

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 many sections in the Department of Education use the email address that is in the users’ Portal account to send vital information. Thank you!!



2016-2017 Staff Reporting – OPEN: August 8 – DUE: September 15

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

The 2016-2017 Staff Reporting collection will open 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. 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.



Additional Versions of DHHS Superintendent Letter – OPEN: August 7

Contact: NDE Helpdesk ([888-285-0556](tel:888-285-0556) or 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.



REMINDER!

Summer School Supplement (CDC collection) – OPEN: August 1 – DUE: August 17

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

The Summer School Supplement will open in the CDC on August 1. This collection is due on **August 17** with the audit window from **August 18 through August 31**. At the end of each regular school term the Nebraska Department of Education collects the attendance data for each school district and system in Nebraska. State total ADA is reported to the U.S. Department of Education and is used in formulas for allocating federal entitlement for Title 1, Impact Aid, Indian Education and other federal programs.

The federal government requires that the total aggregate days of attendance for summer school be added to the total aggregate days of attendance for the regular school term to provide the **numerator** for the calculation of state Average Daily Attendance (ADA). The **denominator** for this calculation is the average number of days in session during the regular school year. In this collection, Districts will report the total Prorated Days of Attendance for their Summer School Program. **Only Public Districts are required to complete this form.**



REMINDER!

High Ability Learners (HAL) – NDE Portal Collection – OPEN: July 31 – DUE: August 31

Contact: Cory Epler at 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.**



REMINDER!

2016-2017 NSSRS Calendar Version 7.1

Contact: NDE Helpdesk (888-285-0556 or 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>.



REMINDER!

NDE Student Unique Identifier – It's That Time Again to Update

Contact: NDE Helpdesk (888-285-0556 or 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

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.



REMINDER!

New Superintendents – 2016-2017 School Year

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

If your district/system has a new Superintendent for the 2016-2017 school year, please have them contact the NDE Helpdesk to get set up on the NDE Portal as the new District Administrator for your district. We will provide them with the district administrator activation code specific to their district. The previous District Administrator will also need to be removed and should contact the Helpdesk to advise us of their new position. The Helpdesk can also provide new administrators with information on where instructions are located for the District Administrator Responsibilities and assigning activation codes.



LC-2 – DUE DATE: September 20

Contact: Janice Eret (402-471-2248 or janice.eret@nebraska.gov) or Bill Biven (402-471-0526 or 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**.



MOE Eligibility Application – DUE DATE: November 15

Contact: Pete Biaggio (402-471-4308 or 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.



DIRECT CERTIFICATION WITH MEDICAID DEMONSTRATION PROJECT

Contact: Sharon Davis (402-471-3559 or 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

Using Medicaid data to connect to Free and Reduced Price School Meals through Direct Certification

Date: Monday, August 8, 2016

Time: 10:00– 11:00 am CST

URL: nde.adobeconnect.com/nutrition

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

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>



NeSA-Reading, Math, Science Data – 2015-2016

Contact: Assessment Office (402-471-2495 or nde.stateassessment@nebraska.gov)

- Results of NeSA-Reading, Math, Science will be available to districts in eDIRECT on July 13.
- DACs—Please review your NeSA assessment scores, particularly any zero scores. If you identify any problems, contact John Moon at john.moon@nebraska.gov
John Moon will also be contacting districts concerning errors he identifies in their data.
- Corrections need to be completed by **August 8**. Since data may change based on district feedback, the assessment information is embargoed.

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 – **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

Email: denise.schuyler@nebraska.gov