

### **How to contact the NDE Helpdesk**

There are three ways to contact the NDE Helpdesk with questions.

**All three ways get to the same place, so please only use one of the following options.**

**If you send more than one request this may delay our response as we coordinate all requests.**

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

**OR**

2. Email: [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

**OR**

- a. Call Toll Free: 888-285-0556

**Please leave your full name, organization, call back number and a brief description of your question.**

ALSO: If you have contacted your area's NDE Trainer, please do not also contact the Helpdesk. Multiple contacts will delay the response.

**THANK YOU!**



### **New Superintendents – 2013-14 School Year**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

If your district/system has a new Superintendent or Nonpublic Administrator for the 2013-14 school year, please have them contact the NDE Helpdesk to get set up on the NDE Portal as the new District Administrator for your district/system. The new District Administrator will need to add the district admin activation code specific to the district/system. The previous District Admin will also need to be removed. The Helpdesk can also provide them with information on where instructions are located for the District Administrator Responsibilities and assigning activation codes.



### **New School Year – Portal Accounts up to date?**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

As the new school year starts, this is a **reminder to District Administrators** to review your staff's access to the Portal applications/reports/grants. On your portal account you have access to review all of your staff who have portal accounts and review their access to the portal.

- If you see staff that do not have the correct access, you can be proactive to get them the access they need.
- If staff have left the district or changed job duties, you can remove access on their portal accounts for things they no longer need.

Under the "District Admin" tab on your portal account, there is a link called "Administrator Reports" where you can review two reports: "District User Report" and "Collection User Report". Here you can view current staff's portal access.

If a staff member needs removed, click on the link "Collection Activation Codes" and select specific collection. There you can click on the activation code and remove staff from that collection.

If you have staff that have left your district, please contact the Helpdesk ([nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)) to determine if their portal account should be inactivated.



### **NDE Student Unique Identifier – Time to Update**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

Prior to submitting Student template for the first time for 2013-2014 school year, all new and returning students should have their Unique Identifier (State Id's) assigned/updated. Updating the information on all returning students that has changed (grade level, school building and school year).



### **Revised Reporting Rules**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

To make more data available for the public and districts, NDE has revised the rules for masking data to protect personally identifiable information when reporting. These revised rules are being implemented with the 2012-13 NeSA results available August 13 on the 2013 SOSR Preview accessed through the NDE Portal. To assist districts in comparing performance from last year to the current year, the data on the 2011-12 State of the Schools Report has also been changed to reflect the revised rules. The revisions to the masking rules involve the reporting of student performance on NeSA tests and include: (a) only percentages will be displayed on the performance reports, (b) all percentages will be rounded, (c) percentages will be displayed when there are 5 or more results at a performance level, and (d) all data will continue to be masked for groups with fewer than 10 students. With these changes, complimentary masking as applied last year is no longer necessary. Please see the Data Access and Use Policy and Procedures (revised August 2013) at [http://www.education.ne.gov/NSSRS/docs/Nebraska\\_Data\\_Access\\_and\\_Use\\_Policy\\_and\\_Procedures.pdf](http://www.education.ne.gov/NSSRS/docs/Nebraska_Data_Access_and_Use_Policy_and_Procedures.pdf)



### **NSSRS Data Manager now open for the 2013-2014 School Year**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The NSSRS Data Manager is now open and accepting data submissions in the 2013-2014 Fall Collection window for the 2013-2014 school year. In addition, the 2012-2013 Follow-Up Collection #1 window is open. To review the submissions allowed during both of the collection windows, please refer to the 2013-2014 NSSRS Calendar at <http://www.education.ne.gov/nssrs/Resources.html#Calendar>.



### **NSSRS Data Manager: “Notice of Data Rediscovery”**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

As last year, prior to submitting 2013-2014 data, a district's NSSRS Data Manager “District Approve” user must indicate understanding of data re-disclosure requirements, which require NDE to make data submitted available to Nebraska postsecondary institutions (Neb. Rev. Stat. Section 79-776), and to other districts where a student intends to enroll. This “splash screen” is the notification required under the Family Educational Rights and Privacy Act (FERPA). FERPA requires advance notification and development of the new P-16 data system continues.

The “District Approver” (district administrator) user indicates understanding by clicking the “I Understand” button prior to any submissions. Other users of NSSRS Data Manager will only be presented with the option to

click the “Close this Window” button. All users will be presented with a notice of data redisclosure the first time logging into NSSRS Data Manager each day and must click the “I Understand” button in order to gain access to this system.



## **Reporting Summer 2013 Transfer Out Students and Changes to the 2013-2014 NSSRS**

### **Calendar**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The 2013-2014 NSSRS Calendar has been updated to provide additional guidance for School Enrollment submissions during the 2012-2013 Follow-up Collection #1 submission window. Students who transfer out of the district after the last day of the 2012-2013 school year but before the first day of the 2013-2014 school year can be reported in one of two ways.

1. Exit them out of the 2012-2013 School Year – Upload School Enrollment record for the 2012-2013 school year during the “2012-2013 Follow-up Collection #1” submission window which is open August 15-October 14, 2013. Additional language has been added to this collection window allowing Summer 2013 Inter-District Transfers as allowable records to be submitted during this submission window. This is the preferred option.

**or**

2. Enter them into 2013-2014 Student Template (0 FTE) and exit them in the 2013-2014 School Enrollment Record with enrollment code 201 (Transfer Out) as of the first day of school. Submit during the “2013-2014 Fall Collection” submission window which is open August 15-October 14, 2013.



## **2013-2014 NSSRS Student Template Instructions Updated**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The 2013-2014 NSSRS Student Template instructions have been updated to provide additional guidance on the Student Summary Attendance template and Days In Session. The updated instructions can be found on the NSSRS Resources page at <http://www.education.ne.gov/nssrs/Resources.html#Instructions>.



## **2013-2014 Staff Reporting – Open August 15 - Due September 15**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The 2013-2014 Staff Reporting collection is now open. State statute requires Public Districts and Nonpublic Systems to submit a Fall Personnel Report by September 15. The NSSRS Staff Reporting data collection is located under the Student & Staff (NSSRS) tab in the portal. Special Purpose Schools (State Operated), Educational Service Units and Interim Programs (Rule 18s) should report during this timeframe as well. Options for submission are online entry and uploads.



## **Summer School Supplement in the Consolidated Data Collection – Due August 16**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The Summer School Supplement opened in the CDC on August 1. **This collection is due on August 16.** At the end of each regular school term the Nebraska Department of Education collects the attendance data for each school district and system in Nebraska. State total ADA is reported to the U.S. Department of Education and is

used in formulas for allocating federal entitlement for Title 1, Impact Aid, Indian Education and other federal programs.

The federal government requires that the total aggregate days of attendance for summer school be added to the total aggregate days of attendance for the regular school term to provide the **numerator** for the calculation of state Average Daily Attendance (ADA). The **denominator** for this calculation is the average number of days in session during the regular school year. In this collection, Districts will report the total Prorated Days of Attendance for their Summer School Program. Only Public Districts are required to complete this form.



**2013-2014 Course Code and Clearing Endorsement Document (Version 4.1.1)**

**2013-2014 Course Code List (pdf)**

**2013-2014 Course Codes and Clearing Endorsement (Excel)**

**Updated July 30**

Contact: NDE Helpdesk ([nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) or 888-285-0556)

Updated versions have been posted on the NSSRS Resources page <http://www.education.ne.gov/nssrs> and are found under the Program Specific Information.



**2013-14 Course Code and Clearing Endorsements – Title I**

Contact: Beth Zillig (402-471- 2452 or [beth.zillig@nebraska.gov](mailto:beth.zillig@nebraska.gov)) or Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov))

The 2013-2014 Course Code and Clearing Endorsements document includes course codes for Title I. NDE does not expect very many of these course codes to be included on Student Grades records because Title I teachers are often reported as Collaborators (position assignment code 1180). Title I is considered supplemental and is not graded. These Title I course codes and clearing endorsements are to be used as guidance to ensure Title I teachers have the appropriate endorsements to be working with the Title I students as collaborators with the classroom teacher on these subjects.



**State of the Schools Report (SOSR) Calendar for 2013**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

**\*\* As of August 15, only 67 districts have reviewed AYP data and NeSA results in the SOSR Preview \*\***

The following provides the dates when data and decisions will be available for review in the 2013 SOSR Preview prior to public release. Once the Report Card is released to the public, the data will not be changed so it is important for districts to review their data. The 2013 SOSR Preview will be available through the NDE Portal. Note, the Nebraska Performance Accountability System (NePAS) will be released to the public in August without the graduation component. Graduation rates and ranking will not be added until November in order to include students who graduate over the summer.

Date	Activity
August 13, 2013	NeSA Reading, Math and Science results released to public (district and school level data only )
August 13, 2013	Preliminary AYP results on the 2013 SOSR Preview for 30 day review
August 13, 2013	NeSA Reading, Math and Science results (disaggregated) on 2013 SOSR Preview

August 27, 2013	NePAS in 2013 SOSR Preview without graduation data or ranking
Sept. 13, 2013 *	Last day AYP appeals will be accepted
Sept. 18, 2013 *	AYP results final on SOSR Preview PLAS notification to districts will take place on or before this date.
Sept. 27, 2013	SOSR 2013 released to the public
October 4, 2013	PLAS list added to the SOSR 2013 Report Card
Nov. 15, 2013	NePAS released with Graduation data and ranking, Drop-out data added to SOSR

\* Updated information 6/25/13



### NeSA-RMS Key Dates

Contact: Valorie Foy (402-471-2495 or [valorie.foy@nebraska.gov](mailto:valorie.foy@nebraska.gov))

Assessment data are being prepared for release to school districts and to the public. Schedule below. Additional information on NeSA testing is available at the Statewide Assessment Website <http://www.education.ne.gov/Assessment/Index.html>

NeSA READING and MATH	
NeSA Reading, Math, and Science School and District Results released to public. Subgroup information remains embargoed until the release of the State of the Schools Report	August 13

### **NDE Bulletin now available in RSS Feed**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at <http://www.education.ne.gov/ndebulletins/index.html>. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

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