

NDE Bulletin
August 18, 2011

NSSRS Data Manager: “Notice of Data Redislosure”

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

As last year, prior to submitting 2011-12 data, a district’s NSSRS Data Manager “District Approve” user must indicate understanding of data redislosure 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 Approve” (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 redislosure 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: The “Enrollment Lookup by NDE Student ID” tool allows authorized users to look-up a new student upon enrollment.

NSSRS Validation: New NDE Portal Activation Codes Required

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New NDE Portal activation codes will be required when NSSRS Validation opens for the 2011-2012 school year. These new activation codes provide district administrators the additional flexibility required to ensure district staff are provided with the appropriate level of data access without granting too much access.

The available activation codes fall into one of three categories: Roles, Programs, or Tools. Each user of NSSRS Validation will require (at least) one Role be selected. As necessary, “Program” access to Assessment, Free & Reduced-price Lunch, and Special Education can be added. Additionally, district administrators now have the ability to grant access to specific tools, for example the Graduation Cohort Analysis Tool or Student Lookup by ID.

A summary of the new activation codes and how they interact can be found in the “NSSRS Validation Security Update” document within the Quick Reference Guide section of the NSSRS Resources page ([http://www.education.ne.gov/nssrs/Resources.html#Quick Reference Guides](http://www.education.ne.gov/nssrs/Resources.html#Quick_Reference_Guides)).

NDE Portal: Verify Current Portal and Application User Access

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As the District Administrator, it is your responsibility to manage your staff’s access to the NDE Portal applications: Data Collections, GMS, and Nebraska Staff and Student Record Systems (NSSRS). Now is a good time to make sure staff have (or do not) access to the appropriate applications. Two new reports are available within the NDE Portal that detail who has access to what. These reports can be found in

the NDE Portal within the District Admin Tab, just click on the link titled “Administrator Reports”. Please review these reports and identify and remove any staff members as needed. Steps on how to remove user access is described in can be found in the NDE Portal’s “District Administration” document (https://portal.education.ne.gov/site/Help/SwitchingDAs_v2_5.pdf) .

NSSRS Desktop Database: Version 7.0 Now Available

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

Version 7.0 of the NSSRS Desktop Database is now available for download from the “NSSRS Secured Information Website”, accessed via the NDE Portal. This version incorporates changes necessary for NSSRS data submissions during the 2011-2012 school year. Use of the NSSRS Desktop Database to prepare files for submission is entirely optional. The “NSSRS Desktop Database User Guide” is available on the NSSRS Resources page (http://www.education.ne.gov/nssrs/Resources.html#User_Guides).

Reminders:

Master Calendar

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NDE has launched a new Master Calendar at: <http://www.education.ne.gov/> The Master Calendar link is found in the white strip at the top of the page next to the link for the Portal. The Calendar contains three views: Applications & Collections; Meetings & Activities; and a view called Everything that combines the data from the first two views. The Applications & Collections includes information and dates for all required forms and data collections. The Meetings & Activities calendar contains information on NDE sponsored activities and open meetings.

The Master Calendar also has some features for users --

- 1) iCal export (sometimes revered to as iCalendar) will allow users to export a single event at a time or an entire calendar. This can be imported into your Outlook, Apple, Gmail and/or other calendars
- 2) Users can set up e-mail reminders
- 3) Users can view the information in Month, Week, Day or a list view (the list view has the most information)
- 4) If users want to learn about the calendar and its features they can contact the NDE Helpdesk or attend an NDE Trainer Workday.

State of the Schools Report Timeline

August 29	<ul style="list-style-type: none"> • NeSA – Reading and Math results posted on the NDE homepage (initial public release will be files with the results for the all students group for all schools and districts)
August 22	<ul style="list-style-type: none"> • NSSRS opens for 2011-12 school year data
Mid-September*	<ul style="list-style-type: none"> • AYP decisions posted on the SOSR Review 2011 • Districts have 30 days to submit appeals of AYP decisions
October 18 –	<ul style="list-style-type: none"> • NSSRS 2010-11 Resubmission window open for drop-out and completer data

November 10	
October 19	• Release of the State of the Schools Report for the 2010-11 school year