

Nonpublic Systems Reporting Guidance Student and Staff 2020-2021 School Year

Please refer to the following calendars:

ADVISER Calendar (Nonpublic Systems need refer to Staff portion only) – [2020-2021 ADVISER Calendar](#)

CDC (Consolidated Data Collection) Calendar – [2020-2021 Consolidated Data Collections Calendar](#)

PORTAL ACCOUNTS

The NDE Portal is a web interface that provides access to the Student and Staff Reporting.

Student and Staff tab:

ADVISER Person ID (student ID numbers)

Staff Reporting 2020-2021

NDE Staff ID

NSSRS Validation

Data Collections tab:

Consolidated Data Collection (CDC)

Nonpublic Curriculum Reporting System 2020-2021

Counselor and Library/ Media Not Endorsed 2020-2021

Teacher Vacancy Survey – 2020-2021

Staff members should have their own NDE Portal accounts. The NDE Portal accounts are not to be shared. Login ID and Password should not be given to others to log onto the Portal. To register for a Portal account, from the Portal Home Page <https://portal.education.ne.gov>, click on **Register**. The users will set up their own Portal account and will choose their own Login ID and Password. The District Administrator can provide the appropriate activation code for each user's use. NDE does not give out activation codes.

Detailed instructions on activation codes and Portal accounts (and other valuable information) can be found under the **Help** tab in the Portal.

Password Requirements: Passwords **must** be changed every 90 days – If the password has expired, a prompt will display requesting the password to be changed. (Passwords need to be 8-20 characters with at least one number and one letter – no special characters are allowed.)

It is important that Portal contact information be current as this is how NDE staff keep in contact. The **My Profile** tab on the user's Portal account is where this information can be updated. Portal accounts are User Accounts and follow the user. They do not belong to the school or system.

DISTRICT ADMINISTRATOR RESPONSIBILITIES

It is the District Administrator's responsibility to manage their staffs' access to the NDE Portal collections under **Data Collections** and **Student & Staff** tabs.

Under the **Help** tab in the NDE Portal is the document **District Administrator Responsibilities** and other valuable documents. This document is a guide on how to add and remove collections from an account in addition to viewing and managing the adding or removing of district users and their activation codes.

ADVISER Person ID

Nonpublic staff will use the **ADVISER Person ID** collection to obtain NDE student ID numbers for new students and update returning student data at the beginning of the school year. (An Activation Code is required.)

Log onto the NDE Portal and locate the **ADVISER Person ID** collection under the **Student & Staff** tab. (Activation Code is required.)

Maintaining students' data in the ADVISER Person ID system is important for matching students eligible for free and reduced priced meal benefits in the Nutrition Services Direct Certification process and assisting district/system staff to identify students who leave or transfer between districts/systems. A district/system staff member can search for a student's NDE Student ID if a student transfers into a school or assign an NDE Student ID if one does not exist for the student.

ADVISER Person ID Instructions can be found on the Nonpublic Resources webpage:

[ADVISER Person ID Instructions](#)

These instructions can also be found within the collection itself in the upper right corner above the user's login ID.

All students' ID numbers should be updated every year at the beginning of the school year, when students enter after the initial update and anytime a student's information changes throughout the school year.

NUTRITION SERVICES Direct Certification and Verification for Nonpublic Schools

Direct Certification and Verification are required for all school districts/systems participating in the National School Lunch Program (NSLP). Participating Nonpublic schools must submit a current 'membership or roster list' that contains all students enrolled in Grades PK-12 three times (3) each school year: August 31, October 31, and February 28. Additionally, any student that transfers into the school must also be submitted. Membership or roster lists can be uploaded to the **Enrollment** screen of the Child Nutrition Program (CNP)/ Direct Certification System, or **Student Unique-Identifier** collection in the NDE Portal.

School staff should regularly review the Direct Certification Match List located in the CNP/Direct Certification System to identify new students receiving free or reduced price meal benefits. If a student enrolls at a school, school staff can determine if the student is directly certified for free or reduced price meals by entering the student's information into the **Student Lookup** screen in CNP/Direct Certification System.

School staff must complete the Verification Report in the CNP system by November 15 of the current school year. The data from the Verification Report is received by NDE to gather information about the number of directly certified students and the number of students eligible for free or reduced price meals.

More information about Direct Certification and Verification is located at: <https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/direct-certification-and-direct-verification/>

The Child Nutrition Program (CNP) system is located at: <https://nutrition.education.ne.gov>

If you have any questions contact: Office of Nutrition Services at nde.nsweb@nebraska.gov

STAFF REPORTING

NDE Staff ID

The **NDE Staff ID** collection is located under the **Student & Staff** tab in the NDE Portal. (Activation Code is required.)

Instructions for **NDE Staff ID** collection are located on the NSSRS Resources page:
[NDE Staff ID](#)

STAFF REPORTING 2020-2021 (Staff Demographics and Staff Position Assignments)

Open: AUGUST each year – Due: SEPTEMBER 15

Revisions are accepted through December 2 for the extract for Nonpublic Curriculum Reporting. Additions/Exits/Changes are accepted any time during the year, with a final due date of June 15, audit window close date June 30.

The Staff Reporting collection is located under the **Student & Staff** tab in the NDE Portal. (Activation Code is required.)

Staff Reporting is a **3 step** process. Make sure you do all 3 steps to ensure complete and accurate staff data.

STEP 1: ENTER, UPDATE STAFF

NDE will provide the information on all staff from the previous year. Information can be edited directly online **OR** a file can be downloaded, edited and uploaded again.

Instructions for Staff Reporting are located on the [Staff Reporting Resources](#) page and also in the Staff Reporting collection under a button **Staff Manual:**
[Staff Reporting 2020-2021](#)

When completing the **Staff Reporting 2020-2021**, double check to make sure the email addresses are correct for each staff member. If a correction is made to the email address, also have the staff member log onto their NDE Portal account under the **My Profile** tab and verify their email address is correct or have them update it. NDE uses the email addresses from Staff Reporting and the NDE Portal for communications; so keeping them accurate and current is very important.

STEP 2: NSSRS VALIDATION – ERRORS AND WARNINGS

Once the Staff Reporting has been completed, the following day, check the **NSSRS Validations** collection, located under the **Student & Staff** tab in the NDE Portal for errors.
(Activation Code is required – UserType: Staff Data Steward.)

Review errors for Staff – If there are errors, resolve them in the Staff Reporting collection if appropriate. After making corrections in Staff Reporting, run the Reprocess Errors to see if they clear. (Some corrections do have to process overnight in order for them to clear.)

STEP 3: NSSRS VALIDATION – STAFF VERIFICATION REPORTS

CURRENT CERTIFICATION REPORT

The report includes staff reported with their certificate information at the time the report is run. The report includes all current certificates, endorsements and level of endorsement, and certificate expiration date (endorsement expiration date is shown if provisional). Please direct any questions on this information to Educator Certification at 402-471-0739.

CURRENT PERSONNEL REPORT

The report consists of the staff reported in the **Staff Reporting 2020-2021** collection. Staff Demographics and Staff Position Assignments for the selected school year need to have been entered/uploaded.

TEACHERS ASSIGNED OUT OF ENDORSED AREA OR LEVEL

Data entered into the **Nonpublic Curriculum Reporting System** is checked against the Educator Certification database to see if staff hold the appropriate endorsements and levels of endorsements to validate compliance with Rule 10 or Rule 14 teacher endorsement percentages. Please direct any questions on this information to Accountability, Accreditation, & Program Approval at 402-471-2444. This report will be available sometime in March.

DATA COLLECTIONS

Counselor and Library/Media Not Endorsed 2020-2021

Opens December each year – Watch for an NDE Bulletin announcement

The **Counselor and Library/Media Specialists Not Endorsed 2020-2021** collection is designed to identify any guidance counselors or library/media specialists who are not currently endorsed in these areas, or who currently hold a Provisional Endorsement, and are serving in that capacity and coded in Staff Reporting with a position assignment code assigned to either the Counselor or Library/Media positions while they are enrolled in a program to complete their endorsement.

The site requires districts to annually update the progress being made by the identified individuals toward their completion of either the counselor or library/media specialist endorsement. Data that was entered for the 2019-2020 school year is now also shown in the collection. School district personnel need to enter the number of hours/program of study, etc. for each staff member listed on this report for the 2020-2021 school year.

NOTE: The option for allowing individuals not properly endorsed to serve in either capacity is described in Rule 10, Section 007.04B Media/Technology Staff and Section 007.05D Guidance Staff. It requires each individual to be enrolled in and complete a minimum of 6 credit hours/year toward completion of their endorsement in order to use the position assignment code for that position in the Staff Reporting.

The **Counselor and Library/Media Specialists Not Endorsed 2020-2021** collection will be found under the **Data Collection** tab in the NDE Portal. (An Activation Code is required.)

Districts that will be required to complete the **Counselor and Library/Media Specialists Not Endorsed 2020-2021** collection will be notified by NDE via email.

Teacher Vacancy Survey

Opens October each year – Watch for an NDE Bulletin announcement

The annual Teacher Vacancy Survey collects statewide teacher vacancy information that is used to determine teacher shortage areas. This information is used to qualify content areas eligible for a number of state and federal teacher loan forgiveness opportunities and to inform research regarding teacher supply and shortage initiatives. Public districts, Nonpublic systems, and Educational Service Units will find the **Teacher Vacancy Survey – 2020-2021** in the NDE Portal under the **Data Collections Tab**. (An Activation Code is required.)

CONSOLIDATED DATA COLLECTIONS (CDC)

The **Consolidated Data Collection (CDC)** is located under the **Data Collections** tab in the NDE Portal. See the CDC Calendar for details on individual collections and their due dates. (Activation Codes are required for each different type of collection.)

The System Administrator will need the **Approver** UserType activation code to approve each collection after it is submitted. This activation code can also submit each collection.

CDC Collections Nonpublic Systems Need to Complete and Due Dates:

CDC Collection Name	Due Date	Audit Window Close Date	Activation code UserType required
Nonpublic Dropout Report	October 15	October 31	General
Nonpublic Membership Report	October 15	October 31	General
Substitute Teachers	June 15	June 30	Staff
Nonpublic High School Completer Report	June 15	June 30	General
Days in Session/Instructional Program Hours	June 15	June 30	General
ESU/District/System/Schools Information Report	June 15	June 30	General
Pupil Transportation	June 15	June 30	Transportation
Reports of Suspensions/Expulsions	June 15	June 30	Discipline
Request To Submit Data Late or Make a Changes	Open All Year (To request to submit data late after Audit Window is closed)		General

NONPUBLIC CURRICULUM REPORTING SYSTEM 2020-2021

The **Nonpublic Curriculum Reporting System 2020-2021** is located under the **Data Collections** tab in the NDE Portal.

DUE: February 28

(Activation Code is required.)

The Nonpublic Curriculum Reporting System collects data on courses teachers teach for use in determining compliance with Rules 10 and 14, Instructional Units, Percent of teachers teaching in their Endorsed Area.

Nonpublic Curriculum **MUST** be reported for all teachers with assignment codes of X-1150, X-1160, S-1161, S-1162 and X-1170 at the Elementary, Middle and Secondary locations that were reported in the Staff Position Assignment record in the Staff Reporting for the current school year.

2020-2021 Course Codes & Clearing Endorsement document can be found at: [Course Codes and Clearing Endorsements 2020-2021](#).

DUE DATES ARE DUE DATES

NDE recommends all District/System Administrators contact his or her Data Steward to ensure processes are in place to validate and verify submitted data so that the district is not harmed by a lack of data, incorrect data or inadequate review processes. This may require that the District/System Administrators assist the Data Steward in the verification process as it is simply too much to ask one person to catch all inaccuracies that may exist in the data.

Due Date: A date when data must be submitted.
All CDC collections need to be submitted.

Audit Window Close Date: The Audit Window allows Districts/Systems and NDE Staff to review the submitted data and make necessary adjustments. Districts must ensure final approval occurs during the Audit Window.

All CDC collections must be approved on or before the Audit Window Close Date.

Need to make changes BEFORE the Audit Window Close Date but the collection has already been approved?
Contact the NDE Helpdesk at ADVISERHelp@nebraskacloud.org.

Need to make changes AFTER the Audit Window Close Date?

Requests to change data after the Audit Window Close Date requires the submission of the **Request to Submit Data Late or Make Data Changes** which is available within the **Consolidated Data Collection (CDC)**.

QUESTIONS:

If there are any questions about the above information, please contact the NDE Helpdesk at ADVISERHelp@nebraskacloud.org.