



**State Offices will be closed Monday, October 14 (Columbus Day)**

Reminder: State Offices (which includes the Department of Education) will be closed Monday, October 14 for the Columbus Day Holiday.

As there are many collections with October 15 due dates, please note that staff will not be available to provide assistance or answer questions on Monday, October 14.

**IMPORTANT REMINDER: Due Dates and Data Changes**

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

**DUE DATE** – A date when data must be submitted

CDC – Collections need to be submitted

NSSRS – All required templates must be submitted during the collection window

GMS – All required applications must be submitted to NDE by the due date.

**AUDIT WINDOW CLOSE DATE** – The Audit Window allows District and NDE staff to review the submitted data and make necessary adjustments. Districts must ensure final approval occurs during the Audit Window.

CDC – Collections must be approved locally on or before the Audit Window Close Date

NSSRS – Collections must be approved locally on or before the Audit Window Close Date.

After the Audit Window Closes the data becomes available for official reports and calculations.

**Need to make changes BEFORE the Audit Window Close Date and you have already approved?** Contact the NDE Helpdesk at 888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

**Need to make changes AFTER the Audit Window Close Date?** Requests to change data, after the Audit Window Close Date, require submission of *“Request to Submit Data Late or Make Data Changes”* available within the Consolidated Data Collection.

**PLEASE REFER TO THE NSSRS CALENDAR AND THE CDC CALENDAR FOR FURTHER INFORMATION ON COLLECTIONS DUE DATES.**



**Student Summary Attendance – Collection Period 1 – Due November 15**

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

***Public and State Operated Schools only***

The first collection period for Student Summary Attendance is due November 15.

The date range for this first collection is: First Day of School (no earlier than July 1) – October 15.

Changes to state statute have eliminated the CDC's Excessive Absenteeism Monthly Collection and puts in its place four collection periods for the Student Summary Attendance Template . Each collection period has a date range and a due date.

Please refer to the 2013-2014 Student Template Instruction Manual and the 2013-14 NSSRS Calendar for details of all four collection periods and due dates. These documents are available on the NSSRS Resources page <http://www.education.ne.gov/nssrs/Resources.html>



### **Title I Distinguished Schools – Due October 15**

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

Nominations are open for the 2013 Title I Distinguished Schools Recognition Program. Nominations will be accepted in the following two categories. Nominations are due by October 15.

Category 1: School that has exceeded Adequate Yearly Progress (AYP) for two or more years

Category 2: School that has significantly closed the achievement gap between student groups.

See NDE Title I website for nomination form and additional information.

<http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html>



### **Validation Errors and Verification Reports**

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

***NDE Staff Reporting: ESUs, Public, NonPublic, State Operated and Interim Programs***

***NSSRS Student: Public and State Operated***

This is reminder that during the process of submitting your NDE Staff Reporting for 13-14 and NSSRS Student data, please be sure to follow-up by checking NSSRS Validation to Review Errors and get those corrected before the due date. You can also find Verification Reports for both Staff and Student Data under NSSRS Validation. It is advisable to also check these reports.



### **ESEA/NCLB Consolidated Application - Due October 15**

Contact: Diane Stuehmer (402-471-1740; [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov))

The ESEA/NCLB Consolidated application opened August 28<sup>th</sup> and is due October 15, 2013. Keep in mind that if the application is not submitted by the due date, districts need to submit a formal request through the Consolidated Data Collection (CDC) "Request to Submit Data Late or Make Data Changes" explaining the extenuating circumstances that caused the district to miss the submission deadline. At that time there is no guarantee that the application will be re-opened for submission.

As a reminder; State Offices will be closed on Monday, October 14, so staff will not be available to provide assistance or answer questions regarding the ESEA/NCLB Application.



### **2013-2014 Consolidated Data Collection (CDC) Reports**

**Due October 15 (unless otherwise indicated)**

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

<b>Collection Name</b>	<b>Open Date</b>	<b>Due Date</b>
<b>ASSESSED VALUATION AND LEVIES</b> <i>Public only</i> <i>Assessed valuation and levies. Distance between high school attendance centers.</i>	September 1	October 15*
<b>ELEMENTARY SITE ALLOWANCE</b> <i>Public only</i> <i>Districts applying for a Two-Year New School Adjustment, School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.</i>	September 1	October 15*
<b>NON-CERTIFICATED STAFF</b> <i>Public, State Operated and ESU's</i> <i>Include all District/System non-certificated employees in this section. Report the Full-Time Equivalency for staff in each of the following categories who were at the District/System on October 1 (or the closest school day to October 1). School Administrative Support Staff, District/System Administrative Support Staff, Clerical Assistants to Instructional Personnel (non-classroom), Teacher Aides (work in classroom), Plant Operation Personnel (custodians, engineers, etc.). Regular Bus Drivers, Food Service Personnel, Library Aide, and Other Personnel.</i> <b>IMPORTANT:</b> <i>The FTE of Title I Funded non instructional staff that was previously reported here, will now be reported in the Annual Participation Report, Part 2.</i>	September 1	October 15*
<b>NONPUBLIC DROPOUT</b> <i>Nonpublic only</i> <i>Collects Nonpublic dropout data from Nonpublic Systems for the previous school year.</i>	September 1	October 15*
<b>NONPUBLIC MEMBERSHIP</b> <i>Nonpublic only</i> <i>Collects count of students as of the last Friday in September of the current school year.</i>	September 1	October 15*
<b>PK-K INSTRUCTIONAL PROGRAMS</b> <i>Public and State Operated only</i> <i>Districts report the total number of hours that a district plans to operate its prekindergarten program per week and per year by school building. This collection also collects the type of kindergarten program the school districts will offer by school building.</i>	September 1	October 15*
<b>SCHOOL AGE FINAL FINANCIAL REPORT (FFR)</b> <i>Public and ESU's only</i> <i>Public school districts/ESU's claim reimbursement for SPED School age expenditures.</i>	September 1	October 31*
<b>STUDENT GROWTH ADJUSTMENT</b> <i>Public only</i> <i>Districts applying for the student growth adjustment. Districts must estimate their 2014/15</i>	September 1	October 15*

<p><i>average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between 2013/14 fall membership and 2014/15 estimated average daily membership.</i></p>		
<p><b>SUMMER SCHOOL STUDENT UNIT</b>  <i>Public only</i>  <i>Number of students by grade who attend summer school; 1) attending remedial Math or Reading, 2) students eligible for free lunch or free milk.</i></p>	September 1	October 15*
<p><b>TEACHER AND PRINCIPAL EVALUATION SURVEY</b>  <i>Public only</i>  <i>NDE Principal Performance Survey and NDE Teacher Performance Survey (State Fiscal Stabilization Fund Assurances).</i></p>	September 1	October 15*
<p><b>TEACHER VACANCY SURVEY</b>  <i>Public only</i>  <i>The Department of Education developed the Teacher Vacancy Survey to collect data relating to teacher supply in Nebraska. The data is gathered with the purpose of determining the content areas for which teacher supply does not meet demand and which methods are commonly used by school districts to meet staffing needs.</i></p>	October 1	November 10*
<p><b>TITLE I ANNUAL CASELOAD COUNT OF CHILDREN IN LOCAL INSTITUTIONS FOR NEGLECTED AND RELINQUENT</b>  <i>Public only –</i>  <i>- Notifications will be sent to the districts.</i></p> <p><i>The purpose of this annual caseload count is to provide the State Education Agency with current information on the location and number of children living in institutions for neglected or delinquent children, or in local correctional institutions. The information collected will be used in the Title I formula for computing allocations for local education agencies.</i></p>	September 1	December 5*
<p><b>TITLE III PROFESSIONAL DEVELOPMENT</b>  <i>Public and ESU's only</i>  <i>Collects data on the professional development activities for Title III Limited English Proficient Grant Recipients. Only districts/ESU's that receive this grant are required to complete this collection.</i></p>	September 1	October 15*
<p><b>TWO-YEAR NEW SCHOOLS ADJUSTMENT APPLICATION</b>  <i>Public only</i>  <i>Districts applying for a Two-Year New School Adjustment. School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.</i></p>	September 1	October 15*

\* Please refer to the CDC Calendar for information on Audit Window and Audit Window Close Date at [https://cdc.education.ne.gov/Instructions/CDC\\_calendar.pdf](https://cdc.education.ne.gov/Instructions/CDC_calendar.pdf)



## **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))

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) was 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.

<b>Date</b>	<b>Activity</b>
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

### **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!**

### **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.

*Ginny Carter, NDE Helpdesk Manager*

*Nebraska Department of Education - Data, Research and Evaluation*

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