



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

Upcoming Due Dates/Dates of Importance

2020/21 School District Expenditure Exclusions Requiring State Board Approval (requests due September 10, 2020)

The expenditure exclusions requiring State Board Approval, due dates for succeeding State Board meetings, and template letters are available on the School District Budgeting webpage at <https://www.education.ne.gov/fos/budgeting-school-district/>.

- Email exclusion requests to Michelle Cartwright at michelle.cartwright@nebraska.gov.
- Requests for the October 2, 2020 State Board Meeting must be received by 5:00 PM on September 10, 2020.

2020/21 School District Budget & LC-2 (Due September 20)

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 **single pdf**; ***submissions by email or sent by mail will not be accepted.***

- Contacts: Janice Eret at (402) 471-2248 or janice.eret@nebraska.gov, or Michelle Cartwright at (402) 471-0526 or michelle.cartwright@nebraska.gov.
- 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.

2019/20 School District Annual Financial Report (AFR) (AFR Test Site Opening September 1, 2020)

The AFR Test site is opening September 1, districts should test your 2019/20 AFR account codes now to verify your upload will be accepted when the final AFR information is uploaded beginning October 1. The test site is located at https://afreven.education.ne.gov/uploadafrfile_Test. The test site checks for errors, including AgencyID (County District number), Account Codes, etc.

We are asking districts to upload their test file, correct any errors, and re-upload the AFR Test File until all the errors have been corrected.

Districts need to be using the 2019/20 Master Account Code list available at the following link:

https://cdn.education.ne.gov/wp-content/uploads/2020/06/1920SchDistrictMasterCodeList_rev061520.xlsx. Also refer to the 2019/20 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.**

- Contacts: Janice Eret at (402) 471-2248 or janice.eret@nebraska.gov, or Michelle Cartwright at (402) 471-0526 or michelle.cartwright@nebraska.gov.

CDC Data Collections for 2020/21 State Aid (Opening September 1, 2020; Due October 15, 2020)

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.

Estimated Expenditure for LEP and Poverty (CDC Collection, Opening September 1, 2020; Due October 15, 2020)

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.

Information/Documents Recently Made Available

Exempt (Home) Schools – 2020/21 School Year [Open in the NDE Portal]

Resident school districts can access their district’s 2020/21 Exempt Schools – School District Report” in the NDE Portal. Refer to the 08/11/2020 email to superintendents for further information (see attached pdf copy).

Please advise your staff to review the district’s report first 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

2019/20 Audit Confirmation Information

<https://fos.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

**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

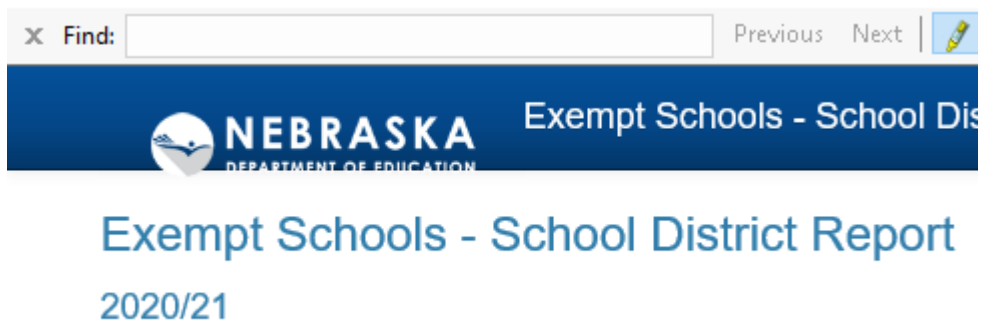
From: NDE SFOS
Sent: Tuesday, August 11, 2020 11:08 AM
Subject: NDE: 2020/21 Exempt Schools – School District Report
Attachments: 2021_StatusDescriptions_CodingForEnrollment.pdf

The 2020/21 Exempt Schools – School District Report is open via the NDE Portal at <https://portal.education.ne.gov>. **Review the following information BEFORE you view the report in the Portal.**

- Paper submissions received as of 07/31/2020 have been logged and are included on the report. Online filings show up on the school's report immediately upon submission.
- Paper filings and filings to add a student to an existing exempt school roster received after 07/31/2020 have not been logged. We anticipate the logging of filings will be up-to-date in 7-10 business days. Please check the report frequently and refrain from contacting the parents during this time.
- Changes in the report are reflected in real time; the status shown **is** the current status.
- Provide the activation code and this email to all applicable staff at your district. Please advise your staff to refrain from contacting parents or checking with NDE on filing status at this time.
- For further information, select the "Status Descriptions/Coding for Enrollment" button on the report screen; the document is attached to this email as well.
- Most submissions received by June 30th 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.
- Exemption elections *are effective upon receipt by NDE*. This means the parent(s) can begin as planned and do not have to wait for the Acknowledgement Letter to begin. Additionally, the student **does not** need to attend the local district while waiting for the Acknowledgement Letter, and should **not** be counted absent. Refer to Question D28 of the [Exempt School Program - FAQ document](#) for further information.
- Submissions received July 1 & 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.
- 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 and the option should be cancelled.

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, send an email to 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 [for certain browsers].



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/>

Beth Bolte, Program Associate
Exempt School Program Office
Nebraska Department of Education
E-Mail: beth.bolte@nebraska.gov
Exempt School Program: <https://www.education.ne.gov/fos/exempt-schools/>

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



NEBRASKA

DEPARTMENT OF EDUCATION

2020/21 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.](#)

Parents or legal guardians notified the school district they are filing for an exemption election. The 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 typically 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 15th.

Filing was Incomplete. School has been notified:

IF a filing is under “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.

- All (online & paper) exemption filings *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. 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.

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 or 402/471-2795 or
 - Micki Iverson: micki.iverson@nebraska.gov or 402/471-1894
- Questions about the NDE Portal or Enrollment reporting can be directed to the NDE Helpdesk:
 - By email: ADVISERHelp@nebraskacloud.org
 - By phone (voicemail only) - 888-285-0556 (toll free)