

## Adams, Lori

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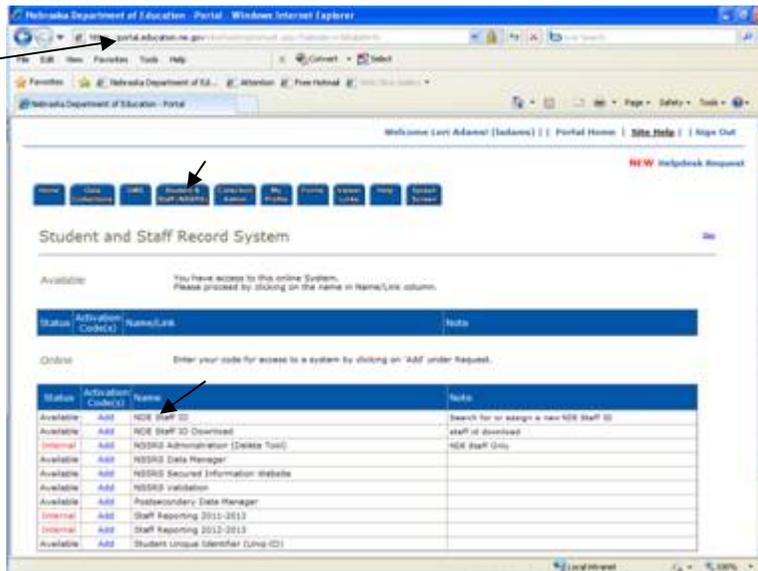
**From:** Adams, Lori  
**Sent:** Tuesday, July 31, 2012 8:04 AM  
**Cc:** Prochazka, Greg; Baker, Tim; Rhian, Shane; Swisher, Scott  
**Subject:** NDE: School Age Final Financial Report (FFR) for 2011-2012 - NDE Staff ID  
**Attachments:** SA\_05-0-0000\_RECORDLAYOUT.pdf

Forwarded to: NE Public School Superintendents; NE ESU Administrators; NE SPED ED Directors

The School Age Final Financial Report (FFR) for 2011-2012 has been modified to accommodate data collection by NDE Staff ID. The FFR will no longer be collecting staff data based on Social Security Number. All staff being claimed on the School Age Final Financial Report must have a NDE Staff ID.

To obtain a NDE Staff ID:

- 1) Sign into the NDE Portal at <http://portal.education.ne.gov/site/DesktopDefault.aspx>.
- 2) Go to the "Student & Staff (NSSRS)" tab.
- 3) Click on the "NDE Staff ID" collection, if you need an activation code this can be provided to you by your District Administrator.



The Department of Education again has the upload option to assist you in providing required information for Special Education School Age FFRs. This option allows districts the ability to upload staff information required in the School Age system from the districts' accounting records. Districts will still have the option of inputting staff 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 records layout of the data.

A timely submission of the FFR cannot be submitted 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.

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 questions contact the following people in Financial Services, Lori Adams at 402-471-2637, Tim Baker at 402-471-3571 or Greg Prochazka at 402-471-4314.

*Lori Adams*

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