

**NDE Bulletin**  
**June 26, 2014**



**NDE Bulletin – July 3**

There will not be an NDE Bulletin on July 3 due to the holiday.  
Happy Independence Day – Enjoy and Be Safe!



**AUDIT WINDOW CLOSE DATE – JUNE 30:**

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

The “2013-2014 Year End Audit” window allows Districts 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. Requests should include extenuating circumstance.

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



**NCLB Non Qualified Report in NSSRS Validation for 2013-2014—PLEASE CHECK**

Contact: Pat Madsen (402-471-4863 or [pat.madsen@nebraska.gov](mailto:pat.madsen@nebraska.gov))

The NCLB Non-Qualified Report is a Staff Verification Report/NCLB Non-Qualified (via the Portal.) The student grades data, plus teacher certification, the EECIA assessment, and/or HOUSSE approval are used to determine if a teacher is NCLB Qualified in the required areas: English, Reading and Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Art, Music, History, and Geography, Elementary, and Special Education PAC 1161 and 1162.

The No Child Left Behind (NCLB) Act set forth the goal that general education and special education public school teachers would be 100% NCLB Qualified in core academic areas. New-to-the-profession elementary and elementary special education teachers at the elementary level of instruction (K-8) must pass the EECIA (Elementary Education: Curriculum and Instruction Assessment) in order to be considered NCLB Qualified in Nebraska.

The NCLB Non-Qualified Report will indicate teachers who may need to complete a HOUSSE application. NCLB Requirements, the HOUSSE application, instructions for completing the form, and contact information can be found at: <http://www.education.ne.gov/federalprograms/Title%20II.html#NCLBTEacherForms>  
**HOUSSE applications received by June 25 will be reflected in the 2013-14 SOSR school data. Please review your district's NCLB Non-Qualified Report carefully and submit HOUSSE forms as needed by June 25.**

For changes to Student Grades and/or NSSRS Staff reporting requested after June 30, the CDC data collection called 'Request to Submit Data Late or Make Data Changes' will need to be completed. The request will be reviewed by an internal NDE Committee and may be approved



### **Teachers Assigned Out of Endorsed Area or Level**

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

Please check the NSSRS Validations > Verification Reports > Staff > Teachers Assigned Out of Endorsed Area or Level before you approve the collection in the audit window closing **June 30**. Follow the instructions in the report description if you have questions.



### **The following collections in the Consolidated Data Collection (CDC)**

#### **Audit Window Open - Approval needed on or before June 30**

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

### **State of the Schools Report**

District Information and Improvement Goals

Graduation Requirements

School Information and Improvement Goals

***Collection completed by Public - Due June 16***

For more information, contact John Moon – [john.moon@nebraska.gov](mailto:john.moon@nebraska.gov) (402) 471-1685

### **Substitute Teachers**

For the reporting of substitute teachers.

***Collection completed by Public, Nonpublic, ESU, State Operated and Interim Programs - Due June 16.***

This data collection will permit you to upload/enter data regarding substitute teachers that have already been employed during the 2013-14 school year and receive feedback on any data errors or potential violations by your school if the individual does not currently hold a valid Nebraska certificate. By uploading/entering data now, your school will have sufficient time to correct any errors or potential violations to ensure that any substitute teachers hold a valid Nebraska certificate before the data collection closes.

For more information contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

### **Report of Suspensions/Expulsions**

Suspension/Expulsions (Including Firearm Expulsions).

***Collection completed by Public, Nonpublic, State Operated – Due June 16.***

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

### **Days In Session/Instructional Program Hours**

Days in session by grade.

Instructional Program Hours –KG, Elem & Sec. Also included in this collection are Pre-K instructional hours for public district/system operated early childhood education programs by attendance site.

***Collection completed by Public, Nonpublic, State Operated– Due June 16.***

For more information on Days In Session, contact Bryce Wilson [bryce.wilson@nebraska.gov](mailto:bryce.wilson@nebraska.gov) (402) 471-4320.

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

For information on Instructional Program Hours, Freida Lange – [freida.lange@nebraska.gov](mailto:freida.lange@nebraska.gov) (402) 471-2444

**ESU/District/System/School Information Report**

Collects demographic data for ESUs, Districts, Systems and Schools for the next school year.

***Collection completed by Public, Nonpublic, State Operated, ESU and Interim – Due June 16.***

For more information, contact Ginny Carter – [ginny.carter@nebraska.gov](mailto:ginny.carter@nebraska.gov) (402) 471-2369.

**Nonpublic High School Completer Report**

The Nonpublic Completer Report is for each nonpublic system that has the potential of serving students in grade 12.

***Collection completed by Nonpublic– Due June 16.***

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

**Annual Participation Report**

Title I Part A School-wide Projects and/or Targeted Assistance Schools; Title I Part A Funded Staff; Neglected/Delinquent; Title I Part D, Subpart 2 (Delinquent); and Homeless – Unaccompanied.

***Collection completed by Public– Due June 16.***

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

(402) 471-1740 or Beth Zillig – [beth.zillig@nebraska.gov](mailto:beth.zillig@nebraska.gov) (402) 471-2452

**Pupil Transportation Report**

Transportation/Bus Information.

***Collection completed by Public, Nonpublic, State Operated, ESU– Due June 16.***

For more information, contact Janice Eret – [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov) (402) 471-2248

**Postsecondary Terms**

Collects postsecondary term-specific information applicable to the 2014 academic school year. This data supports the Nebraska P16 Initiative and Nebraska P-20 SLDS.

***Collection completed by Postsecondary Schools– Due June 16.***

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



**Search For Candidates To Fill A Vacancy On The State Committee For The Reorganization Of School Districts – Due July 11**

Contact: Bryce Wilson (402-471-4320 or [bryce.wilson@nebraska.gov](mailto:bryce.wilson@nebraska.gov))

After many years of dedicated service and leadership, Mr. Gil Kettelhut, of Omaha, Nebraska, has resigned his term for the State Committee for the Reorganization of School Districts effective June 30, 2014.

The Commissioner of Education has asked the staff of the Office of School Finance and Organization Services to begin the process of seeking recommendations from the Nebraska education community for persons with interest and appropriate qualifications for this post. Candidates will be recommended to the State Board of Education at its August meeting.

State Statutes 79-435, R.R.S., requires that the qualification for this position be an educator, holding a current administrative or teaching certificate. Members of the Committee serve without compensation, but are reimbursed for expenses necessarily incurred in the performance of their duties. The Committee meets in Lincoln approximately 2-4 times per year, or as required by reorganization activity.

Please forward names of potential candidates and a brief outline of their qualifications to this office immediately. Potential candidates should complete the application form found at <http://www.education.ne.gov/fof/OrgServices/Reorganization/VacancyInfo.html> and **submit the completed form to Bryce Wilson by Friday, July 11, 2014.**



REMINDER!

**Everything You Wanted to Know About Federal Programs—But Were Afraid to Ask**  
**Conference Registration deadline is Wednesday, July 23**

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

The NDE Federal Programs Team is holding a conference, “Everything You Wanted to Know About Federal Programs...But Were Afraid to Ask,” on **Tuesday, July 29** at the Holiday Inn Conference Center in Kearney. There is no cost to attend this conference.

This is the day before “Administrators’ Days.” Conference registration will be from 8:00 – 8:30 a.m. The conference will run from 8:30 a.m. to 4:30 p.m., with a break for lunch on your own. The day will include sessions that will NOT be part of “Administrators’ Days” presentations.

Part of the day will include a general session and the remainder will include break-out sessions. When the schedule has been finalized, it will be posted on the NDE Federal Programs webpage (<http://www.education.ne.gov/federalprograms/Index.html>). We are not planning to have paper handouts, but will have power points and other information posted prior to the conference.

Information on the following will be included throughout the day:

- \*Title I-A (Educationally Disadvantaged)
- \*Title II-A (Teacher and Principal Training and Recruiting)
- \*Title III (Limited English Proficient and Immigrant Education)
- \*REAP (Rural Education Achievement Program)
- \*Homeless Education (including McKinney-Vento Act)
- \*21<sup>st</sup> Century Community Learning Centers Program
- \*Community Eligibility Provision (CEP)
- \*Title I Accountability (AYP, Needs Improvement, Persistently Low-Achieving Schools)
- \*Equitable Service for Non-public Schools/Students
- \*Time and Effort Reporting
- \*Steps to completing an application in the Grants Management System (GMS)
- \*Allowable Expenditures
- \*Submitting Reimbursement Requests & Needed Documentation
- \*Parent Engagement
- \*Preparing for NCLB Consolidated Program Monitoring
- \*Other More General Information

Click this link to register for the conference: <http://goo.gl/HqvFS3>

**Registration deadline is Wednesday, July 23, 2014**



REMINDER!

**Public School District Superintendents and ESU Administrators Pay Transparency Act Collection**

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

As a result of the enactment of LB 470 by the Legislature, [Neb. Rev. Stat. Sections 79-2401 through 79-2405](#) require all Public School District Superintendents and Educational Service Unit Administrators contracts and amendments to be submitted to the Nebraska Department of Education **by August 1 of each year**. If approved by the District School Board or ESU amendments, occur through the year, the updates are to be submitted through the system as well. NDE will publicly display all contracts for the 2014-15 school year on the Department's website.

The contract collection site opened in the Consolidated Data Collection (CDC) on May 21 and will be accepting contracts for the 2014-2015 School year. Supporting resources, including instructions, an online demonstration, and links to information required by the Auditor of Public Accounts (APA) are also available within this collection.



### **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 NeSA Reading, Math and Science results (disaggregated) NePAS without graduation data or ranking	District only
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. 22, 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



### **NeSA-RMS Key Dates**

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

Key dates for NeSA-RMS are presented in the following table

NeSA WebEX on Reporting	July 14-16*
Provide District Access to NeSA RMS reports and Data File on eDirect	July 16*
Deliver printed NeSA and NeSA-AA ISRs	August 4*

**\*Dates in table were updated April 3, 2014**

Additional information on NeSA testing is available at the Statewide Assessment Website: <http://www.education.ne.gov/Assessment/Index.html>

## **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*

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