



**The following collections will open in the Consolidated Data Collection (CDC) on [September 1](#)**

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

**Assessed Valuation and Levies**

Assessed valuation and levies. Distance between high school attendance centers. **Due Date 10/15/2014**

***Collection completed by Public***

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

**District Technology, Education, Assessment and Management Plan**

District Technology, Education, Assessment and Management Plan. **Due Date 11/30/2014**

***Collection completed by Public, Nonpublic, State Operated and ESU's***

For more information, contact SuAnn Witt – [suann.witt@nebraska.gov](mailto:suann.witt@nebraska.gov) (402) 471-2085

**Elementary Site Allowance**

Districts that are applying for the Elementary Site Allowance. This form to be completed by a school district with multiple elementary attendance sites. A qualifying elementary site shall be an elementary attendance site, in a district with multiple elementary attendance sites, which (a) does not have another elementary attendance site within 7 miles in the same school district, or (b) is the only public elementary attendance site located in an incorporated city or village. **Due Date 10/15/2014**

***Collection completed by Public***

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

**Non-Certificated Staff**

Report of Non-Certificated Staff. **Due date 10/15/2014**

***Collection completed by Public, State Operated and ESU's***

For more information, contact Pam Tagart – [pam.tagart@nebraska.gov](mailto:pam.tagart@nebraska.gov) (402) 471-4735

**Nonpublic Dropout Report**

Collects Nonpublic dropout data. **Due Date 10/15/2014**

***Collection completed by Nonpublic***

For more information, contact Pam Tagart – [pam.tagart@nebraska.gov](mailto:pam.tagart@nebraska.gov) (402) 471-4735

**Nonpublic Membership Report**

Collects membership data from Nonpublic Systems. **Due Date 10/15/2014**

***Collection completed by Nonpublic***

For more information, contact Jill Aurand – [jill.aurand@nebraska.gov](mailto:jill.aurand@nebraska.gov) (402) 471-3321

**PK-K Instructional Program Hours**

Instructional program hours including kindergarten program type. **Due Date 10/15/2014**

***Collection completed by Public***

For more information, contact Tammi Hicken – [tammi.hicken@nebraska.gov](mailto:tammi.hicken@nebraska.gov) (402) 471-3184

**Student Growth Adjustment**

Districts applying for the student growth adjustment. Districts must estimate their 2015/16 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between the 2014/15 fall membership and 2015/16 estimated average daily membership. **Due Date 10/15/2014**

### ***Collection completed by Public***

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

### **Substitute Teachers**

Report all substitute teachers. **Due Date 6/16/2015**

#### ***Collection completed by Public, Nonpublic, State Operated, ESU and Interim***

For more information, contact Kevin Peters – [kevin.peters@nebraska.gov](mailto:kevin.peters@nebraska.gov) (402) 471-0739

### **Summer School Student Unit**

Number of students by grade who attend summer school; 1) attending remedial Math or Reading, 2) students eligible for free lunch or free milk. **Due Date 10/15/2014**

#### ***Collection completed by Public***

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

### **Teacher and Principal Evaluation Survey**

NDE Principal Performance Survey and NDE Teacher Performance Survey (State Fiscal Stabilization Fund Assurances). **Due Date 10/15/2014**

#### ***Collection completed by Public, Nonpublic and ESU's***

For more information, contact Diane Stuehmer – [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov) (402) 471-1740

### **Two-Year New School Adjustment Application**

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. **Due Date 10/15/2014**

#### ***Collection completed by Public***

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

### **Special Education and Support Services Final Financial Report for School Age Students (5-21)**

School District's/ESU's claim reimbursement for SPED School age expenditures. **Due Date 10/31/2014**

#### ***Collection completed by Public and ESU's***

For more information, contact Lori Adams – [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov) (402) 471-2637

### **Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent Children or in Correctional Institutions P.L. 107-110, Title I**

The purpose of this annual caseload count is to provide the State Educational 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 educational agencies. **Due Date 12/5/2014**

#### ***Collection completed by Public***

For more information, contact Pat Frost – [pat.frost@nebraska.gov](mailto:pat.frost@nebraska.gov) (402) 471-2478



### **AYP District and School Level Verification**

Contact: Diane Stuehmer ([diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov) or 402-471-1740) or Randy McIntyre ([randy.mcintyre@nebraska.gov](mailto:randy.mcintyre@nebraska.gov) or 402-471-1749)

It is time to review AYP District and School level data. There are two ways to do this. The first is to do the following:

Log into the NDE Portal and select "Data Collections"

Select "State of the Schools Report Card-Preview Site 2013-2014"

From the tabs across the top of the page, hover over "Preview Window," and select "Audit AYP Data"

Listed below are the steps for auditing/verifying data through the NSSRS Validation:

1. Log into the NDE Portal
2. Select "Students & Staff (NSSRS)"
3. Choose "NSSRS Validation"
4. Change the Year to 2014-06-30
5. Hover over "System Lookups" from the row of tabs on the top of the page
6. Select "Accountability Count Verification"
7. Choose the Subject from the drop-down box
8. Select "AYP Assessment Details" from the drop-down box
9. Click on the "Submit" button
10. From the drop-down box, select the school you want to view. Leave as "All" if you wish to review district level data for a grade span.
11. In the drop-down box, choose the grade
12. "Submit"
13. The AYP Groups are identified on this page. Select "Audit" at the end of the row for the AYP Group you want to verify. Repeat this step to audit the data for other groups of students.



### **McKinney-Vento Dispute Resolution Process**

Contact: District's Title I consultant (402-471-2481) or  
State Homeless Liaison Cathy Mohnike (402-471-1419 or [cathy.mohnike@nebraska.gov](mailto:cathy.mohnike@nebraska.gov))

This is a friendly reminder that due to the McKinney-Vento Act and NDE Rule 19 a District Dispute Resolution Process that follows prescribed guidelines and timelines must be in place. Check the District's Dispute Resolution Process to determine if it is in compliance by going to the NDE website, Homeless page and compare the District Dispute Resolution.



### **Title III Professional Development – Opens September 1 - due on October 1.**

Contact: Terri Schuster; 402-471-4694 ([terri.schuster@nebraska.gov](mailto:terri.schuster@nebraska.gov))

For Title III sub-grantees only. The Title III Professional Development grant opens September 1. This collection is due October 1 with the audit window closing on October 15. Districts or Educational Service Unit consortia that receive funds under Title III Limited English Proficient grants should complete this information. It is designed to collect information on the types of professional development provided under Title III for the previous school year.



### **NeSA-RMSW 2014-2015 Key Dates**

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

Key dates for NeSA-RMSW are presented in the following table.

Provide Student Information in NSSRS for NeSA-W Field Test and NeSA-W Practice Test	October 15, 2014
Update Student Information in NSSRS for NeSA-W Operational Test	December 1, 2014
Update Student Information in NSSRS for NeSA-RMS Operational Test	January 30, 2015

Additional information on NeSA testing is available at the Statewide Assessment Website:

<http://www.education.ne.gov/Assessment/Index.html>



REMINDER!

### **NDE Student Unique Identifier – It’s That Time Again to Update**

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

**All** students in Pre-Kindergarten – Grade 12 (Public, NonPublic and State Operated Systems) and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need to be updated each year with current school information. Step-by-Step instructions can be found on our website at the following web address: [http://www.education.ne.gov/nssrs/docs/NSSRS\\_Steps\\_Uniqid\\_v7.pdf](http://www.education.ne.gov/nssrs/docs/NSSRS_Steps_Uniqid_v7.pdf).

Prior to submitting the Student template for the first time for 2014-2015 school year, **ALL new and returning students** should have their Unique Identifier (State ID’s) assigned/updated. On all returning students, any information that has changed (grade level, school building and school year) needs to be updated in the Student Unique Identifier Collection.



REMINDER!

### **High Ability Learners (HAL) – NDE Portal Collection - Open July 25 - Due August 29**

Contact: Mary Duffy (402-471-0737 or [mary.duffy@nebraska.gov](mailto:mary.duffy@nebraska.gov))

High Ability Learners (HAL) 14-15 Applications for Base Only and Base and Matching Funds AND 13-14 Budget and Year-End Reports; due no later than **11:59 PM, August 29** with an audit window close date of September 15. HAL is an online submission under the Data Collection tab in the NDE Portal. The collection will close at that time and only those reports entered will be considered for HAL



REMINDER!

### **2014-2015 Staff Reporting - Open: August 4 - Due: September 15**

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

The 2014-2015 Staff Reporting collection opened Monday, August 4. 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), Education Service Units and Interim Programs (Rule 18) should report during this timeframe as well. Options for submission are online entry and upload.



### **State of the Schools Report (SOSR) Calendar for 2014**

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 2014 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 2014 SOSR Preview will be available through the NDE Portal.

<b>Date</b>	<b>Activity</b>	<b>Public/District</b>
Aug. 25, 2014	2013-2014 SOSR District Preview opens with the following data: Data from End-of-Year NSSRS Reports Preliminary AYP results for the 30 day review	District only

	NeSA Reading, Math and Science and Grade 4 Writing results (disaggregated) NePAS without graduation data or ranking	
Sept., 24, 2014	Last day AYP Appeals will be accepted	District Only
Oct. 8, 2014	PLAS review begins on 2013-2014 SOSR District Preview	District Only
Oct. 24, 2014	SOSR 2013-2014 Report Card released to the public	Public
Oct. 29, 2014	PLAS list added to the Public SOSR 2013-2014 Report Card	Public
Nov. 14, 2014	NePAS released with Graduation data and ranking, drop-out data added to the 2013-2014 SOSR District Preview	District Only
Nov. 21, 2014	NePAS released with Graduation data and ranking, drop-out data added to the Public SOSR 2013-2014 Report Card	Public

**Information in red added August 21, 2014**

## **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**

3. 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 or Program Staff person, 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, Helpdesk Manager*

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

*301 Centennial Mall South - Lincoln, NE 68509*

*[ginny.carter@nebraska.gov](mailto:ginny.carter@nebraska.gov) 402-471-2369*

*Helpdesk: Toll Free 888-285-0556*

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