



Programs of Study Reporting Site

Step 2: Click on blue tab: Student and Staff (NSSRS)

Step 7: Scroll down to Career Education

Step 11: Select "Yes" or "No" to Only Show Offered Programs

Step 12: Click on View Report button on right-hand side of selection window.

Study Courses By School		10/30/2014
3-2014		Programs Of Study Guide 2013-2014
HIGH SCHOOL (09-0010-001)		
Id: Business, Marketing, and Management		
Finance, Accounting		
Production	PERSONAL FINANCE (033000)	Students: 13
Stone	ACCOUNTING (030300)	Students: 7
Stone	COLLEGE PRINCIPLES OF ACCOUNTING [Full Year] (030302)	Students: 0
Id: Communication and Information Systems		
Information Technology		
Production	INFORMATION TECHNOLOGY APPLICATIONS I (270501)	Students: 4
Intermediate	INFORMATION TECHNOLOGY APPLICATIONS II (270502)	Students: 3
Stone	WEB DESIGN (270604)	Students: 3

1. Log into NDE Portal
- *2. Click on blue tab: Student and Staff (NSSRS)
3. Click on link : NSSRS Validation
4. Change Year to previous data reporting year (2014-06-30)
5. Click on blue bar Verification Reports
6. Choose Student
- *7. Scroll down to Career Education
8. Choose blue link: Programs of Study Courses
This opens the Programs of Study Report Site
9. Select most current Program Guide
10. Choose high school (if necessary)
- *11. Select "Yes" or "No" to Only Show Offered Programs

Yes-Only Show Offered Programs- this will display programs of study met by a high school building with the enrolled number of students.

No-Only Show Offered Programs- this will display all the possible combinations for all POS in each of the 6 career fields. (Student enrollment is shown for courses offered at the high school.)

NOTE: Courses with 0 students cannot be counted as an approved Program of Study. If you know that at least one student took a specific course but 0 students are getting credit for the course, a variety of issues may exist. Review attached information with your Data Steward.

If a Program of Study has *** (3 asterisks) in the left column, it is designated as an Approved Program of Study when the "No" report in step 11 was selected.

- *12. Click on View Report button on right-hand side of selection window. The Program loads data for viewing. "Save as" Acrobat (PDF) file.

Choose EXIT on the blue bar when finished.



Problem	Check for Possible Causes	Possible Solutions
<p>Not all or NONE of the Programs of Study show on the Student Verification Report for Career Education – Programs of Study</p> <p><i>Year-long courses include all the accounting and Project Lead the Way (PLTW) courses (based on a traditional 7- or 8-period day: Report these courses with semester S1 AND semester S2 OR Semester YL to ensure appropriate credit for the course.</i></p> <ul style="list-style-type: none"> ▪ 030300 Accounting ▪ 030301 Advanced Accounting ▪ 030302 College Principles of Accounting ▪ 100164 PLTW Aerospace Engineering ▪ 100165 PLTW Biotechnical Engineering ▪ 100162 PLTW Civil Engineering and Architecture ▪ 101901 PLTW Computer Integrated Manufacturing ▪ 1001403 PLTW Digital Electronics ▪ 100163 PLTW Engineering Design and Development ▪ 100161 PLTW Introduction to Engineering Design ▪ 100160 PLTW Principles of Engineering 	<p>Were CTE teachers input into NSSRS Staff Reporting AND were they included on Student Grades?</p>	<ul style="list-style-type: none"> ✓ All district teachers need to be entered into NSSRS showing all the courses they teach both 1st semester and 2nd semester. ✓ Online, distance learning, dual credit and/or career academy courses must be entered into NSSRS showing the instructor (who may not be a district employee) and the course code for the course delivered.
	<p>Were all CTE courses included in Student Grades in NSSRS? Were all CTE courses reported under Teacher Courses in NSSRS?</p>	<ul style="list-style-type: none"> ✓ All high school courses should be entered into NSSRS. Make sure the right course codes were used for reporting CTE courses.
	<p>Were any CTE courses coded as “Other” when course titles didn’t match those found in Course Codes & Clearing Endorsements?</p>	<ul style="list-style-type: none"> ✓ Teachers should align their courses to state model CTE course standards (90 percent of the benchmarks should align). ✓ Any course coded as “Other” will not be pulled into a program of study.
	<p>Were any CTE courses coded incorrectly?</p>	<ul style="list-style-type: none"> ✓ Data entry errors ✓ Errors made during uploading process * Check NCE Course Codes Appendix D document course codes for appropriate school year at http://cestandards.education.ne.gov
	<p>Does the High School follow Block Scheduling?</p> <p>NOTE: The Student Grades Verification Report COURSES will list reported courses by semester. It is possible one semester Student Grades was uploaded and the other not resulting in only half the credit for a course.</p>	<ul style="list-style-type: none"> ✓ Districts using block scheduling may have some courses that do not show up as year-long courses. NDE will devise an override on those courses that are required to be year-long. Within the Student Grades Template, DO NOT code block schedule courses as year-long courses unless they are offered year-long. <p>All of the CTE courses are defined by NCE course standards for one semester based on a 7-8 period day. The only exceptions are Accounting, Advanced Accounting, College Accounting, and any of the PLTW courses annotated above.</p>
	<p>Does the High School offer full-year courses?</p>	<ul style="list-style-type: none"> ✓ Some schools offer only year-long courses. Follow the steps identified directly above to properly identify content taught each semester. <p>Biennial Courses: If schools offer courses on an alternating year schedule, the biennial courses form must be submitted annually. Alternating courses may not exceed one course per career field. See www.education.ne.gov/APAC/ReportsandForms.html for guidance (Rule 10, 004.04C4).</p>
	<p>Is the course a High School course?</p>	<p>The only middle level course that can count for a program of study is Computer Applications. This course may be delivered at high school level or at 8th grade level. In either case Course Code 033422 must be a continuous 18-week course that matches 90 percent of the benchmarks.</p>