



State Aid Verification Reports

State Aid
&
NDE Portal

NSSRS
Verification
Reports

State Aid
Component
Verification



<https://portal.education.ne.gov>



NEBRASKA DEPARTMENT OF EDUCATION
Portal

Helpdesk (888) 285-0556

Welcome Jen Utemark! (Jutemark)

Home

Data
Collections

GMS

Student &
Staff (NSSRS)

My
Profile

Forms

NDE
Staff

Viewer
Links

Help

Related Links

[↗ US Dept of Education](#)

Collection Announcements



<https://portal.education.ne.gov>

NSSRS

- **Nebraska Student & Staff Record System**
- Upload templates, validation tools, and verification reports

CDC

- **Consolidated Data Collections**
- Collect data not collected through NSSRS

GMS

- **Grant Management System**
- Applications/Reimbursements for grants



NSSRS Verification Reports

- Reports on students & Staff
- By subject area
- Review carefully – not all errors show in Errors & Warnings
- Only district will know if data is missing or incorrect.

The screenshot shows the 'NSSRS Validations' page. At the top, there is a navigation bar with the following links: Home, Errors, Verification Reports, Lookups by ID, System Lookups, Data Downloads, and Exit. The 'Verification Reports' link is highlighted with a red arrow. Below the navigation bar, there is a section titled 'Student Verification Reports' with a list of subject areas: General and Miscellaneous, Assessment, Career Education, Early Childhood, Enrollment, Graduation Cohort, Membership and Attendance, Special Education, State Aid, Student Grades, and Title I. The 'Membership and Attendance' item is highlighted with a red rectangular box. To the right of the list, there is a 'Verification' dropdown menu with options for 'Student' and 'Staff'. A mouse cursor is pointing at the 'Student' option.

NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] ([Change District](#))
Year: 2015-06-30 ([Change Year](#))

Current User: jutem ark
User Access: [Basic](#)

Home | Errors | **Verification Reports** | Lookups by ID | System Lookups | Data Downloads | Exit

Student Verification Reports

- General and Miscellaneous
- Assessment
- Career Education
- Early Childhood
- Enrollment
- Graduation Cohort
- Membership and Attendance**
- Special Education
- State Aid
- Student Grades
- Title I

Verification
Student
Staff



NSSRS Verification Reports

Membership and Attendance

REPORT	DESCRIPTION	TEMPLATES NEEDED	REVIEW TIMEFRAME
Membership by Grade, Race and Gender	Membership counts by Grade, Race and Gender at District or School level	October Student Snapshot	Fall
Comparison Of Membership Totals	Membership by School compared with previous year	October Student Snapshot	Fall
Membership Roster	List of students in Membership by Grade and by School	October Student Snapshot	Fall
Option Out Students	List of students listed as Optioning Out of your district as reported by the Option In district.	October Student Snapshot or Student and School Enrollment from the optioning in districts	Fall (Snapshot) Year-End (Student)
Average Daily Attendance and Average Daily Membership	Calculation of Average Daily Attendance (ADA) and Average Daily Membership (ADM) by District or by School. The CDC collection DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS must be completed before this report will display.	Student and Student Summary Attendance	Year-End
Student Summary Attendance Records	List of students and their Student Summary Attendance record. Report is available by school and then by grade.	Student and Student Summary Attendance	Quarterly and Year-End
Contract Out Students	Count of students reported as contracted out.	Student and School Enrollment	Fall (State Aid Count) Year-End (Current Count)
Excessive Absenteeism	Report of absences by Collection Period for students absent more than 5, 10, 15 and 20 days.	Student and Student Summary Attendance	Quarterly and Year-End
Student Summary Attendance Review	Review Student Summary Attendance records reported by collection period and, at the end of the year, compare total days in membership against Days in Session reported in the CDC.	Student and Student Summary Attendance	Quarterly and Year-End



NSSRS Verification Reports

- Reports on students & Staff
- By subject area
- Review carefully – not all errors show in Errors & Warnings
- Only district will know if data is missing or incorrect.

The screenshot shows the web application interface for the Nebraska Department of Education's NSSRS Validations. At the top, the logo and name "NEBRASKA DEPARTMENT OF EDUCATION" are displayed, followed by "NSSRS Validations". Below this, the current district is identified as "NEBRASKA DEPARTMENT OF EDUCATION [00-0000]" with a link to "Change District", and the current year is "2015-06-30" with a link to "Change Year". The current user is "jtemark" with "Basic" access. A navigation menu includes "Home", "Errors", "Verification Reports", "Lookups by ID", "System Lookups", "Data Downloads", and "Exit". The "Verification Reports" section is expanded, showing a list of subject areas: "General and Miscellaneous", "Assessment", "Career Education", "Early Childhood", "Enrollment", "Graduation Cohort", "Membership and Attendance", "Special Education", "State Aid", "Student Grades", and "Title I". A red arrow points from the "Verification Reports" menu item to the "Student" option in a pop-up menu. The "State Aid" option is highlighted with a red border.

NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] ([Change District](#))
Year: 2015-06-30 ([Change Year](#))

Current User: jtemark
User Access: [Basic](#)

Home | Errors | Verification Reports | Lookups by ID | System Lookups | Data Downloads | Exit

Student Verification Reports

- General and Miscellaneous
- Assessment
- Career Education
- Early Childhood
- Enrollment
- Graduation Cohort
- Membership and Attendance
- Special Education
- State Aid
- Student Grades
- Title I

Verification
Student
Staff



NSSRS Verification Reports

State Aid			
REPORT	DESCRIPTION	TEMPLATES NEEDED	REVIEW TIMEFRAME
Contract Out Students	Count of students reported as contracted out.	Student and School Enrollment	Fall
Option In/Option Out/Net Option	Information to verify Net Option students for State Aid purposes.	October Student Snapshot and School Enrollment from the optioning in districts	Fall
Programs Fact - Early Childhood - For State Aid Purposes	Early Childhood record counts by Early Childhood Program and by Age from the Last Friday in September. This report includes data that will be used for State Aid Certification.	October Student Snapshot and Programs Fact-Early Childhood	Fall
State Aid Components	NSSRS, CDC, and GMS data that will be used in the calculation of state aid.	October Student Snapshot	Fall

Student Counts

Are available in NSSRS following the day of submission

Financial Components (AFR)

Are available after they have been reviewed



State Aid Components

Nebraska Department of Education
2013-2014 STATE AID COMPONENT VERIFICATION

DISTRICT: **PALMYRA DISTRICT O R 1 (66-0501)**

NSSRS, CDC, and GMS data that will be used in the calculation of state aid. Data in each collection should be reviewed by school district officials during the October correction window. Corrections to the data in these collections will not be allowed after the October correction window has been closed. Note: Annual Financial Report (AFR) information will be available for review at a later time.

STUDENT INFORMATION (2013-06-30 NSSRS DATA)

Student Data Element	Student Count
MEMBERSHIP FDK-G12	409
OPTION IN	17
OPTION OUT	56
CONTRACT OUT	0
LEP	0

EARLY CHILDHOOD (2013-06-30 NSSRS AND CDC DATA)

Attendance Center	Part Day Early Childhood Hours Per Year	Part Day Qualified 4-Year Olds	Full Day Early Childhood Hours Per Year	Full Day Qualified 4-Year Olds	Qualified LEP 4-Year Olds
003	490	20	0	0	0

SUMMER SCHOOL (20112012 CDC DATA)

Summer School Students	Aggregate Number of Days Students Attended Summer School for At Least 3 Hours but Fewer than 6 Hours Per Day	Aggregate Number of Days Students Attended Summer School for More Than 6 Hours Per Day
25	300	0

CDC ASSESSED VALUATION AND LEVIES DATA (20112012 CDC DATA)

Total Assessed Valuation	General Fund Levy
\$361,252,347	\$0.9996

CDC TRANSPORTATION DATA (20112012 CDC DATA)

Total annual mileage of school owned contracted, or leased vehicles driven over regular school bus routes to and from school EXCLUDING ACTIVITY TRAVEL.
93,375

GMS POVERTY AND LEP DATA (2013-2014 GMS DATA)

Estimated Poverty Allowance	Estimated LEP Allowance
\$68,000.00	\$0.00

NSSRS, CDC, and GMS data that will be used in the calculation of state aid.

NSSRS, GMS, and CDC reporting talk to each other...

Check verification reports carefully, may be an error in the CDC collection or GMS submission.



State Aid Components Verification

DON'T MISS THIS OPPORTUNITY!!!

- Data received from other sources
- State Aid Components Verification (3-Day Audit Window)
- When: December 2015 (will receive notice)
- Where: NDE website, portal, CDC, State Aid component Verification
<https://portal.education.ne.gov/site/DesktopDefault.aspx>
- Review for Accuracy – Maximize State Aid
- **Save for Future AFR coding/planning** – Lists all AFR coding used to calculate Equalization Aid
- Notify NDE of any discrepancies



State Aid Components Verification

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES

2015/16 STATE AID COMPONENT VERIFICATION

County-District Number:
District Name:
Class of District: 4

Click on button to view information:

Student Information Financial Information Valuation

[Instructions](#) [Look Up Another District](#) [Log Out](#)

Student Information		
ADM Factor	Free Lunch	Poverty
0.998644816965803	13,858	17,402

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES

2015/16 STATE AID COMPONENT VERIFICATION

County-District Number:
District Name:
Class of District: 4

Click on button to view information:

Student Information Financial Information **Valuation**

[Instructions](#) [Look Up Another District](#) [Log Out](#)

Valuation and Levy	
Valuation Type	Amount
Adjusted Valuation	\$17,781,326,702



State Aid Components Verification

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES

2015/16 STATE AID COMPONENT VERIFICATION

County-District Number: [Redacted]

District Name: [Redacted]

Class of District: 4

[Click on button to view information:](#)

[Student Information](#)

[Financial Information](#)

[Valuation](#)

[Instructions](#) [Look Up Another District](#)

[Log Out](#)

Financial Information

Component	Amount
General Fund Operating Expenditures	\$333,988,477.58
Transportation Allowance - AFR	\$1,649,713.93
Transportation Allowance - Calculated	\$2,435,827.52
Special Receipts Allowance	\$27,456,450.24
Distance Education & Telecommunication Allowance	\$0.00
Other Actual Receipts	\$60,819,784.80

[See Details](#)

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES

2015/16 STATE AID COMPONENT VERIFICATION

County-District Number: [Redacted]

District Name: [Redacted]

Class of District: 4

[Click on button to view information:](#)

[Student Information](#)

[Financial Information](#)

[Valuation](#)

[Instructions](#) [Look Up Another District](#)

[Log Out](#)

[See Summary](#)

General Fund Operating Expenditures

	Account	Description	Amount
+	01-2-20400-000	TOTAL GENERAL FUND EXPENDITURES	342,606,564.95
-	01-1-01215-000	Tuition Received from Educational Entities (Distance Education)	0.00
-	01-1-01250-000	Summer School Tuition and Fees (All Sources)	0.00
-	01-1-01270-000	Preschool Tuition and Fees (All Sources)	0.00
-	01-1-01920-000	Contributions and Donations	0.00
-	01-1-03155-000	Textbook Loan	0.00
-	01-1-04455-000	Medicaid Administrative Activities (MAAPS)	1,138,145.18
-	01-1-04500-000	Title 8 (Impact Aid)	0.00
-	01-1-04600-000	Johnson-O'Malley	0.00
-	01-1-05500-000	Transfers From Other Funds	0.00
-	01-2-01100-364	Tuition Paid to Other Districts	39,709.46
-	01-2-01125-364	Tuition Paid to Other Districts	0.00
-	01-2-01150-364	Tuition Paid to Other Districts	0.00
-	01-2-01160-364	Tuition Paid to Other Districts	0.00
-	01-2-01200-360	Tuition Paid to Other Districts (Special Education)	0.00
-	01-2-01200-370	Tuition Paid to Other Agencies (Special Education)	0.00
-	01-2-02200-281	Retirement Incentive Plan	0.00
-	01-2-02200-282	Staff Development Assistance	0.00
-	01-2-02310-314	Lobbyist Fees and Expenses	46,193.39
-	01-2-02320-314	Lobbyist Fees and Expenses	0.00
-	01-2-02510-314	Lobbyist Fees and Expenses	0.00
-	01-2-02750-333	Transportation Paid to Other Districts	0.00
-	01-2-02755-333	Transportation Paid to Other Districts	0.00
-	01-2-02760-333	Transportation Paid to Other Districts	0.00
-	01-2-03000-000	Total Community Services	202,447.36
-	01-2-03500-000	Total State Categorical Programs	1,487,444.01
-	01-2-05000-605	Repayment of Taxes Paid	0.00

Lists AFR coding by
State Aid Component

See Details – shows AFR
coding behind each
component



Due Dates

Due Date

- All data should be submitted by this date
- **CDC** – Collections
- **NSSRS** - Templates

As the Superintendent

....you are responsible for verifying information is submitted accurately and on time.

Audit Window Close Date

- Following two weeks - allows District and NDE to review data & make adjustments or corrections
- **CDC** - Collections must locally be approved on or before the close date
- **NSSRS** – Templates must locally be approved on or before the close date



Calendars

Missed Deadlines
 Can delay **OR** miscalculate state aid funding!!

NSSRS Calendar

2013-2014 NSSRS Calendar, with 2012-2013 Follow-up Collections Nebraska Department of Education Nebraska Student and Staff Record System (NSSRS)		http://www.education.ne.gov/nssrs Updated 8/19/2013
DATES	2013-2014 (2014-06-30) TEMPLATES	DATA USES
November 1, 2013 - June 16, 2014	2013-2014 Year End Collection <ul style="list-style-type: none"> ❑ Student¹ ❑ Student Grades <ul style="list-style-type: none"> ○ Courses completed during regular school year ❑ Student Summary Attendance (2014-03-16 through Last Day of School)^{1,6} ❑ School Enrollment (2013-2014 Completers) ❑ Year-end Special Education Snapshot (Snapshot Date = 2014-06-30)^{1,5} ❑ Assessment Fact for National Assessment Instrument student results (Reading and Math)² ❑ Title I Programs ❑ Programs Fact: Career Education³ ❑ Programs Fact: Early Childhood ❑ Programs Fact: Homeless ❑ Programs Fact: Interim ❑ Post School Survey 	¹ Data used for State Aid Calculation ² State of the Schools Report ³ Carl D. Perkins Career and Technical Education Act Report ⁴ Extract for Medicaid in Public Schools (MIPS) 24th day of each month ⁵ Data used for Special Education Exiters ⁶ Data used for Excessive Absenteeism Quarterly Count



CDC Calendar

NEBRASKA DEPARTMENT OF EDUCATION
 CDC Consolidated Data Collection Helpdesk (888) 285-0556

COLLECTION NAME	ENTIRE YEAR REPORT	DUPLICATE DATE	NDE FORM NUMBER	COLLECTION DESCRIPTION
ARRA Section 1512 Reporting	Public ESU	October January April July	NDE 03-006	Collects ARRA Reporting Data on jobs saved or created and vendor information. There will be four different reporting periods.
Annual Participation Report	Public ESU	6/30	NDE 04-001	Title I Part A School-wide Projects and/or Targeted Assistance Schools Title I Part A Funded Staff Homeless - Unaccompanied
Nonpublic High School Completer Report	Nonpublic	6/30	NDE 02-043	The Nonpublic Completer Report is for each nonpublic system that has the potential of serving students in grade 12.
Days in Session/Instructional Program Hours	Public Nonpublic State Operated	6/30	NDE 02-066	Days in session by grade, instructional program hours -EC, Elem & Sec. Also included in this collection is Pre-K instructional hours for qualified early childhood education programs by attendance site which was removed from the Early Childhood Instructional Program Hours collection - 2010
ESU/District/Systems/Schools Information Report	Public Interim Nonpublic State Operated ESU	6/30	NDE 02-038	Collects demographic data for ESUs, Districts, Systems and Schools for the next school year.

Revised 2/13/2010 Page 1



NEBRASKA DEPARTMENT OF EDUCATION
 301 Centennial Mall South | Lincoln, NE 68509 | P.O. Box 94987 | 402.471.2295

MASTER CALENDAR

lay Meeting Go

Meetings & Conferences

▼ April 2015 ▼

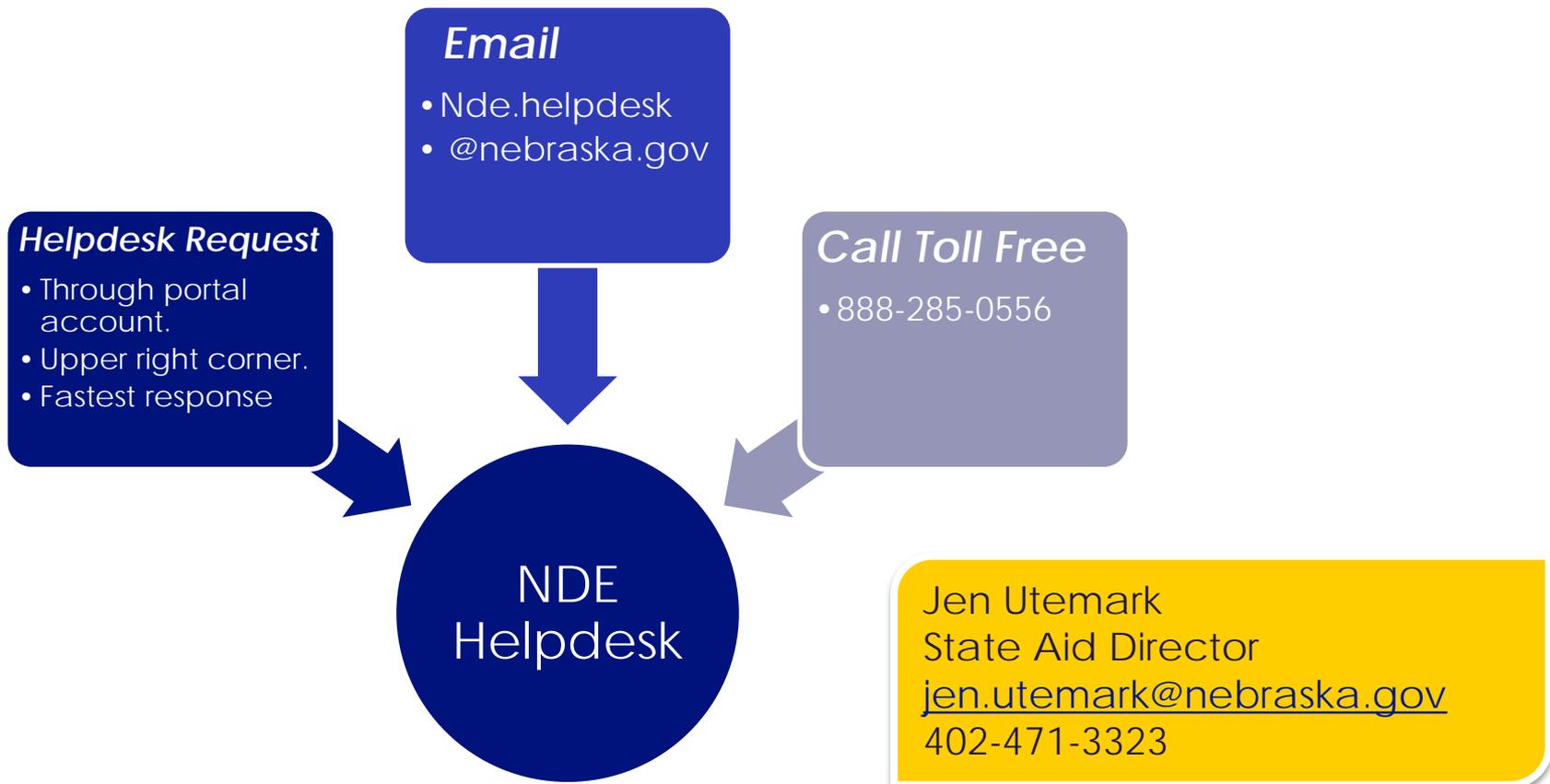
Mon	Tue	Wed	Thu	Fri
30	31	1	2 2:00 PM - 5:00 PM Nebraska State Board of Education Work Session	3 9:00 AM - 1:00 PM State Board of Education Meeting
6	7	8	9	10
13	14 1:00 PM - 3:00 PM Assistive Technology Partnership, Education Advisory Council	15	16 8:00 AM - 3:30 PM Special Education Advisory Council	17
20	21	22	23	24 Arbor Day

ndecalendar.mhsoftware.com/



Need Help?

Three ways to contact the NDE Helpdesk.
All three ways get to the same place, **please pick one option.**





Instructions and Guidance

NSSRS Resources

- Template Instructions for data requirements by field
- NSSRS & CDC Calendars
- Guidance documents
- Coding legends
- CDC Instructions

education.ne.gov/nssrs

or via the Portal
[NSSRS Secure](#)
[Information Website](#)