

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

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!



Student Match Data - National Student Clearinghouse "StudentTracker"

Contact: Matt Hastings (402-471-4483 or matt.hastings@nebraska.gov)

NDE recently updated student match information provided by the National Student Clearinghouse (with corrected data from UNK and Midland University). For many districts, this resource is used to support data matching and follow-up requirements for state and federal reporting (e.g. Carl D. Perkins Career Education) in addition to tracking and assessing the educational achievement of former students.

To access this information, enter the NSSRS Validation section of the NDE portal. Next, locate the "Data Downloads" tab in the blue options ribbon at the top of the page. Beneath the "Data Downloads" tab, you will find the "Student Clearinghouse" option. Selecting the "Student Clearinghouse" option provides an overview of the National Student Clearinghouse, the StudentTracker system, as well as external links for more information. At the bottom of the page you will find links to Excel data file(s) which contain the student match information from the National Student Clearinghouse StudentTracker for your school district. The year represented by the link indicates the academic year in which the students contained in the file graduated with a diploma (only students graduating early or on-time are included in the file). Details explaining the data elements included in the Excel files are also provided.



2013-2014 Staff Reporting – Due September 15

Contact: NDE Helpdesk (888-285-0556 or 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.



2013-2014 Consolidated Data Collection (CDC) Reports – Open September 1

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

Collection Name	Open Date	Due Date
ASSESSED VALUATION AND LEVIES <i>Public only</i> <i>Assessed valuation and levies. Distance between high school attendance centers.</i>	September 1	October 15*
ELEMENTARY SITE ALLOWANCE <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*
HUMAN RESOURCES DIRECTOR CONTACTS <i>Public only</i> <i>The Nebraska Department of Education developed the HR Director Contact(s) to collect name and email address for correspondence. The data is gathered with the purpose of using the email address for notices regarding teacher and administrative certificates, evaluation systems, surveys, and data. The contact listed may have a similar role to an HR Director.</i>	Open all year	June 30*
NON-CERTIFICATED STAFF <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> IMPORTANT: <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. Please see the collection instructions for further explanation.</i>	September 1	October 15*
NONPUBLIC DROPOUT <i>Nonpublic only</i> <i>Collects Nonpublic dropout data from Nonpublic Systems for the previous school year.</i>	September 1	October 15*
NONPUBLIC MEMBERSHIP <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*
PK-K INSTRUCTIONAL PROGRAMS <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</i>	September 1	October 15*

<i>per year by school building. This collection also collects the type of kindergarten program the school districts will offer by school building.</i>		
SCHOOL AGE FINAL FINANCIAL REPORT (FFR) <i>Public and ESU's only Public school districts/ESU's claim reimbursement for SPED School age expenditures. (Also see more detailed information under separate Bulletin item for this collection).</i>	September 1	October 31*
STUDENT GROWTH ADJUSTMENT <i>Public only Districts applying for the student growth adjustment. Districts must estimate their 2014/15 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>	September 1	October 15*
SUMMER SCHOOL STUDENT UNIT <i>Public only 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>	September 1	October 15*
TITLE I ANNUAL CASELOAD OF CHILDREN IN LOCAL INSTITUTIONS FOR NEGLECTED AND DELINQUENT <i>Public only The Title I Annual Caseload of Children in Local Institutions for Neglected and Delinquent from the 5 districts with county detention centers located within their district, and from the 16 districts with neglected facilities located within their district will not report in this CDC collection. Notifications will be sent to the districts.</i>	September 1	December 5*
TITLE III PROFESSIONAL DEVELOPMENT <i>Public and ESU's only Collects data on the professional development activities for Title III Limited English Proficient Grant Recipients. Only Public districts/ESU's that receive this grant are required to complete this collection.</i>	September 1	October 1*
TWO-YEAR NEW SCHOOLS ADJUSTMENT APPLICATION <i>Public only 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*

* 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



2012-2013 Special Education Final Financial Reports

Contacts: Financial Questions, Greg Prochazka (402-471-4314 or greg.prochazka@nebraska.gov)
Financial Questions; Data Input Questions, Lori Adams (402-471-2637 or lori.adams@nebraska.gov)

The Special Education Final Financial Reports for 2012-2013 school year are due as follows:

[Birth to Age Five \(BAF FFR\) \(NDE 06-025\)](#) – Due on or before **October 1, 2013** - copies of contracted services billings are **NOT** required. This form can be found on the NDE Portal under the Forms tab.

[Transportation \(TRANS FFR\) \(NDE 06-016\)](#) - Due on or before **September 30, 2013**. This form can be found on the NDE Portal under the Forms tab.

[School Age \(SA FFR\) \(NDE PORTAL\)](#) - Due on or before **October 31, 2013** - copies of contracted services billings **ARE** required (Collection Opens – September 1). This collection can be found on the NDE Portal under the Data Collections tab.

School Age (SA FFR) – *New for 2012-2013* - NDE will be comparing the “professional” staff reporting to the NSSRS Staff Reporting, the staff reported in School Age Final Financial should be reported in NSSRS Staff Reporting. If you have omitted staff or reported staff in error that you want to include in the Special Education and Support Services Final Financial Report for School Age Students SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 NSSRS Staff Reporting.

School Age (SA FFR) – *New for 2012-2013* - NDE will be comparing the “substitute” reporting to the Substitute Teachers collection in the Consolidated Data Collection (CDC). If you have omitted staff or reported staff in error that you want to include in the SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 CDC Substitute Teachers.

This change to compare the “substitute” staff will also affect how staff with a “staff type of – 4” are entered/uploaded into the SA FFR. All “substitute” staff either long term or short term need to be entered individually with their own NDE Staff ID.

If you have any questions on these processes please contact Lori Adams (402-471-2637 or lori.adams@nebraska.gov) or the NDE Helpdesk at 888-285-0556 or nde.helpdesk@nebraska.gov.

Reminder - The Final Financial Reports for **both** Birth to Age Five and School Age no longer collect staff data based on Social Security Number. All staff being claimed on the Final Financial Reports must have a NDE Staff ID. For assistance with the NDE Staff ID contact the NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Please refer to [92 NAC 51](#) for information regarding late submission of required forms. Nebraska Department of Education is now required to give school districts an annual “determination rating” regarding compliance with IDEA Parts B & C, as a result of the reauthorization of IDEA 2004. Included within the federal criteria being considered by NDE are: (1) timely and accurate submission of special education fiscal data and, (2) special education fiscal audit findings.



NDE Student Unique Identifier – Time to Update

Contact: NDE Helpdesk (888-285-0556 or 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. Please update the information on all

returning students that has changed (grade level, school building and school year). Non-public systems will also follow this process to update student Unique IDs and enter new students who need IDs assigned.

 **State of the Schools Report (SOSR) Calendar for 2013**
 Contact: NDE Helpdesk (888-285-0556 or 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) 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)

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

 **New School Year – Portal Accounts up to date?**
 Contact: NDE Helpdesk (888-285-0556 or 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) to determine if their portal account should be inactivated.

NDE Bulletin now available in RSS Feed

Contact: NDE Helpdesk (888-285-0556 or 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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