

Distance Ed Incentives APPLICATION DEADLINE: JULY 31, 2016

NOTE: If you are a retiring superintendent, or one moving to a new assignment, please be sure that this application is completed before the submission deadline.

INSTRUCTIONS FOR SUBMITTING AN APPLICATION:

Please use the ESUCC NVIS Incentives Report function to generate your **Distance Education Incentives** application.

1. **Retrieve the Report:** 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. **Save the report.** This report is your application for Incentives. Review the information in the report. If accurate, SAVE the report document to your local drive. If the information is *not* accurate, contact:

Beth Kabes, ESUCC Distance Ed Director - bkabes@esucc.org

3. **Submit the Report / 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 saved NVIS 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. **Option 2:** Print and sign the form, and send via US Mail to:
SuAnn Witt, DRE Team
Nebraska Dept of Education
PO Box 94987
Lincoln NE 68509-4987
 - c. **Option 3:** Fax a signed copy to 402-471-0774
4. **Confirmation:** An email will be returned confirming receipt of the application with other instructions if needed.
5. **Award Notification Letters:** These will be issued in mid-late August. Payment will follow shortly thereafter.

DEADLINE: Applications submitted after July 31 cannot be processed.

For fiscal years 2015-16 through 2019-20, the State Department of Education shall provide distance education incentives from the Education Innovation Fund to school districts and educational service units for qualified distance education courses and coordinated through the Distance Education Council or successive entity determined by the Legislature as provided in section 79-1337 R.R.S.