

Important information regarding data submission:

1. Summary – Allowable Excess Costs (03-0-0000) Section, an amount **must be** entered in Line 03-0-9999 and the “Save Data” button **must be** selected. This is the total amount of allowable expenditures claimed for School Age; the payment is based on this number being entered and saved.
2. Main Menu – “Approve Forms” button. (The following steps **must be** completed).
 - a. Select the “Approve Forms” button.
 - b. Enter the requested information.
 - c. Select the “Submit” button. The “Submit” button submits the data to NDE for final approval.
3. Owned/Operated Programs (01-1-0000) Section, Educational Sign Language Interpreter (110) must be certified per Title 92, Nebraska Administrative Code, Chapter 51, Section 010.07.
4. Supplementary Report of Expenditures (05-0-0000) Section
 - a. When entering a Social Security number it is important to be accurate, the Social Security number is used when checking for SPED endorsements.
 - b. A wavier request for a non-SPED endorsed teacher can be requested for one year per Title 92, Nebraska Administrative Code, Chapter 51, Section 010.01B2.