



ERATE VALIDATION REPORT

The Erate Validation Report is available to provide the qualified population Free and Reduced lunch counts that are used to calculate the percentage of discount when applying for Erate funding. The data is generated from the official Fall Membership submitted by Districts each year. In the event of audit, it is essential that the data be accurate and verifiable.

It is recommended that Districts / Schools/ ESUs access a copy of this F/R Membership report around November 5th annually and retain it as part of Erate required documentation.

Note: A valid login and permission are required to access the report tool.

1. Login to the NDE Portal at <http://portal.nde.state.ne.us/>

The screenshot shows the Nebraska Department of Education Portal homepage. At the top, there is a logo and the text 'NEBRASKA DEPARTMENT OF EDUCATION Portal' with the helpdesk number '(888) 285-0556'. Below this is a navigation bar with links for 'Portal Home' and 'Site Help'. A secondary navigation bar contains buttons for 'Home', 'Forms', 'Viewer Links', 'Help', and 'Training Videos'. The main content area features a 'Portal Sign In' section with fields for 'Login ID:' and 'Password:', and links for 'Sign In', 'Register', and 'Forgot Password'. To the right, there are 'Collection Announcements' with two news items: '**2010-2011 Annual Financial Report Online System**' and '**NCLB Reduction in Funds**'. A red arrow points to the 'Portal Sign In' section.

2. Click on the tab labeled "Student & Staff (NSSRS)"

This screenshot shows the same Nebraska Department of Education Portal homepage, but with a different navigation bar. The 'Student & Staff (NSSRS)' button is highlighted with a red arrow. The rest of the page content, including the 'Collection Announcements' section, remains the same as in the previous screenshot.

- Click on the link for [NSSRS Validation](#)
If this link does not appear in your Available links, contact the Help Desk for access.

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

Student and Staff Record System [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 Validation	

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

- Hover over the tab labeled [Verification Reports](#) and click on the [Student](#) option.

Current District: BANNER COUNTY PUBLIC SCHOOLS [04-0001] [\(Change District\)](#) Current User: [User Access](#)
Year: 2012-06-30 [\(Change Year\)](#)

Home Errors **Verification Reports** Lookups by ID System Lookups Exit

NSSRS Validation **Student** Home
Staff

District Progress:
Window: DUE OCTOBER 17, REVISIONS ACCEPTED THROUGH OCTOBER 31

Template Name	Records	Errors	Warnings
STUDENT	175	0	0
STUDENT SNAPSHOT [OCTOBER]	158	0	0
SCHOOL ENROLLMENT	177	0	0
PROGRAMS FACT - EARLY CHILDHOOD	0	0	0
SPECIAL EDUCATION SNAPSHOT [OCTOBER]	19	0	0

- This screen provides several reports. Scroll to [Erate Report](#) and click on “[View Report](#)”.

Current District: BANNER COUNTY PUBLIC SCHOOLS [04-0001] [\(Change District\)](#) Current User: witts
Year: 2012-06-30 [\(Change Year\)](#) User Access: [Basic](#)

Home Errors **Verification Reports** Lookups by ID System Lookups 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

ELDA Labels	View Report	Student and School Enrollment Templates for the selected school year need to have been uploaded.
E-Rate Report	View Report	October Student Snapshot Template needs to be uploaded for the school year. This report is suitable documentation for the Schools and Libraries Program of the Universal Service Fund.
**Food Program		October Student Snapshot or Student Template for the selected school

- The system will generate a report that is suitable documentation for the Schools and Libraries Program of the Universal Service Fund. Print and obtain the Superintendent's signature. This is your documentation. Districts, ESUs, and the State CIO may require copies of this report for Erate document retention requirements.

Current District: BANNER COUNTY PUBLIC SCHOOLS [04-0001] [\(Change District\)](#)
 Year: 2012-06-30 [\(Change Year\)](#) Current User: witt
 User Access: Basic

Home Errors Verification Reports Lookups by ID System Lookups Exit

[Return to Student Verification Reports](#)

1 / 1 Main Report 100% BusinessObjects

Nebraska Department of Education
2011-2012 FALL MEMBERSHIP E-RATE REPORT
BY SCHOOL

04-0001 BANNER COUNTY PUBLIC SCHOOLS

Snapshot Date: 2011-10-01
 Full Time Equivalency (FTE) Greater Than 50%

Date Printed: 11/3/2011

The purpose of this report is to summarize the 2011-2012 Fall Membership and Free/Reduced Price Lunch Eligibility as of the last Friday in September 2011. Counts do not include prekindergarten. This report is suitable documentation for the Schools and Libraries Program of the Universal Service Fund.

LOCATION	FALL MEMBERSHIP	FREE & REDUCED LUNCH
001 - BANNER COUNTY HIGH SCHOOL	86	43
002 - BANNER COUNTY ELEMENTARY SCHOOL	72	45
DISTRICT TOTALS	158	88

I certify that this is a complete and accurate report:

Signature _____ Title _____ Date _____

- When finished, click on "Exit" and sign out of the Portal as usual.
- Contact the NDE Help Desk at 888-285-0556 if you have any difficulty generating these reports.