



**2015-16 Sped IDEA Consolidated Grant (GMS) Staff Instructions Update – Due: Dec 15**

Contact: NDE Special Education Regional Representative

Clarification: The IDEA Consolidated grant (GMS) staff page instructions have been amended. **All** district non-certified staff will require manual addition to the grant application. Refer to notes in **RED** on the graphic below:

Application: 2015-2016 SPED IDEA Consolidated - 00  
Cycle: Original Application

Printer-Friendly  
[Click to Return to Organization Select](#)  
[Click to Return to Application Select](#)

Overview	Program Information	Staff	Equipment/Capital Outlay	Budget	Page Lock Control
Staff Overview	Verified Staff Retrieval		Manual Staff Data Entry		

Personnel - Manual [Instructions](#)

Notes: This page is for the identification of Certificated /Licensed Staff paid with IDEA Part B (611) Base - 4404 funds that do not appear on the previous Verified Staff page.

Instructions for Manual Staff Data Entry:  
**Note 1:** This page may only be used to add newly hired staff that are properly endorsed or licensed for Special Education, but have not yet been verified through NSSRS. **or are paras or other non-certified staff.**  
**Note 2:** Existing staff must have a valid NSSRS ID to be manually entered on this page.  
**Note 3:** Please use the following staff identification numbers for staff yet to be hired:  
 8888888888 - Substitutes to be hired  
 9999999999 - Staff to be hired (includes instructional/certificated staff, para-professionals)  
 Substitutes can be grouped together on one line and staff to be hired can be grouped together on one line.  
**Note 4:** For staff not yet hired, please use 'TBD' for the Last and First Name and enter the Salary and FTE information. For substitutes, please use 'Subs' for the Last and First Name and enter the Salary and FTE information.

Filter:

Status	Staff Id	Last Name	First Name	Middle Initial	Salary	FTE of Program Time	Salary Amount paid by IDEA-Base-4404	Delete Row
	<input type="text"/>	<input type="button" value="X"/>						
	<input type="text"/>	<input type="button" value="X"/>						



**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** – The date by when required data must be submitted. This includes:

- 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** – 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.

**AUDIT WINDOW CLOSE DATE**—close date of the audit window. All changes and final approvals required by this date. This includes:

- 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.
- Please note: After the Audit Window Close Date all data becomes available for official reports and calculations.

**Discovered some additional changes to the submissions?**

If changes desired are **BEFORE** the Audit Window Close Date, but data has already been officially approved please contact the NDE Helpdesk at 888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

If changes desired are **AFTER** the Audit Window Close Date a requests to change data is required through the *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.**

**APPROVING THE DISTRICT COLLECTION WINDOW:**

Only the District Administrator has access to approve the NSSRS Collection Windows:

Navigate to the “Data Submission” tab, select “Data Approval”

Choose the school year and collection for the window needing approval, click the “Approve” button. 2015-16 Fall Audit

Follow #1 2014-2015 Audit



**Sped IDEA Consolidated Application (GMS) – Opened: October 21 – Due: December 15**

Contact: Pete Biaggio (402-471-2471 or [pete.biaggio@nebraska.gov](mailto:pete.biaggio@nebraska.gov))

The 2015-16 Sped IDEA Consolidated application opened in the GMS Wednesday, October 21, with a due date of December 15 (11:59 p.m.). Check the NDE Portal for any updates.



**October Special Education Snapshot – Audit Window Closes November 2**

Contact: Pam Kasl (402-471-4341 or [pam.kasl@nebraska.gov](mailto:pam.kasl@nebraska.gov)) or John Marcucci (402-595-1639 or [john.marcucci@nebraska.gov](mailto:john.marcucci@nebraska.gov))

Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) **as of October 1, 2015** and any student who exited special education between July 1, 2015 and October 1, 2015. The value of Snapshot Date [Special Education Snapshot: Snapshot Date (35)] is to be “2015-10-01”. The October Special Education Snapshot is accepted during the NSSRS Fall Collection and Fall Audit windows.

This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count



**Year End - June 30 Special Education Snapshot**

**Audit Window Closes November 2**

Contact: Pam Kasl (402-471-4341 or [pam.kasl@nebraska.gov](mailto:pam.kasl@nebraska.gov)) or John Marcucci (402-595-1639 or [john.marcucci@nebraska.gov](mailto:john.marcucci@nebraska.gov))

This audit window is an opportunity for districts to make corrections to their June 30 special education snapshot. The value of Snapshot Date [Special Education Snapshot: Snapshot Date (35)] is to be “2015-06-30”.



**Special Education Indicator 12 Data – Due Date: October 31**

Contact: Pam Kasl (402-471-4341 or [pam.kasl@nebraska.gov](mailto:pam.kasl@nebraska.gov))

The number of children transitioning from Part C Early Intervention, for whom parent refusal to provide consent caused delays in evaluation or initial services for Part B Early Childhood Special Education. **Time period is July 1, 2014 – June 30, 2015.**

Data Submission:

- Data requested must be submitted through the NDE Portal, on the **ILCD 2.0 website**.
- Select the **'Monitoring'** tab from the top of the page.
- Select Sub-Menu item, **"Indicator 12"**, and select the reporting year **"2014-2015"**.
- Enter the appropriate number on **line D**. Data for lines A-C are imported from NSSRS.
- Click 'Save' and then Click 'Submit'.



**The following collections are currently open in the Consolidated Data Collection (CDC)**

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

Please refer to the CDC Calendar which is located on the NSSRS Resources page at <http://www.education.ne.gov/nssrs/Resources.html#Instructions> and also review the instructions available in each of the CDC collections for further details about each collection.

**Assessed Valuation and Levies**

Assessed valuation and levies. Distance between high school attendance centers.

**Audit Window Closes November 2**

*Collection completed by Public*

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

**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. **Audit Window Closes November 2**

*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. **Audit Window Closes November 2**

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

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

**Nonpublic Dropout Report**

Collects Nonpublic dropout data. **Audit Window Closes November 2**

*Collection completed by Nonpublic*

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

**Nonpublic Membership Report**

Collects membership data from Nonpublic Systems. **Audit Window Closes November 2**

*Collection completed by Nonpublic*

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

**PK Instructional Program Hours/K Program**

Instructional program hours including kindergarten program type. **Audit Window Closes November 2**

*Collection completed by Public*

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

### **School Age Final Financial Report (FFR)**

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

*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

### **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.

**Audit Window Closes November 2**

*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. **Open all year - Due Date: June 15, 2016**

*Collection completed by Public, Nonpublic, State Operated, ESU's 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 qualified for free lunches or free milk and attended a school that uses information collected from parents and guardians to determine such qualifications or attended (or is registered to attend for early childhood) at a school that provides free meals to all students pursuant to the community eligibility provision. **Audit Window Closes November 2**

*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**

NDE Principal Performance Survey and NDE Teacher Performance Survey (State Fiscal Stabilization Fund Assurances). Survey became available on September 1 and is found in the CDC (Consolidated Data Collection).

**Audit Window Closes November 2**

*Collection to be completed by Public Districts only*

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

### **Technology Plan (Nonpublic optional)**

District Technology, Education, Assessment and Management Plan.

**Due Date: November 30 Audit Window Close Date: February 15, 2016**

*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

### **Teacher Vacancy Survey (CDC Collection)**

The annual Teacher Vacancy Survey collects statewide teacher vacancy information which is used to determine teacher shortage areas. This information is used to qualify content areas eligible for a number of state and federal teacher loan forgiveness opportunities and to inform research regarding teacher supply and shortage initiatives. Public districts, Nonpublic systems and Educational Service Units will find the Teacher Vacancy Survey in the Portal under the CDC. **Due Date November 10**

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

For more information, contact: Karen Buller – [karen.buller@nebraska.gov](mailto:karen.buller@nebraska.gov) (402) 471-4837

### **Title I Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent**

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: December 5**

*Collection completed by Public*

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

### **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.

**Audit Window Closes November 2**

*Collection completed by Public*

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



### **2015-16 ESEA/NCLB Consolidated Application**

Contact: Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov)) or the NCLB Reviewer for your District.

Application became available on September 30, and is **due to NDE on or before November 12**. The consolidated application includes the following grant programs:

- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III (LEP & IE)

Title I Needs Improvement information is included now in the application. Needs Improvement information for Title III Annual Measurable Achievement Objectives and Accountability for Highly Qualified Teachers will not be available until a later date. Districts will be notified if needing to complete either of the sections that will be added later.



### **AQuESTT Evidence-Based Analysis (EBA) and Rule 10 Assurances Form**

**Due Date: November 1**

Contact: [nde.aquestt@nebraska.gov](mailto:nde.aquestt@nebraska.gov) or Matt Hastings (402-471-4483 or [matt.hastings@nebraska.gov](mailto:matt.hastings@nebraska.gov))

#### **Rule 10 Assurances Form**

Beginning with the 2015-2016 school year, the Rule 10 Assurances form shall be completed electronically in combination with the new AQuESTT Evidence-Based Analysis (EBA). This new format will provide a complete listing of Rule 10 requirements where districts are to identify any areas of noncompliance. Districts will also have an opportunity to provide clarifications for areas of noncompliance they may be in the process of correcting. The new format includes a place for the electronic superintendent signature and must be submitted online as part of the EBA.

#### **AQuESTT Evidence-Based Analysis (EBA)**

AQuESTT – Accountability for a Quality Education System Today and Tomorrow – is Nebraska’s next-generation accountability system. It aims to meet and exceed statutory requirements for accountability (R.S.S 79-760.06 and 79-760.07) by considering the broader educational experiences and success of students. As part of the AQuESTT process, districts and schools are asked to complete an electronic Evidence-Based Analysis (EBA) designed to obtain information to support AQuESTT processes.

On August 18, district superintendents were sent an email from NDE ([nde.aquestt@nebraska.gov](mailto:nde.aquestt@nebraska.gov)) containing a unique, district-specific web link for completing the District EBA online. Likewise, on August 18 school building principals were also sent an email from NDE ([nde.aquestt@nebraska.gov](mailto:nde.aquestt@nebraska.gov)) with a school-specific web link unique for completing the School EBA online.

Superintendents/principals who have not received their EBA invitation should contact NDE as soon as possible to arrange receipt of their District/School EBA links.

NOTE: Districts/schools may find it helpful to review the EBA with faculty and/or staff before submission. You can access a PDF copy of the district and school EBA instruments at the following link: <http://aquestt.com/resources/>. The PDF versions should be used for review of the EBA only. Official responses must be submitted online using unique web links provided to district/school administrators on August 18.

*Collection completed by Public Schools and Public Districts*



### **Staff Reporting 2015-2016 – Audit Window: Closes November 2**

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

#### **Are you sure you are done with Staff Reporting?**

First, make sure the District/System name at the top of the collection is GREEN. If it is not green, then that means you have errors. You can look at ALL staff to see who is still red (see ALL button by alphabet) OR you can click on Errors only button (at the end of the alphabet). When all errors are resolved the District/System will be GREEN. If you need to delete some staff, there is a button in the middle of the collection called Delete Demographics & Related Position Recs. If you added staff, you need to be sure they have a Position Assignment Record as well as a Demographic Record.

When District/System are GREEN, the next step is to go to NSSRS Validation, Errors, Reprocess Errors, Staff Templates. If there are no errors, then go to Verification Reports, Staff and review the Current Personnel Report. If that all looks complete and accurate, you are done with Staff Reporting. If you have errors in NSSRS Validation for Staff, go back to Staff Reporting and fix those that you can, like adding email addresses, experience, etc. If the errors are related to the staff member's certificate, work with Teacher Certification to resolve certificate errors.



### **Individuals with Disabilities Education Act (IDEA) Part B MOE - Eligibility Standard**

**Opened: September 21 – Due Date: November 15**

Contact: Pete Biaggio (402-471-4308 or [pete.biaggio@nebraska.gov](mailto:pete.biaggio@nebraska.gov))

School district eligibility for receipt of Individuals with Disabilities Education Act (IDEA Part B) funds are contingent upon maintaining fiscal effort from year to year. Districts are to report within this application special education expenditures and child counts to establish eligibility for the receipt of current year IDEA Part B funds through the Grant Management system (GMS).



### **Reporting Summer 2015 Transfer Out Students**

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

The 2015-2016 NSSRS Calendar has been updated to provide additional guidance for School Enrollment submissions during the 2014-2015 Follow-up Collection #1 submission window. Students who transfer out of the district after the last day of the 2014-2015 school year but before the first day of the 2015-2016 school year can be reported in one of two ways.

1. Exit them out of the 2014-2015 School Year – Upload School Enrollment record for the 2014-2015 school year during the “2014-2015 Follow-up Collection #1” submission window – **Audit window closes November 2.** This is the preferred option.

**Or**

2. Enter them into 2015-2016 Student Template (0 FTE) and exit them in the 2015-2016 School Enrollment Record with enrollment code 201 (Transfer Out) as of the first day of school. Submit during the “2015-2016 Fall Collection” submission window – **Audit window closes November 2.**



**State of the Schools Report (SOSR) Calendar for 2015**

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 2014-2015 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 2014-2015 SOSR Preview will be available through the NDE Portal.

<b>Date</b>	<b>Activity</b>	<b>Public/District</b>
Aug. 26, 2015	2014-2015 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)	District only
Sept., 25, 2015	Last day AYP Appeals will be accepted	District Only
Oct. 16, 2015	SOSR 2014-2015 Report Card released to the public	Public
Nov. 13, 2015	Graduation, Drop-out, Highly Mobile, and School Mobility data added to the 2014-2015 SOSR District Preview	District Only
Nov. 20, 2015	Graduation, Drop-out, Highly Mobile, and School Mobility data added to the Public SOSR 2014-2015 Report Card	Public

**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 – **This is a Voicemail line ONLY.**

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

ALSO: If you have contacted the NDE Program Staff person, please do not also contact the Helpdesk. Multiple contacts will delay the response.

**THANK YOU!**

**NDE Bulletins: Past and Present:**

Current and past NDE Bulletins can be found at <http://www.education.ne.gov/ndebulletins/index.html>. We will also continue to send the bulletin out via e-mail.

*Denise Schuyler- IT Helpdesk Specialist  
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denise.schuyler@nebraska.gov  
Helpdesk: Toll Free 888-285-0556  
Email: nde.helpdesk@nebraska.gov*