**Nebraska Student and Staff Record System**
http://www.education.ne.gov/nssrs

# STUDENT

## Templates Instruction Manual

**Version 11.0 – April 18, 2016**

**Student**
**Student Snapshot**
**Student Summary Attendance**
**School Enrollment**
**Student Grades**
**Assessment Fact for NAI Results**
**Special Education Snapshot**
**Programs Fact**
**Title I Programs**

# 2016-2017

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This instruction manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 11, 14, 21, and 24 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Please refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

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# GENERAL INSTRUCTIONS

This instruction manual describes the data elements collected by the Nebraska Student and Staff Record System (NSSRS) via the Student, Student Snapshot, Student Summary Attendance, School Enrollment, Student Grades, Assessment Fact, Special Education Snapshot, Programs Fact and Title I Programs templates. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validations ensure data submitted is of high quality. A link to an interactive list of all NSSRS validations is available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs).

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

## Scope

All students enrolled in your district/system must be reported via the Nebraska Student and Staff Record System (NSSRS) templates.

Please refer to the "Who Reports What" guidance on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information on student-related data reporting requirements of various agency types.

## Definitions

School of Membership - For most students, the School of Membership is the school where the student is enrolled for the majority of their instruction. For students attending a program (e.g. focus, Rule 18, ESU,alternative programs, or career academies), the School of Membership is the school where the student would be enrolled either due to residence in the district or due to assignment.

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 the "2016-2017" school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal "2017-06-30".

# Conventions

## File Names

| Template | File Name |
|---|---|
| Student | ##-####_student_YYYYMMDDHHMM.xxx |
| Student Snapshot | ##-####_stud_snapshot_YYYYMMDDHHMM.xxx |
| Student Summary Attendance | ##-####_stud_att_sum_YYYYMMDDHHMM.xxx |
| School Enrollment | ##-####_school_enroll_YYYYMMDDHHMM.xxx |
| Student Grades | ##-####_stud_grades_YYYYMMDDHHMM.xxx |
| Assessment Fact | ##-####_assessment_fact_YYYYMMDDHHMM.xxx |
| Special Education Snapshot | ##-####_special_ed_snap_YYYYMMDDHHMM.xxx |
| Programs Fact | ##-####_programs_fact_YYYYMMDDHHMM.xxx |
| Title I Programs | ##-####_title1_programs_YYYYMMDDHHMM.xxx |

| Where: | Represents: |
|---|---|
| ##-#### | Your NDE-assigned district code |
| YYYYMMDDHHMM | Date and time stamp |
| .xxx | One of the following:<br>.tab Tab delimited<br>.csv Comma delimited (comma-separated values)<br>.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 [Student:District Code (1)] indicates a key field referenced at NDE as "County District Number" that is the first field on the Student template with a field name of "District Code."

# STUDENT

# STUDENT AND STUDENT SNAPSHOT

The Student and Student Snapshot templates are used to collect student demographic data and are nearly identical in format but different in content. The differences are:

1. The Student template is a cumulative set of all students enrolled in your district/system at any time during the school year and represents a student's most current information.
2. The Student Snapshot includes only those students enrolled on a particular day and represents the student's information as of that particular day, specifically:
   - **October Student Snapshot** includes only those students enrolled on the last Friday in September.
3. Snapshot Date [Student:Snapshot date (83)] is only required in Student Snapshot. The value expected is:
   - **2016-10-01** for the October Student Snapshot.

Unless otherwise specified, a value should be provided for each field listed. For example, First Name Alias [Student:First Name Alias (127)] should be left blank if no data is available.

### * County District Number [Student:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### School Number [Student:Location Code (2)]

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov). This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

### * School Year [Student:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [Student:Student ID (4)]

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.

### Middle Initial [Student:Middle Initial (9)]

Provide the middle initial of this student. Please note that this is the middle initial only - not the full middle name. If the Student Information System (SIS) contains the full middle name, the extract program must pull the initial only. Leave blank if not applicable or not available.

## Grade Level [Student:Current Grade Level (10)]

Provide the grade level to which this student is assigned at the time of reporting. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy. Please include in Grade 12 students who have passed typical graduation age but remain enrolled. Provide the Grade Level as of the last Friday in September on the October Student Snapshot.

| Code | Description |
|---|---|
| HP | Prekindergarten (Part day program less than 6 hours per day) |
| PK | Prekindergarten (Full day program 6 hours or more per day) |
| HK | Kindergarten program of <1032 instructional program hours |
| KG | Kindergarten 1032 or more instructional program hours |
| 01 | Grade 1 |
| 02 | Grade 2 |
| 03 | Grade 3 |
| 04 | Grade 4 |
| 05 | Grade 5 |
| 06 | Grade 6 |
| 07 | Grade 7 |
| 08 | Grade 8 |
| 09 | Grade 9 |
| 10 | Grade 10 |
| 11 | Grade 11 |
| 12 | Grade 12 |

## Birthdate [Student:Birth Date (14)]

Provide the birthdate of this student in the form YYYY-MM-DD. The data loading process will check for valid dates (e.g. values of 2006-02-30 and 2006-13-01 would be rejected as invalid).

## Gender [Student:Gender Code (15)]

Provide the gender of this student.

| Code | Description |
|---|---|
| F | Female |
| M | Male |

## Race 1 Code [Student:Race or Ethnicity Code (27)]

Provide the code indicating this student's identified race. This field is required. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

| Code | Description | Explanation of Use |
|---|---|---|
| **AM** | **American Indian/ Alaska Native** | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| **AS** | **Asian** | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| **BL** | **Black or African American** | A person having origins in any of the black racial groups of Africa. |
| **PI** | **Native Hawaiian or Other Pacific Islander** | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| **WH** | **White** | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

- A value must be provided for Race 1 Code [Student:Race or Ethnic Code (27)] or the data loading process will reject the record.
- Race codes of students with multiple races can be provided in any order but those codes must be provided as described below
    - If two races are identified:
        - Race 1 Code [Student:Race or Ethnic Code (27)] and Race 2 Code [Student:Race 2 Code (146)].
    - If three races are identified:
        - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)] and Race 3 Code [Student:Race 3 Code (147)].
    - If four races are identified:
        - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)], Race 3 Code [Student:Race 3 Code (147)], and Race 4 Code [Student:Race 4 Code (148)].
    - If five races are identified:
        - In all five fields.
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

## LEP Participation [Student:LEP Participation (41)]

Provide an indication of this student's participation in a Limited English Proficient (LEP) program. See definition of Limited English Proficient (LEP) program under LEP Eligibility [Student:LEP/ELL Eligibility (95)].

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## LEP Duration [Student:Duration of LEP (42)]

Provide the code indicating the length of time, as of the last Friday in September of the current school year, this student is eligible for Limited English Proficient (LEP) services and has participated in an LEP program and/or in the mainstream/regular classroom.

The LEP Duration [Student:Duration of LEP (42)] should not change during the school year. If known, this should include the length of time participating in LEP programs of other districts prior to enrolling in the current district/system. LEP Duration [Student:Duration of LEP (42)] may stay the same for two consecutive years for students who enroll or begin participation in an LEP program and/or in the mainstream/regular classroom after the last Friday in September.

See definition of Limited English Proficient (LEP) program under [Student:LEP/ELL Eligibility (95)].

| Code | Description |
|---|---|
| 0 | Less than one year |
| 1 | More than one year and less than two years |
| 2 | More than two years and less than three years |
| 3 | More than three years and less than four years |
| 4 | More than four years and less than five years |
| 5 | More than five years |
| 6 | Not an LEP student |

LEP Duration [Student:Duration of LEP (42)] should = "6" (Not an LEP Student) if LEP Eligibility [Student:LEP/ELL Eligibility (95)] = "2" (No).

## Nonpublic Targeted Assistance [Student:Targeted Assistance (44)]

Provide the code indicating "Yes" to identify a nonpublic student reported by a public district as receiving Title I services from the public district. This student receives the majority of their instruction in a nonpublic school.

Indicate "No" for all other students reported by a public district (including those served by Title I).

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Expected Graduation Year [Student:Expected Graduation Timeframe (53)]

A student's Expected Graduation Year is determined by adding four years to the school year in the fall in which the student enters grade nine for the first time. For example, the Expected Graduation Year is 2019 for students who entered grade nine for the first time during the 2016-2017 school year and are therefore members of the 2019 Cohort.

Provide the year in the YYYY format. This field can be left blank until a student enters grade nine for the first time, at which time the Expected Graduation Year must be determined and remain unchanged. An Expected Graduation Year must be assigned to all students, including Foreign Exchange students, in grades 9, 10, 11, and 12.

All students who transfer into a district in grades 9, 10, 11, and 12 must be assigned an Expected Graduation Year. For high school students previously served by a Nebraska school, the NDE "Expected Graduation Year Lookup" tool within NSSRS Validation provides the Expected Graduation Year for a particular NDE Student ID as determined by the first Nebraska school serving the student in a high school grade (i.e. grades 9, 10, 11 or 12). The Expected Graduation Year provided by this tool is the statewide value all Nebraska districts must use for this student. The "Graduation Cohort Analysis" tool, also available within NSSRS Validation, provides the ability to review the students included within each graduation cohort.

Please visit the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information, including:

- … "Guidance for Graduation Cohort" that contains the Nebraska Department of Education's description of how graduation cohort data is processed; and
- … "AYP Cohort High School Graduation Rate" that contains the U.S. Department of Education's December 2008 High School Graduation Rate non-regulatory guidance.

## Section 504 [Student:ADA Status Indicator (70)]

Provide the code indicating if this student is receiving services under Section 504 of the Rehabilitation Act of 1973. That Act guarantees specific rights in federally funded programs and activities to people who qualify as disabled. The student may have an Individual Accommodation Plan (or 504 Plan) that may be developed by the Student Assistance Team (SAT) or Multidisciplinary Team and should be reviewed at least annually. It is similar to the Individualized Education Program (IEP) in Special Education.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Foreign Exchange Student [Student:Foreign Exchange Student (73)]

Provide the code indicating if this student has entered the United States on a (usually two-year) student visa and is not intending to remain in the United States permanently. This field should not be used to indicate immigrant status - see Immigrant Indicator [Student:Population Code(89)].

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Honors or Advanced Placement [Student:Honors Program (79)]

Provide the code indicating if this student is in grades 9 through 12 and participated in an honors program or advanced placement classes in accordance with local school board policy. Provide code "2" (No) for all students not in grades 9 through 12.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## High Ability Learner Participant [Student:Gifted Participation Code (80)]

Provide the code indicating if this student participated in a High Ability Learner program. Rule 3 definition:

"Learner with high ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully." (Nebraska Revised Statute Sec. 79-1107(3)).

This data element is used for program funding. A High Ability Learner Participant value of "1" (Yes) indicates this student is not only identified but also participated.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Snapshot Date [Student:Snapshot date (83)]

Provide the date specified by NDE for the specific data collection. The date should be in the format YYYY-MM-DD. The field can be left blank on a Student template but is required on a Student Snapshot template. Provide the literal "2016-10-01" on the October Student Snapshot.

## Immigrant Indicator [Student:Population Code (89)]

Provide the code that best reflects the student's immigrant status:

| Code | Description |
|---|---|
| 0 | Not an Immigrant |
| 1 | Immigrant <1 year (new immigrant) |
| 2 | Immigrant >=1 year but <=3 complete school years |
| 3 | Immigrant > 3 years |

- All students born in any State will have an Immigrant Indicator [Student:Population Code (89)] of "0" (Not an Immigrant), where the term 'State' means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico.
- All students not born in any State will have an Immigrant Indicator other than "0" (Not an Immigrant), where the term 'State' means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico.
- Code 1 definition – First time enrolled in a U.S. public school for less than one year.
- Students with code 1 or 2 will be used for Title III funding.

## Local Student Identifier [Student:Alternate Student ID (93)]

Provide the unique number used to designate an individual student at the district/system. This field can be left blank if there is no local identifier. This identifier will be included in the validation and verification reports to assist schools in researching data issues.

## LEP Eligibility [Student:LEP/ELL Eligibility (95)]

Provide the code indicating if this student has been identified as Limited English Proficient (LEP). The term 'limited English proficient', when used with respect to an individual, mean an individual -
(A) who is aged 3 through 21;
(B) who is enrolled or preparing to enroll in an elementary school or secondary school;
(C)(i) who was not born in the United States or whose native language is a language other than English;
(ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
(II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
(iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;
**and**
(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
(i) the ability to meet the State's proficient level of achievement on State assessments described in 20 U.S.C. 6311 § 1111(b)(3);
(ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
(iii) the opportunity to participate fully in society.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

If Foreign Exchange Student [Student:Foreign Exchange Student (73)] equals "1" (Yes), then LEP Eligibility [Student:LEP/ELL Eligibility (95)] cannot equal "1" (Yes).

## Redesignated as English Fluent [Student:English Proficiency (113)]

Provide the code indicating if this student has been redesignated as English Fluent and, if redesignated, for how many school years.

| Code | Description |
|---|---|
| 00 | Not Applicable |
| 02 | Redesignated as English Fluent Two Years or Less |
| 03 | Redesignated as English Fluent More Than Two Years |

If a student does not meet the definition of "02" (Redesignated as English Fluent Two Years or Less) or "03" (Redesignated as English Fluent More Than Two Years), use "00" (Not Applicable). Not Applicable includes both students where LEP Eligibility [Student:LEP/ELL Eligibility (95)] = "1" (Yes) and students who have never been considered LEP.

### District of Residence [Student:District Code of Residence (117)]

Provide the County District number corresponding to this student's District of Residence as defined in Nebraska Revised Statute Sec. 79-215 and Rule 19. The District of Residence should include a hyphen ("-") between county number and district number (example: XX-XXXX). ). For students that are NOT residents of Nebraska, report 00-0000. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov

### Single Parent [Student:Student Is A Single Parent (120)]

Provide the code indicating if this student is a single parent. The term "single parent" is described as an individual who: a) is unmarried, divorced, or legally separated from a spouse; and b) (i) has a minor child or children for which the parent has either custody or joint custody; or (ii) is pregnant. Secondary schools in Nebraska use self-reporting to determine this status.

This information is used primarily for Career & Technical Education Federal reporting.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Home or Native Language [Student:Home Language Code (123)]

Provide the code indicating the specific language or dialect this student uses to communicate or the language of choice within the home or the non-English language considered the student's native language (e.g., the native language of a student adopted by a family that speaks English within the home). The Home or Native Language codes are listed in Appendix B.

If LEP Eligibility [Student:LEP/ELL Eligibility (95)] equals "1" (Yes), then Home or Native Language [Student:Home Language Code (123)] cannot equal "1290" (English).

### Generation Code [Student:Name Suffix (126)]

Provide an appendage to the name, if any, used to denote this student's generation in the family (e.g., Jr., Sr., III). Leave blank if not applicable or not available.

### First Name Alias [Student:First Name Alias (127)]

Provide an additional first name used by this student as an alias. This field can be used to store a student nickname or commonly used name that is different from their formal name. Leave blank if not applicable or not available.

## High Ability Learner Eligibility [Student:Gifted Eligibility Code (129)]

Provide the code indicating if this student is identified as a High Ability Learner. Rule 3 definition:

"Learner with high ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully."(Nebraska Revised Statute Sec. 79-1107(3)).

This is used for program funding. A High Ability Learner Eligibility value of "1" (Yes) indicates this student is identified but not necessarily participating.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Food Program Eligibility [Student:Food Program Eligibility (131)]

Provide the code indicating this student's eligibility for free/reduced meals/milk.

**Free Meal** means a lunch or breakfast available to a child from a household eligible for free meals based on family size and income or qualifying for benefits based on Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservation (FDPIR) benefits. It also includes Foster Care, Homeless, and Migrant students and students in Head Start/Even Start programs.

**Reduced Price Meal** means a lunch or breakfast available for a child from a household eligible for a reduced price meal based on family size and income.

**Special Milk** Program is available <u>only</u> when students do not have access to lunch or breakfast. Free special milk guidelines are identical to free meal guidelines.

**Community Eligibility Provision** is an option for Local Educational Agencies (LEAs) in high-poverty areas to offer free school breakfast and lunch to all students at no cost. CEP eliminates the need for meal applications and may be implemented in individual schools, groups of schools, or for all schools in a district. Please contact the LEA to determine if a school is participating in CEP. For more information, please visit the CEP website (http://www.education.ne.gov/NS/NSLP/CEP/CEP.html)

| Code | Description |
|---|---|
| 0 | Not eligible for Free or Reduced Price Meals |
| 1 | Eligible for Free Meals |
| 2 | Eligible for Reduced Price Meals |
| 3 | Eligible for Free Special Milk |
| 4 | Eligible for Community Eligibility Provision |

**Last Name [Student:Last Name Long (133)]**
Provide this student's surname or name borne in common by members of a family.

**First Name [Student:First Name Long (134)]**
Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change.

**Full-Time Equivalency (FTE) [Student:FTE Percent (137)]**
Provide the full-time equivalent for this student's assignment to a school for services or instruction in whole numbers. A full-time student would have an FTE value of 100. This data will be used primarily in the Student Snapshot template. Students with FTE values higher than 50 (i.e., 51 through 100) on the October Student Snapshot will be included in Fall Membership. All students with a Grade Level [Student Snapshot:Current Grade Level (10)] in the October Student Snapshot with a value of "HP" (Prekindergarten Part day program less than 6 hours per day) or "PK" (Prekindergarten Full program day 6 hours or more per day) are considered in Fall Membership for statistical purposes regardless of FTE.

**Generation Code Alias [Student:Name Suffix Alias (138)]**
Provide the suffix if this student has an *alternate* name that includes a suffix. Examples of suffix include "Jr." and "III". Leave blank if not applicable or not available.

**Last Name Alias [Student:Last Name Alias (139)]**
Provide the alternate surname if the student has an *alternate* name. Leave blank if not applicable or not available.

**Middle Name Alias [Student:Middle Name Alias (140)]**
Provide the alternate middle name if the student has an *alternate* name. Leave blank if not applicable or not available.

**Hispanic Indicator [Student:Hispanic Ethnicity Indicator (144)]**
Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. A value must be provided for Hispanic Indicator [Student:Hispanic Ethnicity Indicator (144)] or the data loading process will reject the record. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Race 2 Code [Student:Race 2 Code (146)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

| Code | Description | Explanation of Use |
|---|---|---|
| **(blank)** | **No second race identified** | Leave Race 2 Code [Student:Race 2 Code (146)] blank if a second race is not identified for this student. |
| **AM** | **American Indian/ Alaska Native** | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| **AS** | **Asian** | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| **BL** | **Black or African American** | A person having origins in any of the black racial groups of Africa. |
| **PI** | **Native Hawaiian or Other Pacific Islander** | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| **WH** | **White** | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

- A value must be provided for Race 1 Code [Student:Race or Ethnic Code (27)] or the data loading process will reject the record.
- Race codes of students with multiple races can be provided in any order but those codes must be provided in:
  - Race 1 Code [Student:Race or Ethnic Code (27)] and Race 2 Code [Student:Race 2 Code (146)] if two races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)] and Race 3 Code [Student:Race 3 Code (147)] if three races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)], Race 3 Code [Student:Race 3 Code (147)], and Race 4 Code [Student:Race 4 Code (148)] if four races are identified.
  - In all five fields if five races are identified.
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 3 Code [Student:Race 3 Code (147)]

Provide the code indicating this student's third identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

| Code | Description | Explanation of Use |
|---|---|---|
| **(blank)** | **No third race identified** | Leave Race 3 Code [Student:Race 3 Code (147)] blank if a third race is not identified for this student. |
| **AM** | **American Indian/ Alaska Native** | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| **AS** | **Asian** | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| **BL** | **Black or African American** | A person having origins in any of the black racial groups of Africa. |
| **PI** | **Native Hawaiian or Other Pacific Islander** | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| **WH** | **White** | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

- A value must be provided for Race 1 Code [Student:Race or Ethnic Code (27)] or the data loading process will reject the record.
- Race codes of students with multiple races can be provided in any order but those codes must be provided in:
  - Race 1 Code [Student:Race or Ethnic Code (27)] and Race 2 Code [Student:Race 2 Code (146)] if two races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)] and Race 3 Code [Student:Race 3 Code (147)] if three races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)], Race 3 Code [Student:Race 3 Code (147)], and Race 4 Code [Student:Race 4 Code (148)] if four races are identified.
  - In all five fields if five races are identified.
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 4 Code [Student:Race 4 Code (148)]

Provide the code indicating this student's fourth identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

| Code | Description | Explanation of Use |
|---|---|---|
| **(blank)** | **No fourth race identified** | Leave Race 4 Code [Student:Race 4 Code (148)] blank if a fourth race is not identified for this student. |
| **AM** | **American Indian/ Alaska Native** | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| **AS** | **Asian** | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| **BL** | **Black or African American** | A person having origins in any of the black racial groups of Africa. |
| **PI** | **Native Hawaiian or Other Pacific Islander** | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| **WH** | **White** | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

- A value must be provided for Race 1 Code [Student:Race or Ethnic Code (27)] or the data loading process will reject the record.
- Race codes of students with multiple races can be provided in any order but those codes must be provided in:
  - Race 1 Code [Student:Race or Ethnic Code (27)] and Race 2 Code [Student:Race 2 Code (146)] if two races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)] and Race 3 Code [Student:Race 3 Code (147)] if three races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)], Race 3 Code [Student:Race 3 Code (147)], and Race 4 Code [Student:Race 4 Code (148)] if four races are identified.
  - In all five fields if five races are identified.
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 5 Code [Student:Race 5 Code (149)]

Provide the code indicating this student's fifth identified race, otherwise leave blank. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

| Code | Description | Explanation of Use |
|---|---|---|
| **(blank)** | **No fifth race identified** | Leave Race 5 Code [Student:Race 5Code (149)] blank if a fifth race is not identified for this student. |
| **AM** | **American Indian/ Alaska Native** | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| **AS** | **Asian** | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| **BL** | **Black or African American** | A person having origins in any of the black racial groups of Africa. |
| **PI** | **Native Hawaiian or Other Pacific Islander** | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| **WH** | **White** | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

- A value must be provided for Race 1 Code [Student:Race or Ethnic Code (27)] or the data loading process will reject the record.
- Race codes of students with multiple races can be provided in any order but those codes must be provided in:
  - Race 1 Code [Student:Race or Ethnic Code (27)] and Race 2 Code [Student:Race 2 Code (146)] if two races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)] and Race 3 Code [Student:Race 3 Code (147)] if three races are identified.
  - Race 1 Code [Student:Race or Ethnic Code (27)], Race 2 Code [Student:Race 2 Code (146)], Race 3 Code [Student:Race 3 Code (147)], and Race 4 Code [Student:Race 4 Code (148)] if four races are identified.
  - In all five fields if five races are identified.
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

## School of Attendance [Student: Location of Resident (165)]

Provide the code indicating this student's school of attendance in the student's resident district based on the student's "residence address" and school boundaries within the district. Use 00-0000-000 for students that are not residents of Nebraska. This field is required if the student is contracted in or contracted out. Leave blank if not applicable. The County District School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

# STUDENT SNAPSHOT

# STUDENT SNAPSHOT

The Student and Student Snapshot templates are used to collect student demographic data and are nearly identical in format but different in content. The differences are:

- The Student template is cumulative set of all students enrolled in your district/system at any time during the school year and represents a student's most current information.
- The Student Snapshot includes only those students enrolled on a particular day and represents the student's information as of that particular day, specifically:
  - **October Student Snapshot** includes only those students enrolled on the last Friday in September.
- Snapshot Date [Student:Snapshot date (83)] is only required in Student Snapshot. The value expected is:
  - **2016-10-01** for the October Student Snapshot.

A Student template must first be submitted for each student appearing in a Student Snapshot template or the data loading process will reject the record.

Please see the Student template section of this document for information on all fields other than Snapshot Date [Student Snapshot:Snapshot Date (83)] to be included in the Student Snapshot.

## Snapshot Date [Student Snapshot:Snapshot Date (83)]

Provide the date specified by NDE for the specific data collection. The date should be in the format YYYY-MM-DD. This is a key field; a value must be supplied for each record or the data loading process will reject the record. Provide the literal "2016-10-01" on the October Student Snapshot.

The Snapshot Date for 2016-2017 is:

| Snapshot Date | Description |
|---|---|
| 2016-10-01 | **October Student Snapshot**: Include all students, and only those students, enrolled as of the last Friday in September. Students appearing in the October Snapshot will be considered in Fall Membership if Full-Time Equivalency (FTE) [Student:FTE Percent (137)] is greater than 50 or if the Grade Level [Student:Current Grade Level (10)] is HP or PK. |

# STUDENT SUMMARY ATTENDANCE

# STUDENT SUMMARY ATTENDANCE

The Student Summary Attendance template contains aggregate information on student attendance. There is one record for each combination of student and location for each date range provided; for exceptions to this see **Additional Guidance** at the end of the Student Summary Attendance instructions. Students who have multiple enrollments will have multiple records in Student Summary Attendance.

There are four "Collection Periods" for Student Summary Attendance data. The collection periods and their appropriate date ranges are as follows:

| Collection Period | From [Period Start Date] | To [Period End Date] |
|---|---|---|
| 1 | First Day of School but no earlier than 2016-07-01 | 2016-10-15 |
| 2 | 2016-10-16 | 2016-12-31 |
| 3 | 2017-01-01 | 2017-03-15 |
| 4 | 2017-03-16 | Last Day of School but no later than 2017-06-30 |

More information on Student Summary Attendance collection periods can be found in the "Excessive Absenteeism and Student Summary Attendance Template Collection Periods" document. Information on when the data from each collection period should be submitted can be found in the NSSRS Calendar. Both documents are on the NSSRS Resources web page at http://www.education.ne.gov/nssrs/.

A Student template must first be submitted for each student appearing in a Student Summary Attendance template or the data loading process will reject the record.

### * County District Number [Student Summary Attendance:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Number [Student Summary Attendance:Location Code (2)]

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov). This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * School Year [Student Summary Attendance:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

*** NDE Student ID [Student Summary Attendance:Student ID (4)]**

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.

*** Period Start Date [Student Summary Attendance:Attendance Period Start Date (5)]**

Provide the beginning date of the Reporting Period for the aggregated attendance and enrollment information in the ISO format YYYY-MM-DD. The Reporting Period is the period of time between the Period Start Date and Period End Date, inclusive. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The data loading process will check for valid dates (e.g. values of 2017-02-30 and 2016-13-01 would be rejected as invalid) and the date must fall on or between 2016-07-01 and 2017-06-30.

*** Period End Date [Student Summary Attendance:Attendance Period End Date (6)]**

Provide the ending date of the Reporting Period for the aggregated attendance and enrollment information in the ISO format YYYY-MM-DD. The Reporting Period is the period of time between the Period Start Date and Period End Date, inclusive. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The data loading process will check for valid dates (e.g. values of 2017-02-30 and 2016-13-01 would be rejected as invalid) and the date must fall on or between 2016-07-01 and 2017-06-30.

**Days Present [Student Summary Attendance:Days Present (7)]**

Provide the total number of days within the Reporting Period, which begins at the Period Start Date [Student Summary Attendance: Period Start Date (5)] and ends at the Period End Date [Student Summary Attendance: Period End Date (6)], that the student was marked as present at the location/school. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

Days Present can store up to two decimal places to handle cases where Days Present is defined in fractions of a full day, in which case the decimal point must be provided. It is acceptable to submit Days Present to either one or two decimal places, where appropriate. Examples given in this document show information being submitted at one decimal place.

Students should be reported based upon the part of the day they were present compared to the part of the day they were expected to be present. For example, the student's school has six periods but only three periods are on the student's schedule. If the student misses one period, that student would be considered .3 absent for that day and .7 present for that day.

The FTE for the student will be collected in FTE [Student Summary Attendance: FTE Percent (11)].

| |
|---|
| Days Enrolled = Days Present [Student Summary Attendance: Days Present (7)] + Days Absent [Student Summary Attendance: Days Absent Total (8)] |

**Days Absent [Student Summary Attendance:Days Absent Total (8)]**

Provide the total number of days within the Reporting Period, which begins at the Period Start Date [Student Summary Attendance: Period Start Date (5)] and ends at the Period End Date [Student Summary Attendance: Period End Date (6)] that the student was marked as absent from the location/school. This field should be used to summarize all absences – excused and unexcused. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

Days Absent can store up to two decimal places to handle cases where Days Absent is defined in fractions of a full day, in which case the decimal point must be provided. It is acceptable to submit Days Present to either one or two decimal places, where appropriate. Examples given in this document show information being submitted at one decimal place.

Students should be reported based upon the part of the day they were absent compared to the part of the day they were expected to be present. For example, the student's school has six periods but only three periods are on the student's schedule. If the student misses one period, that student would be considered .3 absent for that day and .7 present for that day.

The FTE for the student will be collected in FTE [Student Summary Attendance: FTE Percent (11)].

| Days Enrolled = Days Present [Student Summary Attendance: Days Present (7)] + Days Absent [Student Summary Attendance: Days Absent Total (8)] |
| --- |

## Full-Time Equivalency (FTE) [Student Summary Attendance:FTE Percent (11)]

Provide the full-time equivalence of student assignment to a public school or district for services or instruction. A full time student would have an FTE value of 100. All students with a Grade Level [Student:Current Grade Level (10)] value of "PK" or "HP" are considered FTE = 100. This FTE will be used to determine Average Daily Attendance and Average Daily Membership.

Determining FTE should be based on the student's program, see examples below:

Example 1: Special Education student, Individual Education Plan (IEP) prescribes a program where the student receives services at home for an hour 2 times per week and this is the only education services the student receives.

- FTE: 100
- Potential days in attendance: 2 per week X 36 weeks = 72 days
- Rationale: This is the student's program.

Example 2: Senior in high school only needs 2 periods of an 8 period day to graduate. Works the rest of the day. (See Additional Guidance below for more information)

- FTE: The local Board of Education determines the requirements for full-time students.
- Potential days in attendance: 180
- Rationale: The student could attend the other 6 periods of the day. The local school board could determine FTE to be 25 or 100 depending on local policy.

Example 3: Senior in high school only needs 2 periods of an 8 period day to graduate, but works the rest of the day and gets Career and Technical Education (CTE) credit toward graduation. (See Additional Guidance below for more information)

- FTE: 100
- Potential days in attendance: 180
- Rationale: The student's program includes only 2 scheduled periods and the work is part of their program and they are receiving credit for it.

Example 4: Student comes in for 2 periods of an 8 period day for Band and Music, attends a nonpublic school the rest of the day.

- FTE: 25
- Potential days in attendance: 180
- Rationale: This is a part-time student situation; the rest of their FTE will be counted in the nonpublic.

Example 5: An expelled student is participating in an alternative program that prescribes the student come to school 2 hours a day, gets his/her school work from the teachers.

- FTE: 100
- Potential days in attendance: 180
- Rationale: This is the student's program; he/she is not allowed to attend any additional time.

Example 6: A prekindergarten or kindergarten student that attends a 1/2 day program.

- FTE: 100
- Potential days in attendance: 180
- Student:Grade Level: HP or HK
- Rationale: This is the student's program.

Example 7: A prekindergarten or kindergarten student that attends an all-day program

- FTE: 100
- Potential days in attendance: 180
- Student:Grade Level: PK or KG
- Rationale: This is the student's program.

Example 8: A prekindergarten student that attends an all-day program but only attends for half of the day

- FTE: 50
- Potential days in attendance: 180
- Student:Grade Level: PK
- Rationale: The student attends half-time for an all-day program.

## Grade Level [Student Summary Attendance:Grade Level (13)]

Provide the grade level to which this student was assigned during the Reporting Period, which begins at the Period Start Date [Student Summary Attendance: Period Start Date (5)] and ends at the Period End Date [Student Summary Attendance: Period End Date (6)]. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy.

| Code | Description |
|---|---|
| HP | Prekindergarten (Part day program less than 6 hours per day) |
| PK | Prekindergarten (Full day program 6 hours or more per day) |
| HK | Kindergarten program of <1032 instructional program hours |
| KG | Kindergarten 1032 or more instructional program hours |
| 01 | Grade 1 |
| 02 | Grade 2 |
| 03 | Grade 3 |
| 04 | Grade 4 |
| 05 | Grade 5 |
| 06 | Grade 6 |
| 07 | Grade 7 |
| 08 | Grade 8 |
| 09 | Grade 9 |
| 10 | Grade 10 |
| 11 | Grade 11 |
| 12 | Grade 12 |

## Additional Guidance

Prekindergarten Students - A Student Summary Attendance record is not required for Prekindergarten (Grades HP or PK) students who are receiving all of their services at home or at a location that is not related to the public school district. This would include students receiving special education services through the public district at a non-public pre-school.

Summer School – Student Summary Attendance records should NOT be submitted for Summer School attendance.

Students with Programs of less than Full Day – For Examples 2 and 3 under Full-Time Equivalency (FTE) [Student Summary Attendance:FTE Percent (11)], attendance on days where the school is in session for less than a full day should reflect the school day length. For example, a student who attends the first two periods as their program on a day where the school is in session for only ½ of the day should have .5 Days Present [Student Summary Attendance:Days Present (7)]. A student's days Days Present + Days Absent should never exceed the schools Days-In-Session for the day.

Absences for School Activities - Title 92, Nebraska Administrative Code, Chapter 2, Section 006.02 provides that students shall be counted as present when actually at school or are present at a school sponsored activity which is supervised by a member or members of the school staff.

Suspended or Expelled Students - Students who are suspended or expelled are counted as absent unless they continue to be in a school setting during their suspension or expulsion, such as serving their suspension in-school or attending an alternative school.

Homebound Students - Section 504 of the Vocation Rehabilitation Act may require a school district to serve homebound students in the home. As such, the "home" is the "school" for purposes of attendance for this student. So long as the student is present when school officials arrive to provide the services required, then the student is in attendance at school.

Early Dismissals and Days In Session – Days where the school has an early dismissal may or may not count as a full day for purposes of Days In Session and Student Summary Attendance.

- If the school's schedule is built around a regular early dismissal day, that day will usually count as a full day
    - Example: Alter High School's schedule is 8 am to 3 pm every weekday except Wednesday, when they release at 2 pm. All 5 days would count as a full day in session.
- If the school releases early due to inclement weather, sporting events or other irregular dismissals, that day will usually count as a part day.
    - Example: The girls' basketball team at Chapin High School made it to the state basketball tournament. School administration decided to close school after ½ day to allow students to attend the game. This would count as a partial day in session.

# SCHOOL ENROLLMENT

## SCHOOL ENROLLMENT

The School Enrollment template collects information on student enrollment events, both enrollment and withdrawal, during the school year. School Enrollment will be used to identify completers (graduates), dropouts, exclude withdrawn students from rosters for preprinted test labels, etc.

A Student template must first be submitted for each student appearing in a School Enrollment template or the data loading process will reject the record.

### * County District Number [School Enrollment:District Code(1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Number [School Enrollment:Location (2)]

Provide the School of Membership (see definitions, page 1) for the student. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Year [School Enrollment:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [School Enrollment:Student ID (4)]

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.

### * Enrollment Date [School Enrollment:Enrollment Date (6)]

Provide the date on which the enrollment information becomes effective. This applies to both enrollment and withdrawal information. The date must not be greater than the current date and must fall on or between 2016-07-01 and 2017-06-30. The data must be in YYYY-MM-DD format or the data loading process will reject the record. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

## * Enrollment Code [School Enrollment:Enrollment Code (7)]

Provide the enrollment code that indicates the type of enrollment record. This applies to both enrollment and withdrawal information. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

| Code | Description | Definition |
|---|---|---|
| 100 | Still Enrolled | (or intra-district transfer in)<br>• A student/receiving education services and funding in the district/system.<br>• A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session. |
| 101 | Original Entry | • A student enters a school for the first time. For example, a student enrolling in Kindergarten or Prekindergarten. |
| 102 | Transfer In | (from another district, nonpublic system, state-operated system, institution or home school setting)<br>• A student transferring from a private school.<br>• A student transferring from an institution.<br>• A student transferring from a home-school setting.<br>• A student transferring from another public district.<br>NOTE: Do not include if transferring between schools within the same district/system. |
| 103 | Re-entry | (after a withdrawal, whether voluntary or involuntary)<br>• A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for any reason whether voluntary or involuntary.<br>• Use of this code indicates the student has not received educational services in the interval after the withdrawal and before re-entering his/her school. |
| 200 | Transfer out – intra-district | (within the same district)<br>• A student who transfers between schools within the same district/system.<br>• Do not use for end-of-year grade advancement.<br>• An entry enrollment code of 100 Still Enrolled should accompany or follow any exit enrollment code of 200 Transfer out – intra-district within the same school year.<br>• Only use the 200 code if the district has more than one school offering the same grade.<br>• See "Examples for use of Enrollment Codes" following this table |
| 201 | Transfer Out | (out of district/system)<br>• A student known to be receiving services in another district/system.<br>• A home-schooled student completing course work (done at the time of exit or at year-end).<br>• A non-public student completing course work (done at the time of exit or at year-end).<br>• A foreign-exchange student returning to his/her homeland (done at the time of exit or at year-end) if the student did not receive a regular high school diploma as determined by the district.<br>• See "Examples for use of Enrollment Codes" following this table |
| 202 | Drop Out | • A student who withdrew for personal or academic reasons and does not have a signed Withdrawal from Mandatory Attendance form pursuant to Nebraska Revised Statue 79-202 on file with the district.<br>• A student removed from the education system for other than health reasons, and whose return is not anticipated.<br>• A student enrolled in adult education or some type of program whose education services do not lead to a diploma or other credential recognized by the state.<br>• A student who has not graduated or completed an approved program and is not enrolled and whose status is unknown; this includes a student withdrawn from the rolls for excessive absence.<br>• A student who moved out of the district, out of state, or out of U.S. and is not known to be in school (includes any student whose education status cannot be confirmed either through a parent or other responsible adult or through some formal notification of transfer.)<br>• A student in an institution that is not primarily educational (Army, or vocational program) and not considered a special school district/system.<br>• A student who is disenrolled by a parent and does not enroll in another district/system.<br>• A student who was suspended or expelled and the disciplinary period has expired and student has not returned.<br>• A student who was expelled and chose not to participate in a district approved alternative education program. |

| Code | Description | Definition |
|---|---|---|
| 205 | Not Enrolled, Eligible to Return | • A student not attending for disciplinary or other eligibility reasons, but is eligible to enroll at a later date.<br>• A student experiencing a long-term medical condition that prevents him or her from receiving services, or is in drug treatment or rehabilitative centers, but is eligible to return to school.<br>• A student enrolled in a foreign student exchange program and is eligible to return to school in the United States.<br>• A student enrolled in a college program (early admission) but is eligible to return to graduate (such students often re-enroll one day and graduate on the next day).<br>• A student under the compulsory age for school attendance withdrawn from school (usually for reasons of immaturity) but is eligible to return to school. |
| 206 | Deceased | • A student who died. |
| 208 | Maximum Age | • A student who passed the age for which the state guarantees a free, appropriate public education and subsequently exited school.<br>• Students reported as 208 Maximum Age will be treated the same as 202 Dropout for Graduation Cohort and Dropout purposes. |
| 209 | Withdrawal from Mandatory Attendance | • A student who has withdrawn from attendance pursuant to Nebraska Revised Statue 79-202. A signed withdrawal form must be on file at the district before this code is used.<br>• Students reported as 209 Withdrawal from Mandatory Attendance will be treated the same as 202 Dropout for Graduation Cohort and Dropout purposes. |
| 210 | Completer: Graduated with a regular or advanced Diploma | • A student who completed the district requirements for a regular or advanced high school diploma (see definition of regular high school diploma below). 34 C.F.R. §200.19(b)(1)(iv)<br><br>A "regular high school diploma" means the standard high school diploma awarded to students in a District that is fully aligned with the State's academic content standards and district diploma requirements. Does not include a GED credential, certificate of attendance, or any alternative award. The term "regular high school diploma" also includes a "higher diploma" that is awarded to students who complete requirements above and beyond what is required for a regular diploma. A student with disabilities may be included in this category through receipt of a high school diploma based on regular diploma requirements identical to that for which students without disabilities are eligible.<br><br>DOES NOT INCLUDE: Students that completed their IEP but did not meet regular diploma requirements (see code 211). As defined in 34 CFR 300.102(a)(3)(iv), "the term *regular high school diploma* does not include an alternative degree that is not fully aligned with the state's academic standards, such as a certificate or GED." |
| 211 | Completer with an Alternative/Modified Diploma | • A student that received a high school diploma based on alternative graduation requirements that are not fully aligned with a State's academic content standards or district requirements. This may include students that complete their IEP but do not meet the district's regular diploma requirements (see definition of regular high school diploma in code 210).<br>• GED recipients are not counted as high school completers UNLESS the school board formally recognizes GED recipients (i.e. a school district/system awards a local high school diploma based on a student's successful completion of the GED tests). |
| 212 | Noncompleter | • A student who did not complete an approved program of study for high school completion and did not meet district/system requirements for a diploma. Students identified as noncompleters, may have received a certificate of attendance, certificate of achievement or some alternative certificate.<br>• DOES NOT INCLUDE persons receiving a diploma or high school equivalency from the state (a student must be officially withdrawn from membership in order to take the GED tests).<br>• See Enrollment Code 208 (Maximum Age) if the student passed the age for which the state guarantees a free, appropriate public education and subsequently exited school. |

Examples for use of Enrollment Codes:

1. A student transfers from one school to another school in the **same** district/system:
   the enrollment code for the school the student is exiting will be 200
   the enrollment code for the school the student is entering will be 100

2. A student transfers from one school to another in **different** districts/systems:
   the enrollment code for the school the student is exiting will be 201
   the enrollment code for the school the student is entering will be 102

3. A NCLB School Choice transfer within a district (intra-district):
   the enrollment code for the school the student is exiting will be 200 with a residence status code of 4 (NCLB School choice)
   the enrollment code for the school the student is entering will be 100 with a residence status code of 4 (NCLB School choice)

## Grade Level [School Enrollment:Enrollment Grade Level (9)]

Provide the grade level to which this student is assigned at the time of the enrollment event. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy. Please include in Grade 12 students who have passed typical graduation age but remain enrolled.

| Code | Description |
|---|---|
| HP | Prekindergarten (Part day program less than 6 hours per day) |
| PK | Prekindergarten (Full day program 6 hours or more per day) |
| HK | Kindergarten program of <1032 instructional program hours |
| KG | Kindergarten 1032 or more instructional program hours |
| 01 | Grade 1 |
| 02 | Grade 2 |
| 03 | Grade 3 |
| 04 | Grade 4 |
| 05 | Grade 5 |
| 06 | Grade 6 |
| 07 | Grade 7 |
| 08 | Grade 8 |
| 09 | Grade 9 |
| 10 | Grade 10 |
| 11 | Grade 11 |
| 12 | Grade 12 |

## Residence Status [School Enrollment:Residence Status Code (10)]

Provide the code indicating the circumstances applicable to this enrollment event.

| Code | Description |
|---|---|
| 0 | Not applicable |
| 1 | Contracted in from another Nebraska public school district |
| 2 | Contracted in from nonpublic school |
| 3 | Contracted in from another state |
| 4 | NCLB School Choice student |
| 5 | Contracted out to another Nebraska public school district |
| 6 | Optioning in from another Nebraska public school district |
| 7 | Contracted out to another state |
| 8 | Learning Community Open Enrollment |

### Option Out

Students who option out of your district will be reported by the receiving district and your district will be specified as the district of residence. Such students will not be included in the NSSRS templates you provide. "Option Out" is also not applicable to students being served outside Nebraska.

### Option In

Students who option into your district are to be included in the NSSRS templates you provide with the other district specified as the district of residence. Such students will be included in the Student, October Student Snapshot (if enrolled on the last Friday in September), School Enrollment, Student Grades, and Student Summary Attendance templates. Such students may also appear in any other student-related NSSRS

template (e.g., Assessment Fact, Programs Fact, Special Education Snapshot and Title I Programs) as determined by the same criteria used for any student enrolled in your district.

The appropriate Residence Status [School Enrollment:Residence Status Code (10)] is 6 (Optioning in from another school district).

"Option In" is not applicable to prekindergarten students.

### Contracted Out

Only students contracted out to a public district are to be reported as contracted out. Such students are only included in the Student and School Enrollment templates.

The appropriate Residence Status [School Enrollment:Residence Status Code (10)] is 5 (Contracted out). School of Attendance [Student:Location of Resident(165)] is required for contracted in/out students.

Students receiving services by an entity that is not a public school remain enrolled at your district and are not reported as contracted out. Such students are included in the Student, October Student Snapshot (if enrolled on the last Friday in September), School Enrollment, Student Grades, and Student Summary Attendance templates. Such students may also appear in any other student-related NSSRS template (e.g., Assessment Fact, Programs Fact, Special Education Snapshot, and Title I Programs) as determined by the same criteria used for any student enrolled in your district.

### Contracted In

Students who are contracted into your district/system are to be included in the NSSRS templates you provide with the other district specified as the district of residence. Such students will be included in the Student, October Student Snapshot (if enrolled on the last Friday in September), School Enrollment, Student Grades, and Student Summary Attendance templates. Such students may also appear in any other student-related NSSRS template (e.g., Assessment Fact, Programs Fact, Special Education Snapshot, and Title I Programs) as determined by the same criteria used for any student enrolled in your district.

See "Residence Status [School Enrollment:Residence Status Code (10)]" for the appropriate codes related to contracted in students. School of Attendance [Student:Location of Resident(165)] is required for contracted in/out students.

**NOTES:**

- Code 5 (Contracted out):
  - Only appropriate for students contracted out to a public district.
- Code 8 (Learning Community Open Enrollment):
  - Appropriate for students transferring in (Enrollment Code = 102) or transferring out (Enrollment Code = 201) when both the sending and receiving schools are within the same learning community but within different districts.
  - Appropriate for students transferring between schools (Enrollment Codes 100 and 200) within the same district if the district is a member of a learning community.
  - Appropriate for students entering, because of Learning Community Open Enrollment, Kindergarten for the first time (Enrollment Code = 101) into a school within a district that is a member of a learning community.
  - Appropriate for all withdrawal Enrollment Codes (200, 201, 202, 205, 206, 208, 210, 211, or 212) if the student's "entry" was because of

Learning Community Open Enrollment.

# STUDENT GRADES

# STUDENT GRADES

The Student Grades template is used to collect information regarding courses students in grade levels prekindergarten through 12 completed during a particular school year. Exclude information pertaining to courses started but not completed. Records for summer school must be submitted in a separate file containing only Student Grades records for courses completed during summer school.

A Student template must first be submitted for each student appearing in a Student Grades template or the data loading process will reject the record.

## * County District Number [Student Grades:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

## * School Number [Student Grades:Location Code (2)]

### Courses completed during regular school year

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov). This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### Courses completed during summer school

Provide the literal "000". Only summer school courses completed by students assigned to grades 9, 10, 11, or 12 are to be included. Records for summer school must be submitted in a separate file containing only Student Grades records for courses completed during summer school. This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

## * School Year [Student Grades:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

## NDE Staff ID [Student Grades:Evaluator 1 Staff ID (7)]

### Courses completed during regular school year

Provide the 10 digit Nebraska Department of Education Staff identifier corresponding to the teacher of this course.

### Courses completed during summer school

Leave this field blank; records will be rejected if this field is not blank. Only summer school courses completed by students assigned to grades 9, 10, 11, or 12 are to be included. Records for summer school must be submitted in a separate file containing only Student Grades records for courses completed during summer school.

### * NDE Student ID [Student Grades:Student ID (8)]

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.

### * Marking Period [Student Grades:Marking Period Number (9)]

Provide the literal "0". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### Course Grade [Student Grades:Alpha Grade (11)]

Provide the appropriate code reflecting the course grade earned in this course by this student if assigned to grades 9, 10, 11, or 12. Provide the literal "0" for all students in grades prekindergarten through grade 8. Note that plus (+) and minus (-) values are invalid.

| Code | Description |
|---|---|
| A | |
| B | |
| C | |
| D | |
| F | Fail |
| P | Student received a passing mark for a pass or fail course |
| NP | Student received a not passing mark for a pass or fail course |
| 0 | Not applicable |

## * Semester [Student Grades:Supplementary Course Differentiator (22)]

### Courses completed during regular school year

Provide the appropriate code reflecting when the course was offered and the length of the course. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

| Code | Description | Course lasting approximately | | |
|---|---|---|---|---|
| YL | Year-long course | 180 days | 36 weeks | All year |
| S1 | First semester course | 90 days | 18 weeks | 1/2 of the year |
| S2 | Second semester course | | | |
| T1 | First trimester course | 60 days | 12 weeks | 1/3 of the year |
| T2 | Second trimester course | | | |
| T3 | Third trimester course | | | |
| Q1 | First quarter course | 45 days | 9 weeks | 1/4 of the year |
| Q2 | Second quarter course | | | |
| Q3 | Third quarter course | | | |
| Q4 | Fourth quarter course | | | |
| H1 | First hexter course | 30 days | 6 weeks | 1/6 of the year |
| H2 | Second hexter course | | | |
| H3 | Third hexter course | | | |
| H4 | Fourth hexter course | | | |
| H5 | Fifth hexter course | | | |
| H6 | Sixth hexter course | | | |

### Courses completed during summer school

Provide the value of "SS" (Summer school course) indicating this is a summer school course. This is a key field; a value must be supplied for each record or the data loading process will reject the record. Only summer school courses completed by students assigned to grades 9, 10, 11, or 12 are to be included. Records for summer school must be submitted in a separate file containing only Student Grades records for courses completed during summer school.

| Code | Description |
|---|---|
| SS | Summer school course |

## * Course Code [Student Grades:Course Code Long (26)]

Provide the code corresponding to this course. See *Course Codes and Clearing Endorsements"* on the NSSRS Resources web page at http://www.education.ne.gov/nssrs/Resources.html for a list of valid values. For example, the Course Code for the course titled "College Personal Financial Management" is "033002". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

## * Section Code [Student Grades:Section Code Long (27)]

Provide the district-assigned code that uniquely identifies this specific instance of a course. The maximum length of Section Code is 25 alphanumeric characters and this field is case-sensitive (i.e. "Spanish I" will be seen as different from "spanish I"). This is a key field; a value must be supplied for each record or the data loading process will reject the record.

## Dual Credit Code [Student Grades:Dual Credit Code (32)]

Provide the code indicating if the student earned both high school and postsecondary credit for this course. The only courses that should be coded as 1 or 2 would be those that are transcripted as dual credit with a specific 2- or 4-year college. Articulated courses should NOT be coded as dual credit courses.

| Code | Description | Explanation of Use |
|---|---|---|
| 0 | Not Applicable | This course is not eligible for dual credit. |
| 1 | Yes | This course is eligible for dual credit and the student earned both high school and postsecondary credit. |
| 2 | No | This course is eligible for dual credit but the student did not earn both high school and postsecondary credit. |

## Controlling District Code [Student Grades:Evaluator 1 Controlling District Code (33)]

### Courses completed during regular school year

Provide the County District Number associated with the NDE Staff ID [Student Grades:Evaluator 1 Staff ID (7)] provided. In most cases, Controlling District Code will match the County District Number [Student Grades:District Code (1)] value provided, but can be different when reporting staff for whom another district, or an Educational Service Unit, holds the contract. If another district or an Educational Service Unit holds the contract, provide that district or ESU's County District Number. Provide the literal "00-0000" if the NDE Staff ID [Student Grades:Evaluator 1 Staff ID (7)] provided is a staff person from an agency that does not report staff data to NDE (i.e., post secondary or contracted service providers).

### Courses completed during summer school

Leave this field blank; records will be rejected if this field is not blank. Only summer school courses completed by students assigned to grades 9, 10, 11, or 12 are to be included. Records for summer school must be submitted in a separate file containing only Student Grades records for courses completed during summer school.

## Course Delivery Model [Student Grades:Course Delivery Model (42)]

Provide the code indicating the method used to deliver instructions for this course.

| Code | Description | Explanation of Use |
|---|---|---|
| 0 | Classroom – Not Career Academy | Most courses will be coded with this code. Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in the classroom. |
| 1 | Synchronous – Not Career Academy | [10-004.04D1] Synchronous Course Option:<br>Synchronous courses are those multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately. This includes:<br>• Teacher Sharing [10-004.04D1a]<br>• Interactive Audio-Visual Options [10-004.04D1b] |
| 2 | Asynchronous – Not Career Academy | [10-004.04D2] Asynchronous Course Options:<br>Asynchronous courses are those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer-delivered courses. |
| 3 | Career Academy Synchronous | Career Academy Courses approved by NDE:<br>Multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately. This includes:<br>• Teacher Sharing<br>• Interactive Audio-Visual Options<br>Note: Only NDE Rule 47 Career Academies can use this code |
| 4 | Career Academy Asynchronous | Career Academy Courses approved by NDE:<br>Those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer-delivered courses.<br>Note: Only NDE Rule 47 Career Academies can use this code |
| 5 | Career Academy In Classroom | Career Academy Courses approved by NDE:<br>Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in this classroom. The class may include students from multiple districts.<br>Note: Only NDE Rule 47 Career Academies can use this code |
| 6 | Iowa School for the Deaf Courses | Courses provided to Nebraska Students attending the Iowa School for the Deaf. These students should remain in membership of the resident district. The NDE Staff ID reported should be the case manager for the student's Individualized Education Plan. |

# ASSESSMENT FACT

# ASSESSMENT FACT

The Assessment Fact template captures student national assessment instrument (standardized test) results.

- National Assessment Instrument is language used in Neb. Rev. Stat. 79-760.05 and replaces previous terms such as standardized tests and norm-referenced tests (NRT).
- Districts are required to report national assessment instrument results at one grade level each in elementary, middle school and high school. The state board of education has recommended the following tests:

| Recommended National Assessment Instrument |
|---|
| ACT Aspire<br>ACT<br>ACT Compass<br>California Achievement Test (CAT)<br>Iowa Test of Basic Skills (ITBS)<br>Iowa Test of Educational Development (ITED)<br>Measures of Academic Progress (MAP) (Northwest Evaluation Assessment)<br>Terra Nova |

- These tests are recommendations, not requirements. Therefore, districts may choose to report a test other than those recommended above.

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.

- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal curve equivalent (NCE) scores for the student's composite score ("Composite"), sub-score for total reading ("Total Reading"), and sub-score for total mathematics ("Total Mathematics").

- Note: The range of valid NCE scores is 1-99. The NWEA does not report NCE scores nor does it report a composite score; therefore, school districts reporting NWEA test results will report the middle score in the student percentile range for the most recent reading and mathematics assessment. School districts administering the ACT or ASPIRE will also not report NCE scores, but rather "the percent of students scoring at or below your score" for the required reading, and mathematics scores. It should also be noted that each test includes different content areas in its composite scores. The data displayed for the State of the Schools Report will reflect those differences.

- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's score(s) should be left blank.

- A student shall not be included in Assessment Fact for National Assessment Instrument results if not enrolled at any time during the national assessment instrument administration window.

- A student who receives a majority of instruction at a nonpublic school or an exempt school shall not be included in Assessment Fact for National Assessment Instrument results.

- For the State of the Schools Report, state averages will be calculated for each test separately (an average for Terra Nova, an average for ITBS, etc.) and will include only the score and sub-scores reported. The blank fields will not be included in building, district, or state averages. Participation percentages, however, will be displayed.

Please visit the NDE Standards, Assessment and Accountability website (http://www.education.ne.gov/assessment) for additional information regarding the national assessment instrument reporting. The "Standards, Assessment, and Accountability Update" contains information regarding which fields from specific national assessment instruments are appropriate for use as "Composite", "Total Reading", and "Total Mathematics" scores.

A Student template must first be submitted for each student appearing in an Assessment Fact template or the data loading process will reject the record.

### * County District Number [Assessment Fact:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * National Assessment Instrument [Assessment Fact:Test Description (2)]

Provide one of the following text values. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

| Code | Description |
|---|---|
| ACT | ACT |
| ASPIRE | ACT Aspire |
| CAT | California Achievement Test |
| COMPASS | ACT Compass |
| CTBS | Comprehensive Test of Basic Skills |
| ITBS | Iowa Test of Basic Skills |
| ITED | Iowa Test of Educational Development |
| MAT | Metropolitan Achievement Test |
| NWEA | Northwest Evaluation Association |
| OTHER | Use for any norm-referenced test not otherwise listed |
| PSAT | Preliminary Scholastic Assessment Test |
| SAT | Stanford Achievement Test |
| TERRA | Terra Nova |

### * School Year [Assessment Fact:Assessment School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * Grade [Assessment Fact:Item Description (4)]

Provide one of the following text values corresponding to the grade level of the student. This is a key field; a value must be supplied for each record or the data loading process will reject the record. Please note that the leading zero is required for grades less than 10.

| Grade | Explanation |
|---|---|
| 03 | Grade 03 |
| 04 | Grade 04 |
| 05 | Grade 05 |
| 06 | Grade 06 |
| 07 | Grade 07 |
| 08 | Grade 08 |
| 09 | Grade 09 |
| 10 | Grade 10 |
| 11 | Grade 11 |
| 12 | Grade 12 |

### * Test Date [Assessment Fact:Test Date (5)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [Assessment Fact:Student ID (6)]

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 data load process.

### School Number [Assessment Fact:Testing Location Code (7)]

Provide the School of Membership (see instructions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov). This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

## Composite [Assessment Fact:Scale Score (20)]

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.
- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal curve equivalent (NCE) scores for the student's composite score ("Composite").
- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's "Composite" score should be left blank.
- NWEA, ASPIRE, and COMPASS do not report a composite score; therefore, the student's "Composite" score should be left blank.

The following table specifies which scores provided by the national assessment instruments recommended by the state board of education must be provided as Composite [Assessment Fact:Scale Score (20)]. Please contact the NDE Statewide Assessment office regarding national assessment instruments not listed.

| **National Assessment Instrument** | **Scores to be provided as Composite [Assessment Fact:Scale Score (20)]** |
|---|---|
| ACT | Composite Score |
| ASPIRE, COMPASS, NWEA | Not available, leave blank |
| ITBS | Core Total (in NCE) |
| SAT | Basic Battery (in NCE) |
| TERRA | Total Score (in NCE) |

### Total Reading [Assessment Fact:Percent Score (21)]

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.
- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal curve equivalent (NCE) scores for the student's sub-score for total reading ("Total Reading").
- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's "Total Reading" score should be left blank.

The following table specifies which scores provided by the national assessment instruments recommended by the state board of education must be provided as Total Reading [Assessment Fact:Percent Score (21)]. Please contact the NDE Statewide Assessment office regarding national assessment instruments not listed.

| **National Assessment Instrument** | **Scores to be provided as Total Reading [Assessment Fact:Percent Score (21)]** |
|---|---|
| ACT, ASPIRE | National Percentile Rank in Reading |
| COMPASS | Reading Scale Score |
| ITBS | Reading Total (in NCE) |
| NWEA | Most Recent Reading Score – Percentile Rank |
| SAT | Total Reading (in NCE) |
| TERRA | Reading Composite (in NCE) |

## Total Mathematics [Assessment Fact:Local Stanine (22)]

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.
- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal curve equivalent (NCE) scores for the student's sub-score for total mathematics ("Total Mathematics").
- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's "Total Mathematics" score should be left blank.

The following table specifies which scores provided by the national assessment instruments recommended by the state board of education must be provided as Total Mathematics [Assessment Fact:Local Stanine (22)]. Please contact the NDE Statewide Assessment office regarding national assessment instruments not listed.

| **National Assessment Instrument** | **Scores to be provided as Total Mathematics [Assessment Fact: Local Stanine (22)]** |
|---|---|
| ACT, ASPIRE | National Percentile Rank in Mathematics |
| COMPASS | Mathematics Scale Score |
| ITBS | Mathematics Total (in NCE) |
| NWEA | Most Recent Mathematics Score – Percentile Rank |
| SAT | Total Mathematics (in NCE) |
| TERRA | Mathematics Composite (in NCE) |

*** School districts administering the PLAN shall report the Mathematics Percent Score associated with "the percent of students scoring at or below your score in the U.S.".

# SPECIAL EDUCATION SNAPSHOT

# SPECIAL EDUCATION SNAPSHOT

## Scope

All public districts and Special Purpose Schools (State Operated Systems). The Special Education Snapshot template collects data on students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP).

## Frequency

The Special Education Snapshot is collected at different points during the school year. The information for each student, particularly Entry Date [Special Education Snapshot:Special Ed Entry Date (33)] and Exit Date [Special Education Snapshot:Special Ed Exit Date (34)], must reflect the values as of certain dates.

Demographic data provided in the Student template, not Student Snapshot, will be used for those students included in Special Education Snapshot.

Both the "Monthly Special Education Snapshot" and "Year-end Special Education Snapshot" are cumulative sets of all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2016-2017 with information current as of a particular date. However, the "October Special Education Snapshot" is not cumulative; it must include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of October 1, 2016.

### October Special Education Snapshot

Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of **October 1, 2016** and any student who exited special education between July 1, 2016 and October 1, 2016. The value of Snapshot Date [Special Education Snapshot:Snapshot Date (35)] is to be "2016-10-01". The October Special Education Snapshot is accepted during the NSSRS Fall Collection and Fall Audit windows.

This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count.

### Monthly Special Education Snapshot

Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2016-2017 with information current as of the submission date. The value of Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] is to be "2017-06-30". Submission of the Monthly Special Education Snapshot is accepted during the NSSRS Year End Collection and Year End Audit windows.

The Monthly Special Education Snapshot is the source of special education data to be compared with data provided by the Department of Health and Human Services (DHHS) that occurs on the 24th day of each month for the purpose of creating the Medicaid in Public Schools (MIPS) claim forms/lists. Participation in MIPS is required by Nebraska Revised Statute 43-2511. A Monthly Special Education Snapshot must be submitted when there are new students in special education and whenever there are changes in Physical Therapy, Occupational Therapy or Speech Therapy services.

**Year-end Special Education Snapshot**

Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2016-2017 with information current as of **June 30, 2017**. The value of Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] is to be "2017-06-30". The Year-end Special Education Snapshot is accepted during the NSSRS Year-end Collection Window.

The Year-end Special Education Snapshot will be the source for the Individuals with Disabilities Education Act (IDEA) Special Education Exiter Report. Records from the October Special Education Snapshot do NOT carry over to the Year-end Special Education Snapshot; initial Year-end Special Education Snapshot files should include all students from the October Special Education Snapshot.

The Special Education Snapshot template collects data on students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP).

A Student template must first be submitted for each student appearing in a Special Education Snapshot template or the data loading process will reject the record. School of Attendance [Student:Location of Resident(165)] will be required for contracted in/out students.

*** County District Number [Special Education Snapshot:District Code (1)]**

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

**School Number [Special Education Snapshot:Primary Special Ed Location Code (2)]**

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

*** School Year [Special Education Snapshot:School Year Date (3)]**

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

*** NDE Student ID [Special Education Snapshot:Student ID (5)]**

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.

**Last Name [Special Education Snapshot:Last Name Short (6)]**

OPTIONAL: Provide this student's surname or name borne in common by members of a family. Including this optional field will make locating an individual student's record easier when district staff are working with the output data file.

**First Name [Special Education Snapshot:First Name Short (7)]**

OPTIONAL: Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. Including this optional field will make locating an individual student's record easier when district staff are working with the output data file.

### Middle Initial [Special Education Snapshot:Middle Initial (8)]

OPTIONAL: Provide the middle initial of this student. Please note that this is the middle initial only - not the full middle name. If the Student Information System (SIS) contains the full middle name, the extract program must pull the initial only. Leave blank if not applicable or not available. Including this optional field will make locating an individual student's record easier when district staff are working with the output data file.

### Verified Disability [Special Education Snapshot:Primary Disability Code (11)]

Provide the appropriate code indicating the verified disability of this student who is receiving special education and related services according to an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). A student should only have one verified disability on the IEP and IFSP. If you have any questions on the disability categories, please see 92 NAC 51-006.

| Code | Description |
|---|---|
| 01 | Emotional Disturbance |
| 02 | Deaf-Blindness |
| 03 | Hearing Impaired |
| 07 | Multiple Impairment |
| 08 | Orthopedic Impairment |
| 09 | Other Health Impairment |
| 10 | Specific Learning Disability |
| 11 | Speech Language Impairment |
| 12 | Visual Impairment |
| 13 | Autism |
| 14 | Traumatic Brain Injury |
| 15 | Developmental Delay |
| 16 | Intellectual Disability |

### Related Services [Special Education Snapshot:Related Services (16)]

Provide the appropriate code indicating the related services received by this student.

| Code | Description |
|---|---|
| 1 | Occupational Therapy |
| 2 | Physical Therapy |
| 3 | Speech-Language Therapy |
| 4 | Occupational Therapy - Physical Therapy |
| 5 | Physical Therapy - Speech-Language Therapy |
| 6 | Speech-Language Therapy - Occupational Therapy |
| 7 | All |
| 8 | None |

### Alternate Assessment Flag [Special Education Snapshot:Alternate Assessment (23)]

Provide the appropriate code indicating if the Individual Education Plan (IEP) indicates the student is to take alternate state assessments in at least one subject.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No (Report NO for all students below Grade 03) |

### Placement Type [Special Education Snapshot:Primary Placement Type (32)]

Provide the appropriate code indicating Nonpublic school placement type of this student.

| Code | Description |
|---|---|
| 0 | Not Applicable – Does not attend a Nonpublic School |
| 2 | Nonpublic Placement – Other than Parental Placement |
| 3 | Nonpublic Placement – Parental Placement, Special Education Services from Resident District, Student on IEP |
| 4 | Nonpublic Placement – Parental Placement, Special Education Services, Student on Equitable Services Plan |

**All children birth to age 3 should be reported as "0" (Not Applicable).**

If Placement Type [Special Education Snapshot:Primary Placement Type (32)] equals "2" , "3", or "4" (Nonpublic Placement)", then Setting [Special Education Snapshot:Primary Setting Code (44)] must equal

- For students age 6 to 21 – "5" (Separate School), "7" (Residential Facility), or"14" (Private School or Exempt (Home) School)
- For students age 3 to 5 - all settings apply except "8" (Home)

### Entry Date [Special Education Snapshot:Special Ed Entry Date (33)]

Provide the date on which this student was first identified with a verified disability in the state of Nebraska in the format YYYY-MM-DD. In some instances, this date will be from a previous school year and/or as determined by a different Nebraska school district in which this student was previously enrolled.

### Exit Date [Special Education Snapshot:Special Ed Exit Date (34)]

Provide the date within the current school year on which this student ceased receiving special education services at this district in the format YYYY-MM-DD. Leave Exit Date blank if this student continues to receive special education services at this district.

*** Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)]**
Provide the date specified by NDE for the specific data collection. The date should be in the format YYYY-MM-DD. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

The Snapshot Dates for 2016-2017 are:

| Snapshot Date | Description |
|---|---|
| 2016-10-01 | **October Special Education Snapshot**: Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of **October 1, 2016** and any student who exited special education between July 1, 2016 and October 1, 2016.. This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count. |
| 2017-06-30 | **Monthly Special Education Snapshot:** Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2016-2017 with information current as of the submission date. This is the source of special education data to be compared with eligibility data provided by the Department of Health and Human Services (DHHS) that occurs on the 24th day of each month for the purpose of creating the Medicaid in Public Schools (MIPS) claim forms/lists.<br><br>**Year-end Special Education Snapshot**: Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2016-2017 with information current as of **June 30, 2017**. This will be the source for the Individuals with Disabilities Education Act (IDEA) Special Education Exiter Report. |

## Setting [Special Education Snapshot:Primary Setting Code (44)]

Provide the appropriate code indicating the setting for this student. This value must be appropriate in combination with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] or the data loading process will reject the record.

| **Ages birth to three (Part C)**<br>Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "N" | |
|---|---|
| **Code** | **Description** |
| 1 | Home |
| 2 | Community Based |
| 3 | Other |

| **Ages three to five (Part B)**<br>Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y" | |
|---|---|
| **Code** | **Description** |
| 5 | Separate School |
| 6 | Separate Class |
| 7 | Residential Facility |
| 8 | Home |
| 9 | Service Provider Location |
| 16 | Regular Early Childhood Program, 10+ h/wk; Services at EC Program |
| 17 | Regular Early Childhood Program, 10+ h/wk; Services outside EC Program |
| 18 | Regular Early Childhood Program, <10 h/wk; Services at EC Program |
| 19 | Regular Early Childhood Program, <10 h/wk; Services outside EC Program |

**Codes 16, 17, 18 and 19** – A Regular Early Childhood Program is a program that includes a majority (at least 50 percent) of nondisabled children (i.e., children not on IEPs). This category may include but is not limited to: Head Start, kindergarten, preschool classes offered to an eligible pre-kindergarten population by the public school system, private kindergartens or preschools, and group child development centers or child care.

| **Age six to twenty-one (Part B)**<br>Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y" | |
|---|---|
| **Code** | **Description** |
| 5 | Separate School |
| 7 | Residential Facility |
| 10 | Public School |
| 13 | Homebound/Hospital |
| 14 | Private School or Exempt (Home) School |
| 15 | Correction/Detention Facility |

For more information see the Special Education – NSSRS Data Element Definition guidance document at:
http://www.education.ne.gov/sped/data/SPED_NSSRS_Data_Element_Definitions_2016.pdf

## School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)]

Provide the appropriate code indicating if this student is receiving special education services through IDEA Part B. If the student exited, the school-age indicator should be accurate as of the date of exit. If the student is still enrolled and receiving special education services, the indicator should be accurate as of the reporting date.

**Ages birth to three (IDEA Part C)**

- This value is to be "N" (No) for all students age 2 or less as of the reporting date.
- This value is to be "N" (No) for all students age 3 **after August 31** of the current school year, if on an Individualized Family Service Plan (IFSP) as of the reporting date.

**Ages three to twenty-one (IDEA Part B)**

- This value is to be "Y" (Yes) for all students age 3 **prior to August 31** of the current school year, if on an Individualized Education Plan (IEP) as of the reporting date.
- This value is to be "Y" (Yes) for all students ages 4 through 21 as of the reporting date.
- The value is to be "Y" (Yes) for all students on an Equitable Services Plan as of the reporting date.

| Code | Description |
|---|---|
| Y | Yes |
| N | No |

NOTE: This is the only Yes/No field in NSSRS where the codes "Y" (Yes) and "N" (No) are used. This inconsistency is unfortunate but beyond the control of the Nebraska Department of Education.

## Special Education Percentage [Special Education Snapshot:Program Special Ed Percentage (50)]

Provide the percentage of time this student spends receiving special education and/or related services separate from general education peers. This value is to be provided as an integer without a percentage sign. For example, 25% is to be specified as 25.

## Exit Reason [Special Education Snapshot:Primary Exit Reason Code (52)]

Provide the appropriate code indicating the circumstances resulting in this student's **transfer from the district** or exit from the special education program. Leave Exit Reason blank if this student continues to receive special education services at this district. The last column in the table indicates the appropriate Enrollment Code [School Enrollment: Enrollment Code (7)] to be used when completing the School Enrollment template.

| **Ages birth to three (Part C - Early Intervention Services)**<br>Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "N" | | |
|---|---|---|
| **Code** | **Description** | **School Enrollment Code** |
| 1 | Transferred to another school district in Nebraska and continues with Early Intervention Services | 201 Transfer Out |
| 6 | Deceased | 206 Deceased |
| 9 | Withdrawn by parent | 205 Not Enrolled, Eligible to Return (if student also exits Prekindergarten) |
| 12 | Completion of the IFSP prior to the age of 3 years old | |
| 13 | Exit to other program, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services | |
| 14 | Exit with no referral, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services | |
| 16 | Moved out of state | 201 Transfer Out |
| 17 | Attempts to contact parents unsuccessful | 205 Not Enrolled, Eligible to Return |

| **Ages three to twenty-one (Part B)**<br>Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y" | | |
|---|---|---|
| **Code** | **Description** | **School Enrollment Code** |
| 2 | Returned to full-time regular education program. Include students with a disability whose parent revokes consent for special education and related services. | N/A |
| 3 | Graduated with a regular high school diploma | 210 Completer: Graduated with a regular or advanced Diploma |
| 4 | Received a Diploma Based on a Different Course of Instruction or Certificate of Completion. | 211 Completer with an Alternative/Modified Diploma or<br>212 Noncompleter |
| 5 | Reached maximum age | 208 Maximum Age |
| 6 | Deceased | 206 Deceased |
| 7 | Dropped Out | 202 Dropout or<br>205 Not Enrolled, Eligible to Return or<br>209 Withdrawal from Mandatory Attendance |
| 11 | Transferred to another school district | 201 Transfer Out |

| | | |
| --- | --- | --- |
| | (Moved; known to be continuing) | |

# PROGRAMS FACT

# PROGRAMS FACT: Career Education

| Type of Program | When included in Programs Fact |
|---|---|
| Career Education | Expected at year-end. |

Career Education Programs Fact data is collected to support the federal reporting of the Carl D. Perkins Career and Technical Education Act.

Key considerations when reporting the Career Education: Programs Fact template data:

- Data submission includes all grades 7-12 in schools that offer career education courses.
- Career Education Participants are determined during the current program year (July 1, 2016 – June 30, 2017) only.
- Concentrators are determined by evaluating the course sequences of the student throughout the 9-12 high school experience in specific program areas.
- No students can concentrate in CEFOUND Programs Code.
- Students may have multiple Programs Fact records if participating and/or concentrating in more than one Programs Code.
- Although students may only concentrate in an approved program of study, students may be considered participants in courses not part of an approved program of study.

For more information and resources on definitions, crosswalks, and other resources please visit the Perkins Accountability Resources at http://www.education.ne.gov/nce/Accountability/Secondary/.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

### * County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### School Number [Programs Fact:Program Location Code (2)]

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Year [Programs Fact:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [Programs Fact:Student ID (4)]

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.

### * Programs Code [Programs Fact:Programs Code (5)]

Use the appropriate Programs Code from the list below. This is a key field; a value must be supplied for each record or the data loading process will reject the record. There may be multiple Programs Fact records if a student participates in more than one Program. For a course crosswalk and other resources related to the Programs Codes visit http://www.education.ne.gov/nce/Accountability/Secondary/.

| Code | Description |
|---|---|
| CEAGFNRS | Career Education: Agriculture, Food, and Natural Resources Systems |
| CEARCCON | Career Education: Architecture and Construction |
| CEAVCOMM | Career Education: Arts, Audio/Visual, and Communication |
| CEBUSMGT | Career Education: Business Management and Administration |
| CEEDUCAT | Career Education: Education and Training |
| CEFINANC | Career Education: Finance |
| CEFOUND | Career Education: Foundational, Exploratory, Career Development, or Other |
| CEGOVTPA | Career Education: Government and Public Administration |
| CEHEALTH | Career Education: Health Sciences |
| CEHSPTOR | Career Education: Hospitality and Tourism |
| CEHUMAN | Career Education: Human Services |
| CEINFOTE | Career Education: Information Technology |
| CELPSSC | Career Education: Law, Public Safety, Security, and Corrections |
| CEMANUFA | Career Education: Manufacturing |
| CEMARKET | Career Education: Marketing |
| CESTEM | Career Education: Science, Technology, Engineering and Mathematics (STEM) |
| CETDWL | Career Education: Transportation, Distribution, Warehousing, and Logistics |

### * Beginning Date [Programs Fact:Program Start Date (6)]

Provide the date in YYYY-MM-DD format representing the first day of the school year. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The data loading process will check for valid dates.

## Technical Skill Attainment [Programs Fact:Exit Reason Code 3 (15)]

Technical Skill Attainment must be provided for Career Education Concentrators and Career Education Concentrators with Postsecondary (i.e., Participation Info Code [Programs Fact:Pgm Participation Info Code (18)] values of CE0003 (Career Education Concentrator) or CE0004 (Career Education Concentrator with Postsecondary)).

The methodology used to determine Technical Skill Attainment for concentrators may vary by individual and program area. Choose the highest rated method (using the rank of rigor scale) for each concentrator reported. For a more detailed description of the methodologies please visit http://www.education.ne.gov/nce/Accountability/Secondary/.

Leave this field blank for all other Career Education participants.

Unlike all other non-key fields, the Technical Skill Attainment field cannot be updated after a value has been provided. The NDE Helpdesk must be contacted to delete the previously submitted record if the Technical Skill Attainment value must be changed.

| Code | Rank of Rigor (A = highest) | Description |
|---|---|---|
| CE0001 | A | Met Technical Skill Attainment through Industry Certification |
| CE0002 | B | Met Technical Skill Attainment through third party assessment |
| CE0003 | D | Met Technical Skill Attainment through Locally developed criterion |
| CE0004 | F | Did not meet Technical Skill Attainment |
| CE0005 | C | Met Technical Skill Attainment through dual credit and/or articulated courses |
| | | Left **blank** for Career Education Participant or Career Education Participant with Postsecondary (NOTE: A Technical Skill Attainment code of "0" is invalid) |

## Participation Info Code [Programs Fact:Pgm Participation Info Code (18)]

Provide additional information regarding the student's level of participation in the program.

| Code | Description |
|---|---|
| CE0001 | Career Education Participant |
| CE0002 | Career Education Participant with Postsecondary |
| CE0003 | Career Education Concentrator |
| CE0004 | Career Education Concentrator with Postsecondary |

- Only one Participation Info Code [Programs Fact:Pgm Participation Info Code (18)] value is required for each Career Education Programs Code [Programs Fact:Programs Code (5)].
- CE0002 (Career Education with Postsecondary), CE0003 (Career Education Concentrator), and CE0004 (Career Education Concentrator with Postsecondary) will be included in Career Education Participant counts.
- CE0003 (Career Education Concentrator) and CE0004 (Career Education Concentrator with Postsecondary) will both be included in Career Education Concentrator counts.
- Multiple Programs Fact records are submitted for a Career Education student only when multiple Programs Code [Programs Fact:Programs Code (5)] are applicable, in which case the Participation Info Code [Programs Fact:Pgm Participation Info Code (18)] corresponding to each record may be different.
- "…with Postsecondary" includes tech prep, dual credit and articulation.

# PROGRAMS FACT: Early Childhood Education

| Type of Program | When included in Programs Fact |
|---|---|
| Early Childhood Education | Expected in fall and at year-end. |

This is a cumulative set of students; include all students served in the specified Early Childhood Education program at any time during the school year.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

### * County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### School Number [Programs Fact:Program Location Code (2)]

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Year [Programs Fact:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [Programs Fact:Student ID (4)]

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.

### * Programs Code [Programs Fact:Programs Code (5)]

Use the appropriate Programs Code from the list below. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

| Code | Description |
|---|---|
| ERLYCHLD | NDE Approved Early Childhood Education Program, not Head Start |
| ECHEADST | NDE Approved Early Childhood Education Program, Head Start<br>• This code should only be used in districts that are a Head Start grantee, a Head Start delegate or have a partnership with a Head Start agency and serve Head Start children in a collaborative classroom.<br>• |

### * Beginning Date [Programs Fact:Program Start Date (6)]

Provide the date in YYYY-MM-DD format representing the first day of the school year. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The data loading process will check for valid dates.

### Participation Info Code [Programs Fact:Pgm Participation Info Code (18)]

Provide additional information regarding the student's participation in the program.

Please refer to the NDE Early Childhood Education website (http://www.education.ne.gov/OEC) for lists of Early Childhood Birth to Age 3 Endowment Grant Programs as well as NDE Grant Funded, Qualified NDE Grant Funded, NDE Approved, and Qualified NDE Approved programs.

| Code | Description | Explanation |
|---|---|---|
| EC0001 | NDE Grant Funded Early Childhood Education Program | • Provide only one record per student, for all students, age birth through Kindergarten entrance age served by center-based early childhood education programs approved under Rule 11. This includes non-resident students as well as delegates and partners.<br>• Students age birth to Kindergarten entrance age that are served only by Special Education and not in a public school district or ESU center-based program would not be included the Programs Fact template; these students are reported in the Student, Student Snapshot, School Enrollment, Special Education Snapshot, and Student Summary Attendance templates as applicable.<br>• Eligible students are defined as - students who are 4 years old as of July 31. |
| | Students who are in a state grant funded center-based early childhood education program that is in the first two years of operation; not eligible for state aid. | |
| EC0002 | Qualified NDE Grant Funded Early Childhood Education Program | |
| | Students who are in a state grant funded center-based early childhood education program in year three or more of operation; state aid is calculated for eligible students. | |
| EC0003 | NDE Approved Early Childhood Education Program | |
| | Students who are in a public school district or ESU center-basedearly childhood education program that is not state grant funded and is in the first three years of operation; not eligible for state aid. | |
| EC0004 | Qualified NDE Approved Early Childhood Education Program | |
| | Students who are in a public school district or ESU center-based early childhood education program that is not state grant funded and is in year four or more of operation; state aid is calculated for eligible students. | |

(continued on next page)

| (continued from previous page) | | |
|---|---|---|
| **Code** | **Description** | **Explanation** |
| EC0005 | Early Childhood Birth to Age 3 Endowment Grant Program<br>Students age birth to age 3 served in a center-based program or a home-based visitation program or a combination of the two programs. Applies only to public school districts receiving an Early Childhood Birth to Age 3 Endowment (Sixpence) Grant. | • The Early Childhood Birth to Age 3 Endowment Grant Program is a public – private funded endowment to provide grants to public school districts to provide programs and services for infants and toddlers who are at risk for school failure. Grants are awarded by the Endowment Board of Trustees through the Nebraska Department of Education.<br>• Home-based Sixpence programs do not need to report the Student Grades or Student Summary Attendance Templates.<br>• Center-based Sixpence programs do need to report the Student Grades and Student Summary Attendance Templates.<br>• |
| EC0006 | Home-based Early Childhood Education Program<br>Students age birth to kindergarten entrance age served in a non-special education home visitation program. | • Provide only one record per student, for all students, age birth through five served by a home-based early childhood education program. This includes non-resident students as well as delegates and partners.<br>• **Do not use for home-based Early Childhood Special Education (ECSE)**<br>• Students age birth to five that are served in a center-based program are not included in Participation Info Code [Participation Info Code (18)] value "EC0006"<br>• Home-based Early Childhood Education programs do not need to report the Student Grades or Student Summary Attendance Templates.<br>• If the district is the Head Start grantee or delegate and only federal Head Start funds are used then only Participation Info Code [Participation Info Code (18)] value "EC0006" would apply. |

Please contact the NDE Office of Early Childhood Education if unsure which Participation Info Code [Programs Fact:Pgm Participation Info Code (18)] to provide.

# PROGRAMS FACT: Homeless Education

| Type of Program | When included in Programs Fact |
|---|---|
| Homeless Education | Expected at year-end. |

This is a cumulative set of students; include all students eligible for Homeless Education services at any time during the school year. For more information regarding Nebraska's Homeless Education program visit http://www.education.ne.gov/federalprograms.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

### * County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### School Number [Programs Fact:Program Location Code (2)]

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Year [Programs Fact:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [Programs Fact:Student ID (4)]

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.

### * Programs Code [Programs Fact:Programs Code (5)]

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

| Code | Description |
|---|---|
| HOMELESS | Homeless Education |

### * Beginning Date [Programs Fact:Program Start Date (6)]

Provide the date in YYYY-MM-DD format on which the student was identified as homeless. If a student has more than one event that results in the student becoming homeless within the same school year, one Programs Fact record with the earliest Beginning Date per school year satisfies NDE's reporting requirements but districts may report multiple Programs Fact records for the student. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### Participation Info Code [Programs Fact:Pgm Participation Info Code (18)]

Provide the code that best describes the student's living situation at the time the student was identified as homeless.

| Code | Description |
|---|---|
| HM0001 | Homeless – Shelters |
| HM0002 | Homeless – Doubled-Up (e.g., living with another family) |
| HM0003 | Homeless – Unsheltered |
| HM0005 | Homeless – Hotel or Motel |

- Provide the code that best describes the student's living situation immediately following the homeless event.
- The Participation Info Code [Programs Fact:Pgm Participation Info Code (18)] describes only the initial living situation as determined at the time the student was identified as homeless.
- Do not report changes in living situation subsequent to identification as homeless unless correcting an error.
- Provide the same Beginning Date [Programs Fact:Program Start Date (6)] in order to "update" the existing record.

# PROGRAMS FACT: Rule 18 Interim-Program School

| Type of Program | When included in Programs Fact |
|---|---|
| Rule 18 Interim-Program School | Expected at year-end. |

This is a cumulative set of students; include all students served by a Rule 18 Interim-Program School at any time during the school year. Students with multiple Rule 18 Interim-Program School placements will result in multiple Programs Fact records.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

### * County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### School Number [Programs Fact:Program Location Code (2)]

Provide the School of Membership (see definitions, page 1) for the student. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Year [Programs Fact:School Year Date (3)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [Programs Fact:Student ID (4)]

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.

### * Programs Code [Programs Fact:Programs Code (5)]

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

| Code | Description |
|---|---|
| INTERIM | Rule 18 Interim-Program School |

### * Beginning Date [Programs Fact:Program Start Date (6)]

Provide the date in YYYY-MM-DD format on which the student began participation in the Rule 18 Interim-Program School. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The data loading process will check for valid dates.

### Ending Date [Programs Fact:Program End Date (7)]

Provide the date in YYYY-MM-DD format on which the student ended participation in the Rule 18 Interim-Program School. Leave this date blank if student is participating at time of reporting.

### Program District School Code [Programs Fact:State Location ID (8)]

Provide the County District School number assigned by NDE to the Rule 18 Interim-Program School in the format ##-####-### at which the student is placed. Note that hyphens ("-") are to be included between the county number and the district number as well as between the district number and the school number. The County District Number for Interim-Program Schools can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### Participation Info Code [Programs Fact:Pgm Participation Info Code (18)]

Provide the code "0".

| Code | Description |
|---|---|
| 0 | Not Applicable |

# TITLE I PROGRAMS

# TITLE I PROGRAMS

## Scope

This is a cumulative set of students; include all students that met any of the following criteria at any time during the school year:

- Title I services provided to **nonpublic** students (always considered "targeted").
- Services in a Title I Targeted Assistance School.
- Title I funded Early Childhood services (not part of a schoolwide project).

NOTE: Do not include students served in Title I Schoolwide programs.

Portions of the Title I Annual Participation Report not included in the Title I Programs template will be collected separately via the "Title I Annual Participation Report" collection within the Consolidated Data Collection (CDC) on the NDE Portal.

Please visit the Title I Schoolwide Resources page (http://www.education.ne.gov/federalprograms/Title I Part A.html#School_Wide_Prog) for additional information, including the Title I Schoolwide Projects for the 2016-2017 school year.

The Title I Programs template collects information on a variety of Title I services a student may have received at any time during this school year.

The Title I Programs template will only include nonpublic students who received Title I services from your district at any time during the school year; students who received services in Title I Targeted Assistance Schools at any time during the school year; or students served by Title I funded Early Childhood services (not part of a schoolwide project) at any time during the school year.

NOTE: Do not produce a Title I Programs template record for students who did not receive Title I services listed above. That is, do not produce records for which all indicators are "No".

A Student template must first be submitted for each student appearing in a Title I Programs template or the data loading process will reject the record – this includes nonpublic students. Refer to Nonpublic Targeted Assistance [Student:Targeted Assistance (44)] when reporting nonpublic students receiving Title I services.

### * County District Number [Title I Programs:District Code (1)]

This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

### * School Year [Title I Programs:School Year Date (2)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### * NDE Student ID [Title I Programs: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.

### * Reporting Date [Title I Programs:Reporting Date (4)]

Provide the literal "2017-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

### Title I Reading ELA [Title I Programs:Title I Reading ELA (5)]

Provide the code indicating if this student received or is receiving Title I Reading or ELA (English Language Arts) services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Math [Title I Programs:Title I Math (6)]

Provide the code indicating if this student received or is receiving Title I Math services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Science [Title I Programs:Title I Science (7)]

Provide the code indicating if this student received or is receiving Title I Science services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Social Studies [Title I Programs:Title I Civics Govt (8)]

Provide the code indicating if this student received or is receiving Title I Social Studies services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Guidance Counseling [Title I Programs:Title I Guidance Counseling (12)]

Provide the code indicating if this student received or is receiving Title I Guidance Counseling services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Health Dental [Title I Programs:Title I Health (13)]

Provide the code indicating if this student received or is receiving Title I Health Dental services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Early Childhood Education [Title I Programs:Title I Early Childhood Education (20)]

Provide the code indicating if this student received or is receiving Title I Early Childhood Education (pre-kindergarten) services at any time during this school year in a program that is not part of a Title I Schoolwide project.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Vocational/Career [Title I Programs:Title I Vocational Career (21)]

Provide the code indicating if this student received or is receiving Title I Vocational/Career services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Support Other [Title I Programs:Title I Support Other (22)]

Provide the code indicating if this student received or is receiving Title I Support Other services at any time during this school year. You can describe the services received under Support Other in Title I Support Other Desc [Title I Programs:Title I Support Other Desc (24)].

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

### Title I Support Other Desc [Title I Programs:Title I Support Other Desc (24)]

Provide a description of the other support services this student received or is receiving under Title I Support Other [Title I Programs Support Other (22)]. The maximum length of Title I Support Other Desc is 100 characters.

### Title I Social Work [Title I Programs:Title I Social Work (27)]

Provide the code indicating if this student received or is receiving Title I Social Work services at any time during this school year.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

# APPENDIX A – Change Summary

## Version 11

1. Student/Student Snapshot: To record students from out of state, District of Residence [Student:District Code of Residence (117) will allow 00-0000 for students that are not residents of Nebraska.
2. Student/Student Snapshot: Added School of Residence [Student: Location of Resident (165)]
3. Student Summary Attendance: Days Present [Student Summary Attendance:Days Present(7)] and Days Absent[Student Summary Attendance:Days Absent Total (8)] will now allow 2 decimal places. One decimal place will also be accepted.
4. School Enrollment: Removed Enrollment Codes:
    a. 203 Completer: Diploma
    b. 204 Completer: No Diploma
5. School Enrollment: Added Enrollment Codes:
    a. 210 Completer: Graduated with a regular or advanced Diploma
    b. 211 Completer with an Alternative/Modified Diploma
    c. 212 Noncompleter

    Note, there is no cross-walk between the old Enrollment Codes and new Enrollment Codes. Review the specifications for the new enrollment codes before assigning them to students.
6. Special Education Snapshot: Updated Exit Reason [Special Education Snapshot:Primary Exit Reason Code (52)] code 3 and 4 with new completer categories listed in School Enrollment, #5 above.

## APPENDIX B – List of Languages and Codes

| | |
|---|---|
| 0010 | Abkhazian |
| 0020 | Achinese |
| 0030 | Acoli |
| 0040 | Adangme |
| 0050 | Adygei |
| 0060 | Adyghe |
| 0070 | Afar |
| 0080 | Afrihili |
| 0090 | Afrikaans |
| 0100 | Afro-Asiatic (Other) |
| 0110 | Akan |
| 0130 | Albanian |
| 0140 | Aleut |
| 0150 | Algonquian languages |
| 0160 | Altaic (Other) |
| 0170 | Amharic |
| 0180 | Apache languages |
| 0190 | Arabic |
| 0200 | Aragonese |
| 0210 | Aramaic |
| 0220 | Arapaho |
| 0230 | Araucanian |
| 0240 | Arawak |
| 0250 | Armenian |
| 0270 | Assamese |
| 0280 | Asturian |
| 0290 | Athapascan languages |
| 0300 | Australian languages |
| 0310 | Austronesian (Other) |
| 0320 | Avaric |
| 0330 | Avestan |
| 0340 | Awadhi |
| 0350 | Aymara |
| 0360 | Azerbaijani |
| 0370 | Bable |
| 0380 | Balinese |
| 0390 | Baltic (Other) |
| 0400 | Baluchi |
| 0410 | Bambara |
| 0420 | Bamileke languages |
| 0430 | Banda |
| 0440 | Bantu (Other) |
| 0450 | Basa |
| 0460 | Bashkir |
| 0470 | Basque |
| 0480 | Batak (Indonesia) |
| 0490 | Beja |
| 0500 | Belarusian |
| 0510 | Bemba |

| | |
|---|---|
| 0520 | Bengali; ben |
| 0530 | Berber (Other) |
| 0540 | Bhojpuri |
| 0550 | Bihari |
| 0560 | Bikol |
| 0570 | Bilin |
| 0580 | Bini |
| 0590 | Bislama |
| 0600 | Blin |
| 0620 | Bosnian |
| 0630 | Braj |
| 0640 | Breton |
| 0650 | Buginese |
| 0660 | Bulgarian |
| 0670 | Buriat |
| 0680 | Burmese |
| 6010 | Burun |
| 0690 | Caddo |
| 0700 | Carib |
| 0710 | Castilian |
| 0720 | Catalan |
| 0730 | Caucasian (Other) |
| 0740 | Cebuano |
| 0750 | Celtic (Other) |
| 0760 | Central American Indian (Other) |
| 0780 | Chamic languages |
| 0790 | Chamorro |
| 0800 | Chechen |
| 0810 | Cherokee |
| 0820 | Chewa |
| 0830 | Cheyenne |
| 0850 | Chichewa |
| 6028 | Chin |
| 0860 | Chinese |
| 0870 | Chinook jargon |
| 0880 | Chipewyan |
| 0890 | Choctaw |
| 0900 | Chuang |
| 0930 | Chuukese |
| 0940 | Chuvash |
| 0970 | Cornish |
| 0980 | Corsican |
| 0990 | Cree |
| 1000 | Creek |
| 1010 | Creoles and pidgins (Other) |
| 1020 | Creoles and pidgins, English-based (Other) |

| | |
|---|---|
| 1040 | Creoles and pidgins, Portuguese-based (Other) |
| 1030 | Creoles and pidgins, French-based (Other) |
| 1050 | Crimean Tatar |
| 1060 | Crimean Turkish |
| 1070 | Croatian |
| 1080 | Cushitic (Other) |
| 1090 | Czech |
| 1100 | Dakota |
| 1110 | Danish |
| 1120 | Dargwa |
| 1130 | Dayak |
| 1140 | Delaware |
| 1150 | Dinka |
| 1160 | Divehi |
| 1170 | Dogri |
| 1180 | Dogrib |
| 1190 | Dravidian (Other) |
| 1200 | Duala |
| 1210 | Dutch/ Flemish |
| 1230 | Dyula |
| 1240 | Dzongkha |
| 1250 | Efik |
| 1270 | Ekajuk |
| 1280 | Elamite |
| 1290 | English |
| 1320 | Erzya |
| 1340 | Estonian |
| 1350 | Ewe |
| 1360 | Ewondo |
| 1370 | Fang |
| 1380 | Fanti |
| 1390 | Faroese |
| 6027 | Farsi |
| 1400 | Fijian |
| 1401 | Filipino |
| 1410 | Finnish |
| 1420 | Finno-Ugrian (Other) |
| 1430 | Fon |
| 1440 | French |
| 1470 | Frisian |
| 1480 | Friulian |
| 1490 | Fulah |
| 1500 | Ga |
| 1510 | Gaelic |
| 1520 | Gallegan |
| 1530 | Ganda |
| 1540 | Gayo |
| 1550 | Gbaya |
| 1570 | Georgian |

| | |
|---|---|
| 1580 | German |
| 1590 | German, Low |
| 1620 | Germanic (Other) |
| 1630 | Gikuyu: Kikkuyu |
| 1640 | Gilbertese |
| 1650 | Gondi |
| 1660 | Gorontalo |
| 1680 | Grebo |
| 1700 | Greek, Modern (1453-) |
| 1701 | Greenlandic; Kalaallisut |
| 1710 | Guarani |
| 1720 | Gujarati |
| 1730 | Gwich'in |
| 1740 | Haida |
| 1750 | Haitian |
| 1760 | Haitian Creole |
| 1770 | Hausa |
| 1780 | Hawaiian |
| 1790 | Hebrew |
| 1800 | Herero |
| 1810 | Hiligaynon |
| 1820 | Himachali |
| 1830 | Hindi |
| 1840 | Hiri Motu |
| 1860 | Hmong |
| 1870 | Hungarian |
| 1880 | Hupa |
| 1890 | Iban |
| 1900 | Icelandic |
| 1910 | Ido |
| 1920 | Igbo |
| 1930 | Ijo |
| 1940 | Iloko |
| 1950 | Inari Sami |
| 1960 | Indic (Other) |
| 1970 | Indo-European (Other) |
| 1980 | Indonesian |
| 1990 | Ingush |
| 2020 | Inuktitut |
| 2030 | Inupiaq |
| 2040 | Iranian (Other) |
| 2050 | Irish |
| 2080 | Iroquoian languages |
| 2090 | Italian |
| 2100 | Japanese |
| 2110 | Javanese |
| 2120 | Judeo-Arabic |
| 2130 | Judeo-Persian |
| 2140 | Kabardian |
| 2150 | Kabyle |
| 2160 | Kachin |
| 2170 | Kalaallisut; Greenlandic |

| | |
|---|---|
| 2180 | Kalmyk |
| 2190 | Kamba |
| 2200 | Kannada |
| 2210 | Kanuri |
| 2220 | Karachay-Balkar |
| 2230 | Kara-Kalpak |
| 2240 | Karen |
| 6029 | Karenni |
| 2250 | Kashmiri |
| 2260 | Kashubian |
| 2280 | Kazakh |
| 2290 | Khasi |
| 2300 | Khmer |
| 2310 | Khoisan (Other) |
| 2330 | Kikuyu |
| 2340 | Kimbundu |
| 2350 | Kinyarwanda |
| 2360 | Kirghiz |
| 6004 | Kirundi |
| 2380 | Komi |
| 2390 | Kongo |
| 2400 | Konkani |
| 2410 | Korean |
| 2420 | Kosraean |
| 2430 | Kpelle |
| 6026 | Krahn |
| 2440 | Kru |
| 2450 | Kuanyama |
| 2460 | Kumyk |
| 2470 | Kurdish |
| 2480 | Kurukh |
| 2490 | Kutenai |
| 2500 | Kwanyama |
| 2510 | Ladino |
| 2520 | Lahnda |
| 6016 | Lakota |
| 2530 | Lamba |
| 2540 | Lao |
| 2550 | Latin |
| 2560 | Latvian |
| 2570 | Letzeburgesch |
| 2580 | Lezghian |
| 2610 | Limburgish |
| 2620 | Lingala |
| 2630 | Lithuanian |
| 2650 | Low German |
| 2660 | Low Saxon |
| 2670 | Lower Sorbian |
| 2680 | Lozi |
| 2690 | Luba-Katanga |
| 2700 | Luba-Lulua |
| 2710 | Luiseno |

| | |
|---|---|
| 2720 | Lule Sami |
| 2730 | Lunda |
| 2740 | Luo (Kenya and Tanzania) |
| 2750 | Lushai |
| 2760 | Luxembourgish |
| 6011 | Maban |
| 2770 | Macedonian |
| 2780 | Madurese |
| 2790 | Magahi |
| 2800 | Maithili |
| 2810 | Makasar |
| 2820 | Malagasy |
| 2830 | Malay |
| 2840 | Malayalam |
| 2850 | Maltese |
| 2860 | Manchu |
| 2870 | Mandar |
| 2880 | Mandingo |
| 2890 | Manipuri |
| 2900 | Manobo languages |
| 2910 | Manx |
| 2920 | Maori |
| 2930 | Marathi |
| 2940 | Mari |
| 2950 | Marshallese |
| 2960 | Marwari |
| 2970 | Masai |
| 2980 | Mayan languages |
| 6023 | Mendankwe |
| 2990 | Mende |
| 3001 | Mi'kmaq |
| 3000 | Micmac |
| 6002 | Micronesian |
| 3010 | Minangkabau |
| 6001 | Mine |
| 3011 | Mirandese |
| 3030 | Mohawk |
| 3040 | Moksha |
| 3050 | Moldavian |
| 3070 | Mongo |
| 3080 | Mongolian |
| 3060 | Mon-Khmer (Other) |
| 3090 | Mossi |
| 3100 | Multiple languages |
| 3110 | Munda languages |
| 3120 | Nahuatl |
| 3130 | Nauru |
| 3140 | Navaho |
| 3150 | Navajo |
| 3160 | Ndebele, North |
| 3170 | Ndebele, South |
| 3180 | Ndonga |

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| 3190 | Neapolitan |
| 3200 | Nepali |
| 3210 | Newari; Nepal Bhasa |
| 3220 | Nias |
| 3230 | Niger-Kordofanian (Other) |
| 3240 | Nilo-Saharan (Other) |
| 3250 | Niuean |
| 3260 | Nogai |
| 3280 | North American Indian (Other) |
| 3300 | North Ndebele |
| 3290 | Northern Sami |
| 3291 | Northern Sotho |
| 3310 | Norwegian |
| 3340 | Nubian languages |
| 6009 | Nuer |
| 3350 | Nyamwezi |
| 3360 | Nyanja |
| 3370 | Nyankole |
| 3390 | Nyoro |
| 3400 | Nzima |
| 3410 | Occitan (post 1500) |
| 3420 | Ojibwa |
| 6015 | Omaha (Umo$^{n}$ho$^{n}$) |
| 3470 | Oriya |
| 3480 | Oromo |
| 3490 | Osage |
| 6006 | Oshiwambo |
| 3500 | Ossetian |
| 9999 | Other languages |
| 3520 | Otomian languages |
| 3540 | Palauan |
| 3560 | Pampanga |
| 3570 | Pangasinan |
| 3580 | Panjabi |
| 3590 | Papiamento |
| 3600 | Papuan (Other) |
| 3601 | Pedi |
| 3610 | Persian |
| 3630 | Philippine (Other) |
| 3641 | Pilipino |
| 6003 | Pingelapese |
| 3650 | Pohnpeian |
| 3660 | Polish |
| 6017 | Ponca |
| 3670 | Portuguese |
| 3690 | Provençal;Occitan (post 1500) |
| 3710 | Punjabi |
| 3720 | Pushto (Pashto) |
| 6030 | Q'anjoba'l |
| 3730 | Quechua |

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| 3740 | Raeto-Romance |
| 3750 | Rajasthani |
| 3760 | Rapanui |
| 3770 | Rarotongan |
| 3800 | Romanian |
| 3810 | Romany |
| 3820 | Rundi |
| 3830 | Russian |
| 3840 | Salishan languages |
| 3860 | Sami languages (Other) |
| 3870 | Samoan |
| 3880 | Sandawe |
| 3890 | Sango |
| 3910 | Santali |
| 3920 | Sardinian |
| 3930 | Sasak |
| 3940 | Saxon, Low |
| 3950 | Scots |
| 3960 | Scottish Gaelic |
| 3970 | Selkup |
| 3980 | Semitic (Other) |
| 3981 | Sepedi |
| 3990 | Serbian |
| 4000 | Serer |
| 4010 | Shan |
| 4020 | Shona |
| 4030 | Sichuan Yi |
| 4031 | Sicilian |
| 4040 | Sidamo |
| 4050 | Sign languages |
| 4060 | Siksika |
| 4070 | Sindhi |
| 4071 | Sinhala |
| 4080 | Sinhalese |
| 4090 | Sino-Tibetan (Other) |
| 4100 | Siouan languages |
| 4110 | Skolt Sami |
| 4120 | Slave (Athapascan) |
| 4130 | Slavic (Other) |
| 4140 | Slovak |
| 4150 | Slovenian |
| 4160 | Sogdian |
| 4170 | Somali |
| 4180 | Songhai |
| 4190 | Soninke |
| 4200 | Sorbian languages |
| 4210 | Sotho, Northern |
| 4220 | Sotho, Southern |
| 4230 | South American Indian (Other) |
| 4250 | South Ndebele |
| 4235 | Southern Altai |

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| 4240 | Southern Sami |
| 4260 | Spanish |
| 4270 | Sukuma |
| 4300 | Susu |
| 4310 | Swahili |
| 4320 | Swati |
| 4330 | Swedish |
| 4350 | Tagalog |
| 4360 | Tahitian |
| 4370 | Tai (Other) |
| 6013 | Taiwanese |
| 4380 | Tajik |
| 4390 | Tamashek |
| 4400 | Tamil |
| 6014 | Tangkahul |
| 4410 | Tatar |
| 4420 | Telugu |
| 4430 | Tereno |
| 4440 | Tetum |
| 4450 | Thai |
| 4460 | Tibetan |
| 4470 | Tigre |
| 4480 | Tigrinya |
| 4490 | Timne |
| 4500 | Tiv |
| 4520 | Tlingit |
| 4530 | Tok Pisin |
| 4540 | Tokelau |
| 4550 | Tonga (Nyasa) |
| 4560 | Tonga (Tonga Islands) |
| 4570 | Tsimshian |
| 4580 | Tsonga |
| 4590 | Tswana |
| 4600 | Tumbuka |
| 4610 | Tupi languages |
| 4620 | Turkish |
| 4640 | Turkmen |
| 4650 | Tuvalu |

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| 4660 | Tuvinian |
| 4670 | Twi |
| 4680 | Udmurt |
| 6012 | Uduk |
| 4700 | Uighur; Uyghur |
| 4710 | Ukrainian |
| 4720 | Umbundu |
| 4740 | Upper Sorbian |
| 4750 | Urdu |
| 4760 | Uzbek |
| 4770 | Vai |
| 4780 | Valencian |
| 4790 | Venda |
| 4800 | Vietnamese |
| 4830 | Wakashan languages |
| 4840 | Walamo |
| 4850 | Walloon |
| 4860 | Waray |
| 4870 | Washo |
| 4880 | Welsh |
| 6018 | Winnebago (Ho-Chunk) |
| 4890 | Wolof |
| 4900 | Xhosa |
| 4910 | Yakut |
| 4920 | Yao |
| 4930 | Yapese |
| 4940 | Yiddish |
| 4950 | Yoruba |
| 4960 | Yupik languages |
| 6005 | Zambian |
| 4970 | Zande |
| 4980 | Zapotec |
| 4990 | Zenaga |
| 5000 | Zhuang |
| 5010 | Zulu |
| 5011 | Zuni |

[1] The source for the list of languages and codes is the *Codes for the representation of names of languages* (ISO 639), published by the International Organization for Standardization (ISO) http://www.iso.org. Note that access is available to an updated list of languages and ISO codes through the Library of Congress at **http://www.loc.gov/standards/iso639-2/php/English_list.php**. To obtain the ISO codes for the languages, the American National Standards Institute (ANSI), located at 1819 L Street, NW, Washington, DC 20036, can be reached at Tel.: 202-293-8020, Fax: 202-293-9287, or through the ANSI website **http://www.ansi.org.** The document can also be ordered from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112, Tel.: 800-854-7179, or through their website **http://global.ihs.com.** For codes not appearing in the above list, the Library of Congress provides a description for deriving a three digit language code at http://www.loc.gov/marc/languages/. Finally, **http://www.ethnologue.com** can be used to link language families.