



NEBRASKA DEPARTMENT OF EDUCATION

CDC Consolidated Data Collection Helpdesk (888) 285-0556

- Collection Main
- Contact Us
- CDC Main Pg
- Logout
- Instructions
- Reports
- Admin

NDE FORM #06-008

SPECIAL EDUCATION AND SUPPORT SERVICES
 FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
 (AGES 5 TO 21) 2011-2012
 AINSWORTH COMMUNITY SCHOOLS [09-0010-000]

SUPPLEMENTARY REPORT OF STAFF SALARIES

Options for submitting the Supplementary Report of Staff Salaries:

1) Select SPED qualified or licensed staff at your district from the drop down list below	2) Add staff not in the list by clicking on "Click to Add Staff Not Listed In Drop Down, or	3) Upload a file containing your Supplementary Report of Staff Salaries by clicking here:
--Select--	Click to Add Staff Not Listed In Drop Down	UPLOAD Supplementary Rpt

There is no Supplementary Staff Currently Reported

Click When Completed With This Page

	Totals Claimed On The Supplementary Report Of Staff Salaries By Type Of Staff	Totals Claimed Under Owned and Operated, By Type Of Staff	Difference
PROFESSIONAL SALARIES	0	0	0
PARAPROFESSIONAL SALARIES	0	0	0
CLERICAL SALARIES	0	0	0
SUBSTITUTE SALARIES	0	0	0



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[Click to View Record Layout](#)

INSTRUCTIONS:

- 1) Click on the 'browse' button and select a file for upload.
- 2) Click on the "upload File" to upload your file. (Select "Click to View Record Layout" to view appropriate format for upload.)

PLEASE NOTE: Upload errors will show immediately



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 RECORD LAYOUT FOR UPLOAD – SUPPLEMENTARY REPORT OF EXPENDITURES

Please note: If you choose to upload staff into the Supplementary Report of Expenditures in the School Age Final Financial, any data previously uploaded or entered for the current year will be deleted.

Required Field	Column Name In Table	Data Type	Length	NOTES
*NDE Staff ID	NDE_STAFF_ID	Text	10	10 digits (xxxxxxxx) NDE Staff id assigned through the NDE Staff ID system. All staff uploaded into the Supplementary Report must have an NDE STAFF ID number. SSN has been replaced with the NDE STAFF ID
*Last Name	LASTNAME	Text	30	Staff last name
*First Name	FIRSTNAME	Text	30	Staff first name
Middle Initial	MI	Text	1	Staff middle initial
*FTE	FTE	Text	8	FTE example (1, .5)
*Staff Type	STAFFTYPE	Text	1	1 digit code (refer to the following codes): 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 the following codes): 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 (as assigned by NDE)
*District	DISTRICT	Text	4	4 digit district code (as assigned by NDE)
*Datayears	DATAYEARS	Text	8	Datayears for which the Supplementary Staff are being uploaded. No spaces or hyphens (yyyyyyy) (ie.,20112012)

*Required fields for data submission. If a field is not required, it may be left blank.



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

5555555555,MARTIN,SUSAN,L,1,1,60000,01-1-1000,,55,0001
 3434343434,GRANT,TOM,,5,4,10000,01-1-3000,,55,0001
 6789876789,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:	
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.	
NDE_STAFF_ID = 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)	Click "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.	
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 Recordlayout page.	
Close the file and follow the upload instructions in the Final Financial through the CDC.	
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.	