the District of Residence. Otherwise District of Residence will continue to report the student with the appropriate FTE.

## WHAT RULE 18 INTERIM SCHOOLS REPORT

### ENROLLED IN A RULE 18 INTERIM PROGRAM SCHOOL

**Condition: Student Enrolled in a Rule 18 Interim Program School** (See Page 9)

District of Residence is responsible for Assessment

If student is optioning in, District of Membership is responsible for Assessment

District of Residence will report as follows:

If student is optioning in, District of Membership will report as follows:

If student was enrolled at a Nonpublic school prior to being enrolled in the Rule 18 facility, the Nonpublic school will not be reporting the student data. The Public District of Residence or if the student had been optioning in, the District of Membership will report the data.

## WHAT ESUS REPORT

### ENROLLED IN AN ESU SCHOOL

**Condition: Student Enrolled in an ESU School** (See Page 7)

District of Residence is responsible for Assessment

District of Residence will report ALL student data

## WHAT PROGRAMS REPORT

### ENROLLED IN A PROGRAM (I.E. FOCUS, CAREER ACADEMY, ETC.)

**Condition: Student Enrolled in a Program Within a Public District in Resident District** (See Page 14)

District of Membership is responsible for Assessment

District of Membership will report ALL student data

## WHAT CONTRACTED SERVICE PROVIDERS REPORT

### ENROLLED WITH A CONTRACTED SERVICE PROVIDER THAT DOES NOT REPORT STUDENT DATA TO NDE

**Condition: Student Enrolled with a Contracted Service Provider** (See Page 7)

District of Residence is responsible for Assessment

District of Residence will report ALL student data

## WHAT NONPUBLIC SYSTEMS REPORT

### ATTENDS A NONPUBLIC SYSTEM

**Condition: Student Attends a Nonpublic System** (See Page 16)

Nonpublic System will report aggregate data.

Nonpublic System will not report the student if student was transferred out to a Rule 18 facility

Nonpublic System will assign and update Student IDs annually

## OTHER PROGRAMS

### STUDENT ATTENDS “PROJECT SEARCH”

**Condition: Student participates in Project Search**

Project Search “projects” have referring schools that share in the cost of the teacher and/or job coach. The student will remain enrolled in their district of membership and the district of membership will report all student data for the student.

## EXEMPT SCHOOL/HOME SCHOOL REPORTING

### EXEMPT SCHOOL/HOME SCHOOL STUDENT ATTENDS A PUBLIC DISTRICT ON A PART-TIME BASIS

**Condition: Parents Complete the Exempt School/Home School exemption election filing and Submit to NDE and Student Takes Class(es) at Public District – Enrolled less than 50 FTE.**

Public District will enroll the student with appropriate FTE for class/classes being taken and report the student’s data to NDE.

Parents (or legal guardians) who choose to “home school” must annually file for exempt status under Rule 13. Exempt school general information for a particular school year, can be viewed at <https://www.education.ne.gov/fos/exempt-schools>. The status of a child/family can be found in the Exempt Schools – School District Report located in the Portal under Data Collections Tab. The resident district will continue to monitor the resident student’s enrollment status for compliance with the 79-202 (mandatory attendance). Resident students in an Exempt School/Home School are included in the public district’s census counts.

### EXEMPT SCHOOL/HOME SCHOOL STUDENT NOT TAKING ANY CLASSES OR RECEIVING ANY SERVICES FROM THE PUBLIC DISTRICT

**See Exempt School/Home School Process and Coding for Enrollment in Appendix A on Page 24.**

Parents (or legal guardians) who choose to “home school” must annually file for exempt status under Rule 13. Exempt school general information for a particular school year, can be viewed at <https://www.education.ne.gov/fos/exempt-schools>. The status of a child/family can be found in the Exempt Schools – School District Report located in the Portal under Data Collections Tab. The resident district will continue to monitor the resident student’s enrollment status for compliance with the 79-202 (mandatory attendance). Resident students in an Exempt School/Home School are included in the public district’s census counts.



## APPENDIX A – EXEMPT SCHOOL/HOME SCHOOL PROCESS AND CODING FOR ENROLLMENT

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

Parents or legal guardians notified the school district they are filing for an exemption election. School district should check the Exempt Schools – School District Report (found in the NDE Portal within 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. **Note:** It is not considered an exemption election filing until it is submitted. 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 (found in the NDE Portal within the Data Collections tab) 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. **Note:** Review turnaround time is 6 weeks if the filing is complete. See Under NDE Review, Exempt Date or Filing is Incomplete below.

#### **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 (found in the NDE Portal within the Data Collections tab) shows the student as having a "Submitted" filing. See Exempt Date or Filing is Incomplete below.

#### **Exempt Date:**

Once the filing has been reviewed and found to be 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).

- 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. Exempt status must be renewed annually by July 15<sup>th</sup>.

#### **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 Section 006 of Rule 13). On the Exempt Schools – School District Report (found in the NDE Portal within the Data Collections tab), 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 (found in the NDE Portal within the Data Collections tab) and if there isn't an active application, the student should remain enrolled and if the student is not attending school, the student should be reported as absent.

### **Related Notes:**

Remember that until NDE processes an exemption election filing, the initial data included in your district report may not be accurate.

Changes in the report are reflected in real time; the status shown is the current status.

Once a filing is submitted through the Nebraska Exempt School online system, they will appear on the Exempt Schools – School District Report.

Paper filings received by NDE via regular mail or drop-off only (faxes and emails are not accepted), are typically entered within 2 business days; other than during the summer months, which could take up to 10 business days.

- Exemption elections are effective upon receipt by NDE (the "Submitted" date). This means the parents or legal guardians do not have to wait to begin homeschooling until the filing is reviewed (refer to Rule 13, Section 005). However, if upon review by NDE of the filed materials it is discovered the filing is incomplete or improper, parents/legal guardians are notified and have a stated time by which it must be completed or corrected to be effective.

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

For Students who are part of the Enrollment Option Program, and 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. The option should be cancelled as well.

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.

## APPENDIX B – CHANGE SUMMARY

### Version 4.0 (2019-2020)

1. Formatting changes
2. Dual Enrolled: Added scenario for dual enrolled student to document
3. What Public Districts Report: Changed “District/System of...” to “District of Residence...”
4. Contracted In: Changed “District of Residence for Contracting in from another state = 00-0000” to – “District of Residence for Contracting in from another state = District of Membership”.
5. Contracted Out To An Entity That Does Not Report Student Data (Contracted Service Provider, ESU, Etc.): Changed from “District of Residence is responsible for...” to –  
 “District of Residence is responsible for Assessment  
 If student is optioning in, District of Membership is responsible for Assessment  
 District of Residence will report as follows:  
 If student is optioning in, District of Membership will report as follows:”
6. Attends Rule 18 Interim-Program School: Changed from “District of Residence is responsible for...” to –  
 “District of Residence is responsible for Assessment  
 If student is optioning in, District of Membership is responsible for Assessment  
 District of Residence will report as follows:  
 If student is optioning in, District of Membership will report as follows:”
7. What Rule 18 Interim Schools Report: Changed from “District of Residence is responsible for...” to –  
 “District of Residence is responsible for Assessment  
 If student is optioning in, District of Membership is responsible for Assessment  
 District of Residence will report as follows:  
 If student is optioning in, District of Membership will report as follows:”
8. Exempt School/Home School Student Previously Enrolled In A Public School: Changed from  
 “District of Residence is responsible for...” to –  
 “District of Residence will report as follows:  
 If student is optioning in, District of Membership will report as follows:”
9. Enrolled part-time in resident district; FTE is less than or equal to 50%: Added “Student will not be included in Membership.”
10. University of Nebraska High School: Removed Attendance reporting requirement
11. What Rule 18 Interim Schools Report – Enrolled In A Rule 18 Interim Program School: Added “If student was enrolled at a Nonpublic school prior to being enrolled in the Rule 18 facility, the Nonpublic school will not be reporting the student data. The Public District of Residence or if the student had been optioning in, the District of Membership will report the data.”
12. What Nonpublic Systems Report: Added “Nonpublic System will not report the student if student was transferred out to a Rule 18 facility”.
13. Exempt School/Home School – Receiving Services At The Public School: Added “or Enrolled Part-time in the Public School District”.

14. Appendix A is now – Exempt School/Home School Process and Coding for Enrollment (formerly Appendix B)
15. Appendix B is now – Change Summary (formerly Appendix A)
16. Exempt School/Home School in Appendix A: Additional/Updated information
17. Related Notes added to Appendix A

Version 3.1 (2018-2019) – April 24, 2019

1. Added references to attendance exclusions back into guidance
2. Removed notes about Early Childhood attendance reporting previously added
3. Separated Early Childhood cases

Version 3.0 (2018-2019) – March 15, 2019

1. Removed references to any attendance exclusions
2. Added notes about Early Childhood attendance reporting
3. Combined duplicate Early Childhood cases
4. Added Appendix A – Change Summary
5. Changed Appendix – Exempt School/Home School Process and Coding for Enrollment to Appendix B
6. Miscellaneous fixes