



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

Contact: NDE Helpdesk (888-285-0556 or 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. **Due Date 10/15/2015**

Collection completed by Public

For more information, contact Jen Utemark – 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. **Due Date 10/15/2015**

Collection completed by Public

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

Non-Certificated Staff

Report of Non-Certificated Staff. **Due Date 10/15/2015**

Collection completed by Public, State Operated and ESU's

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

Nonpublic Dropout Report

Collects Nonpublic dropout data. **Due Date 10/15/2015**

Collection completed by Nonpublic

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

Nonpublic Membership Report

Collects membership data from Nonpublic Systems. **Due Date 10/15/2015**

Collection completed by Nonpublic

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

PK Instructional Program Hours/K Program

Instructional program hours including kindergarten program type. **Due Date 10/15/2015**

Collection completed by Public

For more information, contact Tammi Hicken – 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 10/31/2015**

Collection completed by Public and ESU's

For more information, contact Lori Adams – 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.

Due Date 10/15/2015

Collection completed by Public

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

Substitute Teachers

Report all substitute teachers. **Open all year - Due Date 6/15/2016**

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

For more information, contact Kevin Peters – 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. **Due Date 10/15/2015**

Collection completed by Public

For more information, contact Jen Utemark – 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).

Due Date 10/15/2015

Collection to be completed by Public Districts only

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

Teacher Vacancy Survey

The Nebraska 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. **Due Date 11/10/2015**

Collection completed by Public, Nonpublic, and ESU's

For more information, contact Sharon Katt – sharon.katt@nebraska.gov (402) 471-2405

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 12/5/2015**

Collection completed by Public

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

Title III Professional Development

Title III subgrantees only Due Date 10/1/2015

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. **Audit window closes on October 15**

Collection completed by Public and ESU's

For more information, contact Terri Schuster terri.schuster@nebraska.gov (402) 471-4694

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 10/15/2015

Collection completed by Public

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



Endorsement Changes

There have been some changes to endorsements over the course of the last couple of years. This may result in different endorsement names in the Clearing Manual as compared to the endorsement names appearing on actual certificates. In most cases, when endorsement changes are made, the changes/adjustments are reflected on the individual's online certification information. Changes are generally made to not negatively impact individual or employing systems. You can check the current endorsements held by an individual at: https://dc2.education.ne.gov/tc_lookup/. A chart which cross-references endorsement name changes is accessible at: <http://www.education.ne.gov/EducatorPrep/ResourceDocs/Rule24Changes090215.pdf>.



Reporting Summer 2015 Transfer Out Students

Contact: NDE Helpdesk (888-285-0556 or 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 which is open August 17-October 15, 2015. 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 which is open August 17-October 15, 2015.



2015-2016 Staff Reporting – Due Date: September 15

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

The 2015-2016 Staff Reporting collection opened Tuesday, 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. Staff Reporting Instructions are available http://www.education.ne.gov/nssrs/docs/STAFF_INSTRUCTION_MANUAL_20152016.pdf. Appendix A in the Staff Reporting Instructions details the changes that were made for the 2015-2016 year.

When completing the Staff Reporting 2015-2016, double check to make sure the email addresses are correct for each staff member that is required to have one. If a correction is made to the email address that NDE had in Staff Reporting, have the staff member log into their portal account under the “My Profile” tab and verify if their email address is correct, or have them update it. NDE uses the email addresses from Staff Reporting and the Portal for communications so keeping them current is very important.



REMINDER!

2015-2016 SPED Collaborative Grant – Due Date: October 15

Contact Pete Biaggio (402-471-4308 or e-mail pete.biaggio@nebraska.gov)

The 2015-2016 SPED Collaborative Grant application became available in the GMS Monday, June 15.. This application is due to NDE October 15.



REMINDER!

2016-2017 LEP/Poverty Plans – Due Date: October 15

Contact Tom Goeschel (402-471-3570 or e-mail tom.goeschel@nebraska.gov)

The 2016-2017 LEP/Poverty Plans and Learning Community LEP/Poverty Plans became available in the GMS Monday, July 27.. This application is due to NDE October 15.



REMINDER!

2015 Grant Management Guidance

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov) or Shane Rhian (402-471-4313 or shane.rhian@nebraska.gov)

The 2015 version of the *NDE State and Federal Grant Management Requirements and Guidance*, is available on the NDE Federal Programs website (<http://www.education.ne.gov/federalprograms/Index.html>) beneath the header “Grants Management (GMS) and Finance.” The purpose of the guidance is to provide information on the policies governing all grants awarded by NDE (excluding those issued by Vocational Rehabilitation Services, Disability Determination Services, and the Assistive Technology Partnership), communicate procedures and guidelines; ensure sound accounting practices, and provide consistency throughout the Department in the administration of all State and Federal grants.



REMINDER!

2015 Title I Annual Reminders

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov), Beth Zillig (402-471-2452 or beth.zillig@nebraska.gov) or the Title I consultant for your District/ESU.

The Title I Annual Reminders is available on the NDE Title I website beneath the header “Title I-A Information.” Included in the reminders are items that are sometimes forgotten or easily overlooked. Topics include:

- Time and Effort Logs
- Parent Notification
- Parent Compacts
- Parent Involvement Policies
- Highly Qualified Teachers and Paras
- Schoolwide Eligibility
- Title I Fiscal Issues Non-Regulatory Guidance
- Requests for Reimbursement



REMINDER!

2015-16 Title I Allocations

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

Updated Title I-A allocations (9/2/15) are available on the Federal Programs website: <http://www.education.ne.gov/federalprograms/Index.html>) beneath the header “Financial Files and Allocations.” These replace the allocations that were posted on 8/25/15.

 REMINDER!

2014-2015 Special Education Final Financial Reports

Contact: Lori Adams (402-471-2637 or lori.adams@nebraska.gov)

The Special Education Final Financial Reports for 2014-2015 school year are due as follows:

[Birth to Age Five \(BAF FFR\) \(NDE 06-025\)](#) - Due on or before October 1 - copies of contracted services billings are **NOT** required

[Transportation \(TRANS FFR\) \(NDE 06-016\)](#) - Due on or before September 30

[School Age \(SA FFR\) \(NDE PORTAL\)](#) - Due on or before October 31 – copies of accounting records for “Flex” Support Services Expenditures - Function Code 1125 and SPED School Age - Function Code 1200 and copies of contracted services billings **ARE** required and can be uploaded

For additional information go to: <http://www.education.ne.gov/FOS/SPED/index.html>.

 REMINDER!

Nebraska Statewide Needs Assessment in Mathematics and Science

Open: September 8 – Closes: September 30

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov) or (John Sutton, RMC Research 800-922-3636 or sutton@rmcres.com)

RMC Research Corporation, in cooperation with the Nebraska Department of Education and in support of the Mathematics and Science Partnership (NE MSP) projects, is conducting a statewide mathematics and science needs assessment. The purpose of this needs assessment is to document and prioritize professional development needs for both content and instructional approaches to support high quality teaching and learning in mathematics and science.

The survey can be accessed by entering the url:

https://www.surveymonkey.com/r/NE_MSP_Needs_Assessment_2015. Please share this information with any of your educators who teach mathematics and/or science.

 REMINDER!

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

Delinquent – Open: September 1 – Due: December 4

Contact: Pat Frost (402- 471-2478 or – pat.frost@nebraska.gov)

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.

Collection completed by Public Districts Only

 REMINDER!

NeSA Enrollments 2015-2016

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

The recording for NeSA Enrollments training will be provided through eDIRECT on September 28 and posted to the assessment website. The enrollment window will be open October 5-20. Districts will be able to order large print, Braille, Spanish translation paper, and paper/pencil for the NeSA-RMS and NeSA-W assessments. Please work with other district staff members to get accurate count for all special use forms.



ESEA/NCLB 2015-16 Allocations for 2015-16

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov) OR the NDE ESEA/NCLB Consultant for your District

ESEA/NCLB 2015-16 Allocations are available on the Federal Programs web page (<http://www.education.ne.gov/federalprograms/index.html>) beneath the header “Financial Files and Allocations.” There are two files. One includes Title I allocations and the other contains allocation information for Titles I-D, II-A, and III.

Please use this information for budgeting purposes. We hope to have the application available by mid-late September.



State of the Schools Report (SOSR) Calendar for 2015

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 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.

Date	Activity	Public/District
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



High Ability Learners (HAL) – NDE Portal Collection – Audit Window Closes: Sept 15

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

High Ability Learners (HAL) 15-16 Applications for Base Only and Base and Matching Funds AND 14-15 Budget and Year-End Reports; due no later than 11:59 PM, August 31 with an audit window close date of September 15,

2015. 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 grants.

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

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 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
Nebraska Department of Education - Data, Research and Evaluation
301 Centennial Mall South - Lincoln, NE 68509
denise.schuyler@nebraska.gov
Helpdesk: Toll Free 888-285-0556
Email: nde.helpdesk@nebraska.gov*