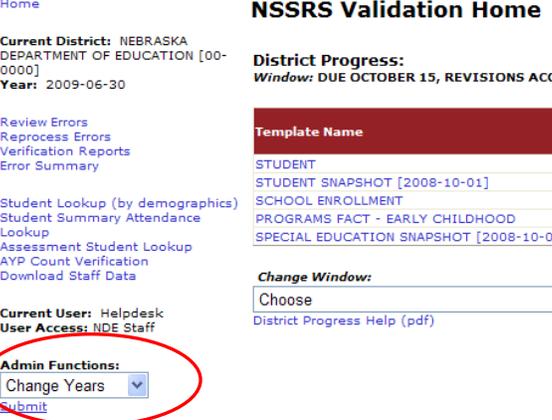


# Dropout Reports

## Quick Reference Guide

The below instructions will walk you through how to review the Dropouts submitted from your district.

Dropout Verification Report																
<p>1. Log into the Portal  <i>**If you do not have a portal account please see "Setting Up Portal Accounts" found in the help tab.</i></p>	 <p>Portal Sign In <a href="#">Help</a></p> <p>Login ID:  <input type="text"/></p> <p>Password:  <input type="password"/></p> <p> Sign In</p> <p><b>Collection Announcements</b></p> <p><b>2007-2008 Annual Financial Report Online System</b>      The 2007-2008 Annual Financial Report Online System is now available. Narrative reports are due by November 1, 2008.</p> <p><b>2008-2009 NCLB Consolidated Application</b>      The 2008-2009 NCLB Consolidated Application became available Wednesday, October 29, 2008. For more information, please refer to the NCLB Consolidated Application User Manual.</p>															
<p>2. Click on the Student &amp; Staff (NSSRS) Tab</p>	 <p>Home Data Collections <b>Student &amp; Staff (NSSRS)</b> Help Text Collection Admin</p> <p><b>Related Links</b> <a href="#">Collection Announcements</a></p>															
<p>3. Click on the <a href="#">NSSRS Validation</a> link</p>	 <p>Home Data Collections GMS <b>Student &amp; Staff (NSSRS)</b> Help Text Collection Admin My Profile</p> <p><b>Student and Staff Record System</b></p> <p>Available <span style="float: right;">You have access to this online System. Please proceed by clicking on the name in the table.</span></p> <table border="1"> <thead> <tr> <th>Status</th> <th>Request</th> <th>Name/Link</th> </tr> </thead> <tbody> <tr> <td>Available</td> <td><a href="#">Change</a></td> <td><a href="#">NSSRS Data Manager</a></td> </tr> <tr> <td>Available</td> <td><a href="#">Change</a></td> <td><a href="#">NSSRS Secured Information Website</a></td> </tr> <tr> <td>Available</td> <td><a href="#">Change</a></td> <td><a href="#">NSSRS Validation</a></td> </tr> <tr> <td>Available</td> <td><a href="#">Change</a></td> <td><a href="#">Student Unique Identifier (Uniq-ID)</a></td> </tr> </tbody> </table>	Status	Request	Name/Link	Available	<a href="#">Change</a>	<a href="#">NSSRS Data Manager</a>	Available	<a href="#">Change</a>	<a href="#">NSSRS Secured Information Website</a>	Available	<a href="#">Change</a>	<a href="#">NSSRS Validation</a>	Available	<a href="#">Change</a>	<a href="#">Student Unique Identifier (Uniq-ID)</a>
Status	Request	Name/Link														
Available	<a href="#">Change</a>	<a href="#">NSSRS Data Manager</a>														
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Available	<a href="#">Change</a>	<a href="#">NSSRS Validation</a>														
Available	<a href="#">Change</a>	<a href="#">Student Unique Identifier (Uniq-ID)</a>														
<p>4. On the Validation home page click on the <b>Admin Functions</b> drop down window and select <b>Change Years</b> and click on <b>Submit</b></p>	 <p>Home</p> <p><b>NSSRS Validation Home</b></p> <p><b>Current District:</b> NEBRASKA      DEPARTMENT OF EDUCATION [00-0000]  <b>Year:</b> 2009-06-30</p> <p><b>District Progress:</b>  <b>Window: DUE OCTOBER 15, REVISIONS ACC</b></p> <p>Review Errors      Reprocess Errors      Verification Reports      Error Summary</p> <p>Student Lookup (by demographics)      Student Summary Attendance      Lookup      Assessment Student Lookup      AYP Count Verification      Download Staff Data</p> <p><b>Current User:</b> Helpdesk  <b>User Access:</b> NDE Staff</p> <p><b>Admin Functions:</b>      Change Years <input type="button" value="Submit"/></p> <p><b>Template Name</b></p> <p>STUDENT      STUDENT SNAPSHOT [2008-10-01]      SCHOOL ENROLLMENT      PROGRAMS FACT - EARLY CHILDHOOD      SPECIAL EDUCATION SNAPSHOT [2008-10-01]</p> <p><b>Change Window:</b>      Choose  <a href="#">District Progress Help (pdf)</a></p>															

5. On the Change Years window click on the drop down menu and select 2008-06-30 click on **Select**. This will take you back to the Validation Home page. *This will report information from the 2007-2008 school year*

Home **Change Years**

Current District: NEBRASKA  
DEPARTMENT OF EDUCATION [00-0000]  
Year: 2009-06-30

Current School Year: **2009-06-30**

Review Errors  
Reprocess Errors  
Verification Reports  
Error Summary

Current User: Helpdesk

2009-06-30  
2009-06-30  
**2008-06-30**  
2007-06-30

Select

6. On the Validation page click on the [Verification Reports](#) link

Home **NSSRS Validation Home**

Current District: NEBRASKA  
DEPARTMENT OF EDUCATION [00-0000]  
Year: 2008-06-30

District Progress:  
Window: DUE JUNE 30

Review Errors  
Reprocess Errors  
**Verification Reports**  
Error Summary

Student Lookup (by demographics)  
Student Summary Attendance Lookup  
Assessment Student Lookup  
AYP Count Verification  
Download Staff Data

Current User: Helpdesk  
User Access: NDE Staff

Template Name

STUDENT  
STUDENT SNAPSHOT [2008-06-30]  
SCHOOL ENROLLMENT  
STUDENT SUMMARY ATTENDANCE  
ASSESSMENT FACT  
ASSESSMENT RESPONSE  
PROGRAMS FACT - EARLY CHILDHOOD  
PROGRAMS FACT - CAREER EDUCATION  
PROGRAMS FACT - HOMELESS  
PROGRAMS FACT - INTERIM  
TITLE I PROGRAMS

7. On the Verification Reports page scroll down and locate the **Dropout** report and click on the [View Report](#) link next to it.

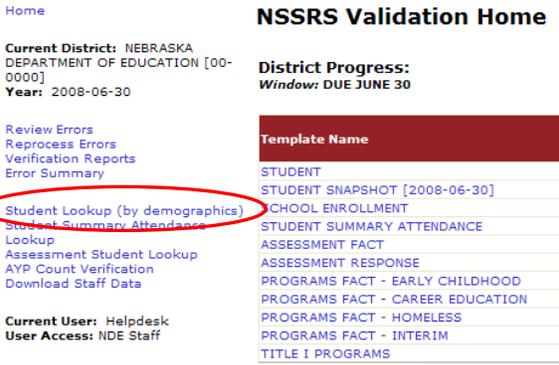
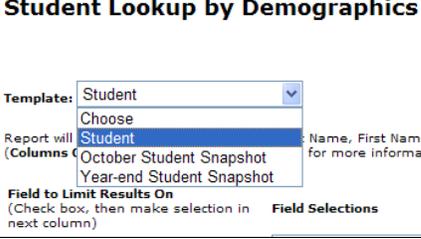
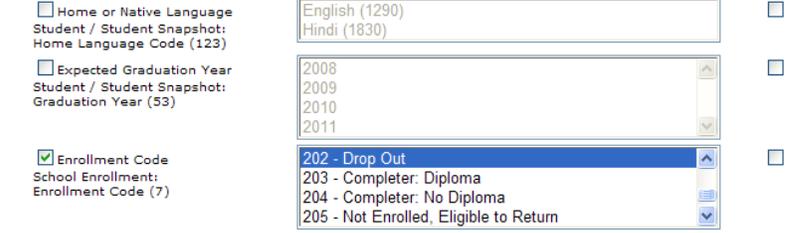
Title I Programs	<a href="#">View Report</a>	Student template and title I school year need to have been
Completers	<a href="#">View Report</a>	Student Template and School 203 and/or 204 for the current uploaded.
<b>Dropouts New</b>	<a href="#">View Report</a>	Student Template and School 202 for the currently selected
Migrant Roster Review	<a href="#">View Report</a>	This report displays students
Special Education	Active Student Counts Active Student Information Exit Student Information	Special Education Snapshot for currently selected school year screen

- a. If page displays **There is not data available that meets this criteria** that means that your district has NOT submitted dropout data
- b. If dropouts were submitted the page will display a report with a list of students that were coded as dropouts

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Home  
**There is no data available that meets this criteria.**

## Student Look Up by Demographics

<p>1. <b>Follow Steps 1-5 above</b></p>	
<p>2. On the Validation page click on the <a href="#">Student Lookup (by demographics)</a></p>	 <p>Home <span style="float: right;"><b>NSSRS Validation Home</b></span></p> <p>Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] Year: 2008-06-30</p> <p>District Progress: Window: DUE JUNE 30</p> <p>Review Errors Reprocess Errors Verification Reports Error Summary</p> <p>Template Name</p> <ul style="list-style-type: none"> <li>STUDENT</li> <li>STUDENT SNAPSHOT [2008-06-30]</li> <li>SCHOOL ENROLLMENT</li> <li>STUDENT SUMMARY ATTENDANCE</li> <li>ASSESSMENT FACT</li> <li>ASSESSMENT RESPONSE</li> <li>PROGRAMS FACT - EARLY CHILDHOOD</li> <li>PROGRAMS FACT - CAREER EDUCATION</li> <li>PROGRAMS FACT - HOMELESS</li> <li>PROGRAMS FACT - INTERIM</li> <li>TITLE I PROGRAMS</li> </ul> <p>Current User: Helpdesk User Access: NDE Staff</p>
<p>3. On the Student Lookup By Demographics page click on the dropdown menu and select <b>Student</b></p>	 <p><b>Student Lookup by Demographics</b></p> <p>Template: Student Choose Student</p> <p>Report will (Columns) October Student Snapshot Year-end Student Snapshot Name, First Nam for more informa</p> <p>Field to Limit Results On (Check box, then make selection in next column) <b>Field Selections</b></p>
<p>4. Scroll down about ½ way to the Enrollment Code selection <b>Click</b> in the <b>Check Box</b> to the left of the text</p> <p>5. <b>Select</b> enrollment code <b>202-Dropout</b> from the list to the right of Enrollment Code</p>	 <p><input type="checkbox"/> Home or Native Language Student / Student Snapshot: Home Language Code (123)</p> <p><input type="checkbox"/> Expected Graduation Year Student / Student Snapshot: Graduation Year (53)</p> <p><input checked="" type="checkbox"/> Enrollment Code School Enrollment: Enrollment Code (7)</p> <p>English (1290) Hindi (1830)</p> <p>2008 2009 2010 2011</p> <p>202 - Drop Out 203 - Completer: Diploma 204 - Completer: No Diploma 205 - Not Enrolled, Eligible to Return</p>
<p>6. Scroll down to the bottom of the page and click on the <b>Get Results Button</b></p> <p>a. If page displays <b>No Results to Return</b> that means that your district has NOT submitted dropout data</p> <p>b. If dropouts were submitted the page will display a report with a list of students that were coded as dropouts</p>	 <p><input type="checkbox"/> Nonpublic Targeted Assistance Student / Student Snapshot: Targeted Assistance (44) Yes No</p> <p><input checked="" type="radio"/> Results in Browser <input type="radio"/> Results in Excel</p> <p>Get Results Reset Form</p> <hr/> <p><b>Student Lookup by Demographics</b></p> <p>STUDENT TEMPLATE Data Enrollment Code = '202 - Drop Out'</p> <p>No Results to Return</p>