

# STATE OF THE SCHOOLS REPORT 2011-2012 CONSOLIDATED DATA COLLECTION

## INSTRUCTIONS FOR ACCESSING AND COMPLETING DISTRICT ASSESSMENT INFORMATION AND STANDARDS REPORTING OPTIONS IN THE CONSOLIDATED DATA COLLECTION (CDC)

The Consolidated Data Collection (CDC) is a system designed to collect data for Federal and State reporting that is not collected through the Nebraska Student and Staff Record System (NSSRS). CDC is a data collection available on the NDE Portal. The NDE Portal is available via a link on the NDE homepage: [www.nde.state.ne.us](http://portal.nde.state.ne.us) or by directly accessing the link: <http://portal.nde.state.ne.us>

**Step One:** If you have established a Portal Account, enter your Login ID and Password, click “Sign In.” or,

To register to enter the Portal site for the first time: If you have not established a Portal Account, click the “Register” link on the left side of the screen. On the next screen, complete the required information and click “Register Now.” You will be logged on to the portal and will see your name on a welcome screen.

**Step Two:** You are now on the NDE Portal. Click on the tab for “Data Collections.”

NEBRASKA DEPARTMENT OF EDUCATION  
Portal  
Helpdesk (888) 285-0556  
Welcome Jackie Naber! (jnaber) | Portal Home | Site Help | Sign Out  
---->The GMS is back online

Home Data Collections GMS Student & Staff (NSSRS) My Profile Forms NDE Staff Viewer Links Help Training Videos

Collections [Help](#)

Click on the “Apply” link next to the “Consolidated Data Collection CDC”.

Collections [Help](#)

Available You have access to this online Collection. Please proceed by clicking on the name in Collection Name/Link column.

Status	Request	Collection Name/Link	Note
Available	<a href="#">Change</a>	Nebraska-Led Peer Review of STARS (NLPRS)	If you have questions, please contact the help desk at 1-888-285-0556
Available	<a href="#">Change</a>	Student Performance Reporting System 2007 (STARS)	If you have questions, please contact the help desk at 1-888-285-0556

Online Enter your Activation Code for access to a collection by clicking on 'Apply' under Request.

Status	Request	Collection Name	Note
Available	<a href="#">Apply</a>	2006/07 Annual Financial Report (AFR) Online System Pilot	Open to NDE Staff Only.
Available	<a href="#">Apply</a>	2008/09 State Aid Component Verification	The State Aid Components verification site is now closed.
Available	<a href="#">Apply</a>	Account Information Management System (AIMS)	Please contact the help desk. 1-888-285-0556.
Available	<a href="#">Apply</a>	Consolidated Data Collection (CDC)	If you have questions, please contact the help desk at 1-888-285-0556.
Available	<a href="#">Apply</a>	Enrollment Option Transportation Reimbursement Report 06-07 (EOT)	Open to NDE Staff Only.
Available	<a href="#">Apply</a>	Flexible Funding/Early Intervening Services (EIS) Application and Final Report 2007-2008	If you have questions, please contact the help desk at 1-888-285-0556
Available	<a href="#">Apply</a>	IT CD Website	If you have questions, please contact the help desk at 1-

**Step Three:** Enter your 'Activation Code' and click "Add". The Activation Code is available only from the District Superintendent or Administrator, if you are not this person, you will need to contact him/her to get the code. When you have successfully entered the activation code, "Activation Code Accepted" will appear on the screen. Click "Return to previous screen". The CDC collection should now be a collection that is available to you, click on "Consolidated Data Collection (CDC)" to enter the collection.

*\*Note: If your district Administrator cannot locate the Activation Code he/she should call the Help Desk at 1-888-285-0556. The CDC system contains several reports that will have multiple levels of user access. Your administrator should give you the Activation Code for the State of the Schools Report for submitting data.*

Collections [Page Help](#)

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Available You have access to this online Collection. Please proceed by clicking on the name in Collection Name/Link column.

Status	Request	Collection Name/Link	Note
Available	<a href="#">Change</a>	<a href="#">Consolidated Data Collection (CDC)</a>	If you have questions, please contact the help desk at 1-888-285-0556.

Online Enter your Activation Code for access to a collection by clicking on 'Apply' under Request.

Status	Request	Collection Name	Note
Closed		2006/07 Annual Financial Report (AFR) Online System Pilot	Please contact the help desk. 1-888-285-0556.
Closed		2008/09 State Aid Component Verification	Please contact the help desk. 1-888-285-0556.
Available	<a href="#">Apply</a>	Adult Information Management System (AIMS)	Please contact the help desk. 1-888-285-0556.

**Step Four:** Click on "State of the Schools Report." If the collection is open, the district will be able to complete the four reports for the "State of the Schools Report" collection.



**NEBRASKA DEPARTMENT OF EDUCATION**  
**CDC Consolidated Data Collection** Helpdesk (888) 285-0556

[Click for Instructions](#) [Click to view Calendar](#)

[Home](#)

User ID: jnaber

EXAMPLEVILLE  
 Current District: PUBLIC SCHOOL [99-9999-000]

School Year: 2010-2011

Admin Functions:  
[Change District](#)  
[Submit](#)  
[Logout](#)

**Open Collections:**

CATEGORY	COLLECTION	SUBMITTED	APPROVED	OPEN DATE	CLOSE DATE
GENERAL	<a href="#">Graduation Cohort Analysis and Resolution Request</a>	N/A	N/A	02-04-2011	04-01-2011
GENERAL	<a href="#">Teacher and Principal Evaluation Survey</a>	N/A	N/A	02-09-2011	04-01-2011
GENERAL	<a href="#">Elementary Class Size</a>	N/A	N/A	02-18-2011	03-10-2011
GENERAL	<a href="#">Days In Session/Instructional Program Hours</a>	N/A	N/A	02-22-2011	04-01-2011
ASSESSMENT	<a href="#">State Of The Schools Report</a>	N/A	N/A	02-23-2011	04-15-2011
DISCIPLINE	<a href="#">Report of Suspensions/Expulsions</a>	N/A	N/A	02-24-2011	04-01-2011

\*Enter the collection to view submission status.

**Closed Collections:**

CATEGORY	COLLECTION	SUBMITTED	APPROVED	OPEN DATE	CLOSE DATE
STAFF	<a href="#">Substitute Teachers</a>	N/A	N/A		
TITLE I	<a href="#">Annual Participation Report</a>	N/A	N/A		
TRANSPORTATION	<a href="#">Pupil Transportation Report</a>	N/A	N/A		

After selecting the State of the Schools Report, the following District Information and Reporting Options screen should appear.

**NEBRASKA DEPARTMENT OF EDUCATION**  
**CDC Consolidated Data Collection** Helpdesk (888) 285-0556

**2010-2011 STATE OF THE SCHOOLS REPORT**  
**District Assessment Information and Reporting Options**

Home  
 User ID: jnaber  
 Current: EXAMPLEVILLE PUBLIC  
 District: SCHOOL [99-9999-000]  
 School Year: 2010-2011  
 Admin Functions:  
 Change District  
 Submit  
 Logout

**District Assessment Information**  
 Select report to complete: STATUS  
 Enter district information  
 Enter graduation requirements  
 Enter District Contacts

**Student Performance by School**  
 Select a school to enter school description  
 View Summary Report

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
	Not Approved	N/A	N/A

Print Page Open Collection  
 To make changes after approval, the district contact will need to call the NDE Assessment office: 402-471-2495

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A

Print Page Open Collection  
 To make changes after approval, the district contact will need to call the NDE Assessment office: 402-471-2495

**District Assessment Information**  
**Student Performance by School**  
**Summary Report**  
**Approve/Submit to NDE**

**Step Five:** Complete each of the reports under “District Assessment Information.” Information collected in the previous year will be pre-populated for some entries:

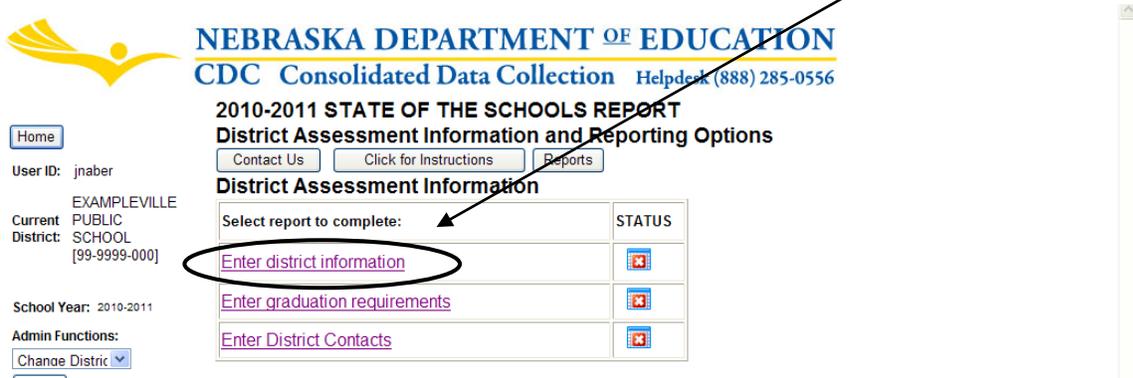
- A. Enter district information (partially pre-populated) pages 4-6
- B. Enter graduation requirements (pre-populated) pages 7-8
- C. Enter district contact (pre-populated) pages 8-9

Review the pre-populated information on these reports and click “Save Data and Close” if no changes are necessary. Otherwise edit the information to make changes and then click “Save Data and Close.” **Pre-populated data will not be considered complete, even if there are no changes, unless “Save Data” or “Save Data and Close” is clicked.** On the Reporting Options screen you should see that the “Status” column now has a check indicating that this report is complete.

Each report page has navigation buttons at the top of the screen as well as a “Click for Instructions” bar. At the bottom the report has buttons for “Save” and “Save and Close.” As you enter information into each report, you may want to save periodically. When finished with a report, select the “Save and Close” option.



**A. ENTERING DISTRICT INFORMATION** Click on “Enter district information.” The report on the next page with eight required entries will appear.



**Item 1 and 2** - First review the text in the District Information (Item #1) and District School Improvement Goals (Item #2). Make changes as needed.

On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save". If there are no changes, click "Save".

1. District Information: (In the box below, please describe the unique features of your district including any description that will provide readers a better picture of your school district.)  
Character Count: 228

Describe the unique features of your district to provide an accurate picture of your school district. Do not include any information that may identify individual students. This description will display on the public SOSR Site.

2. District School Improvement Goals:  
Character Count: 50

Enter your district-level school improvement goals

**Item 3 – NRT Testing** - Districts are required to report national assessment results at one grade level for elementary, middle school, and high school (Norm-Referenced Tests-NRT.) Districts will provide a set of scores for every student enrolled in the reporting grade through the Assessment Fact for National Assessment Instrument (NAI) Results Template due June 30<sup>th</sup>. Select the elementary, middle school, and high school grade level for reporting student National Assessment Instrument Results.

3. The districts are required to report national assessment results at one grade level for elementary school, middle school and high school (norm-referenced tests - NRT). Districts will provide a set of scores for every student enrolled in the reporting grade through the Assessment Fact for National Assessment Instrument Results template through the Nebraska Staff and Student Record System (NSSRS). This template is due June 30th. Select the elementary, middle school and high school grade level for reporting student National Assessment Instrument results.

Elementary School	<input type="text" value="*Select*"/>
Middle School	<input type="text" value="*Select*"/>
High School	<input type="text" value="*Select*"/>

Click “Save” and “Return to SOSR Main Page or “Save and Close” at the bottom of the screen.

**B. ENTERING THE GRADUATION REQUIREMENTS** Click “Enter Graduation Requirements”

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2010-2011 STATE OF THE SCHOOLS REPORT  
 District Assessment Information and Reporting Options

Home | User ID: jnaber | EXAMPLEVILLE | Current: PUBLIC | District: SCHOOL [99-9999-000] | School Year: 2010-2011 | Admin Functions: Change District

Select report to complete:	STATUS
<a href="#">Enter district information</a>	
<a href="#">Enter graduation requirements</a>	
<a href="#">Enter District Contacts</a>	

**Item 1 – Reading, and, Item 2 – Mathematics** - The district will find that the previous years’ information on graduation requirements for the district are pre-loaded. Review and edit if needed.

### GRADUATION REQUIREMENTS

[Click for Instructions](#)

**On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save". If there are no changes, click "Save".**

This screen requests information about high school graduation requirements for mathematics and reading. Indicate the number of years of mathematics and reading courses required for graduation for the senior class of 2010-2011. If any specific courses are required, please check the appropriate 'Courses Required' box. If you would like to provide other explanations about your mathematics and reading graduation requirements, they may be included in the 'comment' box.

**Reading**

Number of Years Required:  Courses Required:  English  Other Language Arts

Character Count (500 character limit): 0

Graduation Requirements Comment:

**Mathematics**

Number of Years Required:  Courses Required: Does your high school require ALL students to have completed specific mathematics courses(s) upon graduation? If so, check all courses that apply:  
 Algebra  
 Geometry  
 Advanced Algebra

Character Count (500 character limit): 0

Graduation Requirements Comment:

[Print Page](#) [Save Data](#) [Save Data and Close](#)

Click "Save" or "Save and Close" at the bottom of the screen. You should now see that the Status bar for graduation requirements is checked as complete.

### C. ENTERING DISTRICT CONTACT On the SOSR Main Page click on "Enter district contact".



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CDC Consolidated Data Collection Helpdesk (888) 285-0556

2010-2011 STATE OF THE SCHOOLS REPORT  
District Assessment Information and Reporting Options

[Home](#) [Contact Us](#) [Click for Instructions](#) [Reports](#)

User ID: jnaber  
Current District: EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]  
School Year: 2010-2011  
Admin Functions: [Change District](#)

Select report to complete:	STATUS
<a href="#">Enter district information</a>	
<a href="#">Enter graduation requirements</a>	
<a href="#">Enter District Contacts</a>	

**Item 1** - Enter the name of the person in the district who is responsible for completing the District Assessment Information on the CDC. It is important to include summer contact information for your district as well.

DISTRICT CONTACT

[Click for Instructions](#)

On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save". If there are no changes, click "Save".

Enter the name(s) and e-mail address(es) of the district person(s) responsible for submitting the student performance and receiving all notices for reporting while school is in session. It is also necessary to include a person that could be contacted during the summer if there are questions about the data.

<b>District Contact Name:</b>	Teacher Name
<b>District Contact Phone:</b> <small>(example: (999) 999-9999 or 999-999-9999)</small>	555-555-1515
<b>District Contact E-Mail:</b>	teachername@school.org
<b>Re-Enter District Contact E-Mail:</b>	teachername@school.org

Same as District Contact (Check box to populate summer contact information)

<b>Summer Contact Name:</b>	Teacher Name
<b>Summer Contact Phone:</b> <small>(example: (999) 999-9999)</small>	555-555-2525
<b>Summer Contact E-Mail:</b>	teachername@gmail.com
<b>Re-Enter Summer Contact E-Mail:</b>	teachername@gmail.com

[Print Page](#)   [Save Data](#)   [Save Data and Close](#)

Click "Save" or "Save and Close" at the bottom of the screen. You should now see that the Status bar for district contact information is checked as complete.

**Step Six : SCHOOL DESCRIPTION** Click on "Edit" to review the school descriptions for each of the buildings in your district.

[Logout](#)

**Student Performance by School**

Select a school to enter School IDemographics and Mobility

	CODIST/SCH	NAME	STATUS
<a href="#">Edit</a>	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	
<a href="#">Edit</a>	99-9999-002	EXAMPLEVILLE JUNIOR HIGH SCHOOL	
<a href="#">Edit</a>	99-9999-003	EXAMPLEVILLE NORTH ELEMENTARY SCHOOL	
<a href="#">Edit</a>	99-9999-004	EXAMPLEVILLE SOUTH ELEMENTARY SCHOOL	

Text for School Information and School Improvement Goals are pre-populated with information based on last year's report. Please review and edit if necessary.

**Item 1:**

----- STATE OF THE SCHOOLS REPORT FOR  
EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

**SCHOOL DESCRIPTION FOR  
EXAMPLEVILLE HIGH SCHOOL  
[99-9999-001]**

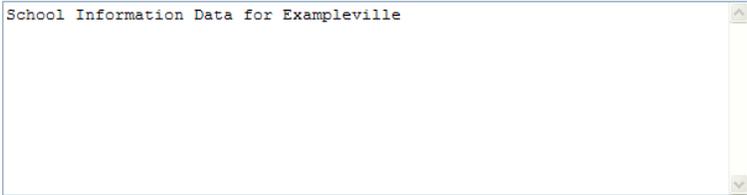
[Click for Instructions](#)

**On the first time into this form, the data is prepopulated from the previous year.  
Make changes accordingly then click "Save".**

School Description:

Character Count:  (1000 Character Limit)

School Information Data for Exampleville

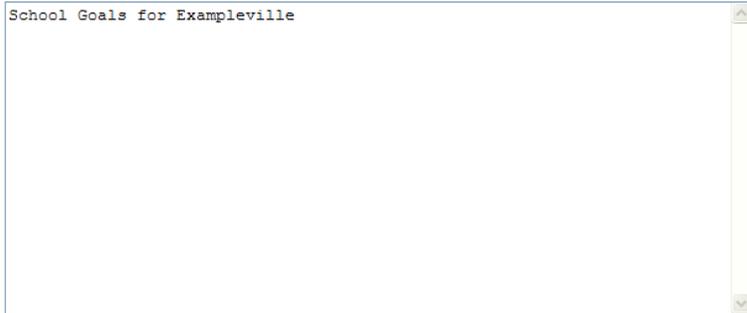


**Item 2:**

School Improvement Goals:

Character Count:  (2000 Character Limit)

School Goals for Exampleville



[Print Page](#) [Save Data](#) [Save Data and Close](#)

**Item 3** – This item pertains only to districts that have schools without grade levels included in the assessment system (i.e., K-2.) This item will only appear for those districts that have such schools. On the State of the Schools Report, those schools will be given the same status and held to the requirements of the school to which the majority of their graduates attend. On the dropdown box below, enter the school building that represents the school to which the majority of this school’s graduates attend. (Drop down list specific to your district will appear)

3) All schools without grades included in the assessment system (i.e., K-2) will be given the same status and held to the requirements of the school to which the majority of their graduates attend. Select the school from the dropdown list below that represents the school to which the majority of this schools graduates will attend.

--Select--

Print Page Save Data Save Data and Close

Click "Save Data and Close" as the district completes the descriptions for each building; a checkmark should appear in the "Status" column on the SOSR Main Page indicating the buildings that are complete. Repeat the process for each building in the district.

**Step Seven: VIEW SUMMARY REPORT** When the district has finished the State of the Schools Reports, click the "View Summary Report" button. This is a summary of each of the reports in the State of the Schools Report; the district should print a copy for their records. Review the report and make any corrections before submitting.

View Summary Report

**Step Eight: APPROVAL/SUBMIT INSTRUCTIONS** When the district's "State of the Schools Report" collection is complete, there are two final steps to complete the submission to NDE. The collection must be both submitted and approved. The buttons in the box below are used to submit and approve your collection. Data can be edited at any time before the collection has been approved. When you make a change to the data, you must "Save" again.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

Submit-level User clicks the SUBMIT button to indicate to the Approver that the report is complete.

Approve-level User clicks the APPROVE button to submit the reports to NDE. Note: the submit-level user will not see the approve button.

### **Submit Data**

The person who actually enters data into the collections will usually fulfill “Submit” role. This “Submit” person will not be able to “Approve” the collection. Once the collection is a completely finished, the “Submit” person should click on the **SUBMIT** button to verify that the data is complete. Submission of the collection cannot be completed until all reports are checked in the “Status” column. **Data can be updated and edited after it has been submitted but not after the APPROVE button has been selected.**

### **Approve Data**

Only one person in the district can be assigned as the **APPROVER** with access to **APPROVE** button on the Approver’s screen. The **APPROVER** can also “Submit” collections. After the data has been submitted and if there are no further edits, the collection is ready for approval. After the school district’s **APPROVER** is satisfied with the collection, the **APPROVER** clicks on the “APPROVE” button to officially submit the data in the collection to the NDE.

**Editing Data After Approval:** Once the data has been approved, the data cannot be edited. If additional editing is needed, then district will have to contact NDE to re-open the collection (see Contact Information sheet). In that case, after the edits have been completed, the collection will need to be submitted and approved using the same process.

### **MULTI-DISTRICT USERS/CHANGING DISTRICTS:**

If a user is responsible for more than one district, they will need to enter the appropriate activation codes for each district. Once all activation codes have been entered, changing districts is done by clicking on the “Change Districts”, then “Submit” button on the left hand side of the screen. This will take you to a screen that will allow you to change districts.

#### **Admin Functions:**



The image shows a screenshot of the 'Admin Functions' section. It contains three items: a dropdown menu labeled 'Change Distric' with a downward arrow, a button labeled 'Submit', and a button labeled 'Logout'.