

TO: NDE Superintendent – Public School; ESU Administrator; ESU Program Directors

DATE: August 6, 2007

RE: NDE: Special Education School Age System (FFRs) for 2006-2007

The Department of Education again has the option available to assist you in providing required information for Special Education School Age System (FFRs) for 2005-2006. This option allows districts the ability to upload staff information required in the School Age System from the districts' accounting records. Districts still have the option inputting staff information or editing previously submitted information. Attached are screen shots of the navigation buttons in the School Age System to access the upload option. Also, attached are the directions and required record layout of the data.

A timely submission of the FFR will not be complete unless the staff information is inputted or uploaded into the School Age System. Please refer to 92 NAC 51 for information regarding late submission of required forms. Additionally, as a result of the reauthorization of IDEA 2004, NDE is now required to give school districts a "determination rating" regarding compliance with IDEA Parts B & C. Included within the federal criteria being considered by NDE are: (1) timely and accurate submission of special education fiscal data and, (2) special education fiscal audit findings. Rewards and consequences will be associated with each of the four levels of "determinations" which districts will receive annually.

The School Age system is not available for data submission until September 1; however, the upload option may require districts using this option additional time to gather the information into the required record layout. For questions involving the record layout contact the Help Desk from 8:00AM Central to 4:30PM Central toll free at 888-285-0556 or at our local number 402-471-3151. If you have Special Education Program questions contact the following people in Financial Services, Lori Adams at 402-471-2637, Tim Baker at 402-471-3571 or Greg Prochazka 402-471-4314.

SchoolAgeMenu.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://schageffr.nde.state.ne.us/Schoolagemenu.asp?T=1

Enter County/District Number:(xx-xxxx):

OR

Select County/District Number from the list:

To view Data from a previous FFR, select a year: 2003-2004

[Keying Instructions](#) [Frequently Asked Questions](#)

SPECIAL EDUCATION PROGRAM (01-0-0000)	
OWNED AND OPERATED PROGRAMS (01-1-0000)	
Supervisory Services (01-1-1000)	Select
Diagnostic Services (01-1-2000)	Select
Consultative Services (01-1-3000)	Select
Vocational Adjustment Counselor Services (01-1-4000)	Select
Instructional/Therapy/Counseling Services (01-1-5000)	Select
Health Protection/Medically Related Expenditures (01-1-6000)	Select
CONTRACTED SPECIAL EDUCATION PROGRAMS (01-2-0000)	Select
DEDUCTIONS (01-3-0000)	Select
IDEA FUNDING (01-4-0000)	Select
SUPPORT SERVICES (02-0-0000)	Select
SUMMARY - ALLOWABLE EXCESS COSTS (03-0-0000) (Also Includes Final Financial Report School Age SPED/Costs With Mobile Learning Units)	Select
CONTRACTED SERVICE AGENCIES AND INDIVIDUAL PROVIDERS(04-0-0000)	Select
SUPPLEMENTARY REPORT OF EXPENDITURES(05-0-0000)	Select
TUITION RECEIVED FROM CONTRACTING DIST(06-0-0000)	Select

Logout of System

Approve Form

REPORTS

Display/Print Claim

Display/Print Original Claim

New Upload Supplementary

SCHAGEFFR Log

Support Services Rate

Done Internet

Start Nebraska Department of ... Record Layout for Supple... SchoolAgeMenu.asp - ... 9:31 AM

Upload - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address <https://schageffr.nde.state.ne.us/SCHAGEFFRUpload/Upload.asp?PrintIncyid=00-0001-000&datayear=20032004&userid=ladams&UserStatus=0&name=EDUCATIONAL%2> Go Links

NEBRASKA Department of Education

Special Education & Support Services Final Financial Report for School Age Students (Ages 5-21)

SUPPLEMENTARY REPORT OF EXPENDITURES (05-0-0000) - UPLOAD

EDUCATIONAL SERVICE UNIT 01 For the 2003-2004 School Year

Upload Record Layout Main Menu Logout

Basic Instructions:

- 1) Click on the "browse" button and select a file for upload.
- 2) Enter the e-mail address below where you would like to be contacted regarding the outcome of the upload.
- 3) Click on the "Upload File" to upload your file. (Select "Record Layout" button to view appropriate format for upload.)

PLEASE NOTE: If you are submitting data for more than one school district, you must upload each file separately. Only one school district can be uploaded at a time, or you will get an error on the record where the county/district number changes.

Select file to upload:

Browse...

Enter E-Mail Address:

Enter E-Mail Address to Verify:

Done Internet

Start Nebraska Department of ... Upload - Microsoft Int... Record Layout for Supple... 9:15 AM

Record Layout for Supplementary Report of Expenditures:

Required Field	Column Name In Table	Data Type	Length	Notes
*Social Security Number	SSN	Text	9	9 digits, no dash's (xxxxxxxxx)
*Last Name	LASTNAME	Text	30	Last name
*First Name	FIRSTNAME	Text	30	First Name
Middle Initial	MI	Text	1	Middle Initial
*FTE	FTE	Text	8	Can have up to 2 digits following decimal (xxx.xx)
*Staff Type	STAFFTYPE	Text	1	1 digit code (refer to following): 1 = Professional 2 = Paraprofessional 3 = Clerical 4 = Substitutes 5 = Cert. Sign Language Interpreters
*Amount	AMOUNT	Text	8	Dollar amount of claim. Salary only - do not include benefits (No decimals or comma's - whole dollars only)
*Section	SECTION	Text	9	9 digit Owned and Operated Program Code (refer to following): 01-1-1000 = Supervisory Services 01-1-2000 = Diagnostic 01-1-3000 = Consultative Services 01-1-4000 = Voc Adjustment Counselor Services 01-1-5000 = Inst/Therapy/Counseling Services 01-1-6000 = Health Prot/Med Related Expenditure
License Number	LICNUM	Text	30	License number (if required) – optional
*County	COUNTY	Text	2	2 digit County Code
*District	DISTRICT	Text	4	4 digit District Code

*Required fields for data submission.

If a field is not required, it may be left blank.

Data should be submitted in a comma delimited format (see the following example):

```
555555555,MARTIN,SUSAN,L,1,1,60000,01-1-1000,,55,0001
343434343,GRANT,TOM,,.5,4,10000,01-1-3000,,55,0001
678987678,MARVEL,BRET,L,1,2,100000,01-1-3000,234DF3345,55,0001
```

Files may be prepared in Excel and saved as a .csv file for the upload. In order to do this, please refer to the following instructions:

INSTRUCTIONS FOR USING EXCEL TO CREATE A .CSV FILE FOR THE SUPPLEMENTARY REPORT OF THE SCHOOL AGE FINAL FINANCIAL:

Create or open your data file in Excel following the format above

Each record should contain the following fields (cells) formatted appropriately. Make sure you format the cells or you may have trouble with your exported .csv file:

SSN = text
LASTNAME = text
FIRSTNAME = text
MI = text
FTE = Text
STAFFTYPE = text
AMOUNT = text
SECTION = text
LICNUM = text
COUNTY = text
DISTRICT = text

DO NOT include a header row on the .csv file

1) After your file is prepared, set the print area by highlighting all the data from the first cell through the District cell (cells A through K). To highlight, you can click on the first cell with your mouse and drag your mouse over all the columns. Select "FILE" on the top toolbar, "PRINT AREA", then select "SET PRINT AREA". You are now ready to save your file to a .csv format.

2) Select "FILE" on the top toolbar

3) Then "SAVE AS" from the "FILE" dropdown menu

4) Change the path where you would like to save the file

5) Change the name of the file

6) Change the "Save as type:" to: CVS(comma delimited)(* .csv)

7) Click "SAVE"

You may get a message that says "your file name" may contain features that are not compatible with .csv, etc. Just click "Yes" and save the file anyway.

To see if your file saved in the correct format, open any text editor on your computer, (i.e., "Notepad" on a pc or "SimpleText" on a mac), and open the file you just created into it. It should look like the sample data on the record layout page.

Close the file and follow the upload instruction in the Financial Financial system to upload the file.

Note: This information is provided for your convenience. NDE does not support the method you choose to export data from your data system to a .csv format. For further technical information and support, please contact your data support at your school district or Educational Service Unit.