Nebraska Student and Staff Record System
http://www.nde.state.ne.us/nssrs

POST SCHOOL SURVEY

Template Instruction Manual

Version 2.0.0 – July 27, 2009

Post School Survey

Replaces (in part) the following NDE data collections:

- **NDE16-010 Career and Technical Education Accountability and Annual Report**

2008-2009

(Submitted during 2009-2010 Year-end collection)

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TABLE OF CONTENTS

GENERAL INSTRUCTIONS **1**

Scope **1**

Conventions **2**
File Names 2
Data Element Names 2
School Year 2

POST SCHOOL SURVEY **4**
* County District Number [Post School Survey:District Code (1)] 4
* School Year [Post School Survey:School Year Date (2)] 4
* NDE Student ID [Post School Survey:Student ID (3)] 4
Post Graduate Activity Code [Post School Survey:Post Graduate Activity Code (7)] 4
Post Graduate Activity Determination Code [Post School Survey:Post Graduate Activity Determination Code (9)] 5

Appendix A – Change Summary **6**
Version 2.0.0 6
Version 1.1.0 6
Version 1.0.0 6

GENERAL INSTRUCTIONS

This instruction manual describes the data elements collected by the Nebraska Student and Staff Record System (NSSRS) via the Post School Survey template. The Post School Survey template collects the post-graduate activities of Career Education Concentrators who have graduated. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validation reports ensure data submitted is of high quality.

The detailed NSSRS Data Source Templates (i.e. file layout specifications) for all NSSRS templates can be downloaded from the "NSSRS Secured Information web site", which is accessible via the NDE Portal (http://portal.nde.state.ne.us). The "NSSRS Desktop Database" is also available for download from this web site. Contact the NDE Help Desk (nde.helpdesk@nebraska.gov or 888-285-0556) for additional information regarding the NSSRS Secured Information web site and the NSSRS Desktop Database.

Scope

All public districts. The Post School Survey template is provided for all 12th grade Career Education Concentrators identified as a **2008-2009** completer with diploma.

Post school activity for 2008-2009 school year Career Education Concentrator graduates is determined within the first 2 quarters **after** the program year of graduation (i.e. July 1, 2009 – December 31, 2009). The completed Post School Survey template is submitted during the 2009-2010 Year-end data collection. For more information and resources on definition or processes, visit the Perkins Accountability Resources site at http://www.nde.state.ne.us/nce/PerkinsAccountabilityResources.htm.

Conventions

File Names

Template	File Name
Post School Survey	##-####_post_school_survey_YYYYMMDDHHMM.xxx

Where:	Represents:
##-####	Your NDE-assigned district code
YYYYMMDDHHMM	Date and time stamp
.xxx	One of the following: .tab Tab delimited .csv Comma delimited (comma-separated values) .txt Fixed Width

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: * NDE Field Name [Template Name:Field Name(Field Number)]
Where:

- An asterisk (*****) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record.
- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **Template Name** indicates the formal name of the template.
- **Field Name** indicates the formal name of the field within the specified Template Name.
- **Field Number** indicates the position of the field within the specified Template Name.

Example: * County District Number [Post School Survey:District Code (1)] indicates a key field referenced at NDE as “County District Number” that is the first field on the Post School Survey template with a field name of “District Code.”

School Year

June 30 is used throughout NSSRS as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to Career Education Concentrators who graduated in 2008-2009, all template fields that are to be populated with a logical school year will simply read: Provide the literal “**2009-06-30**”.

POST SCHOOL SURVEY

POST SCHOOL SURVEY

The Post School Survey template is provided for all 12th grade Career Education Concentrators identified as a **2008-2009** completer with diploma.

A Student template must first have been submitted for the 2008-2009 school year for each student appearing in a Post School Survey template or the data loading process will reject the record.

Post school activity for 2008-2009 school year Career Education Concentrator graduates is determined within the first 2 quarters **after** the program year of graduation (i.e. July 1, 2009 – December 31, 2009). The completed Post School Survey template is submitted during the 2009-2010 Year-end data collection. For more information and resources on definition or processes, visit the Perkins Accountability Resources site at http://www.nde.state.ne.us/nce/PerkinsAccountabilityResources.htm.

* County District Number [Post School Survey:District Code (1)]

This is the number assigned to your school district by NDE and should include a hyphen ("-") between the county number and the district number. The number is based on the county in which the district headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

* School Year [Post School Survey:School Year Date (2)]

Provide the literal "2009-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

NOTE: Please note that "**2009-06-30**" represents the school year during which this student graduated.

* NDE Student ID [Post School Survey:Student ID (3)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

Post Graduate Activity Code [Post School Survey:Post Graduate Activity Code (7)]

Provide the appropriate code to describe this student's activity after completion.

Code	Description
0	Unavailable
1	2 Year College
2	4 Year College
3	Employment
4	Military
5	Not Placed

Post Graduate Activity Determination Code [Post School Survey:Post Graduate Activity Determination Code (9)]

Provide the appropriate code that indicates the method of determining the Post Graduate Activity Code [Post School Survey:Post Graduate Activity Code (7)] value for this student.

Code	Description
0	Unavailable
1	Administrative Records Match
2	Follow-up Survey
3	Observation
4	Exit Survey

Appendix A – Change Summary

Version 2.0.0

July 27, 2009 DRAFT

1. Updated date references for 2008-2009.

Version 1.1.0

August 11, 2008

1. School Year [Post School Survey:School Year Date (**2**)]
    a. Corrected field number referenced that indicates the position of this field in a delimited file.
    b. Added emphasis that value should be “2008-06-30”, corresponding to the school year during which the student graduated.
2. NDE Student ID [Post School Survey:Student ID (**3**)]
    a. Corrected field number referenced that indicates the position of this field in a delimited file.
3. Added “Conventions” section, which includes file and data element naming conventions.

Version 1.0.0

January 14, 2008

1. Initial Publication.