

Nonpublic Systems Reporting Guidance Student and Staff 2021-2022 School Year

Please refer to the following calendars:

ADVISER Calendar (Nonpublic Systems need refer to Staff and Person ID portions only) – [2021-2022 ADVISER Calendar](#) or <https://www.education.ne.gov/dataservices/adviser-resources/#1533221754224-f94d3fa3-afdc>
CDC (Consolidated Data Collection) Calendar – [2021-2022 Consolidated Data Collections Calendar](#) or <https://www.education.ne.gov/dataservices/consolidated-data-collection-cdc/#1535560941945-1dd47ef7-d583>

THE NDE BULLETIN

The NDE Bulletin is used to share up-to-date information regarding a wide variety of programs and processes happening at NDE. Subscribers will receive email notifications and bulletins are posted on the NDE Bulletin website, <https://www.education.ne.gov/bulletin/>.

Subscribers will receive the bulletin notification in their email, according to their selected category/categories and delivery frequency. This email is only sent once. However, the notification is posted on the NDE Bulletin website until it expires.

To subscribe:

1. Click the envelope icon in the upper right corner.



2. Enter your First Name, Last Name and Email Address.

Subscribe

Form fields for subscription:

- First Name
- Last Name
- E-Mail (REQUIRED)

Red arrows point to each of these three input fields.

3. Uncheck the box for Send me all items. This will display multiple categories available for selection.

Which categories of updates do you wish to receive?
(This can be changed later. If you are already subscribed, please use the manage link in your email to change your preferences.)

Send me all items

Uncheck *Send me all items* to see a list of all available categories.

A red arrow points to the checked checkbox.

4. Select the box next to Nonpublic System. This automatically selects all subcategories within this category.

Send me all items

Educational Service Unit **8 SUBCATEGORIES**

Nonpublic System **5 SUBCATEGORIES**

Postsecondary **4 SUBCATEGORIES**

OR

5. Click the button to the right of Nonpublic System to see the available subcategories for selection.

- Nonpublic System **5 SUBCATEGORIES**
- Consolidated Data Collections - Nonpublic
 - Data Collections - Nonpublic
 - Other
 - Person ID
 - Staff Reporting

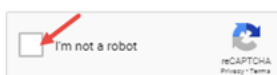
6. Select how often to receive the bulletin items.

How often do you wish to receive updates?
(this can be changed later)

Right Away Daily Digest Weekly Digest

- a. Right Away – As soon as a bulletin is published to the website, an email is sent to the subscriber.
- b. Daily Digest – All bulletin items published in one day are sent in one email. (This does not mean subscriber will get one email every day, as bulletins are not published every day.)
- c. Weekly Digest – If there are any bulletin items published during the week, a digest of these items is sent to the subscriber on Thursday afternoon. Note: If a new bulletin item is published on a Friday, the Weekly subscriber will not receive the item until the following Thursday.

7. Check the I'm not a robot box, solve the picture grid if one displays, and click the Subscribe button.



SUBSCRIBE

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PORTAL ACCOUNTS

The NDE Portal is a web interface which provides access to Student and Staff Reporting and other Data Collections.

Nonpublic school staff, who submit data to the state, should each have their own NDE Portal account. The NDE Portal accounts are not to be shared so each person at the Nonpublic system should have their own Login ID and Password. To register for a Portal account, from the Portal Home Page <https://portal.education.ne.gov>, click **Register**. Each user will set up their own Portal account and choose their own Login ID and Password.

Detailed instructions on how to create a portal account and what activation codes are, can be found within 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 be changed. (Passwords must 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 kept up to date, as this is how NDE staff keep in contact with Nonpublic systems. This information can be updated in the **My Profile** tab within each user's Portal account. Portal accounts belong to the portal user and do not belong to the school or system for multi-person use.

Student and Staff tab:

ADVISER Person ID (student ID numbers)

NDE Staff ID (staff ID numbers)

Staff Reporting 2021-2022 (staff demographic and position assignment data)

NSSRS Validation (validates the information entered in Staff Reporting)

Data Collections tab:

Consolidated Data Collection (CDC) (a collection of collections)

Nonpublic Curriculum Reporting System 2021-2022 (collects courses teachers teach)

Counselor and Library / Media Specialist Not Endorsed 2021-2022 (identifies guidance counselors or library/media specialists who are not currently endorsed in these areas)

Teacher Vacancy Survey 2021-2022 (used to determine teacher shortage areas)

DISTRICT ADMINISTRATOR RESPONSIBILITIES

It is the District Administrator's responsibility to manage their staffs' access to the NDE Portal collections located within the **Data Collections** and **Student & Staff** tabs. The District Administrator provides appropriate activation codes for each user's use. The NDE does not give out activation codes. The District Administrator is usually the Principal or Head Teacher at the Nonpublic System.

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

STUDENT & STAFF (NSSRS) TAB

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 each school year.

(Activation Code is required.)

Maintaining student data in the ADVISER Person ID collection is important for matching student free and reduced-price meal benefit eligibility in the **Nutrition Services Direct Certification** process (see the **NUTRITION SERVICES Direct Certification and Required Verification of Meal Applications for Nonpublic Schools** section below). It is also helpful in 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](#) or <https://www.education.ne.gov/dataservices/nonpublic/#1535721891762-ce37c3e7-f123>. These instructions can also be found within the collection itself in the upper right corner above the user's login ID.

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

NUTRITION SERVICES Direct Certification and Required Verification of Meal Applications for Nonpublic Schools

Direct Certification is 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. Membership or roster lists can be uploaded to the **Enrollment** screen of the Child Nutrition Program (CNP)/ Direct Certification System, or **ADVISER Person ID** collection in the NDE Portal. Additionally, students who transfer into the school at any point during the school year must have their ID assigned/updated to the district/system in the ADVISER Person ID collection.

School staff should regularly review the Direct Certification Match List located in the CNP/Direct Certification System to identify students newly eligible for 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](#) or <https://nutrition.education.ne.gov/Splash.aspx>.

School staff must conduct verification of meal applications received during the current school year before completing the Verification Report in the CNP system by November 15. The Verification Report provides the NDE with information about the number of students who are directly certified to receive free or reduced-price meals, in addition to the number of students who qualify for free or reduced-price meals based on a household application.

More information about Direct Certification 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.

NDE STAFF ID

The **NDE Staff ID** collection is for creating new, or searching for existing, NDE Staff IDs.

(Activation Code is required.)

Instructions for **NDE Staff ID** collection are located on the Staff Reporting Resources webpage: [NDE Staff ID](#) or https://staffid.education.ne.gov/documents/STAFFID_USER_GUIDE.pdf.

STAFF REPORTING 2021-2022 (Staff Demographics and Staff Position Assignments)

Open: AUGUST

Fall Due Date: SEPTEMBER 15

Nonpublic Curriculum Extraction Due Date: DECEMBER 2

Year End Due Date: JUNE 15

All employees of the District/System/ESU must be reported through Staff Reporting using the Staff Demographics and Staff Position Assignments file specifications except:

- Substitute teachers: This information will be submitted through the Consolidated Data Collection (CDC) Substitute Teachers collection. Due June 15.
- Staff in positions not requiring certification except those included in Appendix C of this manual. Non-certificated staff can be reported through the Consolidated Data Collection (CDC) Non-Certificated Staff collection. Due Oct 15.
- Staff that are exclusively summer school staff.

Additions/Exits/Changes are accepted any time during the year, with a final due date of June 15, audit window close date June 30.

(Activation Code is required.)

Staff Reporting is a **3 step** process. Completing all 3 steps will ensure accurate staff data reporting.

Step 1: Enter, Update Staff

NDE will auto load all staff information from the previous year.

Data 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: [Staff Reporting 2021-2022](#) or <https://www.education.ne.gov/dataservices/staff/> and in the Staff Reporting collection under the button **Staff Manual**.

When completing **Staff Reporting 2021-2022**, ensure email addresses are correct for each staff member. (If a correction is made to the email address in Staff Reporting, please ensure the same staff member logs into their NDE Portal account (if they have one) and updates their contact information within the **My Profile** tab.) NDE uses the email addresses from Staff Reporting and the NDE Portal for communications, so keeping them accurate and up to date is very important.

Step 2: Errors And Warnings

NSSRS VALIDATION

Once Staff Reporting has been completed, on 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 Reprocess Errors (in NSSRS Validation) to see if they clear. (Some corrections require an overnight process to clear.)

Step 3: – Staff Verification Reports

Within **NSSRS Validation** there are Verification Reports. Review the following:

Current Certification Report

The report includes staff reported, including their certificate information, at the time the report is run.

The report includes all current certificates, endorsements, level of endorsement, and certificate expiration date (endorsement expiration date is shown if provisional).

Please direct any questions to Educator Certification at 402-471-0739.

Current Personnel Report

The report consists of all staff reported in the **Staff Reporting 2021-2022** 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

This report verifies data entered into the **Nonpublic Curriculum Reporting System** and checks against the Educator Certification database to ensure 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 to the Office of Accountability, Accreditation, & Program Approval at nde.accreditation@nebraska.gov. This report is typically available in March.

DATA COLLECTIONS TAB

CONSOLIDATED DATA COLLECTIONS (CDC)

The **Consolidated Data Collection (CDC)** is a collection of collections.

(Activation Code(s) required for each different type of collection.)

The District 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	Collection Description
Nonpublic Dropout Report	October 15	October 31	General (or All)	Collects Nonpublic dropout data
Nonpublic Membership Report	October 15	October 31	General (or All)	Collects membership data from Nonpublic Systems
Substitute Teachers	December 15 and June 15	January 15 and June 30	Staff (or All)	Collects the number of days Substitute teachers teach
Nonpublic High School Completer Report	June 15	June 30	General (or All)	Collects the number of Completers for each nonpublic system that has the potential of serving students in grade 12
Days in Session/Instructional Program Hours	June 15	June 30	General (or All)	Collects days in session by grade; Instructional Program Hours for KG, Elem & Sec
ESU/District/System/Schools Information Report	June 15	June 30	General (or All)	Collects demographic data for ESUs, Districts, Systems and Schools for the next school year
Pupil Transportation	June 15	June 30	Transportation (or All)	Collects Transportation/bus information
Report of Suspensions/Expulsions	June 15	June 30	Discipline (or All)	Collects the number of Suspensions and Expulsions
Request To Submit Data Late or Make a Changes	Open All Year		General (or All)	This collection allows districts / systems to submit a request to make data changes after a deadline or to submit late collections past due

COUNSELOR AND LIBRARY/MEDIA SPECIALIST NOT ENDORSED 2021-2022

The **Counselor and Library/Media Specialist Not Endorsed 2021-2022** 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 collection opens approximately November/December through March each year – Watch for an NDE Bulletin announcement.

(Activation Code is required.)

The collection 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 2020-2021 school year is also displayed. School district personnel need to enter the number of hours/program of study, etc. for each staff member listed on this report for the 2021-2022 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.

Districts required to complete the **Counselor and Library/Media Specialists Not Endorsed 2021-2022** collection will be notified by NDE via email.

NONPUBLIC CURRICULUM REPORTING SYSTEM 2021-2022

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.

DUE: February 28

(Activation Code is required.)

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.

2021-2022 Course Codes & Clearing Endorsement document can be found at: [Course Codes and Clearing Endorsements 2021-2022](#) or <https://www.education.ne.gov/dataservices/adviser-resources/#coursecodes>.

TEACHER VACANCY SURVEY

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.

Opens October each year – Watch for an NDE Bulletin announcement

(Activation Code is required.)

DUE DATES ARE DUE DATES

The NDE recommends all District/System Administrators and Data Stewards ensure processes are in place to validate and verify submitted data so that the district/system 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.

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)**. The Request to Submit Data Late is made after consultation with an NDE Program Specialist. Once the district/system submits the request, the Helpdesk staff will confirm the appropriateness of the request with the appropriate NDE Program Specialist.

QUESTIONS:

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