

**STAFF REPORTING**

<b>DATES</b>	<b>2016-2017 TEMPLATES</b>	<b>DATA USES</b>
August 1 – September 15, 2016 DUE DATE	<input type="checkbox"/> Staff Demographics <input type="checkbox"/> Staff Position Assignments	
September 16 – October 31, 2016 AUDIT WINDOW	<input type="checkbox"/> Staff Demographics <sup>1,2,3</sup> <input type="checkbox"/> Staff Position Assignments <sup>1,2,3</sup>	<sup>1</sup> Extract for Approval and Accreditation Certificate Checks and Salary Reports (After October 31) <sup>2</sup> Extract for State Aid Calculation (After October 31) <sup>3</sup> Rule 11 Endorsement Check
November 1 – December 2, 2016 Open for Additions/Changes for All Districts/Systems	<input type="checkbox"/> Staff Demographics <sup>1,2</sup> <input type="checkbox"/> Staff Position Assignments <sup>1,2</sup>	<sup>1</sup> Extract for Non Public Curriculum Reporting (December 2) <sup>2</sup> Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A)
December 3, 2016 – June 15, 2017 Open for Additions/Changes for All Districts/Systems	<input type="checkbox"/> Staff Demographics <sup>1</sup> <input type="checkbox"/> Staff Position Assignments <sup>1</sup>	<sup>1</sup> Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A)
June 16 – June 30, 2017 AUDIT WINDOW	<input type="checkbox"/> Staff Demographics <sup>1,2</sup> <input type="checkbox"/> Staff Position Assignments <sup>1,2</sup>	<sup>1</sup> Extract for Rule 11 Endorsement Check <sup>2</sup> Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A)

**STUDENT UNIQUE IDENTIFIER (UNIQ-ID)**

<b>DATES/TIMEFRAME</b>	<b>2016-2017 FILES</b>	<b>APPLIES TO</b>
Prior to submitting Student template for the first time	Upload file to Student Unique Identifier (Uniq-ID) system to obtain NDE Student IDs for new students and update information for existing students (for example, Grade Level, Location, and School Year)	Any district/system that reports membership <ul style="list-style-type: none"> <li>• Public Districts</li> <li>• Non Public Systems</li> <li>• Special Purpose (State Operated) Schools</li> </ul>
Anytime during the School Year for new students or when student information changes, such as Grade Level or Location		

## STUDENT REPORTING

DATES	2016-2017 (2017-06-30) TEMPLATES	2015-2016 (2016-06-30) TEMPLATES
August 17 – October 15, 2016	<p><b>2016-2017 Fall Collection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>1,2</sup></li> <li><input type="checkbox"/> October Student Snapshot (Snapshot Date = '2016-10-01') <sup>1</sup></li> <li><input type="checkbox"/> School Enrollment <sup>1,2,5</sup></li> <li><input type="checkbox"/> October Special Education Snapshot (Snapshot Date = '2016-10-01') <sup>3,4</sup></li> <li><input type="checkbox"/> Programs Fact: Early Childhood <sup>1</sup></li> </ul> <p><b>DATA USES</b></p> <p><sup>1</sup> Data used for State Aid Calculation</p> <p><sup>2</sup> Data used for Nutrition Services (Direct Certification)</p> <p><sup>3</sup> Extract for Medicaid in Public Schools (MIPS) 24<sup>th</sup> day of each month</p> <p><sup>4</sup> Data used for Individuals with Disabilities Education Act (IDEA) Annual Child Count</p> <p><sup>5</sup> Cohort Graduation Rate and Dropout Rate calculations</p>	<p><b>2015-2016 Follow-up Collection #1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School Enrollment <sup>1</sup> <ul style="list-style-type: none"> <li>o 2015-2016 Dropouts</li> <li>o Summer 2016 Completers</li> <li>o Summer 2016 Inter-District Transfers</li> </ul> </li> <li><input type="checkbox"/> Year-end Special Education Snapshot<sup>2</sup> <ul style="list-style-type: none"> <li>o 2015-2016, for the purpose of providing Exit Reason values that match Enrollment Code values provided on School Enrollment, Snapshot Date = '2016-06-30'</li> </ul> </li> </ul> <p><b>DATA USES</b></p> <p><sup>1</sup> Cohort Graduation Rate and Dropout Rate calculations</p> <p><sup>2</sup> Data used for Special Education Exiters</p>
October 16 – 31, 2016	<p><b>2016-2017 Fall Audit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>1,2</sup></li> <li><input type="checkbox"/> October Student Snapshot (Snapshot Date = '2016-10-01') <sup>1</sup></li> <li><input type="checkbox"/> School Enrollment <sup>1,2,5</sup></li> <li><input type="checkbox"/> October Special Education Snapshot (Snapshot Date = '2016-10-01') <sup>3,4</sup></li> <li><input type="checkbox"/> Programs Fact: Early Childhood <sup>1</sup></li> </ul> <p><b>DATA USES</b></p> <p><sup>1</sup> Extract for State Aid Calculation</p> <p><sup>2</sup> Extract for Nutrition Services (Direct Certification)</p> <p><sup>3</sup> Extract for Medicaid in Public Schools (MIPS) 24<sup>th</sup> day of each month</p> <p><sup>4</sup> Extract for Individuals with Disabilities Education Act (IDEA) Annual Child Count</p> <p><sup>5</sup> Cohort Graduation Rate and Dropout Rate calculations</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>* This submission window must be approved. See note at end of calendar.</b></p> </div>	<p><b>2015-2016 Follow-up Audit #1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School Enrollment<sup>1</sup> <ul style="list-style-type: none"> <li>o 2015-2016 Dropouts</li> <li>o Summer 2016 Completers</li> <li>o Summer 2016 Inter-District Transfers</li> </ul> </li> <li><input type="checkbox"/> Year-end Special Education Snapshot<sup>2</sup> <ul style="list-style-type: none"> <li>o 2015-2016, for the purpose of providing Exit Reason values that match Enrollment Code values provided on School Enrollment, Snapshot Date = '2016-06-30'</li> </ul> </li> </ul> <p><b>DATA USES</b></p> <p><sup>1</sup> Cohort Graduation Rate and Dropout Rate calculations</p> <p><sup>2</sup> Extract for Special Education Exiters</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>* This submission window must be approved. See note at end of calendar.</b></p> </div>
November 1 – November 15, 2016	<p><b>2016-2017 November Collection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Grades <ul style="list-style-type: none"> <li>o For courses completed during summer 2016 and count toward the 2016-2017 school year.</li> </ul> </li> <li><input type="checkbox"/> Student Summary Attendance (First Day of School through 2016-10-15) <sup>1,2</sup></li> </ul> <p><sup>1</sup> Data used for Excessive Absenteeism Quarterly Count</p> <p><sup>2</sup> Data used for State Aid Certification</p>	<p><b>2015-2016 Follow-up Collection #2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title I Programs <ul style="list-style-type: none"> <li>o 2015-2016, for students served by Title I during summer 2016 who were not already reported during the regular school year</li> </ul> </li> <li><input type="checkbox"/> Student Grades <ul style="list-style-type: none"> <li>o For courses completed during summer 2016 and count toward the 2015-2016 school year.</li> </ul> </li> </ul>

**STUDENT REPORTING (cont.)**

DATES	2016-2017 (2017-06-30) TEMPLATES	2015-2016 (2016-06-30) TEMPLATES
November 1, 2016 – June 15, 2017	<b>2016-2017 Year End Collection</b> See page 4 for list of templates accepted and data uses	
November 16– November 30, 2016	<b>2016-2017 November Audit</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Grades                             <ul style="list-style-type: none"> <li>○ For courses completed during summer 2016 and count toward the 2016-2017 school year.</li> </ul> </li> <li><input type="checkbox"/> Student Summary Attendance (First Day of School through 2016-10-15)<sup>1,2</sup></li> </ul> <p><sup>1</sup> Extract for Excessive Absenteeism Quarterly Count  <sup>2</sup> Extract for State Aid Certification</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>* This submission window must be approved. See note at end of calendar.</b></p> </div>	<b>2015-2016 Follow-up Audit #2</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title I Programs                             <ul style="list-style-type: none"> <li>○ 2015-2016, for students served by Title I during summer 2016 who were not already reported during the regular school year</li> </ul> </li> <li><input type="checkbox"/> Student Grades                             <ul style="list-style-type: none"> <li>○ For courses completed during summer 2016 and count toward the 2015-2016 school year.</li> </ul> </li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>* This submission window must be approved. See note at end of calendar.</b></p> </div>
DATES	2016-2017 (2017-06-30) TEMPLATES	DATA USES
Extract Due Date December 2, 2016	<b>2016-2017 Year End Collection</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>1</sup></li> <li><input type="checkbox"/> School Enrollment <sup>1,2</sup></li> <li><input type="checkbox"/> Year-end Special Education Snapshot (Snapshot Date = '2017-06-30') <sup>1</sup></li> </ul>	<sup>1</sup> Extract for preprinted labels for English Language Proficiency Assessment for the 21 <sup>st</sup> Century (ELPA21) and Nebraska State Accountability – Writing (NeSA-W). Extract date is December 5, 2016. <sup>2</sup> Cohort Graduation Rate and Dropout Rate calculations
Extract Due Date January 19, 2017	<b>2016-2017 Year End Collection</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>1</sup></li> <li><input type="checkbox"/> School Enrollment <sup>1,2,4</sup></li> <li><input type="checkbox"/> Year-end Special Education Snapshot (Snapshot Date = '2017-06-30') <sup>1</sup></li> <li><input type="checkbox"/> Student Summary Attendance (2016-10-16 through 2016-12-31) <sup>2,3</sup></li> </ul>	<sup>1</sup> Extract for preprinted labels for Nebraska State Accountability – Reading (NeSA-R), Nebraska State Accountability – Math (NeSA-M), and Nebraska State Accountability – Science (NeSA-S). Extract date is January 20, 2017. <sup>2</sup> Data used for Excessive Absenteeism Quarterly Count <sup>3</sup> Data used for State Aid Certification <sup>4</sup> Cohort Graduation Rate and Dropout Rate calculations
Audit Window January 20 – February 2, 2017	<b>2016-2017 Year End Collection</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Summary Attendance (2016-10-16 through 2016-12-31) <sup>1,2</sup></li> </ul>	<sup>1</sup> Extract for Excessive Absenteeism Quarterly Count <sup>2</sup> Extract for State Aid Certification
Extract Due Date March 31, 2017	<b>2016-2017 Year End Collection</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>1</sup></li> <li><input type="checkbox"/> Student Summary Attendance (2017-01-01 through 2017-03-15) <sup>2,3</sup></li> </ul>	<sup>1</sup> Extract for Title III LEP and Immigrant Counts for district allocations for the 2017-2017 school year. Extract date is April 3, 2017. <sup>2</sup> Data used for Excessive Absenteeism Quarterly Count <sup>3</sup> Data used for State Aid Certification
Audit Window April 1 – 15, 2017	<b>2016-2017 Year End Collection</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Summary Attendance (2017-01-01 through 2017-03-15) <sup>1,2</sup></li> </ul>	<sup>1</sup> Extract for Excessive Absenteeism Quarterly Count <sup>2</sup> Extract for State Aid Certification

**STUDENT REPORTING (cont.)**

DATES	2016-2017 (2017-06-30) TEMPLATES	DATA USES
November 1, 2016 – June 15, 2017	<p><b>2016-2017 Year End Collection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>2</sup></li> <li><input type="checkbox"/> Student Grades</li> <li><input type="checkbox"/> Student Summary Attendance (2017-03-16 through Last Day of School) <sup>1,6</sup></li> <li><input type="checkbox"/> School Enrollment (2016-2017 Completers) <sup>7</sup></li> <li><input type="checkbox"/> Year-end Special Education Snapshot (Snapshot Date = '2017-06-30') <sup>4,5</sup></li> <li><input type="checkbox"/> Assessment Fact for National Assessment Instrument student results (Reading and Math) <sup>2</sup></li> <li><input type="checkbox"/> Title I Programs</li> <li><input type="checkbox"/> Programs Fact: Career Education <sup>3</sup></li> <li><input type="checkbox"/> Programs Fact: Early Childhood</li> <li><input type="checkbox"/> Programs Fact: Homeless</li> <li><input type="checkbox"/> Programs Fact: Rule 18 Interim-Program School</li> <li><input type="checkbox"/> Post School Survey (School Year = '2016-06-30') <sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li><sup>1</sup> Data used for State Aid Calculation</li> <li><sup>2</sup> State of the Schools Report</li> <li><sup>3</sup> Carl D. Perkins Career and Technical Education Act Report</li> <li><sup>4</sup> Extract for Medicaid in Public Schools (MIPS) 24th day of each month</li> <li><sup>5</sup> Data used for Special Education Exiters</li> <li><sup>6</sup> Data used for Excessive Absenteeism Quarterly Count</li> <li><sup>7</sup> Cohort Graduation Rate and Dropout Rate calculations</li> </ul>
June 16 – June 30, 2017	<p><b>2016-2017 Year End Audit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>2</sup></li> <li><input type="checkbox"/> Student Grades</li> <li><input type="checkbox"/> Student Summary Attendance (2017-03-16 through Last Day of School) <sup>1,6</sup></li> <li><input type="checkbox"/> School Enrollment (2016-2017 Completers) <sup>7</sup></li> <li><input type="checkbox"/> Year-end Special Education Snapshot (Snapshot Date = '2017-06-30') <sup>4,5</sup></li> <li><input type="checkbox"/> Assessment Fact for National Assessment Instrument student results (Reading and Math) <sup>2</sup></li> <li><input type="checkbox"/> Title I Programs</li> <li><input type="checkbox"/> Programs Fact: Career Education <sup>3</sup></li> <li><input type="checkbox"/> Programs Fact: Early Childhood</li> <li><input type="checkbox"/> Programs Fact: Homeless</li> <li><input type="checkbox"/> Programs Fact: Rule 18 Interim-Program School</li> <li><input type="checkbox"/> Post School Survey (School Year = '2016-06-30') <sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li><sup>1</sup> Extract for State Aid Calculation</li> <li><sup>2</sup> State of the Schools Report</li> <li><sup>3</sup> Carl D. Perkins Career and Technical Education Act Report</li> <li><sup>4</sup> Extract for Medicaid in Public Schools (MIPS) 24th day of each month</li> <li><sup>5</sup> Extract for Special Education Exiters</li> <li><sup>6</sup> Extract for Excessive Absenteeism Quarterly Count</li> <li><sup>7</sup> Cohort Graduation Rate and Dropout Rate calculations</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>* This submission window must be approved. See note at end of calendar.</b></p> </div>
Accepted during any open 2016-2017 collection window	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student <sup>1</sup></li> <li><input type="checkbox"/> School Enrollment <sup>1,3</sup></li> <li><input type="checkbox"/> Year-end Special Education Snapshot (after October 31, Snapshot Date = '2017-06-30') <sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li><sup>1</sup> Extract for Nutrition Services (Direct Certification)</li> <li><sup>2</sup> Extract for Medicaid in Public Schools (MIPS) 24th day of each month</li> <li><sup>3</sup> Cohort Graduation Rate and Dropout Rate calculations</li> </ul>

\* Data submitted during this submission window must be approved. Approval of NSSRS Data Submissions is a requirement of the Special Education and/or State Aid offices at the Nebraska Department of Education. For further information on how to approve a collection, please see: [http://portal.education.ne.gov/site/Help/Collection\\_Approval\\_v2.pdf](http://portal.education.ne.gov/site/Help/Collection_Approval_v2.pdf)