

**ATTENTION ALL NDE PORTAL USERS:**

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (especially the email address) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



**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 – OPEN September 1**

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

**Due Date: October 15 (Audit Window Close Date: 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 – OPEN September 1**

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: October 15 (Audit Window Close Date: November 2)**

*Collection completed by Public*

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

**Human Resources Contact – OPENED August 1**

The Department of Education developed the HR Director Contact(s) to collect name and email address for corespondence. 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.

**Open All Year – (Audit Window Close Date: June 30, 2017)**

*Collection completed by Public*

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

**Non-Certificated Staff –OPEN September 1**

Report of Non-Certificated Staff.

**Due Date: October 15 (Audit Window Close Date: 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 – OPEN September 1**

Collects Nonpublic dropout data.

**Due Date: October 15 (Audit Window Close Date: 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 – OPEN September 1**

Collects membership data from Nonpublic Systems.

**Due Date: October 15 (Audit Window Close Date: 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 - OPEN September 1**

Instructional program hours including kindergarten program type.

**Due Date: October 15 (Audit Window Close Date: 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) - OPEN September 1**

School District's/ESU's claim reimbursement for SPED School age expenditures.

**Due Date: October 31 (Audit Window Close Date: May 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 - OPEN September 1**

Districts applying for the student growth adjustment. Districts must estimate their 2017/18 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between the 2016/17 fall membership and 2017/18 estimated average daily membership.

**Due Date: October 15 (Audit Window Close Date: 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 - OPEN September 1**

Report all substitute teachers. **Open all year – (Audit Window Close Date: June 30, 2017)**

*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 - OPEN September 1**

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: October 15 (Audit Window Close Date: November 2)**

*Collection completed by Public*

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

**Summer School Supplement – Opened August 1**

Total prorated days of attendance for summer school programs.

**Due Date: October 15 (Audit Window Close Date: November 2)**

*Collection completed by Public*

For more information, contact Bryce Wilson – [Bryce.wilson@nebraska.gov](mailto:Bryce.wilson@nebraska.gov) (402) 471-4320

**Teacher and Principal Evaluation Survey – OPEN September 1**

NDE Principal Performance Survey and NDE Teacher Performance Survey.

**Due Date: October 15 (Audit Window Close Date: 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

**Teacher Vacancy Survey – OPEN September 1**

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: November 10 (Audit Window Close Date: December 10)**

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

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

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

**OPEN September 1**

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 (Audit Window Close Date: January 5, 2017)**

***Collection completed by Public***

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

**Title III Professional Development – OPEN September 1**

**Title III subgrantees only**

**Due Date: October 1 (Audit Window Close Date: November 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. Audit window closes on October 15

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

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

**Two-Year New School Adjustment Application – OPEN September 1**

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: October 15 (Audit Window Close Date: November 2)**

***Collection completed by Public***

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



**Hispanic/Latino Summit – Save the Date: October 24<sup>th</sup>**

Contact: Beth Wooster (402-471-2452 or [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov))

The 13<sup>th</sup> Annual Hispanic/Latino Summit will be at the Younes Conference Center in Kearney on Monday, October 24<sup>th</sup>. This conference is for Middle to High School age students and their school sponsors. The purpose of the Summit is to increase youth leadership opportunities, showcases Hispanic/Latino students achievement, highlight resources available to support student success, and inspire positive futures! For more information about the summit, the *Gallery of Stars* or the new *Leadership Scholarship* or to register go to <http://www.latinosummit.org> - Registration is now open!



### **2016-17 ESEA/NCLB ALLOCATIONS**

Contact: Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov)) or the NDE Federal Programs Office 402-471-2481.

2016-17 allocations for Title I-A, Title I-D, Title II-A, Title III-LEP, and Title III-IE are now available on the NDE Federal Programs webpage (<https://www.education.ne.gov/federalprograms/Index.html>) beneath the header “Financial Files and Allocations.”



### **2016 Title I Annual Reminders**

Contact: Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov)), Beth Wooster (402-471-2452 or [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov)) or the Title I Consultant for your District/ESU.

The “Title I Annual Reminders” document 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:

1. Time and Effort Logs
2. Parent Notification
3. Parent Compacts
4. Title I Parent Involvement Policies
5. Highly Qualified Paraprofessionals
6. Schoolwide Eligibility
7. Non-Regulatory Guidance for Title I Fiscal Issues
8. RtI, MTSS, preschool with Title I funds
9. Transact
10. Transition from NCLB to ESSA (NEW)
11. Requests for Reimbursement
12. Ensuring Educational Stability for Children in Foster Care (NEW)
13. ESEA/NCLB Reviewers & Title I Consultant Assignments
14. NDE Title I Listserv



### **Reminder from the Statewide Assessment Office**

The assessment office would like to remind Districts that the final NeSA-RMS and NeSA-W reports and data files became available in eDIRECT August 25. This information is embargoed. NDE is determining a public release date and will communicate the date with districts.



### **Error in Student and Student Snapshot Template Instructions**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)) or Pam Tagart (402-471-4732 or [pam.tagart@nebraska.gov](mailto:pam.tagart@nebraska.gov))

In setting up NSSRS for 2016-2017 NDE found an issue with the School of Residence [Student: Location of Resident (165)]. This field is only 3 digits not 11 as was noted in the 11.1 version of the Student Template Instruction Manual. NDE notified all the Student Information System vendors August 16 and the vendors will

have to update the Student and Student Snapshot Templates before you can upload your student data for 2016-2017. We are sorry for the additional work and delays this causes you and your Student Information System vendors. The updated instructions for this field are noted in version 11.3 of the Student Templates Instruction Manual posted 08/19/2016. Previous to the 11.3 version of the Student Template Instruction Manual the field School of Residence [Student: Location of Resident (165)] was named School of Attendance. This name change was corrected in version 11.3.



**NSSRS Desktop Database – Available end of August**

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

The NSSRS Desktop Database will be available the end of August. This product should really only be used by entities that do not have a Student Information System (SIS). If you have a Student Information System and have been using the Desktop Database, we encourage you to use the extracts from your SIS rather than the Desktop Database. If you have had problems in the past, work with your SIS vendor to resolve those issues or talk with another district that uses the same SIS vendor to get ideas on using the SIS extracts. This will be a VERY important step as we move to Adviser. If you have contacted your resources and still have concerns, please contact the NDE Helpdesk at [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) and we'll work with you to find the assistance you need.



**RULE 24 ENDORSEMENT CHANGES**

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

Recent Rule 24 endorsement changes may result in different endorsement names in the Clearing Manual as compared to endorsement names appearing on actual certificates. The chart below will allow you to cross-reference recent endorsement changes which might be reflected on an individual's online certification information. When endorsement changes are made, every effort is made so individuals or employing systems are not negatively impacted.

To check endorsements held by an individual: [https://dc2.education.ne.gov/tc\\_lookup/](https://dc2.education.ne.gov/tc_lookup/)

**RULE 24 ENDORSEMENT CHANGES**

<b>CURRENT ENDORSEMENT EFFECTIVE 8.1.16</b>	<b>PREVIOUS ENDORSEMENT</b>
<b>Middle Level Education, 5-9 (subject)</b> At least one core academic content area: ELA, Mathematics, Science, or Social Science. Additional content areas can be added with additional preparation: Agriculture, BMIT, FACS, HPE, IT, or World Language.	Middle Grades 4-9 (field) with two specializations required.
<b>Art, PK-12 (field)</b> General Art K-6 has been eliminated.	Art K-12 (field)
<b>Health Sciences, 6-12 (supplemental)</b>	Replaces Health Occupations (subject)
<b>Music, PK-12 (field)</b>	Music K-12 (field)
<b>Vocal Music, PK-12 (subject)</b> Instrumental Music, K-8, 7-12 has been eliminated.	Vocal Music K-8, 7-12 (subject)
<b>Special Education Generalist K-6, 7-12, K-12</b>	Special Education K-6, 7-12, K-12 (Name change only)
<b>Rule 24 Endorsement Changes (2014 and 2015)</b>	

Special Education Supervisor	Special Education: Curriculum Supervisor
Early Childhood Education, PK- Gr 3 (supplemental)	Early Childhood Education (subject), B-Gr 3
Early Childhood Inclusive, Birth-Grade 3	Early Childhood Education Unified; Preschool Disabilities
English Language Arts, 7-12 (field)	Language Arts 7-12
Secondary English, 7-12 (subject)	More limited scope than the former English endorsement.
Journalism and Media Education, 7-12 (supplemental)	Journalism and Mass Communications (subject)
Reading and Writing, PK-6 or 7-12 (supplemental)	Reading and Writing (subject), 7-12
Speech, 7-12 (supplemental)	Speech (subject)
Theatre, 7-12 (supplemental)	Theatre (subject)
Special Education Inclusion and Collaboration Specialist, PK-12 (supplemental)	Special Education: Learning Disabled
Special Education Functional Academic Skills and Independent Living Specialist, B-12 (supplemental)	Special Education: Severe/Multiple Disabilities (supplemental)
Special Education Behavior Intervention Specialist, B-12 (supplemental)	Special Education: Behaviorally Disordered (subject)
Special Education Early Intervention Specialist, B-PK (supplemental)	New endorsement.
Special Education Early Childhood, B-K	Previously B-Gr 3
Mathematics 6-12 (field)	Mathematics 7-12 (field)
Science 7-12 (field)	Natural Science 7-12 (field)
Physical Science 7-12 has been eliminated.	When teacher renews certificate, endorsements will be Chemistry, Earth and Space Science, and Physics.

Updated 8.11.16



**High Ability Learners (HAL) – NDE Portal Collection – DUE DATE: August 31**

Contact: Cory Epler at [cory.epler@nebraska.gov](mailto:cory.epler@nebraska.gov)

High Ability Learners (HAL) 16-17 Applications for Base Only and Base and Matching Funds AND 16-17 Budget and Year-End Reports; due no later than 11:59 PM, August 31 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 grants. **Audit Window Close Date September 15.**



**2016-2017 Staff Reporting – OPENED: August 8 – DUE DATE: September 15**

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

The 2016-2017 Staff Reporting collection opened Monday, August 8. 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 [https://www.education.ne.gov/nssrs/docs/STAFF\\_INSTRUCTION\\_MANUAL\\_20162017.pdf](https://www.education.ne.gov/nssrs/docs/STAFF_INSTRUCTION_MANUAL_20162017.pdf). Appendix A in the Staff Reporting Instructions details the changes that were made since 2015-2016.

When completing the Staff Reporting 2016-2017, 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!

**LC-2 – DUE DATE: September 20**

Contact: Janice Eret (402-471-2248 or [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov)) or Bill Biven (402-471-0526 or [bill.biven@nebraska.gov](mailto:bill.biven@nebraska.gov))

The Budget Form LC-2 is now open. The LC-2 must be submitted by all public school districts and is due on **September 20**.



REMINDER!

**Rule 10 Assurance Statement – OPENED: August 15 – DUE DATE: November 1**

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

All accredited school systems (public and non-public) are required to complete a Rule 10 Assurance Statement annually. The Assurance Statement must be completed to reflect compliance or indicate areas of noncompliance as your school system starts the 2016-2017 school year.

The Assurance Statement for public school districts will be web-based, as it was last school year, and was available on the NDE Portal under the Data Collections tab, **August 15**. The Assurance Statement for non-public schools will continue to be included in the Fall Mailing and was sent by August 15<sup>th</sup>. FAQ and instruction documents regarding completion of the Rule 10 Assurance Statement will be available in the Fall mailing and within the Portal.



REMINDER!

**MOE Eligibility Application – DUE DATE: November 15**

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

***Collection completed by Public***

The purpose of this application is to provide IDEA special education Maintenance of Effort (MOE) information to establish school eligibility for receipt of IDEA current year funds.



REMINDER!

**NSSRS Data Manager: “Notice of Data Rediscovery” – OPENED: August 17**

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

As last year, prior to submitting 2016-2017 data, a district’s NSSRS Data Manager “District Approve” user must indicate understanding of data re-disclosure requirements, which require NDE to make data submitted available to Nebraska postsecondary institutions (Neb. Rev. Stat. Section 79-776), and to other districts where a student intends to enroll. This “splash screen” is the notification required under the Family Educational Rights and Privacy Act (FERPA). FERPA requires advance notification and development of the new P-16 data system continues.

The “District Approver” (district administrator) user indicates understanding by clicking the “I Understand” button prior to any submissions. Other users of NSSRS Data Manager will only be presented with the option to click the

“Close this Window” button. All users will be presented with a notice of data redisclosure the first time logging into NSSRS Data Manager each day and must click the “I Understand” button in order to gain access to this system.



### **Additional Versions of DHHS Superintendent Letter – AVAILABLE: August 7**

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

**Beginning August 7**, two additional versions of the automated *DHHS Superintendent Letter* will be available to school districts via the NDE Portal: (1) *YRTC Placement*; and (2) *New School Year*. The *DHHS Superintendent Letter* was originally developed by the Nebraska Department of Health and Human Services - Children and Family Services Division (DHHS-CFS) to notify school districts when any of their students became State wards and their current status in the child welfare system. The new *YRTC Placement* version of the *Letter* notifies school districts when one of their students enters or exits the DHHS-operated Youth Rehabilitation and Treatment Center (YRTC) in Geneva (for girls) or Kearney (for boys).

The *New School Year* version of the *Letter* is sent at the beginning of each school year to update the school district about a State ward’s current status in the child welfare system. For the 2016-2017 School Year, these letters are being sent between August 7 and August 28. In districts that will receive multiple *New School Year Letters*, the Superintendent is sent only one e-notification at the end of each day rather than an e-notification for each letter.

The *DHHS Superintendent Letter* collection can be found under the *Data Collections* tab in the NDE Portal.



### **2016-2017 NSSRS Calendar Version 7.1**

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

The 2016-2017 NSSRS Calendar has been updated and a new version is now available on the NSSRS Resources web page at <https://www.education.ne.gov/nssrs/Resources.html>.



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

Contact: NDE Helpdesk ([888-285-0556](tel: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: [https://www.education.ne.gov/nssrs/docs/NSSRS\\_Steps\\_Uniqid\\_2016-03-02.pdf](https://www.education.ne.gov/nssrs/docs/NSSRS_Steps_Uniqid_2016-03-02.pdf)

Prior to submitting the Student template for the first time for 2016-2017 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.



### **DIRECT CERTIFICATION WITH MEDICAID DEMONSTRATION PROJECT**

Contact: Sharon Davis ([402-471-3559](tel:402-471-3559) or [sharon.davis@nebraska.gov](mailto:sharon.davis@nebraska.gov))

Beginning in 2016-17, Nebraska will start directly certifying students using Medicaid eligibility for both free and reduced price meal eligibility under the authority of Section 18(c) of the Richard B. Russell National School Lunch Act (NSLA). The Demonstration Project has the potential to improve student access to school meals, reduce administrative burden for schools and local educational agencies (LEAs), and improve certification accuracy in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

### **Scheduled Webinars**

#### **Verification Report and the Direct Certification with Medicaid**

**Date:** Wednesday, September 7, 2016

**Time:** 9:30- 10:30 am CST

**URL:** [nde.adobeconnect.com/nutrition](http://nde.adobeconnect.com/nutrition)

### **CNP System Updates**

For the 2016-17 School Year, the SFA staff will see changes to the Direct Certification/Direct Verification | View Direct Certification | Qualified Student List Direct Certified as Free screen in the Child Nutrition Program (CNP) system located at: <https://nutrition.education.ne.gov/>

- The "Q" field new values: **M-F** = Medicaid-Free, **M-R** = Medicaid-Reduced.
- Heading updated from "Qualified Student List Directly Certified as Free" to "Qualified Student List Directly Certified".
- Additional text under the NOTICE statement: If a student's record is reported with only the "**M-R**" value on the direct certified list in the CNP system, than the households with children directly certified for reduced price meals must receive a notice of the income level used and be offered the opportunity to apply if their income, based on NSLP eligibility policies, is within the limit for free meals (using the National School Lunch Program (NSLP)'s current income eligibility guidelines). For information click on: <https://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html>
- A template letter for the child reported with only the "**M-R**" value on the direct certification list is available on this webpage: <https://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html>

During the coming weeks, the Direct Certification and Direct Verification webpage will be updated with new documents that include information regarding the Direct Certification with Medicaid Demonstration project: <https://www.education.ne.gov/ns/forms/nslpforms/DirectCert.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 – **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***

*Data, Research, and Evaluation - NDE IT Helpdesk Specialist*



*Helpdesk: 888-285-0556 – [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)*

*Email: [denise.schuyler@nebraska.gov](mailto:denise.schuyler@nebraska.gov)*