

The NDE Portal and NSSRS



NEBRASKA DEPARTMENT OF EDUCATION
Portal Helpdesk (888) 285-0556

Understanding the Impact of
NSSRS for Districts and
Buildings



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS

Nebraska Student & Staff Record System

- Nebraska Department of Education's primary method of data collection from Nebraska public districts.
- History
 - <http://www.education.ne.gov/NSSRS/Overview.html#Years>
 - 2005-2006 Pilot
 - 2006-2007 Parallel Collection
 - 2007-2008 NSSRS -official data collection for public districts



Data Submissions Are Important

- Funding
 - State and Federal
 - Programs
- Accreditation
 - Meeting Rule 10 or Rule 14



Accountability

- State of the Schools
 - Comparability
- NePAS
 - Ranking
- AYP
 - Federal



2010-2011 State of the Schools Report
A Report on Nebraska Public Schools

State


 School District


 School Building

Last Updated 5/31/2012

Quick Facts in PDF Format

ENGLISH VERSION



Welcome to the 2010-2011 State of the Schools Report.

The State of the Schools Report, an annual report, provides information and data about Nebraska public schools and student performance.

The report highlights the performance of students by district and school building in reading, mathematics, writing and science as well as the performance by groups of students, including race and ethnicity, poverty, special education and English Language Learners.

This year, the report includes a Cohort Four-Year Graduation Rate for Nebraska and the state's high schools. This new method of calculating high school graduation rates was required by the federal government and showed 85 percent of Nebraska's 2010-11 high school seniors graduated from high school. This rate looks only at students who have graduated in four years or less.

The State of the Schools Report will help you, parents across the state, community leaders and policymakers learn about the state's education system and provide the data needed for sound decision-making by education leaders.

Data can and should be an effective tool to improve student learning at all levels. The goal is to better ensure that all Nebraska students are college and career ready when they graduate from high school.

We encourage educators to study their data, to look for differences or gaps in the performance of groups of students and to identify instructional strategies to help all students perform at higher levels.

The new State of the Schools Report shows:

- More students are meeting the state's reading standards. The new report shows that 72 percent of the students tested in grades 3-8 and 11 were proficient in 2010-11, compared to 69

Parents: Help your child learn
Reading
Helping your child learn to read

Tips, activities and resources

Brochure

Video

[English](#)

[English](#)

[Español](#)

[Español](#)

[More family reading activities](#)

[Academic Standards - Language Arts](#)

Mathematics
Helping your child learn math

Tips, activities and resources

Brochure

[English](#)

[Español](#)

[Academic Standards - Mathematics](#)



NSSRS Collection Home Page



NEBRASKA DEPARTMENT OF EDUCATION
Portal
Helpdesk (888) 285-0556

Welcome Kathy Vetter! (vetterka) | [Portal Home](#) | [Site Help](#) | [Sign Out](#)

NEW [Helpdesk Request](#)

- [Home](#)
- [Data Collections](#)
- [GMS](#)
- [Student & Staff \(NSSRS\)](#)
- [Help Text](#)
- [My Profile](#)
- [Forms](#)
- [NDE Staff](#)
- [Viewer Links](#)
- [Help](#)
- [Help Desk](#)

Related Links

- [US Dept of Education](#)
- [NE Dept of Education](#)
- [NCES](#)

Collection Announcements

[Help](#)

New Superintendents - 2013-14 school year

If your district/system has a new Superintendent for the 2013-14 school year, please have them contact the NDE Helpdesk to get set up on the NDE Portal as the new District Administrator for your District. They will need to add the district admin activation code specific to the district. The previous District Admin will also need to be removed. The Helpdesk can also provide them with information on where instructions are located for the District Administrator Responsibilities and assigning activation codes.

2013/14 LC-2

The School District Budget LC-2 became available June 24, 2013. For more information, please contact Janice Eret at 402-471-2248 or janice.eret@nebraska.gov. This collection is due September 20, 2013

2013 School District Census

The School District Census collection became available June 26, 2013. The School District Census is the count of the number of children ages 5 to 18 living within the school district boundaries as of June 30, 2013. For more information, please contact Janice Eret at 402-471-2248 or janice.eret@nebraska.gov. This collection is due July 20, 2013.

2013-2014 Early Childhood State Grant* DUE AUGUST 5*

The 2013-2014 Early Childhood State Grant application became available in the GMS Monday, June 10, 2013. This grant is only available to specified districts/ESUs for continuation of current grants. For information regarding this grant, please contact Linda Meyers at 402-471-2980 or e-mail linda.meyers@nebraska.gov. This application is due to NDE August 5, 2013.

2013-2014 NSSRS Instructions and 2013-2014 NSSRS Calendar

Instructions for many of the NSSRS collections and the NSSRS Calendar for 2013-2014 are now posted on the Portal which can be accessed at the website <http://www.education.ne.gov/nssrs> or by logging into the Portal and under the NSSRS Student & Staff Tab, click on the NSSRS Secure Information Website/Resources.



NEBRASKA DEPARTMENT OF EDUCATION

Collection Activation Codes



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



Student and Staff Record System

NEW Helpdesk Request

Online
HelpDesk
Request form



[Help](#)

Available

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

Status	Activation Code(s)	Name/Link	Note
Available	Edit/Remove	NSSRS Data Manager	
Available	Edit/Remove	NSSRS Secured Information Website	
Available	Edit/Remove	NSSRS Validation	
Available	Edit/Remove	Student Unique Identifier (Uniq-ID)	

Online

Enter your code for access to a system by clicking on 'Add' under Request.

Status	Activation Code(s)	Name	Note
Available	Add	NDE Staff ID	Search for or assign a new NDE Staff ID
Offline		NSSRS Administration (Delete Tool)	NDE Staff Only - offline for NSSRS maintenance
Available	Add	Postsecondary Data Manager	



Collection Activation Codes



Collection Activation Codes

[Help](#)

This page provides District Administrators with the Activation Codes and Users for Data Collections.

Choose Collection:  

[What are the different UserTypes?](#)

Choose District: 

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, Upper Case letter O's, or Upper Case letter L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

NSSRS Data Manager

[Re-Load List](#)

Code	DistrictID	District	UserType	Users	Administrator Only	Instructions
d3m50kce7r			District Submit	Multiple	False	View
Code	DistrictID	District	UserType	Users	Administrator Only	Instructions
d9slkm69g2			District Approve	Multiple	False	View

1



District Admin Responsibilities



The screenshot shows a web application interface with a navigation bar at the top containing buttons for Home, Data Collections, GMS, Student & Staff (NSSRS), District Admin (highlighted with a red triangle), My Profile, Forms, Viewer Links, and Help. Below the navigation bar, there are two main sections: 'Tasks' and 'Administrator Reports'. The 'Tasks' section includes links for 'Collection Activation Codes' and 'Administrator Reports'. The 'Administrator Reports' section features a 'Choose Report:' dropdown menu set to 'District User Report' and a 'Choose District:' dropdown menu set to 'Please Choose'. A 'View Report' button is located to the right of the 'Choose District' dropdown.

- District Admin Login/password
- Keeper of the Activation Codes
 - Select and Assign Appropriate Roles
 - Select and Assign Appropriate Modifiers(s)
- Approve Collections



Activation Codes & Modifiers

Purpose: Enable superintendents to provide district staff with appropriate level of data access.

Activation Codes	
4 Role activation codes	
	Role - Student Data Steward
	Role - Basic Student
	Role - Staff Data Steward
	Role - Basic Staff
3 Program Modifier activation codes	
	Program - Free & Reduced Lunch
	Program - Special Education
	Program - Assessment
4 Tool activation codes	
	Tool - Reprocess Errors
	Tool - Graduation Cohort Analysis Tool
	Tool - Student Demographics
	Tool - Student Lookup by ID



Consolidated Data Collection

- Home
- Data Collections**
- GMS
- Student & Staff (NSSRS)
- Help Text
- My Profile
- Forms
- NDE Staff
- Viewer Links
- Help
- Help Desk

Collections

Available

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

Status	Activation Code(s)	Collection Name/Link	Note
Available	Edit/Remove	Consolidated Data Collection (CDC)	
Available	Edit/Remove	Data Reporting System (DRS) Secured Site	
Available	Edit/Remove	State of the Schools Report Card - Preview Site 2012-2013	Opens July 12, 2013 at 10am

NEBRASKA DEPARTMENT OF EDUCATION

CDC Consolidated Data Collection Helpdesk (888) 285-0556

[Click for Instructions](#)

[Click to view Calendar](#)

[Reports](#)

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	Postsecondary Terms	N/A	N/A	06-14-2013	09-30-2013
GENERAL	Request To Submit Data Late Or Make Data Changes	N/A	N/A	07-30-2013	07-31-2013
GENERAL	Human Resources Director Contacts	N/A	N/A	06-30-2013	07-31-2013
GENERAL	Graduation Cohort Resolution Request (Optional)	N/A	N/A	06-30-2013	07-31-2013
FINANCIAL	School Age Final Financial Report (FFR)	N/A	N/A	10-15-2012	05-31-2013

*Enter the collection to view submission status.



NEBRASKA DEPARTMENT OF EDUCATION

Consolidated Data Collection



NEBRASKA DEPARTMENT OF EDUCATION

CDC Consolidated Data Collection Helpdesk (888) 285-0556

[Click for Instructions](#)

[Click to view Calendar](#)

[Reports](#)

[Home](#)

User ID: vetterka

Current District: NE DEPT OF EDUCATION

School Year: 2012-2013

Admin Functions:

[Change Districts](#)

[Submit](#)

[Logout](#)

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	Postsecondary Terms	N/A	N/A	06-30-2013	07-31-2013
GENERAL	Request To Submit Data Late Or Make Data Changes	N/A	N/A	07-30-2013	07-31-2013
GENERAL	Human Resources Director Contacts	N/A	N/A	06-30-2013	07-31-2013
GENERAL	Graduation Cohort Resolution Request (Optional)	N/A	N/A	06-30-2013	07-31-2013
FINANCIAL	School Age Final Financial Report (FFR)	N/A	N/A	10-15-2012	05-31-2013

*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	Summer School Student Unit	N/A	N/A	10-01-2012	10-15-2012
GENERAL	Assessed Valuation and Levies	N/A	N/A	10-01-2012	10-15-2012
STAFF	Non-Certificated Staff	N/A	N/A	12-26-2012	01-08-2013
GENERAL	PK Instructional Program Hours/K Program	N/A	N/A	10-15-2012	10-31-2012
GENERAL	Elementary Site Allowance	N/A	N/A	10-01-2012	10-15-2012
GENERAL	Two-Year New School Adjustment Application	N/A	N/A	10-11-2012	10-15-2012
GENERAL	Student Growth Adjustment	N/A	N/A	10-01-2012	10-15-2012
GENERAL	Nonpublic Membership Report	N/A	N/A	10-15-2012	10-31-2012
GENERAL	Instructional Time	N/A	N/A	10-01-2012	10-15-2012
GENERAL	Nonpublic Dropouts	N/A	N/A	10-15-2012	10-31-2012
STAFF	Teacher Vacancy Survey	N/A	N/A	11-01-2012	11-15-2012
STAFF	Request For IT Supplemental Endorsement	N/A	N/A	11-15-2012	12-01-2012
GENERAL	Title III Professional Development	N/A	N/A	09-15-2012	10-01-2012
TITLE I	Title I Annual Caseload Count Of Children In Local Institutions For Neglected Or Delinquent	N/A	N/A		
GENERAL	Technology Plan (Nonpublic optional)	N/A	N/A	02-01-2013	02-15-2013
ASSESSMENT	State Of The Schools Report	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Teacher and Principal Evaluation Survey	N/A	N/A	06-14-2013	06-30-2013
DISCIPLINE	Report of Suspensions/Expulsions	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Days In Session/Instructional Program Hours	N/A	N/A	06-14-2013	06-30-2013
GENERAL	ESU/District/System/School Information Report	N/A	N/A	06-14-2013	06-30-2013
TRANSPORTATION	Pupil Transportation Report	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Nonpublic High School Completer Report	N/A	N/A	06-14-2013	06-30-2013
TITLE I	Annual Participation Report	N/A	N/A	06-14-2013	06-30-2013
DISCIPLINE	Excessive Absenteeism Monthly Collection	N/A	N/A	06-10-2013	06-11-2013
GENERAL	ARRA Section 1512 Report	N/A	N/A	07-05-2013	07-08-2013
GENERAL	Summer School Supplement	N/A	N/A	08-15-2013	08-31-2013
STAFF	Substitute Teachers	N/A	N/A	06-14-2013	06-30-2013



CDC Presentation from Data Conference

**What's the Consolidated Data
Collection?
How do I get into it?
What will I find there?**

Presenters:

Sue Martin

Marilyn Peterson



[http://ndeconference.education.ne.gov/Documents/2013 CDC Presentation final.pptx](http://ndeconference.education.ne.gov/Documents/2013%20CDC%20Presentation%20final.pptx)



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS

Nebraska Student Staff Record System

Student and Staff Record System

Available

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

Status	Activation Code(s)	Name/Link
Available	Edit/Remove	NSSRS Data Manager
Available	Edit/Remove	NSSRS Secured Information Website
Available	Edit/Remove	NSSRS Validation
Available	Edit/Remove	Student Unique Identifier (Uniq-ID)

Identifier (Uniq-ID) – Create & Manage Student Uniq-IDs

NSSRS Data Manager – Upload file to NSSRS

NSSRS Validation – Verify information uploaded to NSSRS

NSSRS Secured Information Website – Additional information



Every Student Must Have a Uniq-ID



State ID Home ? ! Current Login: Location:

MENU
Upload Batch File
Enter Individual Student
Student Search
Batch Search
Extract & Download Batch
Download By Location
Exit Application

ADMIN MENU
Change District

Submission Type: **Processing Stage:** **Sort:**

From: **To:**

District: **School:**

Find Batch:

Upload Date	Batch Info	District	School	Status	Record Count	Next Action
04/04/2013	<input type="text" value="138258"/>	<input type="text"/>	0000	ID Assigned.	1	<input type="button" value="Download State ID"/>
03/25/2013	<input type="text" value="138048"/>	<input type="text"/>	0000	ID Assigned.	1	<input type="button" value="Download State ID"/>
03/25/2013	<input type="text" value="138046"/>	<input type="text"/>	0000	ID Assigned.	1	<input type="button" value="Download State ID"/>

Displaying 1 to 3 of 3

Nebraska Department of Education. 301 Centennial Mall South. Lincoln, Nebraska - 68509

v. 8.2.0

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Individual or Batch Upload



NEBRASKA DEPARTMENT OF EDUCATION

Local Computer



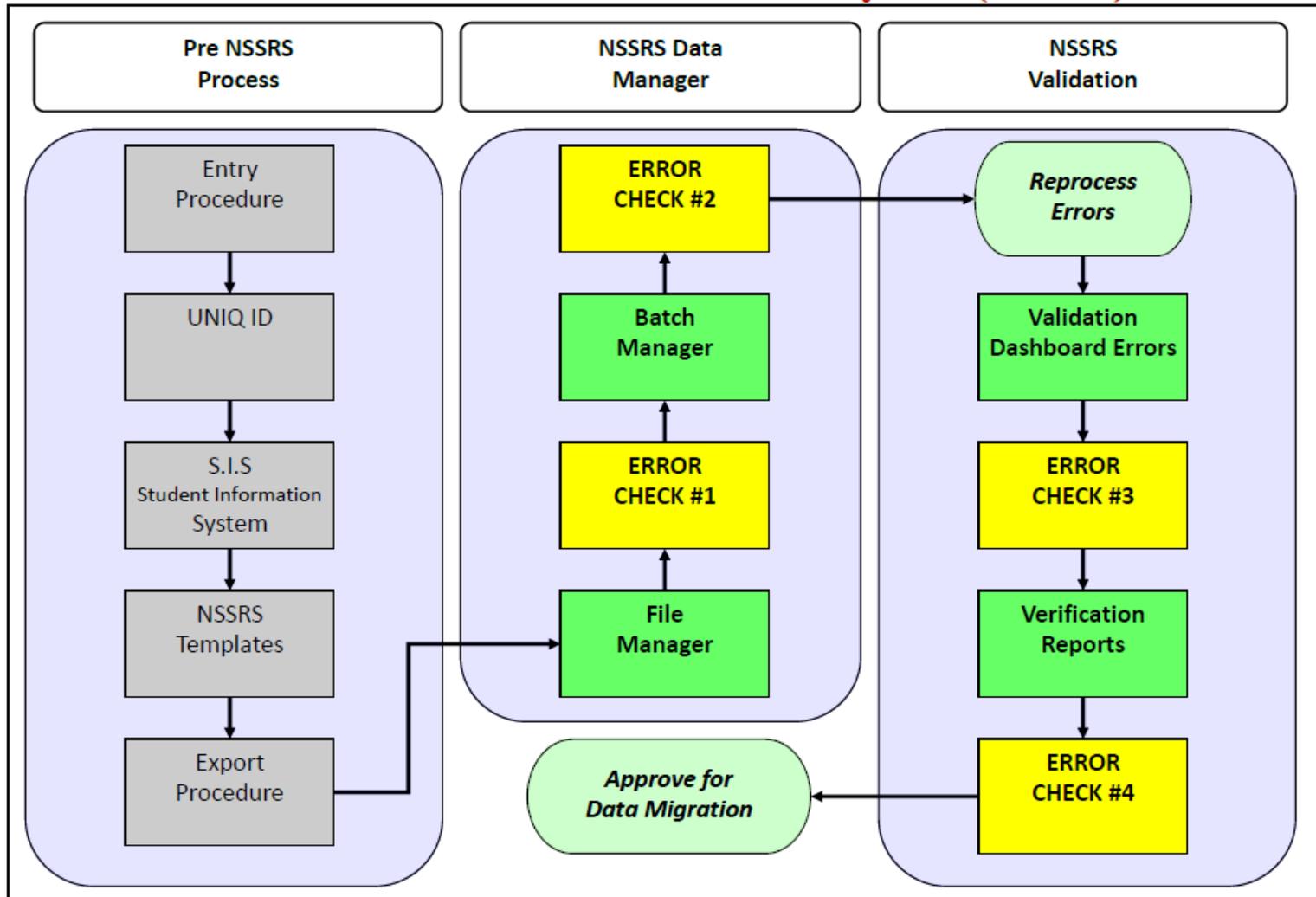
Student Information System (SIS)



NSSRS



Nebraska Student and Staff Record System (NSSRS)



File Manager Information

Nebraska Department of Education

Nebraska Student and Staff Record System (NSSRS)

www.education.ne.gov/nssrs

Steps to Processing NSSRS Files



NEBRASKA DEPARTMENT OF EDUCATION

Data Manager

1. Upload 2. File Manager 3. Batch Manager



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS

Data Manager

Helpdesk (888) 258-0556

Welcome, vetterka [Logout] ?
00-0000 - NEBRASKA DEPARTMENT OF EDUCATION [Change District] !

Menu
Home
Upload
File Manager
Batch Manager
Approved Collections
Admin Menu
Automation
Broadcast Messages
Collection Manager
Admin Collection
ETL Plan Configuration
System Properties
Notification Manager
Admin Reports
eScholar EDEN Solution™ Module
Data Prep & Conditioning Routines
External Links
NSSRS Documents
NDE Portal Login

System Messages		
Date	Subject	Message
		No messages available.
Open Collections		
Collection	Description	
		No collections are currently open.

File Naming Conventions Must Be Correct

Example:

##-####_STUDENT_YYYYMMDDHHMM.xxx



NEBRASKA DEPARTMENT OF EDUCATION

Data Manager – File Upload

Menu

- Home
- Upload
- File Manager
- Batch Manager
- Approved Collections

Admin Menu

- Automation
- Broadcast Messages
- Collection Manager
- Admin Collection
- ETL Plan Configuration
- System Properties
- Notification Manager
- Admin Reports
- eScholar EDEN Solution™ Module
- Data Prep & Conditioning Routines

External Links

- NSSRS Documents
- NDE Portal Login

System Message
IMPORTANT: Files must be placed in a batch in order to have their data loaded into the system. Files in Validation OK or Validation Warning status have NOT yet been loaded into the system.

Upload Files

Data Collection:

File 1: no file selected File/All files within Zip file contain headers

File 2: no file selected File/All files within Zip file contain headers

File 3: no file selected File/All files within Zip file contain headers

File 4: no file selected File/All files within Zip file contain headers

File 5: no file selected File/All files within Zip file contain headers

File 6: no file selected File/All files within Zip file contain headers

File 7: no file selected File/All files within Zip file contain headers

File 8: no file selected File/All files within Zip file contain headers

File 9: no file selected File/All files within Zip file contain headers

Resolve File Upload or Add to Batch

Menu

- Home
- Upload
- File Manager
- Batch Manager

External Links

- NSSRS Documents
- NDE Portal Login

File Manager

Uploaded Files **Search**

File Status: From: To:

<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/>	217995	2012-13 Year-end	<i>PROGRAMS_FACT_201306122240.CSV</i>	2013-06-12 22:43		

Displaying 1 to 1 of 1

**Only files with a status of OR can be added to a batch
Files in red italics can not be added to a batch because their collection is CLOSED. They can only be deleted

Batch Manager

Batch Manager

Batches

Search

Hide from list **

Date From:

06/05/2013

Date To:

07/25/2013

Batch Status:

All

Filter



<input type="checkbox"/>	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
<input type="checkbox"/>	134595	Data Load	Student Grades	2013-06-27 15:41	Complete		
<input type="checkbox"/>	134573	Data Load	Special Education snapshot June 27th, 20...	2013-06-27 14:40	Complete		
<input type="checkbox"/>	134468	Data Load	Student Summary attendance June 26th, 20...	2013-06-26 18:01	Complete		
<input type="checkbox"/>	134464	Data Load		2013-06-26 17:44	Complete		



Batch Details

Batch ID: 134464

Auto Batched: No

Last Modified: 2013-06-26

Batch Status: Complete

Data Status:

Comments

File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
220891	2012-13 YE Audit	STUD_ATT_SUM_201306261743.CSV	2013-06-26	Plan Complete		

[Edit Comments](#)



Displaying 1 to 1 of 1

First Prev Next Last



NEBRASKA DEPARTMENT OF EDUCATION

Batch Manager

General Information **Validation Information** **ETL Information**

Status: Plan Complete with Errors 

ETL Plan Start: 2013-06-26 17:44

ETL Plan End: 2013-06-26 17:44

File Statistics

Rows Source No Change : 80

Total Records Rejected : 3

Table Statistics

Records Inserted - STUD_ATT_SUM : 19

Rows Updated - STUD_ATT_SUM : 0

ETL Generated Files

File	Records	Last Modified Date	View File Content
<u>ERROR_BAD_DATES_20130626.TAB</u>	3	2013-06-26 17:44	
ERROR_SOURCEFILE_MSG_20130626.LOG	0	2013-06-26 17:44	
Load_SCHOLWHS.STUD_ATT_SUM_LP.log	3	2013-06-26 17:44	
Load_SCHOLWHS.STUD_ATT_SUM_LP_PARAMS.txt	37	2013-06-26 17:44	





Validation

Multiple Detailed and Multiple Aggregate Reports
Available for Data Quality Validation & Verification



Validation Reports

NSSRS Validations

User Guide

Version 1.0 – January 6, 2012



Review Errors

Click on the **Category link** to view the errors within the category. Click on the **number link** in the *Errors* column to view the records resulting in the errors

Errors

- *Review Errors, Reprocess Errors, Error Summary*

Error Listing

Error Category	Errors	Warnings
EARLY CHILDHOOD	3	0
STATE AID	3	0

STATE AID RECORDS

Filter by Template Name
ALL

Error #	Error Description	Errors	Warnings
310	Missing School Enrollment Record With An Entry Enrollment Code For The Grade Reported On the October Student Snapshot Template. [OCTOBER STUDENT SNAPSHOT]	3	0
310	Missing School Enrollment Record With An Entry Enrollment Code For The Grade Reported On the October Student Snapshot Template. [SCHOOL ENROLLMENT]	3	0



Manually Reprocess Errors



NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Validations

Current District: [] (Change District) Current User: []
Year: 2013-06-30 (Change Year) User Access: [NDE Super User](#)

Home | Errors | Verification Reports | Lookups by ID | System Lookups | Data Downloads | Admin | Exit

NSS | Review Errors | me
Reprocess Errors ←
District Window | Error Summary | JUNE 15 - JUNE 30

Reprocess Errors

Reprocessing errors will also update the District Progress information for the affected templates.

[Reprocess Student Templates](#)
[Reprocess Staff Templates](#)

Refresh Status

Request	Request Date	Status
---------	--------------	--------



Validation Home Page

The screenshot shows the 'NEBRASKA DEPARTMENT OF EDUCATION NSSRS Validations' page. It includes a header with the department logo and name, a navigation menu with items like 'Home', 'Errors', 'Verification Reports', 'Lookups by ID', 'System Lookups', and 'Exit'. A table displays 'District Progress' for various templates, showing zero records, errors, and warnings. A 'Change Window' dropdown is set to 'Choose' with a 'Go' button. A copyright notice is at the bottom.

1 Current District

2 Current School Year (Change Year)

3 Displays user and access level.

4 Menu Bar

5 Collection being reviewed

6 District progress by template for specific collection

Template Name	Records	Errors	Warnings
STUDENT	0	0	0
STUDENT SNAPSHOT [OCTOBER]	0	0	0
SCHOOL ENROLLMENT	0	0	0
PROGRAMS FACT - EARLY CHILDHOOD	0	0	0
SPECIAL EDUCATION SNAPSHOT [OCTOBER]	0	0	0

1 Current District

2 Current School Year (Change Year)

3 Displays user and access level.

4 Menu Bar

5 Collection being reviewed

6 District progress by template for specific collection



Enrollment Lookup by ID



NEBRASKA DEPARTMENT OF EDUCATION NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)

Current User:

Year: 2013-06-30 [\(Change Year\)](#)

User Access:

Home | Errors | Verification Reports | Lookups by ID | System Lookups | Data Downloads | Admin | Exit

NSSRS Validation Home

Enrollment Lookup by ID 

Expected Graduation Year

District Progress:

Window: YEAR END REVIEW, JUNE 15 -

Student Lookup by ID

SCHOOL ENROLLMENT

NDE Student ID	Local ID	Student Name	District	School	Enrollment Date	Enrollment Code	Grade Level	Residence Status	School Year	Batch
	13001			HIGH SCHOOL (001)	2013-05-12	203 - Completer: Diploma	12	0 - Not Applicable	2013-06-30	127917 (2013-05-30)
	13001			HIGH SCHOOL (001)	2012-08-15	100 - Still Enrolled	12	0 - Not Applicable	2013-06-30	113982 (2012-10-02)
	13001			HIGH SCHOOL (001)	2011-08-22	100 - Still Enrolled	11	0 - Not Applicable	2012-06-30	93902 (2011-10-10)
	13001			HIGH SCHOOL (001)	2010-08-17	100 - Still Enrolled	10	0 - Not Applicable	2011-06-30	70702 (2010-10-06)
	13001			HIGH SCHOOL (001)	2009-08-18	100 - Still Enrolled	09	0 - Not Applicable	2010-06-30	46302 (2009-09-15)
	13001			MIDDLE SCHOOL (003)	2008-08-19	100 - Still Enrolled	08	0 - Not Applicable	2009-06-30	24113 (2008-10-05)
	13001			MIDDLE SCHOOL (003)	2007-08-20	100 - Still Enrolled	07	0 - Not Applicable	2008-06-30	4530 (2007-10-15)

Expected Graduation Year



NEBRASKA DEPARTMENT OF EDUCATION NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
 Year: 2013-06-30 [\(Change Year\)](#)

Current User:
 User Access:

- [Home](#)
- [Errors](#)
- [Verification Reports](#)
- [Lookups by ID](#)
- [System Lookups](#)
- [Data Downloads](#)
- [Admin](#)
- [Exit](#)

NSSRS Validation Home

- [Enrollment Lookup by ID](#)
- [Expected Graduation Year](#)
- [Student Lookup by ID](#)



District Progress:
 Window: YEAR END REVIEW, JUNE 15 -

Tells when the Cohort Year was established and by which district and school
 May be used for any student in grades 9-12

NDE Student ID	Graduation Cohort Year	Student Name	Grade	Determined By	Determined On (School Enrollment)	Student Template Batch
	2013		09	PUBLIC SCHOOLS (00)	2009-08-18	47437 (2009-10-02)
				HIGH SCHOOL (001)		



Lookup by ID



NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2013-06-30 [\(Change Year\)](#)

Current User: vetterka
User Access: [NDE Super User](#)

Home	Errors	Verification Reports	Lookups by ID	System Lookups	Data Downloads	Admin	Exit
------	--------	----------------------	---------------	----------------	----------------	-------	------

NSSRS Validation Home

- Enrollment Lookup by ID
- Expected Graduation Year
- Student Lookup by ID

District Progress:
Window: YEAR END REVIEW, JUNE 15 -



View **All** Information uploaded for this student

- Student template
- School Enrollment template
- Student Summary Attendance
- Programs Fact
- Special Education
- Student Grades



Static Reports Allow you to...

- Verify student counts
- Review the accuracy and completeness student grade reports
- Monitor the status of your graduation cohort four years in advance
- Check your ADA/ADM for state aid purposes
- Check staff reported for accurate demographic information, endorsement status, multiple assignments etc.





Current District: (Change District)
Year: 2013-06-30 (Change Year)

Current User:
User Access: Data Steward

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Exit](#)

NSSRS Validation Home

District Progress:
Window: YEAR END COLLECTION, CLOSES JUNE 14

Template Name	Records	Errors	Warnings
STUDENT	1179	0	0
SCHOOL ENROLLMENT	1232	0	0
STUDENT SUMMARY ATTENDANCE	0	0	0
ASSESSMENT FACT	0	0	0
PROGRAMS FACT - EARLY CHILDHOOD	32	0	0
PROGRAMS FACT - CAREER EDUCATION	0	0	0
PROGRAMS FACT - HOMELESS	0	0	0
PROGRAMS FACT - INTERIM	0	0	0
TITLE I PROGRAMS	0	0	0
SPECIAL EDUCATION SNAPSHOT [MONTHLY/YEAR-END]	249	0	0
POST SCHOOL SURVEY - 2012-06-30	0	0	0
STUDENT GRADES	0	0	0

Change Window:

[District Progress Help \(pdf\)](#)

Current District: (Change District)
Year: 2013-06-30 (Change Year)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#)

Student Verification Reports

Staff

Report returned to web browser (can be printed or saved as PDF.)





NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: [\(Change District\)](#)
Year: 2013-06-30 [\(Change Year\)](#)

Current User:
User Access: [Data Steward](#)

[Home](#) | [Errors](#) | [Verification Reports](#) | [Lookups by ID](#) | [System Lookups](#) | [Data Downloads](#) | [Exit](#)

Student Verification Reports

- Report returned to web browser (can be printed or saved as PDF.)
- Report returned as Excel spreadsheet.

Note: Reports preceded by ** cannot be returned in Excel format and will only appear in the web browser.

General and Miscellaneous

Assessment

Career Education

Early Childhood

Enrollment

Graduation Cohort

Membership and Attendance

Special Education

State Aid

Student Grades

Title I



Membership and Attendance



Membership and Attendance		
** Membership by Grade, Race and Gender	By School	Student Snapshot and School Enrollment Templates for the selected school year need to have been uploaded.
	By District	
Comparison Of Membership Totals	View Report	Student Snapshot and School Enrollment Templates for the selected school year need to have been uploaded
Option Out Students	October Snapshot	October Student Snapshot and School Enrollment Templates from the optioning in districts for the selected school year need to have been uploaded. Use this report when verifying Option Out students for State Aid purposes.
	Student Template	Student and School Enrollment Templates from the optioning in districts for the selected school year need to have been uploaded.
** Average Daily Attendance and Average Daily Membership	By School	Student Summary Attendance Template and an updated Student Template for the selected school year need to have been uploaded. In addition, the CDC collection DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS must be completed for the current school year.
	By District	
Student Summary Attendance Records	View Report	Student Summary Attendance Template and an updated Student Template for the selected school year need to have been uploaded.
Contract Out Students	Count for State Aid	Student and School Enrollment Templates for the selected school year need to have been uploaded.
	Current count	



Membership By Grade, Race and Gender

K-12 Students with Full Time Equivalency (FTE) Greater Than 50% & All Pre-K Students

Date Printed: 2013-07-22

GRADE	American Indian or Alaska Native		Asian		Black or African American		Hispanic		Two Or More Races		White		Total
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	
HP	0	0	0	0	7	3	0	0	11	11			32
PK	0	0	0	0	0	1	0	0	2	7			10
KG	0	0	0	0	5	1	1	2	21	41			71
01	0	1	0	0	7	3	0	0	29	39			79
02	0	0	2	0	1	5	2	0	32	34			76
03	0	0	0	0	3	0	0	0	33	32			68
04	0	0	0	0	4	10	2	2	31	23			72
05	0	0	1	0	5	5	0	1	42	47			101
06	0	0	0	0	2	1	3	0	50	48			104
07	0	0	0	0	4	3	0	0	46	49			102
08	0	0	0	0	3	2	1	2	38	38			84
09	0	1	0	0	4	1	3	2	31	44			86
10	0	0	0	0	1	1	1	4	25	28			60
11	0	0	0	2	4	5	1	4	44	40			100
12	1	1	1	0	5	1	0	3	41	27			80
Total	1	3	4	2	55	42	14	20	476	508			

1125



Nebraska Department of Education
STUDENT GROUP COUNTS
 School Year: 2012-2013
 Student Snapshot - Snapshot Date: 2012-10-01
 DISTRICT:

LEP Participation

Yes/No	Count
Yes	32
No	1,093
Total LEP Participation	1,125

Section 504

Yes/No	Count
Yes	1
No	1,124
Total Section 504	1,125

Foreign Exchange Student

Yes/No	Count
No	1,125
Total Foreign Exchange Student	1,125

Immigrant Indicator

Status	Count
Not an Immigrant	1,117
Immigrant >=1 yr, <=3 complete sch yrs	1
Immigrant > 3 years	7
Total Immigrant Indicator	1,125

LEP Eligibility

Status	Count
Yes	32
No	1,093
Total LEP Eligibility	1,125

English Language Proficiency

Status	Count
Redesignated as Eng Fluent > than 2 Yrs	1
Not Applicable	1,120
Redesignated as Eng Fluent 2 Yrs or Less	4
Total English Language Proficiency	1,125

Student is a Single Parent

Yes/No	Count
Yes	2
No	1,123
Total Student is a Single Parent	1,125

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*Includes only students in with >50% FTE for all Counts except for Pre-K students
 Report does not include data for Option Out students - see separate report for this data
 Report does not include data for Contract Out date - See Student Lookup by Demographics for this data*

Nebraska Department of Education
STUDENT GROUP COUNTS
School Year: 2012-2013

Student Snapshot - Snapshot Date: 2012-10-01

DISTRICT: [REDACTED]

Option In	<i>Count</i>
<i>Grade</i>	
KG	2
01	3
02	1
03	1
04	3
05	3
06	4
07	5
08	3
09	6
10	7
11	5
12	2
Total Option In	45

Option Out - See the "Option Out Students" Verification Report
No Records For This Item



Student Summary Attendance

This report is based upon numbers submitted in the Student Summary Attendance Template for all students contained in the Student Template and upon "Days In Session" as collected from the district through the Consolidated Data Collection.

	Aggregate Days Attendance All Students (Including Enrollment Option) (1 dec. place)	Aggregate Days Absence All Students (Including Enrollment Option) (1 dec. place)	Aggregate Days Membership (1 dec. place)	Days In Session (1 dec. place)	Average Daily Attendance (2 dec. places)	Average Daily Membership (2 dec. places)
	(1)	(2)	(3) = (1) + (2)	(4)	(5) = (1) / (4)	(6) = (3) / (4)
PK	1,809.9	0.0	1,809.9	*	14.14	14.14
HK	56.4	2.4	58.8	*	0.58	0.60
KG	4,113.6	141.0	4,383.1 *	*	25.53	26.43
01	3,315.5	44.5	3,404.5 *	*	19.73	20.00
02	4,453.0	156.0	4,761.0 *	*	26.50	27.43
03	3,324.0	36.0	3,396.0 *	*	19.78	20.00
04	4,095.0	189.0	4,465.5 *	*	24.37	25.50
05	4,237.5	130.5	4,498.5 *	*	25.23	26.00
06	3,879.0	69.0	4,006.5 *	*	23.09	23.50
07	3,784.0	155.0	4,094.0 *	*	22.13	23.04
08	4,624.5	163.5	4,951.5 *	*	27.04	28.00
09	6,080.5	251.5	6,570.0 *	*	35.56	37.03



Student Grades

The Curriculum Report is generated from Student Grades

Student Grades		
Student Grades	Courses	Student Grades, Student Snapshot, and School Enrollment Templates need to have been uploaded and NSSRS Staff Reporting entered for the selected school year. These reports are processed on a nightly basis. Any updates to data used in these reports will not appear here until the following day.
	Student Roster	
	Student Courses	
	Students No Courses	
	Teacher Courses	
	Teachers No Courses	





NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Validations

Current District: _____ (Change District)
Year: 2013-06-30 (Change Year)

Home Errors Verification Reports Lookups by ID System Lookups

Student **Staff** In Reports

Report returned to web browser (can be printed or saved as PDF.)

Staff Verification Reports

- Report returned to web browser (can be printed or saved as PDF.)
- Report returned as Excel spreadsheet.

Note: Reports preceded by ** cannot be returned in Excel format and will only appear in the web browser.

Staff Reports

Current Certification Report	View Report	The report includes staff reported with their certificate information at the time the report is run. The report includes all current certificates, endorsements and level of endorsement, and certificate expiration date (endorsement expiration date is shown if provisional). If you have any questions, please contact Teacher Certification at 402-471-0739.
**Current Personnel Report	View Report	Staff Demographics and Staff Position Assignments for the selected school year need to have been uploaded.
Title I Paraprofessionals	View Report	The report includes staff with Assignment Code 5160 (Instructional Paraprofessionals) in a Schoolwide Title I program or those paid with Title I funds in a Targeted assistance program. This report displays paraprofessional's qualifications as to meeting the NCLB requirement of Qualified Title I Instructional Paraprofessionals. Please review and resolve any "No's" in the Para Qualified column. If you have any questions, please contact Title I at 402-471-2452.
**Teachers Assigned Out Of Endorsed Area or Level	View Report	NSSRS Student grades data using the NDE Staff ID is checked with the Teacher Certification database to see if staff hold the appropriate endorsements and levels of endorsement to validate a district/system's compliance with Rule 10 or Rule 14 teacher endorsement percentages. Some teachers may be included in this report if they are monitoring an online course. This will be resolved in 2012-2013. If you have any questions, please contact Approval and Accreditation at 402-471-2444.
**NCLB Non Qualified	View Report	The No Child Left Behind (NCLB) Act set forth the goal that general education and special education public school teachers would be 100% NCLB Qualified in core academic areas. New-to-the-profession elementary teachers must take and pass the EECA (Elementary Education: Curriculum and Instruction Assessment) in order to be NCLB-Qualified in Nebraska. Please contact Adult Program Services, 402-471-4863 if you have any questions.
**Staff Reporting for the GMS SPED IDEA Consolidated Application	View Report	The NDE Office of Special Education requested this report to assist their staff in validating and approving district staff submitted on the GMS SPED IDEA Consolidated Application. The Qualified Indicator describes some staff being checked for certification based on SPED criteria for this report, others were checked for licensure, and others as sign language interpreters which were checked against an "approved" list. PLEASE NOTE: not all these staff will be reported on the GMS SPED IDEA Consolidated Application.



Dynamic Look Up Tools

- Search for students by name and examine demographic characteristics
- Identify, by name, special education services being delivered
- If you find extra or missing students on verification reports you can search by **specific student names** for groups in which they are included
- Create files that can be matched to assessment data files and files from other sources allowing **student level data analysis**



Dynamic Look Up Tools



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2013-06-30 [\(Change Year\)](#)

Current User:
User Access: [NDE Super User](#)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Admin](#) [Exit](#)

NSSRS Validation Home

District Progress:

Window: YEAR END REVIEW, JUNE 15 - JUNE 30

Template Name

[STUDENT](#)

[SCHOOL ENROLLMENT](#)

[STUDENT SUMMARY ATTENDANCE](#)

[ASSESSMENT FACT](#)

[PROGRAMS FACT - EARLY CHILDHOOD](#)

[PROGRAMS FACT - CAREER EDUCATION](#)

[Graduation Cohort Analysis Tool](#)

[Programs Fact](#)

[Special Education Snapshot](#)

[Student by Demographics](#)

[Student Grades](#)

[Student Summary Attendance](#)

[Accountability Count Verification](#)



NEBRASKA DEPARTMENT OF EDUCATION

Student Lookup by Demographics

Student Lookup by Demographics

Template Choose
 Student

Must Choose a Template

Report October Student Snapshot , Last Name, First Name, Middle Initial and Birthdate. Select additional columns to report below (**Columns On Report**). Read the [Instructions](#) for more information.

Field to Limit Results On (Check box, then make selection in next column)	Field Selections	Columns On Report
<input type="checkbox"/> Location School Enrollment: Location Code (2)	FRANKLIN ELEMENTARY SCHOOL (004) HOLDREGE HIGH SCHOOL (001) HOLDREGE MIDDLE SCHOOL (003) HOLDREGE PUBLIC SCHOOLS EARLY CHILDHOOD (008)	<input type="checkbox"/>
<input type="checkbox"/> Location Student/Student Snapshot: Location Code (2)	FRANKLIN ELEMENTARY SCHOOL (004) HOLDREGE HIGH SCHOOL (001) HOLDREGE MIDDLE SCHOOL (003) HOLDREGE PUBLIC SCHOOLS EARLY CHILDHOOD (008)	<input type="checkbox"/>
<input type="checkbox"/> Grade Level Student / Student Snapshot: Current Grade Level (10)	Prekindergarten Less Than Half Day Prekindergarten Full Day Half Day Kindergarten Kindergarten	<input type="checkbox"/>
<input type="checkbox"/> Gender Student / Student Snapshot: Gender Code (15)	Female Male	<input type="checkbox"/>
<input type="checkbox"/> Hispanic Indicator Student / Student Snapshot: Hispanic Ethnicity Indicator (144)	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
<input type="checkbox"/> Race Student / Student Snapshot: Race 1, 2, 3, 4 or 5 Code (27, 146, 147, 148, 149)	American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>

Must check to include on report



Student Lookup by Demographics

- Lookup Fields

- Location
- Grade Level
- Gender
- Hispanic Indicator
- Race
- Reporting Race
- Home or Native Language
- Expected Graduation Year
- Enrollment Code
- Resident Status
- District of Residence
- Ethnicity
- FTE
- 504
- Verified Disability Flag
- Verified Disability Type
- LEP Eligibility
- LEP Participation
- LEP Duration
- HAL Eligible/Participant

and more.....



Validation/Verifications need to talk to CDC

Example: Days in Session




NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Validations

Current District: [\(Change District\)](#)
Year: 2013-06-30 [\(Change Year\)](#) Current User: [Data Steward](#)
User Access: [Data Steward](#)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Exit](#)

Student Verification Reports



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

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

[Home](#)

User ID: vetterka
Current District: NE DEPT OF EDUCATION
School Year: 2012-2013

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
ASSESSMENT	State Of The Schools Report	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Teacher and Principal Evaluation Survey	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Human Resources Director Contacts	N/A	N/A	06-30-2013	07-31-2013
GENERAL	Graduation Cohort Resolution Request (Optional)	N/A	N/A	06-30-2013	07-31-2013
STAFF	Substitute Teachers	N/A	N/A	06-14-2013	06-30-2013
FINANCIAL	School Age Final Financial Report (FFR)	N/A	N/A	10-15-2012	05-31-2013

*Enter the collection to view submission status.

Consolidated Data Collection



NEBRASKA DEPARTMENT OF EDUCATION

CDC Consolidated Data Collection Helpdesk (888) 285-0556

[Click for Instructions](#)

[Click to view Calendar](#)

[Reports](#)

[Home](#)

User ID: gcarter

Current District: NE DEPT OF EDUCATION

School Year: 2012-2013

Admin Functions:

Change Districts

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
ASSESSMENT	State Of The Schools Report	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Teacher and Principal Evaluation Survey	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Human Resources Director Contacts	N/A	N/A	06-30-2013	07-31-2013
GENERAL	Graduation Cohort Resolution Request (Optional)	N/A	N/A	06-30-2013	07-31-2013
STAFF	Substitute Teachers	N/A	N/A	06-14-2013	06-30-2013
FINANCIAL	School Age Final Financial Report (FFR)	N/A	N/A	10-15-2012	05-31-2013

*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	Summer School Student Unit	N/A	N/A	10-01-2012	10-15-2012
GENERAL	Assessed Valuation and Levies	N/A	N/A	10-01-2012	10-15-2012
STAFF	Non-Certificated Staff	N/A	N/A	12-26-2012	01-08-2013
GENERAL	Summer School Supplement	N/A	N/A	08-15-2013	08-31-2013
GENERAL	Elementary Site Allowance	N/A	N/A	10-01-2012	10-15-2012
GENERAL	Two-Year New School Adjustment Application	N/A	N/A	10-11-2012	10-15-2012



NEBRASKA DEPARTMENT OF EDUCATION

Collection Approval

- Purpose: Superintendent's (District Admin) Digital Signature
- Signifies Approval of Data for State and Federal Use
- Locks Data (*)
- Done at the completion of Validation and Verification Activities
- Found within "Data Manager"

(*) Can be unlocked prior to close of data collection



Collection Approval



- Home
- Data Collections
- GMS
- Student & Staff (NSSRS)
- District Admin
- My Profile
- Forms
- Viewer Links
- Help

Student and Staff Record System

Available

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

Status	Activation Code(s)	Name/Link	Note
Available	Edit/Remove	NDE Staff ID	Search for or assign a new NDE Staff ID
Available	Edit/Remove	NSSRS Data Manager	
Available	Edit/Remove	NSSRS Secured Information Website	
Available	Edit/Remove	NSSRS Validation	





- Menu
- Home
- Upload
- File Manager
- Batch Manager
- Collections Approval**
- External Links
- NSSRS Documents
- NDE Portal Login

System Messages		
Date	Subject	Message
No messages available.		
Open Collections		
Collection	Description	
Year-end 2011-2012	2011-2012 Year-end Collection	

- Menu
- Home
- Upload
- File Manager
- Batch Manager
- Collections Approval**
- External Links
- NSSRS Documents
- NDE Portal Login

District/Collection Approval

Once your data is marked as approved, you will no longer be able to upload or process any template files. This status will remain until the administrator resets the status.

School Year Range Start: 2012-06-30		School Year Range End: 2012-06-30		Approval Status: All		Filter
School Year	Collection	Description	Status	Date of Status	Action	
2012-06-30	Fall 2011-2012	2011-2012 Fall Collection	Approved	10/21/2011		
2012-06-30	Summer 2011-2012	Summer 2011-2012 Collection	Not Approved			



DUE DATES & DATA CHANGES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						
						
	MINIMUM TWO WEEK AUDIT WINDOW					
						
						
	DATA CHANGES? REQUIRES SUBMISSION OF REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES (AVAILABLE IN THE CONSOLIDATED DATA COLLECTION)					
						



Due Dates

DUE DATE: A date when data must be submitted.

CDC – Collections need to be Submitted and Approved

NSSRS – All required templates must be submitted during the collection window



AUDIT WINDOW CLOSE DATE: The Audit Window allows District and NDE staff to review the submitted data and make necessary adjustments. **Districts must ensure final approval occurs during the Audit Window.**

CDC – Collections must be approved locally on or before the Audit Window Close Date

NSSRS – Collections must be approved locally on or before the Audit Window Close Date.

After the Audit Window Closes the data becomes available for official reports and calculations.



Make Changes

- **Need to make changes BEFORE the Audit Window Close Date and you have already approved?**

Contact the NDE Helpdesk at 888-285-0556 or nde.helpdesk@nebraska.gov

- **Need to make changes AFTER the Audit Window Close Date?**

Requests to change data, after the Audit Window Close Date, require submission of “Request to Submit Data Late or Make Data Changes” available within the Consolidated Data Collection.



How Will I Remember Everything?



Resources-Secured

Desktop Database, eScholar, Unique ID

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

Student and Staff Record System

Available

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

Status	Activation Code(s)	Name/Link	Note
Available	Edit/Remove	NDE Staff ID	Search for or assign a new NDE Staff ID
Available	Edit/Remove	NSSRS Data Manager	
Available	Edit/Remove	NSSRS Secured Information Website	
Available	Edit/Remove	NSSRS Validation	

Files Available		
NSSRS Desktop Database (Version 8.0)	Microsoft Office 2010 users	08/31/2012
	Microsoft Office 2007 and earlier version users	
eScholar Data Source Templates (Version 15.0) (If you need earlier Template Versions, please contact the help desk.)		07/10/2013
eScholar Guide to Extracting Data (Version 7.0)		
User Guides/Manuals		
NDE Uniq-ID System User Guide (v.5.0.0)		07/10/2006
NDE Uniq-ID System New Features (v.5.0.0)		07/10/2006



Resources-Not Secured

<http://www.education.ne.gov/nssrs/>

NEBRASKA DEPARTMENT OF EDUCATION Languages | Text +/- Search

Home State Board Portal Master Calendar Departments & Programs: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nebraska Teacher of the Year Application

State of the Schools Reports
Annual reports on Nebraska's public schools and student performance.
▶ Click Here

NeSA
Nebraska State Accountability
NeSA Tests

Education Directory
Directory Search - Searchable Information for Nebraska Districts, Schools & Staff.

Nebraska Student and Staff Record System (NSSRS)

- NSSRS Home
- NSSRS Overview
- NDE Bulletins
- NDE Portal

NSSRS Resources

- Calendar
- Instructions
- NSSRS Validations
- Consolidated Data Collection
- Quick Reference Guides
- User Guides
- Program-specific Information
- District/School Codes
- Blank Files
- File Naming Conventions

Nebraska Student and Staff Record System

The Nebraska Student and Staff Record System (NSSRS) is the Nebraska Department of Education's primary method of data collection from Nebraska public districts.

Reminders

Participation in "NDE Data Submission Workdays" held at the ESUs is strongly encouraged. Contact your ESU for NDE Data Submission Workday scheduling information.

NSSRS News

2013-2014 NSSRS Instructions

2013-2014 instructions and calendar are now available on the NSSRS Resources page. Please refer to the "Change Summary" in Appendix A of each manual for an itemized list of changes. Updated eScholar Data Source Templates, highlighted for use in Nebraska, will be available on the NSSRS Secured Information website at a later date.

2014 State Data Conference



NSSRS Resources

NSSRS Resources

Last Updated: **07/22/2013**

Nebraska Student and Staff Record System (NSSRS) documentation is organized as follows.

Section	Description
Calendar	Schedule of file submissions and collections
Instructions	Instructions for each NSSRS file specification
NSSRS Validations	Interactive list of NSSRS Validations
Consolidated Data Collection (CDC)	Instructions for each CDC collection
Quick Reference Guides	Brief user guides for each NSSRS subsystem
Program-specific Information	Instructions providing guidance specific to a particular program area (e.g., Graduation, Career Education, Early Childhood Education, Homeless Education, and Special Education).
District/School Codes	Lists of valid District Codes and School Codes
Blank Files	Blank files formatted for each file specification
File Naming Conventions	Summary of file naming requirements

Additional information is available on the **NSSRS Secured Information** website, including:

- NSSRS Desktop Database
- NDE Student ID System User Guide
- Nebraska eScholar Data Source templates



STUDENT

Templates Instruction Manual

Version 7.0.3 – September 25, 2012

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Data Element Names	2
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Middle Initial [Student:Middle Initial (9)]	4
Grade Level [Student:Current Grade Level (10)]	5
Birthdate [Student:Birth Date (14)].....	5
Gender [Student:Gender Code (15)]	5
Race 1 Code [Student:Race or Ethnic Code (27)].....	6
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Course Codes

	<u>SCIENCE</u>
130201	BIOLOGY I
130202	BIOLOGY II
130210	ANATOMY and PHYSIOLOGY
130300	PHYSICAL SCIENCE
130301	CHEMISTRY I
130302	CHEMISTRY II
130303	PHYSICS I
130304	PRINCIPLES OF TECHNOLOGY I (SCIENCE)
130306	PRINCIPLES OF TECHNOLOGY II (SCIENCE)
130307	PHYSICS II
130415	GEOSCIENCE
130801	SCIENCE-MIDDLE GRADES/JR HIGH I
130802	SCIENCE-MIDDLE GRADES/JR HIGH II
130803	SCIENCE-MIDDLE GRADES/JR HIGH III
135000	ADVANCED PLACEMENT BIOLOGY
135010	ADVANCED PLACEMENT CHEMISTRY
135020	ADVANCED PLACEMENT PHYSICS
139930	SCIENCE, OTHER
139931	SCIENCE, OTHER
139932	SCIENCE, OTHER
139933	SCIENCE, OTHER
139934	SCIENCE, OTHER

Course Codes and Clearing Endorsements

(Formerly called Appendix D)

2013-2014

Version 4.1.0
May 29, 2013

**Nebraska Department of Education
Data Services**



Staff Position Assignment Codes

Nebraska Student and Staff Record System
<http://www.education.ne.gov/nssrs>

STAFF **Instruction Manual** Version 3.1.0 – June 16, 2013

Staff Demographics
Staff Position Assignments

Replaces: NDE02-014 Fall Personnel Report
NDE02-013 IEA Fall Personnel Report
NDE02-012 Instructional Paraprofessional Fall Personnel Report
in Title I Schools
NDE02-033 Report of Certificated Staff Hired After September 15

2013-2014



Nebraska Department of Education
301 Centennial Mall South
PO Box 94987
Lincoln, NE 68509-4987
888-285-0556
402-471-3151
nde.helpdesk@nebraska.gov

Choose the correct code

Example:

**SPED Teacher – Core Academic
Subjects/Alternate
Standards/Assessment (1162)** *Does
evaluate progress*

**SPED Teacher – Collaborating/Co-
Teaching (1163)** *Does not assign
grades*



NEBRASKA DEPARTMENT OF EDUCATION

Resources – NDE Bulletins

Must Read!

NDE: NDE_BULLETIN_July_11_2013

NDE Helpdesk

Sent: Thursday, July 11, 2013 3:27 PM

To:

Cc: Carter, Ginny

[Forwarding to all registered users of GMS-, CDC- or NSSRS-related collections in the NDE Portal. Past NDE Bulletins are available at <http://www.education.ne.gov/ndebulletins>.]

Bulletins by Email and On-line

NDE Bulletin
July 11, 2013



New Superintendents – 2013-14 School Year

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

If your district/system has a new Superintendent for the 2013-14 school year, please have them contact the NDE Helpdesk to get set up on the NDE Portal as the new District Administrator for your District. They will need to add the district admin activation code specific to the district. The previous District Admin will also need to be removed. The Helpdesk can also provide them with information on where instructions are located for the District Administrator Responsibilities and assigning activation codes.



Title II-A Update on Equipment Purchases

Contact: Mike Kissler (402-471-2741 or mike.kissler@nebraska.gov) OR Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov)

During a recent webinar, the director of the Title IIA program at the Office of Elementary and Secondary Education (OESE) provided participants with revised guidance concerning the use of project funds. We had formerly been told to advise school districts to limit purchases of technology items, such as computers and iPads, to those situations when the items were needed to support project related professional development activities under the "reasonable and necessary" concept that is applied to federal programs. As a result of an audit which occurred somewhere, we have now been told that Title IIA projects should not be allowed to purchase such items as computers, iPads, SMART Boards, cameras and projectors.



NEBRASKA DEPARTMENT OF EDUCATION

Master Calendar



NEBRASKA DEPARTMENT OF EDUCATION
301 Centennial Mall South P.O. Box 94987 Lincoln, Nebraska 68509 402-471-2295

Select View: Month | Week | Day | List | Event Type | RSS | Home

Applications & Collections

Select View Applications & Collections March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24 Week 9 10-001 Commissioner's Office	25	26	27	28 02-015 Nonpublic Curriculum Report 08-021 Cooperative Arrangements Form 08-023 Biennial Course Form 12-014 Adult Education	1 28-035 Financial Services	2
3 Week 10	4	5 CNP Nutrition School Lunch	6	7	8	9



NSSRS & CDC Calendars

Calendar

NSSRS Calendar	2012-2013	11/01/2012
Consolidated Data Collection		

2012-2013 NSSRS Calendar, with 2011-2012 Follow-up Collections
Nebraska Department of Education
Nebraska Student and Staff Record System (NSSRS)

<http://www.education.ne.gov/nssrs>
Revised 11/1/2012

STAFF REPORTING

DATES	2012-2013 TEMPLATES	DATA USES
August 15 - September 15 Revisions accepted through October 31, 2012	<input type="checkbox"/> Staff Demographics ^{1,2} <input type="checkbox"/> Staff Position Assignments ^{1,2}	¹ Extract for Approval and Accreditation Certificate Checks and Salary Reports ² Extract for State Aid Calculation
November 30, 2012 <i>Non-Public Districts Only</i>	<input type="checkbox"/> Staff Demographics ¹ <input type="checkbox"/> Staff Position Assignments ¹	¹ Extract for Non Public Curriculum Reporting
Accepted during any open acceptance window	<input type="checkbox"/> Staff Demographics ¹ <input type="checkbox"/> Staff Position Assignments ¹	¹ Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A)

STUDENT REPORTING

DATES	2012-2013 (2013-06-30) TEMPLATES	2011-2012 (2012-06-30) TEMPLATES
August 23 - October 15	2012-2013 Fall Collection <input type="checkbox"/> Student ^{1,2}	



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

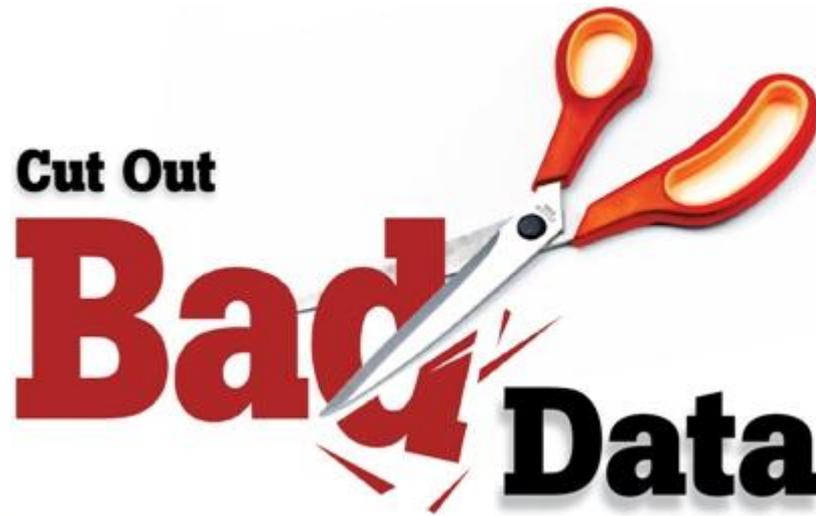
COLLECTION NAME	ENTITIES WHO REPORT	DUE DATE	NDE FORM NUMBER	COLLECTION DESCRIPTION
ARRA Section 1512 Reporting	Public ESU	October January April July	NDE 03-086	Collects ARRA Reporting Data on jobs saved or created and vendor information. There will be four different reporting periods.
Annual Participation Report	Public ESU	6/30	NDE 04-001	Title I Part A School-wide Projects and/or Targeted Assistance Schools Title I Part A Funded Staff Neglected/Delinquent Homeless – Unaccompanied
Nonpublic High School Completer Report	Nonpublic	6/30	NDE 02-043	The Nonpublic Completer Report is for each nonpublic system that has the potential of serving students in grade 12.



NEBRASKA DEPARTMENT OF EDUCATION

Managing Data Quality

Incorrect Data =
Inaccurate Conclusions



Quality Data

Three things:

1. People
2. Process
3. Resources



Create a District Data Team

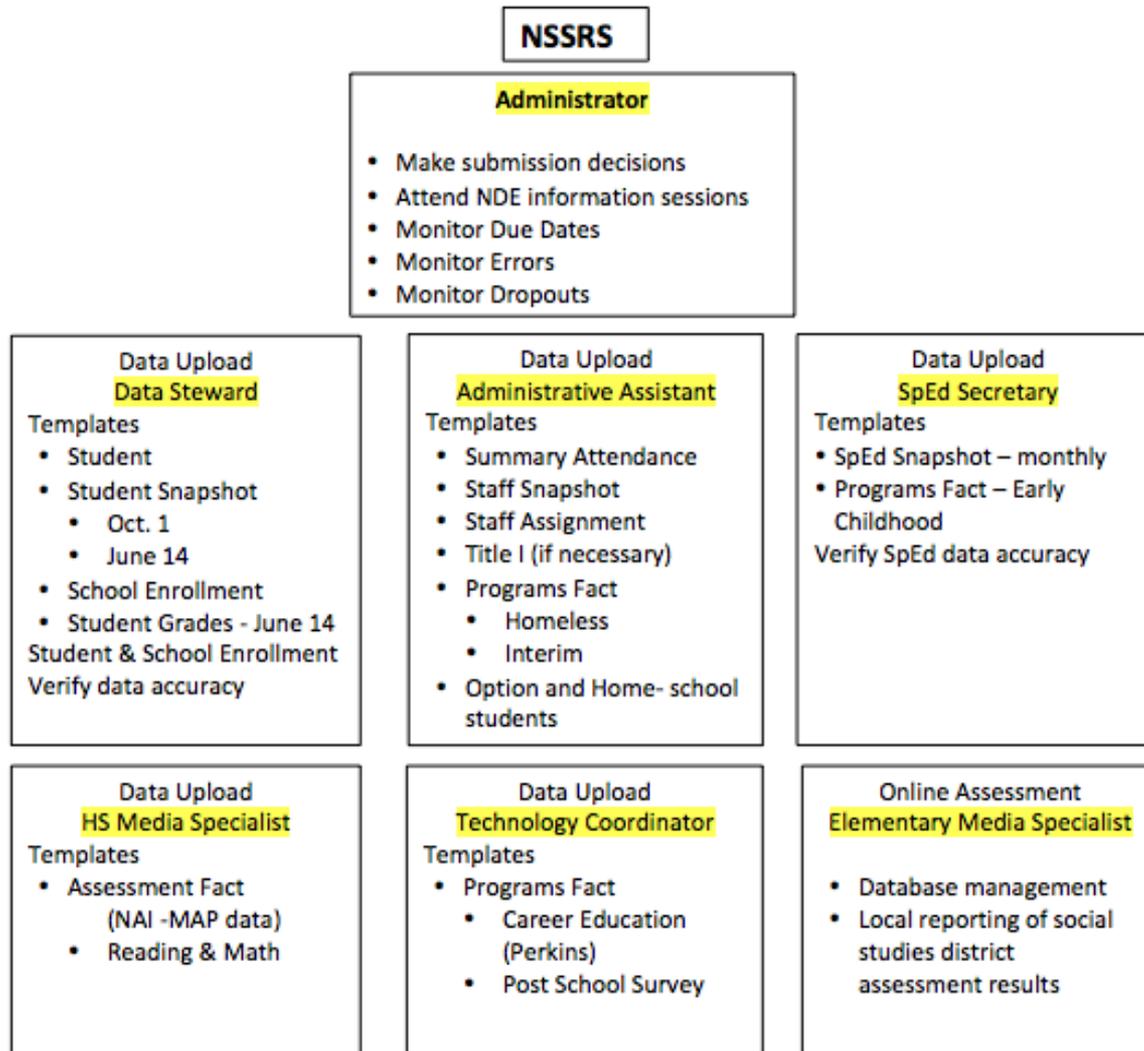


District Team Organization Example using the NSSRS Calendar

NSSRS/Assessment/CDC	2011-2012	Secretaries/Teachers/Other	Administrators
August 1 - 12			
<ul style="list-style-type: none"> 2010-2011 window opens for corrections to assessment data and to drop students who moved over the summer. NSSRS Workday AARA/ESEA Telecast Information Management meeting 	<ul style="list-style-type: none"> Data Steward – drop students HS Secretary - assessment data Data Steward, Admin. Assistant Media Spec. , Business Manager Agenda – all secretaries 	<ul style="list-style-type: none"> All administrators - review assessment data on secure portal site Administrators HS Principal 	
August – Week 3			
<ul style="list-style-type: none"> District receive NeSA Results from DRC August 15 Printouts of NeSA scores received and distributed Submit NWEA MAP CRF & SPF files - Fall testing NSSRS opens for 2011-2012 school year 	<ul style="list-style-type: none"> MS Media Specialist MS Media Spec./Bldg. secretaries HS Media Spec. 	<ul style="list-style-type: none"> All administrators MS, HS, EL Principals HS Principal 	
August – Week 4			
<ul style="list-style-type: none"> Public release of NeSA data – August 29 Summer School Supplement – August 31 	<ul style="list-style-type: none"> Administrative Assistant 	<ul style="list-style-type: none"> MS, HS, EL Principals 	
September			
<ul style="list-style-type: none"> Prior to submitting Student Template, upload file to Uniq-ID to obtain NDE Student IDs for new students and update information for existing students. 	<ul style="list-style-type: none"> Data Steward 	<ul style="list-style-type: none"> HS Principal 	



Organize a District Team



Support for Data Quality

➤ Instructions and Program Links

- <http://www.education.ne.gov/nssrs>
 - Template Instructions for data requirements by field
 - “Who Reports What”
 - Guidance documents
 - Course Codes and Clearing Endorsements Document

➤ NDE Submissions

- <https://portal.education.ne.gov>



Support for Data Quality

NDE Research Analysts:

- Ben Baumfalk...402.471.3697
 - ESUs 1, 2, 3, 7, 18 & 19
 - Matt Heusman...402.471.3696
 - ESUs 4, 5, 6, & 9
 - Rachael LaBounty...308.631.5117
 - ESUs 13, 15, 16 & 17
 - Kathy Vetter...308.730.1949
 - ESUs 8, 10 & 11
-
- WORKDAYS @ ESU FOR EACH COLLECTION
 - SPECIAL PROGRAM EVENTS
 - TRAINING: CENTRALIZED AND ON-LOCATION



How to contact the NDE Helpdesk

There are three ways to contact the NDE Helpdesk with questions. All three ways get to the same place, so please only use one of these options.

1. Submit a “Helpdesk Request” from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.
2. Email: nde.helpdesk@nebraska.gov
3. Call Toll Free: 888-285-0556 Please leave your full name, organization, call back number and a brief description of your question.





NDE Help Desk and Data Analysts

Help Desk

1-888-285-0556

nde.helpdesk@nebraska.gov

online request from Portal

Data Analysts

- WORKDAYS @ ESU FOR EACH COLLECTION
- TRAINING: CENTRALIZED AND ON-LOCATION

Ben Baumfalk...402.471.3697

ESUs 1, 2, 3, 7, 18 & 19

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