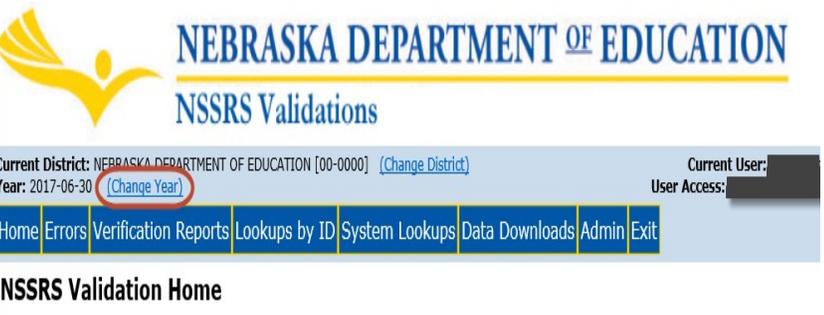# Completer/Graduate Reports
Quick Reference Guide

March 17, 2017

The instructions below will walk you through how to review the Completers submitted from your district.

Completer Verification Report	
1. Log into the Portal **If you do not have a portal account please see "Setting Up Portal Accounts" found in the "Help" tab.*	
2. Click on the **"Student & Staff (NSSRS)"** Tab	
3. Click on the NSSRS Validation link	
4. On the Validation home page click on the **"Change Year"**.	

5. Click the dropdown box and select the year, then click the **"Select"** button.	**Change Years** **Current School Year: 2017-06-30** [2017-06-30 ▾] [Select]
6. Two new tabs will display under the Verification Reports; Student or Staff. Select **"Student"**.	**Current District:** NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) **Year:** 2016-06-30 (Change Year) Home │ Errors │ Verification Reports │ Lookups by ID │ System Lookups │ Data Downloads │ Admin │ Exit Student Staff **NSSRS Validation Home** **District Progress:**
7. On the Validation page click on the "**Verification Reports**" link. ***NOTE:** This will report information from the 2015-2016 school year.*	**Current District:** NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) **Year:** 2016-06-30 (Change Year) Home │ Errors │ Verification Reports │ Lookups by ID │ System Lookups │ Data Downloads │ Admin │ Exit **NSSRS Validation Home** **District Progress:**
8. Several sections of Student Verification Reports will display. Select **"Enrollment"**	**Current District:** NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) **Year:** 2016-06-30 (Change Year) Home │ Errors │ Verification Reports │ Lookups by ID │ System Lookups │ Data Downloads │ Admin **Student Verification Reports** General and Miscellaneous Assessment Career Education Early Childhood Enrollment Graduation Cohort Membership and Attendance Special Education State Aid Student Grades Title I

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9.	Select **"Completers"**. ***NOTE:*** *Completer codes and Noncompleter codes have changed for 2016-2017.*	
10. 11.	If page displays "**No Records Returned**" that means that your district has NOT submitted completer data. If completers were submitted the page will display a report.	

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	Student Look Up by Demographics	
1.	**Follow Steps 1-5 Above**	
2.	On the **Validation** page, click on the **"System Lookups"** tab.	**Current District:** NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) **Year:** 2017-06-30 (Change Year) — User Ac... / Home Errors Verification Reports Lookups by ID **System Lookups** Data Downloads Admin Exit / **NSSRS Validation Home** / District Progress:
3.	In the dropdown options, click on **"Student by Demographics"**	**Current District:** NEBRASKA DEPARTMENT OF EDUCATION [00-0000] (Change District) **Year:** 2017-06-30 (Change Year) — U / Home Errors Verification Reports Lookups by ID System Lookups Data Downloads Admin Exit / **NSSRS Validation Home** / District Progress: *Window:* TITLE III AND LEP IMMIGRANT COUNTS EXTRAC... / Template Name: STUDENT, STUDENT SUMMARY ATTENDANCE / Change Window: Choose / District Progress Help (pdf) / Dropdown: Graduation Cohort Analysis Tool / Programs Fact / Special Education Snapshot / **Student by Demographics** / Student Grades / Student Summary Attendance / Accountability Count Verification
4.	From this dropdown box select either the **Student Template** or the **October Student Snapshot**	**Student Lookup by Demographics** / Template: Student ▾ / Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select addition below (**Columns On Report**). Read the Instructions for more information.

The instructions below will walk you through how to review the Completers submitted from your district.

5. Scroll down to the **"Enrollment Code"** section and click in the **Check Box** to the left of the text. 6. Using the Shift key on your keyboard, select **Enrollment Codes 210 – Completer Regular Diploma, 211 – Completer Alternateive Diploma & 212 – Noncompleter** from the list to the right. ***NOTE:*** *For School Years prior to 2016-2017 enrollment code* **203-Completer Diploma** *and* **204- Completer No Diploma**	☐ Home or Native Language Student / Student Snapshot: Home Language Code (123) ☐ ☐ Expected Graduation Year Student / Student Snapshot: Graduation Year (53) ☐ ☑ Enrollment Code School Enrollment: Enrollment Code (7) 209 - Withdrawal from Mandatory Attendance **210 - Completer: Graduated with a Regular or Advanced** **211 - Completer with an Alternative/Modified Diploma** **212 - Noncompleter** ☐ ☐ Residence Status School Enrollment: Residence Status Code (10) 0 - Not Applicable 1 - Contracted In From Another Nebraska Public School 2 - Contracted In By Individual or Nonpublic 3 - Contracted In From Another State ☐ ☐ District of Residence Student / Student Snapshot: District Code of Residence (117) ☐

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☐ Foreign Exchange Student Student / Student Snapshot: Foreign Exchange Student (73)	○ Yes ○ No		☐
☐ Single Parent Student / Student Snapshot: Student is a Single Parent (120)	○ Yes ○ No		☐
☐ Nonpublic Targeted Assistance Student / Student Snapshot: TArgeted Assistance (44)	○ Yes ○ No		☐

7. Scroll down to the bottom of the page and click on the **"Get Results"** button.
   a. If the page displays **"No Results to Return"** that means that your district has **NOT** submitted completer data.
   b. If completers were submitted, the page will display a report with a list of students that were coded as completers/non completers.

◉ Results in Browser ○ Results in Excel

[Get Results] [Reset Form]

Student Lookup by Demographics

STUDENT TEMPLATE Data
Enrollment Code = '210 - Completer: Graduated with a Regular or Advanced Diploma' or '211 - Completer with an Alternative/Modified Diploma' or '212 - Noncompleter'

No Results to Return