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

Nonpublic Curriculum Reporting System

Instruction Manual

Version 5.0 – January 2, 2014

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Replaces : Curriculum Report (NDE02-015)

2013-2014

NEBRASKA
DEPARTMENT OF
EDUCATION

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This instruction manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 14, 21, and 24 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Please refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

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GENERAL INSTRUCTIONS

The Nonpublic Curriculum Reporting System is a separate application from NSSRS, but they are interconnected. The Nonpublic Curriculum Reporting System relies on the data submitted in the NSSRS Staff Demographics and Staff Position Assignments records to determine which staff need a curriculum report.

This data collection is for nonpublic systems. See 92NAC10-003.08 and 92NAC14-004.01G. Please check the NSSRS Validation Verification Report: Current Personnel to ensure staff are reported correctly.

The Nonpublic Curriculum Reporting System will collect data on courses teachers teach for use in determining compliance with Rule 10/14 (i.e. Instructional Units and Percent of Teachers teaching in their Endorsed Area).

The Nonpublic Curriculum Reporting System is located under the Data Collections tab in the portal. The buttons you will see on the Main Form are:

Instructions – This instruction manual is located under this button along with other resource documents including Course Code and Clearing Endorsements (formerly referred to as Appendix D), Course Code list, Curriculum Report Upload Record Layout, Biennial Form, and Cooperative Arrangements Form.

Enter/Edit Data – This button takes you to the online data entry page. Most small systems will want to use this method to complete the Curriculum Report rather than downloading and uploading.

Upload Staging File Records – This button takes you to the page you can get information about uploading a file. It is suggested that medium to large systems will want to use this option since entering data online will be time-consuming.

Download Staging File Records – This button takes you to a page where you can download last year's information (if you haven't uploaded current data yet) or get the current information after you upload. The downloaded file can be updated, renamed with the appropriate naming convention and uploaded. It is suggested that systems whose Student Information System vendor hasn't created an export function might want to use this process or enter data online under the Enter Data button.

Logout – Exits the application.

Printing a Work Copy of the Curriculum Report
This is not a required step but may be helpful. To print a copy of the curriculum report by location/school, click on the Enter Data button and click on Create School Report. Select the school for which you want to print this report. Click on Create School Report. A report will come up with a print option (click on the printer icon to print). NOTE: If you do this function before you edit or upload data, the errors will be included in the report BUT they are not annotated.

NSSRS Validation – Verification Report
Teachers Assigned Out of Endorsed Area or Level – This is a report that Approval and Accreditation used to send out. Systems need to review this data as the percentage of endorsed teachers will affect your compliance with Rule 10 or Rule 14.

This report will be updated nightly to reflect any updates to the Nonpublic Curriculum Reporting System and Teacher Certification made the day before.

Due Date
February 28, 2014

Audit Window Date
March 14, 2014

Scope
Each staff person reported as a "teacher" in the NSSRS Staff Reporting System (Position Assignments) will need to report the courses they are teaching. If the teacher does not have any courses to report, please update the NSSRS Staff Reporting System Position Assignments with the updated staff assignment.

The NSSRS Assignment Codes [Staff Position Assignments: Position Assignment Code (11)] for teachers that will report in the Nonpublic Curriculum Reporting System are:

X-1150 Head Teacher
X-1160 Teacher
S-1161 SPED Teacher Teaching Core Academic Subjects/Grading
S-1162 SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment
X-1170 Teacher – Facilitator

("X" = Special Program Indicator for positions 1161 and 1162. The only allowable Special Program Indicator is "S").

All teachers will need to report curriculum data. The course information must be reported for each section of each course taught. Do not combine sections that have the same course code unless they make up a year-long course. Be sure to report the minutes per session and

sessions per year based on the instruction the students receive. If it is a year-long course, be sure to report semester code 3 with the number of sessions to reflect that.

Secondary and Middle School Teachers – For online entry, a record for each teacher will display. If a teacher is not listed, please check NSSRS Validation Verification Report, Current Personnel to ensure staff are reported correctly.

Teachers that reported curriculum in 2012-2013 will have data available to be edited. If the courses reported are the same for 2013-2014 (with the same minutes per session, sessions per year and semester code), please update the number of students in each course. Delete any courses that are not valid for 2013-2014. Add courses if appropriate.

Secondary and Elementary Special Education Teachers – For online entry, a record for each Special Education Teacher that was reported with the [Staff Position Assignments:Position Assignment Code (11)] S-1161 and S-1162 will be available to enter or update. If the courses reported are the same for 2013-2014 (with the same minutes per session, sessions per year and semester code), please update the number of students in each course. Delete any courses that are not valid for 2013-2014. Add courses if appropriate.

Elementary Teachers – For online entry, a record for each teacher will be available to enter or update. Teachers teaching an elementary self contained class will use course code 180000, with the appropriate grade taught code, special course indicator will be 0, semester code will be 3, minutes per session might be 360 (for a 6.5 hour day, 30 minute lunch), sessions per year will be the number of days school is in session, and then the total number of students in the class. If the students are birth to kindergarten and served in the home, you may also use course codes 180005 (Home-Based Program (Non SPED)) or 194000 (Special Education In-Home Setting).

Teachers teaching specific subjects (i.e. PE, Music, Art, Math or Science) will report those specific courses.

Example 1: Four 5th Grade teachers that combine elementary self contained with departmentalized teaching.

All four teachers have a home room for 3 hours per day and will report course code 180000 Self-Contained, grade taught code=05, minutes per session= 180, sessions per year= 177, semester code = 3 and number of students. Then they will report the additional course(s) they teach as follows:

- Teacher A teaches Math for one period. Course code 112800 Mathematics-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in.

Teacher A example:

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
Self-Contained	**180000**	**05**	**0**	**3**	**180**	**177**	**20**	**0**
Math Middle Gr /JR High I	**112800**	**05**	**0**	**3**	**50**	**177**	**15**	**0**
Math Middle Gr /JR High I	**112800**	**05**	**0**	**3**	**50**	**177**	**20**	**0**
Math Middle Gr /JR High I	**112800**	**05**	**0**	**3**	**50**	**177**	**12**	**0**
Math Middle Gr /JR High I	**112800**	**05**	**0**	**3**	**50**	**177**	**18**	**0**

- Teacher B teaches English/Language Arts for one period. Course code 050800 Reading-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in (see similar example Teacher A above).

- Teacher C teaches Science for one period. Course code 130801 Science-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in (see similar example Teacher A above).

- Teacher D teaches Social Studies for one period. Course code 150011 Social Studies-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in (see similar example Teacher A above).

Example 2: Another teacher with multiple grades teaching self contained. The teacher below has a 3rd grade home room for 5 hours per day, every day. The teacher also teachers a math class to 4th graders 30 minutes every day and a science class to 5th graders once a week for 30 minutes.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
Self-Contained	**180000**	**03**	**0**	**3**	**300**	**180**	**20**	**0**
Math MiddleGr/ JR High I	**112800**	**04**	**0**	**3**	**30**	**180**	**10**	**0**
Science Middle Gr/ JR High I	**130801**	**05**	**0**	**3**	**30**	**36**	**15**	**0**

Courses Being Taught by a Substitute
These courses should remain on the teacher of record's curriculum report. The substitute will **NOT** be reported in NSSRS.

Courses Being Taught by a New Hire
The new hire should be reported in the NSSRS Staff Reporting System with Staff Demographics and Staff Position Assignments before you can report their curriculum. After processing, the Nonpublic Curriculum Reporting System will reflect the update the next day. The course code displayed will be 000000 and will have to be edited with the appropriate course code and other information, then all other courses will be adds.

Courses Being Taught by Educational Service Unit (ESU) staff or staff coming from another district/system working in your system
Report the course codes of the courses the staff are teaching in your system. If these staff do not appear in the curriculum data, please verify these staff were reported correctly by reviewing the NSSRS Validation Verification Report titled Current Personnel Report and working with the ESU or district/system to report them in the NSSRS Staff Reporting system.

- Due to changes in the way Public Districts and Special Purpose Systems were instructed to report staff that might have an assignment at another district/system, these staff may not show in your Non Public Curriculum. If this is the case please contact Pam Tagart at 402-471-4735.

Staff Not Shown on Nonpublic Curriculum Reporting System
If a teacher is <u>not</u> listed, please check NSSRS Validation; Verification Report, Current Personnel to ensure staff have been reported correctly. If staff were not reported correctly, please update the NSSRS Staff Reporting System. The next day the Nonpublic Curriculum Reporting System will reflect the change.

Staff Reported as Teachers that are not Teaching
If a teacher is not teaching any courses, please update their assignment code to accurately reflect their assignment. If a staff member shows up on the list that is not a teacher, please update the NSSRS Staff Position Assignments and update the NSSRS Staff Reporting System to accurately reflect their assignment. The next day the Nonpublic Curriculum Reporting System will reflect the change. Do not delete an assignment unless it was reported in error. If an assignment changed, record a completion date in [Staff Position Assignments: Completion Date (14)] for the assignment and record the new assignment.

NONPUBLIC CURRICULUM REPORT FIELDS FOR UPLOADS

In describing the fields NDE will be collecting, there will be the NDE field name in **bold** followed by the field number in parenthesis.

The Non Public Curriculum report contains one record for every course a teacher teaches or monitors/facilitates.

Record Number (1)

Report a sequential number, starting with 1 for every record in the file. This number will be used to identify unique courses that have the same course code.

County (2)

This is the 2-digit number that identifies the county the System headquarters is located in. This is the first two digits of the County District School Number (XX-9999-999). Include leading zeros.

District (3)

The 4-digit number assigned to your system. This is the middle four digits of the County District School Number (99-XXXX-999). Include leading zeros.

School (4)

The 3-digit number assigned to the school within the system. This is the last three digits of the County District School Number (99-9999-XXX). Include leading zeros. This number should not be 000 (system level). Teachers must be assigned to schools.

NDE Staff ID (5)

Provide the 10-digit NDE Staff ID to identify the teacher. This data element was reported for your staff in the NSSRS Staff Reporting System.

Course Code (6)

Provide the 6-digit code that identifies the course. Include leading zeros. You can find the valid course codes for 2013-2014 under Program-specific Information located at: http://www.education.ne.gov/nssrs. The Course Codes and Clearing Endorsements document (formerly "Appendix D") has course descriptions and the valid endorsements to teach the course. The Course Code list provides a list of the courses by subject area. The Course Codes (Excel) has the course code, course name (literal) and a short name (short literal).

After consulting the Course Codes and Clearing Endorsements document and you are still unable to associate a course with one of the defined course codes, you can use the course codes titled as "other" provided under the subject area. **(These course codes should be used after all other possibilities have been examined.)**

Please note: When using the online entry, if you see a course code of "000000" this could indicate 1) the course code reported in 2012-2013 was valid for 2012-2013 but is no longer valid for 2013-2014. Please update the course code appropriately. Or 2) this might indicate a new teacher was reported in the 2013-2014 Staff Position Assignments in the NSSRS Staff Reporting System data

with no previous curriculum data. You will need to edit this record with the appropriate course information.

Grade Taught Code (7)

Provide the grade level or grade range of the students taking the course. Use the narrowest grade range that covers all the students in the class. Include leading zeros.

For special education courses, report the student's actual grade level not the highest instructional level. If you have any questions regarding this, please contact Adria Bace at (402)471-4312.

Please review the students in the course and report the appropriate grade range. Grade Taught Code 00 is not appropriate for the Nonpublic Curriculum Reporting System.

Code	Description	Code	Description
01	1st Grade	29	Grades 5-8
02	2nd Grade	30	Grades 6-7
03	3rd Grade	31	Grades 6-8
04	4th Grade	32	Grades 7-8
05	5th Grade	33	Grades 7-9
06	6th Grade	34	Grades 7-12
07	7th Grade	35	Grades 8-9
08	8th Grade	36	Grades 9-10
09	9th Grade	37	Grades 9-11
10	10th Grade	38	Grades 9-12
11	11th Grade	39	Grades 10-11
12	12th Grade	40	Grades 10-12
14	Grades PK-2	41	Grades 11-12
15	Grades PK-3	42	Grades K-2
16	Grades PK-6	43	Grades K-3
17	Grades PK-8	44	Grades K-6
18	Grades 1-2	45	Grades K-8
19	Grades 1-3	46	Grades PK-1
20	Grades 2-3	47	Grades PK-4
21	Grades 2-4	48	Grades PK-5
22	Grades 3-4	49	Grades PK-7
23	Grades 3-5	50	Grades K-1
24	Grades 4-5	51	Grades K-4
25	Grades 4-6	52	Grades K-5
26	Grades 4-8	53	Grades K-7
27	Grades 5-6	97	PK-K
28	Grades 5-7	98	Prekindergarten
		99	Kindergarten

Special Course Indicator (8)

Use this field to indicate if the course is a special course that meets the criteria below. Most courses will be coded with a zero. **Systems should only use these codes for courses they receive.** See further instructions below:

Code	Description
0	Not applicable (used for most courses)
2	University of Nebraska High School (either print-based or web-based courses)
4	Interactive Distance Learning (Synchronous Course)
5	Web-Based Distance Learning (Asynchronous Course)

Courses Your System Would Like To Count For Instructional Units That May Not Be Taught By Staff Included In Your NSSRS Submission.

Certain courses must be reported on the specialized forms indicated below. These forms can be printed off (paper only) and are found under the Instructions button. These completed forms should be mailed to the Nebraska Department of Education, Accreditation/School Improvement, PO Box 94987, Lincoln, NE 68509 and are due with the same due date as the Nonpublic Curriculum Report. Contact the Accreditation and School Improvement Section of the Nebraska Department of Education if you have questions on completing these forms at (402) 471-2444.

COURSE TYPE **REPORT ON FORM #**

Biennial Courses Counted for Accreditation.....NDE 08-023
Cooperative Arrangements Counted for the High School Instructional Program.....NDE 08-021
Integrated Courses Report.....NDE 02-015.2 (upon request)

Reporting Interactive/Web-Based Distance Learning Courses

These instructions pertain only to those courses received from other schools or agencies.

If students in a distance learning class receive college credit only, do **NOT** include the course on the Nonpublic Curriculum Report. (**Reminder**: All courses provided for high school credit only or for dual credit must be taught by a teacher holding a Nebraska Teaching Certificate pursuant to State Statute 79-802).

For ALL classes from the University of Nebraska High School:

- Complete the Curriculum report for the local certificated teacher monitoring the course.
- Enter a "2" in the column for Special Course Indicator Code.
- Assignment Code [Staff Position Assignments: Position Assignment Code(11)] will be X-1170

For Interactive Distance Learning (Two-Way Synchronous Interactive Audio-Video Courses):

- Report the course on the Curriculum Report of the teacher who is delivering the course. (**NOTE**: If your school receives an inter-active class from another district/system, and the staff (teacher) does not show in your curriculum data, contact Pam Tagart at (402)

471-4735. Instructions for public districts changed in reporting staff which may affect their teachers who might be sending your system Distance Learning courses.

For Web-Based Distance Learning Courses (Asynchronous courses, i.e. Plato, NovaNet, OdysseyWare, etc.):

- Report the course on the Nonpublic Curriculum Report of the monitoring teacher. (**NOTE**: Only certificated staff may monitor web-based courses. If an administrator or guidance counselor are assigned as a monitor for the course, that assignment must be reported in the NSSRS Staff Reporting System and the staff member's record will appear in the Nonpublic Curriculum Reporting System the next day. The NSSRS Staff Position Assignments should also reflect that facilitating/monitoring assignment as a percent of the individual's total assignment. For instance, on the Staff Position Assignments record the monitoring administrator or counselor must be coded as a 0-1170 for a percentage of his/her assignment.)
- Enter a "5" in the column for Special Course Indicator Code.
- Complete the rest of the line with the course information.

Semester Code (9)

Report the code to indicate when the course is offered and the length of the course.

Code	Description
1	One semester or shorter course beginning during the 1st semester.
2	One semester or shorter course beginning during the 2nd semester.
3	Year-long course.

Minutes per Session (10)

Provide the average number of minutes the class meets during the entire school year (excluding summer school), and not merely the number of minutes that is regularly scheduled on a normal school day. Take into account schedule changes (i.e. early dismissal, parent-teacher conferences, school improvement activities, shortened schedules).

Example: School is in session with teachers and students for 180 days. The regular class periods are 50 minutes in length. A simple calculation of instructional units would generate 10.0 instructional units (180 days x 50 minutes = 9,000 minutes/900 minutes).

However, the school schedules the regular length period only Monday through Thursday of each week. On Fridays the school has periods of only 40 minutes and early dismissals for a variety of different reasons throughout the year. The average number of minutes each week is computed as follows:

Monday through Thursday: 4 x 50 minutes = 200 minutes.
Fridays: 40 minutes
Total 240 minutes each week
Average minutes per session is 240/5 or 48 minutes

<u>In this example, put 48 in Minutes Per Session (not 50). Early dismissals may result in a shortage of instructional units in required courses. The example shown below would generate only 9.6 instructional units, not 10.0.</u>

Sessions per Year (11)

Provide the number of times the class is scheduled to meet during the entire school year (excluding summer school). Count the number of days/times the class is scheduled to meet during the year on the official school calendar. REMEMBER the number of days in each semester may be different, be sure you have the correct number of sessions for each semester.

Total Students (12)

Provide the total number of students enrolled in the course. In courses that are 1st semester only report the total students as of the last class session. Report students in 2nd semester and year-long courses as of the reporting date.

A course that has zero students cannot be counted for instructional units; therefore, the course must be deleted and not reported.

Dual Credit Total Students (13)

Provide the total number of the students taking this course if this course is eligible for dual credit and the students earned both high school and postsecondary credit. If students are reported, this field should be less than or equal to the Total Students field (12). This field will be pre-populated with zero on the existing records but will need to be entered on any new courses added.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
Col Mkent	**032603**	**41**	**0**	**3**	**50**	**180**	**10**	**5**

Example: There are 10 students in grades 11 and 12 taking a College Marketing for the Entrepreneur course (course code 032603). Of those 10 students, 5 of them are receiving dual credit for the course. This class meets 50 minutes per session and 180 sessions per year. This is a yearlong course.

Additional Information

High School Courses In The Same Subject Area, Same Classroom, Same Time

Rule 10 (92 NAC10-004.04C2) allows High Schools to count instructional units for two courses in the same subject area in the same classroom at the same time if the courses are primarily individualized.

Example: Art III is a semester course for the 10th and 11th graders, Art IV is for independent projects and the courses are taught in the same classroom at the same time.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
ART III	**020300**	**39**	**0**	**1**	**50**	**90**	**4**	**0**
ART IV	**020400**	**12**	**0**	**1**	**50**	**90**	**2**	**0**

Reporting Title Migrant Education

If you used a Special Program Indicator Code of 9 (Title I Migrant Education) in the [Staff Position Assignments:Position Assignment Code (11)], please use the courses listed under the Title I Section of Course Codes and Clearing Endorsements (formerly "Appendix D").

Team Teaching

Courses delivered through team teaching should be reported as follows:

The efforts of each teacher involved in team teaching should be reported by each teacher using an appropriate course code.

For example: two teachers are team teaching an American History class. Each teacher handles a separate but contributory portion:
Teacher A – Political Movements
Teacher B – The Wars

There are 33 students in the class, the teachers will report the same course code, same minutes per session, same sessions per year but divide the number of students.

Teacher A's Report:

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
AMER HIST	**150820**	**41**	**0**	**1**	**50**	**54**	**16**	**0**

Teacher B's Report

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
AMER HIST	**150820**	**41**	**0**	**1**	**50**	**54**	**17**	**0**

Guidance for Special Education Teachers

Special Education Teacher – Core Academic Subjects/Grading. Position Assignment Code S-1161.

The S-1161 teacher is responsible for all aspects of academic content instruction for special education students based on Nebraska Content Standards.

Special education teachers who teach core academic subjects to students with disabilities and are responsible for assigning the students' grades must demonstrate content knowledge in the subjects and at the grade level they teach. These assignments are to be

reported at the **GRADE-**level of the students. Special education teachers with FTE in Staff Position Assignment Code of **S-1161** must report classes for said portion of FTE. Course codes are listed in the "Course Codes and Clearing Endorsements" (formerly "Appendix D") document starting in the Special Education section. The course descriptions were designed to encompass a broad scope of instruction and specific academic content classes for staff coded as S-1161. The course codes for classes for this position assignment code begin with **19** and end with **15**.

Special Education Teacher – Core Academic Subjects/Alternate Standards/Assessment. Position Assignment Code S-1162.
The S-1162 teacher instructs students with the most significant disabilities. These students' academic and functional performance significantly impedes their participation in the general education curriculum even with modifications and accommodations. These assignments are to be reported at the **GRADE-**level of the students. Special education teachers with FTE in Staff Position Assignment Code of **S-1162** must report classes for said portion of FTE. Course codes are listed in the "Course Codes and Clearing Endorsements" (formerly "Appendix D") document starting in the Special Education section. The course descriptions were designed to encompass a broad scope of instruction and specific academic content classes for staff coded as S-1162. The course codes for classes for this position assignment code begin with **19** and end with **30**.

Special Education Teacher - Collaborative/Co-Teaching. Position Assignment Code S-1163.
The S-1163 teacher delivers instruction based on curriculum adopted by the school system to address Statewide Standards. This includes co-teaching, joint planning and academic content with departmental support that is based on system curriculum requirement/guidelines. The special education teacher has access to ongoing support from the consultation with appropriately endorsed general education staff. Responsibilities may include adjusting the learning environment, modifying instructional methods, adapting curriculum, using positive behavioral supports and interventions, designing and implementing appropriate accommodations, and other activities to meet students' needs.

These special education teachers should be reported via the NSSRS with a Staff Position Assignments Code of S-1163. **No Curriculum Report will be required for an S-1163 Staff Assignment.**

Special Education Teacher/Facilitator Assignment Code S-1164
The S-1164 teacher facilitates instruction provided through alternate delivery systems such as web-based courses (Nova Net, Plato, etc.), alternate programs and other similar circumstances.

These special education teachers are to be reported via the NSSRS with a Staff Position Assignments Code of S-1164. In these situations, the special education teacher serves as a facilitator of the instruction and is not directly responsible for designing, delivering or

assessing instruction. **No Curriculum Report will be required for an S-1164 Staff Assignment**.

Reporting Examples for Special Education Teachers

To assist you in completing the Curriculum Report, please refer to the Instruction Manual and the Table of Contents. Follow guidance provided under sections General Instructions, Pre-printed Information and Curriculum Section. These sections in the manual include detailed instructions and examples.

Refer to "Course Codes and Clearing Endorsements" (formerly "Appendix D"), Special Education Classes, and beginning on page 221**.**

Example 1: Staff Position Assignments Code S-1161

Special Education staff reported via NSSRS with a Staff Position Assignments code of S-1161 who is teaching Special Education Math to 24 students in grade 9 and 10. This is an all year course, 50 minutes per session every day. Staff is also teaching a Special Education Language Arts course to 20 students in grade 9. This is an all year course, 50 minutes per session every day. And staff is teaching a Special Education Independent Living course to students in grades 9 thru 12. This is an all year course, 50 minutes per session every day. Note: use course titles with PAC 1161. See the example below:

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
SE Math	**191115**	**36**	**0**	**3**	**50**	**180**	**24**	**0**
SE Lang Arts	**190515**	**09**	**0**	**3**	**50**	**180**	**20**	**0**
SE Ind Liv	**190215**	**38**	**0**	**3**	**50**	**180**	**25**	**0**

Example 2: Staff Position Assignments Code S-1162

Special Education staff reported via NSSRS with a Staff Position Assignments Code of S-1162 who is teaching Independent Living Skills to 15 students in grades 9 through 12. This is an all year course, 50 minutes per session every day. Staff is teaching a Special Education Exploratory Science class and an essential Lang Arts class to 8 students in grades 9 and10. Both courses are year long, 50 minutes per session, every day. Note: Use courses titles with PAC 1162.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
SE Funct	**192000**	**38**	**0**	**3**	**50**	**180**	**15**	**0**
SE Science	**191330**	**36**	**0**	**3**	**50**	**180**	**8**	**0**
SE Lang Arts	**190530**	**36**	**0**	**3**	**50**	**180**	**8**	**0**

APPENDIX A – UPLOAD INSTRUCTIONS

File Contents

A data file must include curriculum for ALL schools/locations within the system for ALL teachers that were reported in NSSRS Staff Demographics and Staff Position Assignments with assignment codes of X-1150 Head Teacher, X-1160 Teacher, S-1161 Sped Teacher/Core Academic Subjects/Grading, S-1162 Sped Teacher/Core Academic Subjects/Alternative Standards/Assessment, and X-1170 Teacher-Facilitator.

File Name

File Name must be XXXXXX_Curriculum_YYYYMMDD (XXXXXX = county system number with no dash).

File Format

File Format should be prepared as a comma separated value (.csv) or a tab separated value (.tab) in the Curriculum Record Layout in Appendix A**.** Your file must contain a field called Record Number beginning with 1 and followed in sequence for each record. **Check box if header record is included.** Please note the fields that include leading zeros.

Upload Data Files

1. Go to the Portal.

2. Click on the Data Collections Tab.

3. Click on the Nonpublic Curriculum Reporting System.

4. Click on the Upload Staging File Records button.

5. Click on the Browse button to locate the file on your computer you are going to upload. When you have located the file you want to upload, select the file by highlighting it. Then click on it to open.

6. Click on Upload Staging File. A box will appear on your screen that says “Loading Please Wait” until the file has been uploaded. Depending on the size of the file this could take several minutes. Please do not click anywhere else until this box is no longer visible.

   If you get the error “The County or District field in the Upload file does Not match the CoDist value found in the file name in Record #1 or there is a ‘header record’ in this file,” check to see if you have a header record first and delete it **<u>or</u>** check the box to annotate a header record is included. If there is no header

record, check to be sure you have the right County District number. Update the file appropriately and start at Step 5 again.

7. You will receive messages in red that will indicate:
   Total Number of Records Processed
   Total Number of Errors Found
   Number of Records with NO Errors
   Total Number of Records WITH Errors

8. Below these messages is the Upload Errors box. The Upload Errors box will display the record number, the number of fields that are in error for that record along with a description of the errors. All errors must be corrected in your source data file and a new upload done until all errors are resolved. Each time a file is uploaded it must be a **complete** file for the system. Each time you upload, **all** data from the previous upload is deleted.

9. Once the file has been successfully uploaded with no errors, you can review the data via the online entry.

Main Form
This button returns you to the main page of the Nonpublic Curriculum Report.

Logout
This button logs you completely out of the Nonpublic Curriculum Report Collection.

Printed Copy of the Nonpublic Curriculum Report (by location/school)
Clicking in the Select Desired Staff Member drop down box will show you all the teachers at that location. Once all errors have been resolved, all staff should be showing as green text.

To print a copy of the Nonpublic Curriculum Report by location/school, click on the Enter Data button and click on Create School Report. Select the school for which you want to print this report. Click on Create School Report. A report will come up and then click on the printer icon. All errors in the Upload Errors box should be resolved before you print a copy for your files.

Upload Record Layout

Your file should be prepared as a comma separated value file (.csv) or (.tab) in the following format, be sure to include leading zeroes if appropriate:

1 Record Number	Numeric (5)	This must be a sequential number that starts with 1 and it must be unique within the file submitted.
2 County	Char(2)	2 digit NDE assigned county number. Must include leading zeros.
3 District	Char(4)	4 digit NDE assigned system number. Must include leading zeros.
4 School	Char(3)	3 digit NDE assigned school number. Must include leading zeros.
5 NDE_Staff_ID	Char(10)	Report the 10 digit NDE Staff ID assigned to the teacher and reported in NSSRS Staff Reporting System.
6 Course_Code	Char(6)	See Course Codes and Clearing Endorsements (Formerly Appendix D) for appropriate course codes.
7 Grade_Taught_Code	Char(2)	See page 8 for appropriate codes.
8 Special_Course_Indicator_Code	Char(1)	0-Not Applicable (used for most courses) 2-UNL Independent Study High 4-Interactive Distance Learning 5-Web-Based Distance Learning
9 Semester_Code	Char(1)	1 - 1st semester 2 - 2nd semester 3 - All year course
10 Minutes_Per_Session	Numeric(3)	Range 1-800
11 Sessions_Per_Year	Numeric(3)	Range 1-800
12 Total_Students	Numeric(3)	Range 1-999
13 Total_Students Dual Credit	Numeric(3)	Range 1-999

APPENDIX B – DOWNLOAD INSTRUCTIONS

Download Staging File Records will provide a file of last year's curriculum records in a .csv format to use as a starting point in creating a new file for the current year's collection to make changes/additions and deletions. You can then use the Upload Staging File Records option listed in Appendix A. You can only download this file **UNTIL** you try to upload a new file into the Nonpublic Curriculum Reporting System because when uploading a new file, the data is overwritten. It is suggested if you download last year's file you should save it under another name and then have a separate copy to update.

Download Staging File Records

1. Go to the Portal.

2. Click on the Data Collections Tab.

3. Click on the Nonpublic Curriculum Reporting System.

4. Click on the Download Staging File Records button.

5. In the Select System drop down box your system should show.

6. Click on the Download Staging File Records button.

7. A file will be created and appear under "Click on the link below to download the file." This will be a randomly named file with a .csv extension.

8. Click on the link and a box will appear to Open, Save or Cancel.

9. Click on Save. This will bring up the box asking where you would like to save the file, and this is where you can (and will likely want) to change the name of the file and save the file as a .csv file. Once you have saved the file click on Cancel.

10. To edit this file you will want to follow the instructions for opening a .txt or .csv file with Microsoft Excel that are found under the NSSRS Secured Information Web Site http://www.education.ne.gov/nssrs. Under NSSRS Resources find the Quick Reference Guide heading at the bottom of the section and you will find instructions for NSSRS Opening a .txt for .csv File with Microsoft Excel prior to version 2007 and NSSRS Opening a .txt or .csv File with Microsoft Excel version 2007. Follow these instructions to import the file. Updates can then be done to the information.

11. Once all the data has been updated, you will want to save the file as a .csv or .tab delimited file and follow the instructions in Appendix A to upload the file.

PLEASE NOTE: NDE added fields at the end of this file with the teacher name. These fields will be ignored in the upload; therefore you do not have to remove them prior to uploading. The names were added to help edit the file.

Main Form

This button returns you to the main page of the Nonpublic Curriculum Report.

Logout

This button logs you completely out of the Nonpublic Curriculum Report Collection.

APPENDIX C – ONLINE DATA ENTRY INSTRUCTIONS

The Nonpublic Curriculum Reporting System Online data entry option will be pre-populated with the teachers from NSSRS [Staff Position Assignments: Position Assignment Code (11)] = X-1150, X-1160, S-1161, S-1162, and X-1170 (X= Special Program Indicator). If the teacher reported curriculum data in 2012-2013, that data will be shown for editing (unless you tried to upload and wiped the data out for the whole district).

New teachers will also be listed, but they will show "Curriculum Record(s) with 0 Students Exist" and all fields will show as 0. You will have to edit the one course shown and add the other courses they teach with all the data fields completed.

If the curriculum data is pre-populated, you must update the Number of Students field which will show zero. Be sure to verify that the Minutes Per Session and Sessions Per Year are correct for 2013-2014. Once you have completed editing the record, click Update. You will have to do this for each course for each teacher in your school.

If a course is listed that the teacher is no longer teaching, you can delete the course. If a teacher has added a course that is not on the pre-populated list, you can add that course but you must complete all the fields.

Teachers cannot be added or deleted in this application. If you have these issues, see the instructions in the Nonpublic Curriculum Reporting System Instruction Manual page 3 for instructions to resolve these issues.

Refer to the Nonpublic Curriculum Reporting System Instruction Manual, Course Codes and Clearing Endorsements (formerly Appendix D) and the Course Code List under the Instructions button for more detailed information on each field that is to be reported. These resources are also available at http://www.education.ne.gov/nssrs under Program Specific Information, Courses.

On Line Entry

1. Go to the Portal.

2. Click on the Data Collections Tab.

3. Click on the Nonpublic Curriculum Reporting System.

4. Select District/System.
   The system name will show in the drop down box. If you are responsible for more than one system, they should show in the drop down box and you will need to select which system

you are reporting. Make sure that you have the appropriate Activation Code for the system you are responsible to submit. Use the Enter/Edit button.

5. Select School.
   Select each school/location within the system that you will be entering/updating data on.

6. Select Teacher.
   Select the teacher you want to edit. Please note only five courses show on the screen. If more than five courses were reported in the previous year, select the next page to complete the teacher's form. It will show Page 1 of X on the screen.

7. Records Actions
   - Add Record – Adds a course to the teacher. In the drop down box (click on the down arrow on the right-hand side of the course code box) to select Course Code, Grade Taught Code and Special Course Indicator. You will need to enter the Semester Code, Minutes Per Session, Sessions per Year and the Number of students. Click on the Insert button to add a course code to the teacher's curriculum record. When you are done adding courses, click the Cancel button. This will return you to the page and will show you all the courses you added. Click on the next teacher you need to update.

     All teachers must report courses. If they cannot report course information, their assignment code needs to be changed in the NSSRS Staff Reporting System (see Nonpublic Curriculum Reporting System Instruction Manual Page 3).

   - Edit – Edits the course reported for that teacher. This will bring up all the fields that you can edit for a teacher. All the pre-populated data will be displayed with zero in the # of Students field. You can edit any field. Once edits are complete, click on Update.

   - Delete – Deletes the course code reported for that teacher. When you click on the Delete button for a course code, a box will appear that will ask if you are sure you want to delete that record. Answer OK or Cancel. Clicking on OK will delete that course.

8. Rerun Edit Checks
   Once you have edited/added/deleted records for all teachers at a school, you will want to click on Rerun Edit Check to make sure that you have updated all the teachers listed for that school. Once the Rerun Edit Check is run, the staff should now be showing as green when all updates have been done.

9. Create School Report
   This gives you a printable copy of the Nonpublic Curriculum Report for each teacher at each school. You will need to select the school that you want to print a copy for. Once you are done printing, close the window.

Clicking in the Select Desired Staff Member drop down box will show you all the teachers at that location. Once all errors have been resolved, all teachers should be showing as green in the print.

To print a copy of the curriculum report by location/school, click on the Enter Data button and click on Create School Report. Select the school for which you want to print this report. Click on Create School Report. A report will come up and then click on the printer icon. All errors in the Upload Errors box should be resolved before you print a copy for your files. Otherwise the errors will be included in the report you print.

10. On Line Validations

Semester Code – Error – Semester Code must be 1-3. The only valid codes for this field are 1, 2 or 3. See the Nonpublic Curriculum Reporting System Instruction Manual for descriptions. Click OK and enter the appropriate semester code. Click Update.

Grade Taught Code – Error – Invalid Grade Taught Code for this School. The grade taught code selected is out of the grade range for this school. Click OK and select the appropriate grade taught code. Click Update.

Sessions Per Year – Error – Sessions per Year must be 1-800. The data entered is 0 or more than 800. Click on OK enter the appropriate amount. Click Update.

Minutes Per Session – Error – Minutes per Session must be 1-800. The data entered is 0 or more than 800. Click on OK and enter the appropriate amount. Click Update.

Main Form

This button will return you to the main form page.

Logout

This button will log out of the Portal.

APPENDIX D – CHANGE SUMMARY

Version 5.0

January 2, 2014

1. Updated Dates
2. Added Audit Window Date – March 14, 2014
3. Name change UNL Individual Study High to University of Nebraska High School
4. Distance Learning Instructions page 9

Version 4.0

January 2, 2013

1. Added new field - Dual Credit Total Students (13)
2. Removed 00 from Grade Table

Version 3.0

January 9, 2012

1. Changed the documentation to Nonpublic Curriculum Reporting System from Curriculum Reporting System.
2. Changed the documentation to refer to Appendix D as Course Codes and Clearing Endorsements (formerly "Appendix D").
3. Updated the Guidance for Special Education Teachers as it relates to nonpublic systems reporting Special Education Teachers employed by the nonpublic system.

Version 2.4

January 11, 2011

1. Added information regarding Biennial Courses (page 9).

Version 2.3

January 4, 2011

1. Removed references to S-1164 reporting curriculum.

Version 2.2

September 29, 2010

1. Removed all references to Section Codes.

Version 2.1

September 2, 2010

1. Added Section Code fields to Examples.

Version 2.0

August 16, 2010

1. On page 10 removed two special forms:

COURSE TYPE	REPORT ON FORM #
Interactive Audio-Visual Form	NDE 08-045

Web-Based Courses Form.....NDE 08-048

2. Grade Taught Code (7) removed code 00, this is not appropriate for the Curriculum Reporting system.
3. Grade Taught Code (7) added codes:

46	Grades PK-1
47	Grades PK-4
48	Grades PK-5
49	Grades PK-7
50	Grades K-1
51	Grades K-4
52	Grades K-5
53	Grades K-7

4. Special Course Indicator (8) removed code 3.
5. Special Course Indicator (8) added codes:

4	Interactive Distance Learning (Synchronous Course)
5	Web-Based Distance Learning (Asynchronous Course)

6. Added four section codes fields to be used to connect the teacher to students through the student grades template in NSSRS.
7. There are some changes to the Appendix D – Course Codes and Clearing Endorsements.
    a. Added Course code 320101 HS Learning, Earning and Living Skills.
    b. Added Course code 230101 JROTC.
    c. Removed Course Code 230100 ROTC.
    d. Changed all Foreign Language to World Language.
    e. Added and Changed Endorsements related to Career and Technical Education courses, please review those areas.