



Instructions for submitting Applications for Distance Education Incentives

APPLICATION WINDOW open now and closes **AUGUST 1, 2014**

Applications submitted after August 1 *cannot* be processed.

Please use the [ESUCC NVIS](#) Incentives Report function to generate the Incentives application. You must have a valid login to the NVIS system to generate a report. Contact Gordon Roethemeyer the ESUCC Dist Education director, at groethem@esucc.org if you need assistance with your password or login.

To submit an application, follow these steps:

1. Go to the following URL and **Login**.
Click on the option “**MANAGEMENT**” in the title bar; then click on **REPORTS**.

URL <http://nvis.esucc.org/>

Read and check all of the assurance boxes then click on the option:

[Generate the official <district> DEU report](#)

2. Once the report has generated, open it and review the information. If accurate, **SAVE** the document to your local drive. If the information is not accurate, contact Gordon Roethemeyer, at groethem@esucc.org
3. Submit the application. Due to signature requirements the superintendent **MUST** submit the application. Use any of the following options to submit the application:
 - a. *Preferred*: Attach and send the report from the Superintendent’s Email account. By submitting the form electronically, the requirement of an authorized signature is satisfied pursuant to Neb. Rev. Stat. 86-612 et seq.
Email the form to: suann.witt@nebraska.gov
 - b. Or - Print and sign the form, and send via US Mail to:
SuAnn Witt, NEAT Team
Nebraska Dept of Education
PO Box 94987
Lincoln NE 68509-6987
 - c. Or - Fax a signed copy to 402-471-0117
4. An email will be returned confirming receipt of the application or other instructions if needed
5. Award Notification Letters will be issued in mid-late August. Payment will follow shortly thereafter.
6. If you have any questions, please call or email:

SuAnn Witt @ 402-471-2085
suann.witt@nebraska.gov