

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!!



Updated Guidance on Home Schooled Students

Contact: Beth Bolte regarding Home School questions 402-471-2795 or beth.bolte@nebraska.gov or Pam Tagart for questions regarding High School Graduation Rate (Cohort) 402-471-4735 or pam.tagart@nebraska.gov

Parents who choose to home school must file for exempt status under Rule 13 for students who are of compulsory school attendance age. A report of acknowledged exempt schools is provided to the superintendent of the resident school district via email from the Exempt School Program Office. Exempt School information can be viewed at <http://www.education.ne.gov/FOS/OrgServices/ExemptSchools/Index.html>.

If these students go to a public school for anyclasses, the public school district can enroll the students as part-time students under Neb. Rev. Stat. 79-2,136. The district will have to report data on the student in NSSRS as detailed in Who Reports What (<https://www.education.ne.gov/nssrs/docs/Who%20Reports%20What%2012-22-15.pdf>), Item N or O detail the reporting requirements for Part-time students depending on the student’s FTE.

For Home school students in Grades 9-12 attending a public district part-time. The USDOE High School Graduation Rate Non Regulatory Guidance Education <https://www.education.ne.gov/nssrs/docs/hsgrguidance.pdf> A-24 and A-27 indicates a district may transfer out a student to the home school if the state has documentation the student is being home schooled. The Rule 13 process provides this documentation for students under age 18. For students 18 and over: NDE’s guidance is for the school district to maintain written documentation from the parent verifying the student is being home schooled or will continue to be homeschooled. This will comply with the Non Regulatory Guidance referenced above (A-27) regarding proper documentation.



DHHS Superintendent Letter – OPEN: Ongoing

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

The *DHHS Superintendent Letter* is used by the Nebraska Department of Health and Human Services - Children and Family Services Division (DHHS-CFS) to notify school districts when a student becomes a State ward and updates on current status in the child welfare system. For students in Douglas and Sarpy Counties, those letters are sent by Nebraska Families Collaborative (NFC). An *YRTC Placement* version of the *Letter* is used to notify 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).

Additionally, a *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, those letters were sent between August 7th and August 28th, 2016. If one of your students is involved in the child welfare system and you did not receive a *New School Year Letter* by August 28th, please contact:

In Douglas and Sarpy Counties: Sarah Hayek (NFC) at (402) 492-4285

Outside of Douglas and Sarpy Counties: Tricia Kingsley (DHHS-CFS) at (402) 440-6120

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



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

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>



2016-2017 Staff Reporting –DUE DATE: September 15

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



High Ability Learners (HAL) – NDE Portal Collection

Audit Window Close Date: September 15

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.



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**.



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 – 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 (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 (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 correspondence. 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 (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 (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 (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 (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 (402) 471-3184

School Age Final Financial Report (FFR) - OPEN September 1

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

Collection completed by Public and ESU's

For more information, contact Lori Adams – lori.adams@nebraska.gov (402) 471-2637

The Special Education Final Financial Reports for 2015-2016 school year are due as follows:

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

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

* [School Age \(SAFFR\) \(NDE PORTAL\)](#) - **Due on or before October 31** (Opens September 1) – 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

NEW - August 23, 2016 the NDE Office of Special Education provided clarification of Rule 51 - Section 011.02C2 - If this applies to your district, the necessary documentation needs to be submitted no later than October 31, 2016 to the attention of Leslie Galloway at the NDE Office of Special Education for consideration.

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

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 (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 (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 (402) 471-3323

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 (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 (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 (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 (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 (402) 471-3323



Hispanic/Latino Summit – Save the Date: October 24

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

The 13th Annual Hispanic/Latino Summit will be at the Younes Conference Center in Kearney on Monday, October 24th. 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, showcase 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!**



Rule 10 Assurance Statement – DUE DATE: November 1

Contact: NDE Helpdesk (888-285-0556 or 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 15th. FAQ and instruction documents regarding completion of the Rule 10 Assurance Statement will be available in the Fall mailing and within the Portal.



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.



2016-17 ESEA/NCLB ALLOCATIONS

Contact: Diane Stuehmer (402-471-1740 or 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.”

 REMINDER!

2016 Title I Annual Reminders

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov), Beth Wooster (402-471-2452 or 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. Rtl, 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!

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.

 REMINDER!

Error in Student and Student Snapshot Template Instructions

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



REMINDER!

NSSRS Desktop Database – Available end of August

Contact: NDE Helpdesk (888-285-0556 or 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 and we'll work with you to find the assistance you need.



REMINDER!

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

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



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/nsrs/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.

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