

Nebraska Student and Staff Record System

<http://www.nde.state.ne.us/nssrs>

STUDENT

Templates Instruction Manual

Version 4.2.0 – November 18, 2009

Student

Student Snapshot

Student Summary Attendance

School Enrollment

Replaces (all or in part) the following NDE data collections:

- NDE02-001 Dropout Report
- NDE02-002 Annual Statistical Summary
- NDE02-003 Intermediate Education Agency Annual Statistical Summary
- NDE02-017 School District Membership
- NDE02-043 High School Completer Report
- NDE03-018 State Aid Supplement to School District Membership Report
- NDE11-005 Limited English Proficient Student Survey
- NDE11-009 Emergency Immigrant
- NDE16-010 Career and Technical Education Accountability and Annual Report
- NDE28-021 Title 1 Free/Reduced Lunch Data Form (Nonpublic)
- NDE30-005 Final Count of High Ability Learners

2009-2010

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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, 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.

TABLE OF CONTENTS

TABLE OF CONTENTS	3
TABLES	2
GENERAL INSTRUCTIONS	1
Scope	1
Option Out.....	1
Option In.....	1
Contracted Out.....	2
Contracted In.....	2
Conventions	3
File Names.....	3
Data Element Names	3
School Year.....	3
STUDENT AND STUDENT SNAPSHOT	5
* County District Number [Student:District Code (1)].....	5
School Number [Student:Location (2)]	5
* School Year [Student:School Year (3)].....	5
* NDE Student ID [Student:Student ID (4)]	5
Middle Initial [Student:Middle Initial (9)]	6
Grade Level [Student:Current Grade Level (10)].....	6
Birthdate [Student:Birthdate (14)]	6
Gender [Student:Gender Code (15)]	6
Race/Ethnic Background [Student:Ethnic Code Short (27)].....	7
Verified Disability Flag [Student:Special Education (38)]	7
LEP Participation [Student:LEP Participation (41)]	8
LEP Duration [Student:Duration of LEP (42)]	8
Nonpublic Targeted Assistance [Student:Targeted Assistance (44)]	8
Expected Graduation Year [Student:Graduation Year (53)].....	9
Section 504 [Student:Plan 504 Indicator (70)]	9
Foreign Exchange Student [Student:Foreign Exchange Student (73)].....	9
Honors or Advanced Placement [Student:Honors Program (79)]	10
High Ability Learner Participant [Student:Gifted And Talented (80)]	10
Snapshot Date [Student:Snapshot date (83)].....	10
Immigrant Indicator [Student:Population Code (89)]	11
Local Student Identifier [Student:Alternate Student ID (93)]	11
LEP Eligibility [Student:LEP/ELL Eligibility (95)]	12
English Language Proficiency [Student:English Proficiency (113)]	12
District of Residence [Student:District Code of Residence (117)].....	13
Single Parent [Student:Student Is A Single Parent (120)].....	13
Home or Native Language [Student:Home Language Code (123)]	13
Generation Code [Student:Name Suffix (126)]	13
First Name Alias [Student:First Name Alias (127)]	14
High Ability Learner Eligibility [Student:Gifted Eligibility Code (129)]	14
Food Program Eligibility [Student:Food Program Eligibility (131)].....	14
Last Name [Student:Last Name Long (133)]	14
First Name [Student:First Name Long (134)].....	14
Full-Time Equivalency (FTE) [Student:FTE Percent (137)]	15
Generation Code Alias [Student: Name Suffix Alias (138)].....	15

Last Name Alias [Student:Last Name Alias (139)]	15
Middle Name Alias [Student:Middle Name Alias (140)]	15
STUDENT SNAPSHOT	17
Snapshot Date [Student Snapshot: Snapshot Date (83)]	17
STUDENT SUMMARY ATTENDANCE.....	19
* County District Number [Student Summary Attendance:District Code (1)].....	19
* School Number [Student Summary Attendance:Location (2)].....	19
* School Year [Student Summary Attendance:School Year (3)].....	19
* NDE Student ID [Student Summary Attendance:Student ID (4)]	19
* Period Start Date [Student Summary Attendance:Attendance Period Start Date (5)].....	19
* Period End Date [Student Summary Attendance:Attendance Period End Date (6)].....	20
Days Present [Student Summary Attendance:Days Present (7)].....	20
Days Absent [Student Summary Attendance:Days Absent Total (8)]	20
Days Truant [Student Summary Attendance:Days Absent Without Excuse (10)].....	21
Full-Time Equivalency (FTE) [Student Summary Attendance:FTE Percent (11)]	21
SCHOOL ENROLLMENT.....	24
* County District Number [School Enrollment:District Code(1)]	24
* School Number [School Enrollment:Location (2)]	24
* School Year [School Enrollment:School Year (3)]	24
* NDE Student ID [School Enrollment:Student ID (4)]	24
Date of Activity [School Enrollment:Date of Activity (5)].....	24
* Enrollment Date [School Enrollment:Enrollment Date (6)]	24
* Enrollment Code [School Enrollment:Enrollment Code (7)]	25
Grade Level [School Enrollment:Enrollment Grade Level (9)]	27
Residence Status [School Enrollment:Residence Status Code (10)]	27
APPENDIX A – Change Summary.....	28
Version 4.2.0.....	28
Version 4.1.1.....	28
Version 4.1.0.....	28
Version 4.0.0.....	29
Version 3.0.1.....	30
Version 3.0.0.....	30
Version 2.1.0.....	30
Version 2.0.1.....	30
Version 2.0.0.....	31
APPENDIX B – List of Languages and Codes	32
TABLES	
Grade Level	6, 27
Gender	6
Race/Ethnic Background	7
Immigrant Indicator	11
English Language Proficiency.....	12
Food Program Eligibility	14
Enrollment Code.....	25
Residence Status.....	27
List of Languages and Codes (Appendix B)	32

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, and School Enrollment templates. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validation reports ensure data submitted is of high quality.

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

Scope

All students enrolled in your district/system must be reported via the Nebraska Student and Staff Record System (NSSRS) templates. Codes to be provided by nonpublic systems are specified for data elements that are not applicable to nonpublic systems.

Please refer to the "Who Reports What" guidance on the "Documents" page of the NSSRS website (<http://www.nde.state.ne.us/nssrs>) for additional information on student-related data reporting requirements of various agency types.

Option Out

Students that 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 not applicable to nonpublic systems. "Option Out" is also not applicable to students being served outside Nebraska.

Option In

Students that 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), Year-end Student Snapshot (if enrolled on the last day of school), School Enrollment, and Student Summary Attendance templates. Such students may also appear in any other student-related NSSRS template (e.g. Assessment Fact, Assessment Response, Programs Fact, Special Education Fact 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 nonpublic systems.

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).

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), Year-end Student Snapshot (if enrolled on the last day of school), School Enrollment, and Student Summary Attendance templates. Such students may also appear in any other student-related NSSRS template (e.g. Assessment Fact, Assessment Response, Programs Fact, Special Education Fact and Title I Programs) as determined by the same criteria used for any student enrolled in your district.

Contracted In

Students that 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), Year-end Student Snapshot (if enrolled on the last day of school), School Enrollment, and Student Summary Attendance templates. Such students may also appear in any other student-related NSSRS template (e.g. Assessment Fact, Assessment Response, Programs Fact, Special Education Fact 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.

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

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

Data Element Names

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

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

Where:

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

Example: * County District Number [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."

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 "2009-2010" school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal "2010-06-30".

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.
 - **Year-end Student Snapshot** includes only those students enrolled on the last day of school.
3. Snapshot Date [Student:Snapshot date (83)] is only required in Student Snapshot. The values expected are:
 - **2009-10-01** for the October Student Snapshot.
 - **2010-06-30** for the Year-end 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. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

School Number [Student:Location (2)]

Provide the primary school number the student is attending. This number is the last 3 digits of the county district school number which was preprinted on your forms in the past. You can obtain the (County District) School Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>. 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 (3)]**

Provide the literal "2010-06-30". 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. The Grade Level provided in the Student Snapshot template is the Grade Level as of the Snapshot Date.

Code	Description
PK	Pre Kindergarten
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:Birthdate (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 2004-02-30 and 2004-13-01 would be rejected as invalid).

Gender [Student:Gender Code (15)]

Provide the gender of this student.

Code	Description
F	Female
M	Male

Race/Ethnic Background [Student:Ethnic Code Short (27)]

Provide the code indicating this student’s race/ethnicity. This general racial category should reflect the individual’s recognition of his or her community with which the individual most identifies.

Code	Description
AM	American Indian/Alaska Native- a person having origins in any of the original people of North America, or who maintains cultural identification through tribal affiliation or community recognition.
AS	Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Island, Samoa, India, and Vietnam.
BL	Black, Not Hispanic - a person having origins in any of the black racial groups of Africa.
HI	Hispanic - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
WH	White, Not Hispanic - a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Verified Disability Flag [Student:Special Education (38)]

Provide the code indicating if this student has been verified by a multidisciplinary evaluation team as per Rule 51, Section 006 as children with autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need Special Education and related services.

If it is determined, through an appropriate evaluation under Rule 51, Section 006, that a child has one of the disabilities identified above, but only needs a related service and not Special Education, the child is not a child with a disability under this Chapter. If the related service required by the child is considered Special Education rather than a related service, the child would be determined to be a child with a disability (as per 92 NAC 51-003.08).

The Verified Disability Flag determines the students included in the Special Education subgroup for all of the following:

- School-based Teacher-Led Assessment Reporting System (STARS),
- Adequate Yearly Progress (AYP) under No Child Left Behind (NCLB), and
- Carl D. Perkins Career and Technical Education Act.

Code	Description
1	Yes
2	No

Nonpublic systems: Provide code '2' (No).

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 [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 eligible for Limited English Proficient (LEP) services 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 that 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

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

Nonpublic systems: Provide code ‘2’ (No).

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

Provide the year in which the diploma/credential is expected to be awarded to this student in recognition of his/her completion of the curricular requirements. Enter the value in the YYYY format. This field is used to identify 5th, 6th, and 7th year completers for LEP and SPED. This field can be left blank until a student reaches 9th grade for the first time, at which time the Expected Graduation Year should be determined and remain unchanged.

Specifically, the following students may be included in determining the graduation rate:

1. Students with disabilities who graduate with a regular diploma in a program described in their Individualized Educational Program that may take more than four years (SPED).
2. English Language Learners (ELL) who are enrolled in a LEP program that provides services designed to allow a fifth year in order to receive a regular diploma.

Section 504 [Student:Plan 504 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

Nonpublic systems: Provide code '2' (No).

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

Provide the code indicating if this student has entered the United States on a student visa (usually 2 year) 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 grade 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

Nonpublic systems: Provide code '2' (No).

High Ability Learner Participant [Student:Gifted And Talented (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." [as defined in Nebraska Revised Statute Sec. 79-1107(3)]. This is used for program funding. A Yes indicates the student is not only identified but also participated.

Code	Description
1	Yes
2	No

Nonpublic systems: Provide code '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.

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

Code 1 definition – First time enrolled in a U.S. public school for less than one year. To be included for AYP reporting a new immigrant must:

- be enrolled a full academic year and
- be assessed on reading and mathematics

Code 1 students could be included in AYP, see [Assessment Fact:Assessment Accountable District (42)] or [Assessment Fact:Assessment Accountable School (47)]. This is an option, not a requirement. Using this option may affect (lower) the percent proficient.

Students with code 1 or 2 will be used for Title III funding.

Nonpublic systems: Provide code '0' (Not an immigrant).

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

Unique number used to designate an individual student at the district/system. This field can be left blank if there is no local identifier or if you do not want to provide it to NDE. 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 section 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

English Language Proficiency [Student:English Proficiency (113)]

Provide the code indicating this student's adeptness at English as indicated by: a) reading skills (the ability to comprehend and interpret text); b) listening skills (the ability to understand verbal expressions of the language); c) writing skills (the ability to produce written text with content and format); and d) speaking skills (the ability to use oral language appropriately and effectively).

Redesignated/reclassified is when an LEP student's status is changed to non-LEP since the last school year.

Code	Description
00	Not LEP
01	LEP
02	Redesignated as English Fluent Two Years or Less
03	Redesignated as English Fluent More Than Two Years

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

Provide the County District number that identifies the public school district in which this student resides. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

If a student resides in the district he/she is attending school, the District of Residence will be the same as County District Number [Student:District Code(1)].

If the student is a non-resident of the district he/she is attending: District of Residence [Student: District Code of Residence (117)] is not equal to County District Number [Student:District Code(1)]

A student who is a Ward of the Court or State and:

- has a parent living within the educating district/system boundary (even if that parent does not have custody of the child) is a resident student of this district OR
- is being educated in the district of which he/she was a resident prior to becoming a ward is a resident of this district OR
- resides in a foster home remains a resident of the district the student resided in prior to becoming a ward unless an order is made that the student shall be a resident of the district in which the foster home is located.

If the Student is a Ward of the Court or State and is determined to be a resident of this district, the District of Residence will be the same as County District Number [Student:District Code(1)].

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

Nonpublic systems: Provide code '2' (No).

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

Provide the code indicating the specific language or dialect that 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 codes are listed in Appendix B.

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." [as defined in Nebraska Revised Statute Sec. 79-1107(3)]. This is used for program funding. A Yes indicates identified but not necessarily participating.

Code	Description
1	Yes
2	No

Nonpublic systems: Provide code '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 Food Stamp or AFDC benefits.

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.

The **Special Milk** Program is available ONLY when students do not have access to lunch or breakfast. Free special milk guidelines are identical to free meal guidelines.

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

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 Percent 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 "PK" (Pre Kindergarten) 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.

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:

1. 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.
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.
 - **Year-end Student Snapshot** includes only those students enrolled on the last day of school.
3. Snapshot Date [Student:Snapshot date (83)] is only required in Student Snapshot. The values expected are:
 - **2009-10-01** for the October Student Snapshot.
 - **2010-06-30** for the Year-end 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.

The Snapshot Dates for 2009-2010 are:

Snapshot Date	Description
2009-10-01	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.
2010-06-30	Year-end Student Snapshot: Include all students, and only those students, enrolled on the last day of school (which will vary by district/system and school). Additionally, students may be included if demographic values to be used for state and federal reporting differ from the student’s current information without regard to being enrolled on the last day of school.

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, location for each date range provided. Students that have multiple enrollments will have multiple records in Student Summary Attendance.

Nonpublic systems: Do not submit the Student Summary Attendance template.

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 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 headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>

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

Provide the primary school number the student is attending. This number is the last 3 digits of the county district school number which was preprinted on your forms in the past. You can obtain the (County District) School Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>

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

Provide the literal "2010-06-30". 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 2004-02-30 and 2004-13-01 would be rejected as invalid).

*** 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 2004-02-30 and 2004-13-01 would be rejected as invalid).

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

Provide the total number of days within the Reporting Period described in [Student Summary Attendance: Period Start Date (5)] and [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 one decimal place to handle cases where Days Present is defined in fractions of a full day, in which case the decimal point must be provided. Districts are encouraged to submit no more than one decimal position because values containing more than one decimal position will be rounded to one decimal position during the data load process. This rounding may result in a larger than intended Days Enrolled value when combined with Days Absent.

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 described in [Student Summary Attendance: Period Start Date (5)] and [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. Days Truant [Student Summary Attendance:Days Absent Without Excuse (10)], should be used to summarize unexcused absences only. 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 one decimal place to handle cases where Days Absent is defined in fractions of a full day, in which case the decimal point must be provided. Districts are encouraged to submit no more than one decimal position because values containing more than one decimal position will be rounded to one decimal position during the data load process. This rounding may result in a larger than intended Days Enrolled value when combined with Days Present.

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)].

<p>Days Enrolled = Days Present [Student Summary Attendance: Days Present (7)] + Days Absent [Student Summary Attendance: Days Absent Total (8)]</p>
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Days Truant [Student Summary Attendance:Days Absent Without Excuse (10)]

Provide the total number of days within the Reporting Period described in [Student Summary Attendance: Period Start Date (5)] and [Student Summary Attendance: Period End Date (6)] that the student was charged with an Unexcused Absence at the location/school. This field should be used to summarize unexcused absences only. Days Absent [Student Summary Attendance:Days Absent Total (8)], should be used to summarize all absences – both 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 Truant can store up to one decimal place to handle cases where an Unexcused Absence is defined in fractions of a full day, in which case the decimal point must be provided. Districts are encouraged to submit no more than one decimal position because values containing more than one decimal position will be rounded to one decimal position during the data load process.

Unexcused absence is defined by NDE as absent without a reasonable excuse. Reasonable excuse is determined by the district. This data will be used to calculate a truancy rate for each school/location.

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

The full-time equivalence of student assignment to public school or district for services or instruction. A full time student would have an FTE Percent value of 100. All students with a Grade Level [Student:Current Grade Level (10)] value of "PK" (Pre Kindergarten) 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 students program, see examples below:

Example 1: SPED student, 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 program set up for this student.

Example 2: Senior in high school only needs 2 periods of an 8 period day to graduate. Works the rest of the day.

- 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 Board of Education 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.

- 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 kindergarten student that attends 1/2 day kindergarten.

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

Example 7: A kindergarten student that attends all day kindergarten

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

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. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>

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

Provide the primary school number the student is attending. This number is the last 3 digits of the county district school number which was preprinted on your forms in the past. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the (County District) School Number from the Education Directory at <http://ess.nde.state.ne.us> or the Directory Search <http://educdirsrc.nde.state.ne.us>.

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

Provide the literal “2010-06-30”. 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.

Date of Activity [School Enrollment:Date of Activity (5)]

A date value is expected and must be the same as Enrollment Date [School Enrollment: Enrollment Date (6)]. This date must not be greater than the current date.

*** 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 be the same as Date of Activity [School Enrollment: Date of Activity (5)] and must not be greater than the current date. 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) <ul style="list-style-type: none"> • A student/receiving education services and funding in the district/system. • 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	<ul style="list-style-type: none"> • A student enters a school for the first time. For example, a student enrolling in Kindergarten or Prekindergarten.
102	Transfer In	(from a another district, nonpublic system, state-operated system, institution or home school setting) <ul style="list-style-type: none"> • A student transferring from a private school. • A student transferring from an institution. • A student transferring from a home-school setting. • A student transferring from another public district. <p>NOTE: Do not include if transferring between schools within the same district/system.</p>
103	Re-entry	(after a withdrawal, whether voluntary or involuntary) <ul style="list-style-type: none"> • 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.
200	Transfer out – intra-district	(within the same district) <ul style="list-style-type: none"> • A student who transfers between schools <u>within the same district/system</u>
201	Transfer Out	(Out of district/system) <ul style="list-style-type: none"> • A student known to be receiving services in another district/system.
202	Drop Out	<ul style="list-style-type: none"> • A student who withdrew for personal or academic reasons. • A student who exceeded age requirements, including any religious or cultural age limits recognized by state law or policy. • A student removed from the education system for other than health reasons, and whose return is not anticipated. • 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. • A student that 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 truancy. • A student 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. • A student in an institution that is not primarily educational (Army, or vocational program) and not considered a special school district/system. • A student who is disenrolled by a parent and does not enroll in another district/system • A student that was suspended or expelled and the disciplinary period has expired and student has not returned. • A student that was expelled and chose not to participate in a district approved alternative education program.

Code	Description	Definition
203	Completer: Diploma	<ul style="list-style-type: none"> • A student who completed an approved program of study and met district/system requirements for a high school diploma. Includes: <ul style="list-style-type: none"> ○ District Approved Alternative Programs ○ Is the only category NDE uses to calculate graduation rates. ○ Special Education students can be reported in either completion category depending on the language contained in the students Individual Education Program (IEP). • DOES NOT INCLUDE persons receiving a diploma of high school equivalency. GED's are not counted as high school completers at this district/system.
204	Completer: No Diploma	<ul style="list-style-type: none"> • A student who completed an approved program of study for high school completion, but did not meet district/system requirements for a diploma. This includes a student who completed a program of study that did not address state diploma requirements and received a certificate of achievement or attendance (e.g., some Special Education students Individual Education Plans). • DOES NOT INCLUDE persons receiving a diploma of high school equivalency from the state (a student must be officially withdrawn from membership in order to take the GED tests). GED recipients are not counted as high school completers at this district/system UNLESS your 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), then they would be included in this category.
205	Not Enrolled, Eligible to Return	<ul style="list-style-type: none"> • A student not attending for disciplinary or other eligibility reasons, but is eligible to enroll at a later date. • 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. • A student enrolled in a foreign student exchange program and is eligible to return to school in the United States. • A student enrolled in a college program (early admission) but is eligible to return to graduate (such students often re-enroll and graduate on the same day). • A student under the compulsory age for school attendance withdrawn from school (usually for reasons of immaturity) but is eligible to return to school. • A resident student that is contracted out to another education entity for educational services.
206	Exiter: Neither Completer or Drop Out	<ul style="list-style-type: none"> • A student who died or became permanently incapacitated. • A student who returns to school after receiving a completion credential or 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
PK	Pre Kindergarten
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 public school district
2	Contracted in from nonpublic school
3	Contracted in from another state
4	NCLB School Choice student
5	Contracted out
6	Optioning in from another school district
7	Contracted out to another state

NOTE: Code 5 (Contracted out) is only appropriate for students contracted out to a public district.

APPENDIX A – Change Summary

Version 4.2.0

November 18, 2009

1. APPENDIX B – List of Languages and Codes updates
 - a. The following codes added to Appendix B:
 - i. 6001 = Mine
 - ii. 6002 = Micronesian
 - iii. 6003 = Pingelapese

Version 4.1.1

September 1, 2009

1. APPENDIX B – List of Languages and Codes updates
 - a. The text "(includes Nuer)" removed from description for 3240 = Nilo-Saharan (Other). Code 6009 = Nuer should now be used.
 - b. The text "(includes Farsi)" removed from description for 3610 = Persian. 6027 = Farsi should now be used.

Version 4.1.0

August 10, 2009

1. Districts are encouraged to submit no more than one decimal position for the following fields because values containing more than one decimal position will be rounded to one decimal position during the data load process. This rounding may result in a larger than intended calculated value for Days Enrolled.
 - a. Days Present [Student Summary Attendance:Days Present (7)]
 - b. Days Absent [Student Summary Attendance:Days Absent Total (8)]
 - c. Days Truant [Student Summary Attendance:Days Absent Without Excuse (10)]
2. Residence Status [School Enrollment:Residence Status Code (10)] updated to indicate that "Only students contracted out to a public district are to be reported as contracted out" to be consistent with "Contracting Out" portion of the Scope section in version 4.0.0.

Version 4.0.0

July 27, 2009

1. "Contracting Out" portion of the Scope section updated to indicate that "Only students contracted out to a public district are to be reported as contracted out." Previous reference was to "...Rule 10 accredited or a Rule 14 approved district/system."
2. Ward of the Court or State [Student:Guardian Relationship (23)] removed.
3. Verified Disability [Student:Challenge Type (34)] removed.
4. Students not in grades 9-12 should have a Honors or Advanced Placement [Student:Honors Program (79)] = '2' (No).
5. APPENDIX B – List of Languages and Codes updates
 - a. The following code removed from Appendix B:
 - i. 3780 = (Reserved for local user).
 - b. The following codes added to Appendix B:
 - i. 6004 = Kirundi
 - ii. 6005 = Zambian
 - iii. 6006 = Oshiwambo
 - iv. 6007 = Creole
 - v. 6008 = Jamaican
 - vi. 6009 = Nuer
 - vii. 6010 = Burun
 - viii. 6011 = Maban
 - ix. 6012 = Uduk
 - x. 6013 = Taiwanese
 - xi. 6014 = Tangkahul
 - xii. 6015 = Omaha
 - xiii. 6016 = Lakota
 - xiv. 6017 = Ponca
 - xv. 6018 = Winnebago
 - xvi. 6019 = Bingelab
 - xvii. 6020 = Dingelap
 - xviii. 6021 = Japchin
 - xix. 6022 = Judrate
 - xx. 6023 = Mendankwe
 - xxi. 6024 = Maritai
 - xxii. 6025 = Uruba
 - xxiii. 6026 = Krahn
 - xxiv. 6027 = Farsi

Version 3.0.1

February 27, 2009

1. Residence Status [School Enrollment:Residence Status Code (10)]
 - a. Description for code 2 changed from "Contracted in by individual or non-public school" to "Contracted in from nonpublic school".
2. Codes to be provided by nonpublic systems are now specified for the following data elements that are not applicable to nonpublic systems:
 - a. Ward of the Court or State [Student:Guardian Relationship (23)]
 - b. Verified Disability [Student:Challenge Type (34)]
 - c. Verified Disability Flag [Student:Special Education (38)]
 - d. Nonpublic Targeted Assistance [Student:Targeted Assistance (44)]
 - e. Section 504 [Student:Plan 504 Indicator (70)]
 - f. Honors or Advanced Placement [Student:Honors Program (79)]
 - g. High Ability Learner Participant [Student:Gifted And Talented (80)]
 - h. Immigrant Indicator [Student:Population Code (89)]
 - i. Single Parent [Student:Student Is A Single Parent (120)]
 - j. High Ability Learner Eligibility [Student:Gifted Eligibility Code (129)]
3. Nonpublic systems will not submit the Student Summary Attendance template.

Version 3.0.0

July 29, 2008

1. Only students contracted out to a Rule 10 accredited or a Rule 14 approved district/system are to be reported as contracted out.
2. Migrant Indicator [Student:Migrant Status (112)] will no longer be collected.
3. Days Enrolled [Student Summary Attendance:Days Enrolled (9)] will no longer be collected.
4. Added "Conventions" section, which includes file and data element naming conventions.

Version 2.1.0

April 22, 2008

1. All key fields noted with an asterisk.
2. As noted in Version 2.0.0, blank values for LEP Duration [Student:Duration of LEP (42)] are no longer valid. Added guidance that LEP Duration [Student:Duration of LEP (42)] should be calculated as of the last Friday in September.
3. Honors or Advanced Placement [Student:Honors Program (79)] added.
4. High Ability Learner Participant [Student:Gifted And Talented (80)] added.
5. Home or Native Language [Student:Home Language Code (123)] renamed.
6. High Ability Learner Eligibility [Student:Gifted Eligibility Code (129)] renamed.
7. APPENDIX B – List of Languages and Codes updates:
 - a. Nuer is to be reported as 3240 = Nilo-Saharan (Other).
 - b. Farsi is to be reported as 3610 = Persian.

Version 2.0.1

August 23, 2007

1. Updated example of Full-Time Equivalency (FTE) [Student Summary Attendance:FTE Percent (11)] pertaining to seniors with less than a full schedule that was previously under review at the Nebraska Department of Education.

Version 2.0.0

July 24, 2007

1. Grade Level [Student:Current Grade Level (10)], guidance for ungraded students added. PG (Post Graduation) and AE (Adult Education) removed as valid codes.
2. LEP Duration [Student:Duration of LEP (42)] added. Note that 6 = "Not an LEP student" and blank value are equivalent in 2007-2008. A blank value will only be accepted during 2007-2008.
3. Nonpublic Targeted Assistance [Student:Targeted Assistance (44)] added. This will be used to identify nonpublic students reported in the Title I Programs template.
4. Immigrant Indicator [Student:Population Code (89)], description of code "2" changed to indicate "equal to three years" to use this code.
5. English Language Proficiency [Student:English Proficiency (113)], added new code "03" for students redesignated as English Fluent for more than two years.
6. Home Language [Student:Home Language Code (123)], clarification that the student's native language to be specified.
7. Snapshot Date [Student:Snapshot date (83)], described contents of October Snapshot and Year-end Snapshot.
8. Added more examples of how to determine Full-Time Equivalency (FTE) [Student Summary Attendance:FTE Percent (11)]. Note guidance for seniors with less than a full schedule is under review at the Nebraska Department of Education.
9. Date of Activity [School Enrollment:Date of Activity (5)], removed text indicating this is a key field and continued to indicate a value is expected that matches Enrollment Date [School Enrollment:Enrollment Date (6)]. Added text indicating date must not be greater than the current date.
10. Enrollment Date [School Enrollment:Enrollment Date (6)], text added indicating the date should match Date of Activity [School Enrollment: Date of Activity (5)] and must not be greater than the current date.
11. Grade Level [School Enrollment:Enrollment Grade Level (9)], PG (Post Graduation) and AE (Adult Education) removed as valid codes.
12. Residence Status [School Enrollment:Residence Status Code (10)], description of code "4" changed to include "NCLB".
13. Residence Status [School Enrollment:Residence Status Code (10)], description of code "5" changed to remove "to another public school district".

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
0120	Akkadian
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
0260	Artificial (Other)
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
0610	Bokmål, Norwegian
0620	Bosnian
0630	Braj
0640	Breton
0650	Buginese
0660	Bulgarian
0670	Buriat
0680	Burmese
0690	Caddo
0700	Carib
0710	Castilian
0720	Catalan
0730	Caucasian (Other)
0740	Cebuano
0750	Celtic (Other)
0760	Central American Indian (Other)
0770	Chagatai
0780	Chamic languages
0790	Chamorro
0800	Chechen
0810	Cherokee
0820	Chewa
0830	Cheyenne
0840	Chibcha
0850	Chichewa
0860	Chinese
0870	Chinook jargon
0880	Chipewyan
0890	Choctaw
0900	Chuang
0910	Church Slavic
0920	Church Slavonic
0930	Chuukese
0940	Chuvash
0950	Classical Newari

0960	Coptic
0970	Cornish
0980	Corsican
0990	Cree
1000	Creek
1010	Creoles and pidgins (Other)
1020	Creoles and pidgins, English-based (Other)
1030	Creoles and pidgins, French-
1040	Creoles and pidgins, Portuguese-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
1220	Dutch, Middle (ca. 1050-1350)
1230	Dyula
1240	Dzongkha
1250	Efik
1260	Egyptian (Ancient)
1270	Ekajuk
1280	Elamite
1290	English
1300	English, Middle (1100-
1310	English, Old (ca.450-1100)
1320	Erzya
1330	Esperanto
1340	Estonian
1350	Ewe
1360	Ewondo
1370	Fang
1380	Fanti
1390	Faroese
1400	Fijian
1401	Filipino
1410	Finnish
1420	Finno-Ugrian (Other)

1430	Fon
1440	French
1450	French, Middle (ca.1400-1600)
1460	French, Old (842-ca.1400)
1470	Frisian
1480	Friulian
1490	Fulah
1500	Ga
1510	Gaelic
1520	Gallegan
1530	Ganda
1540	Gayo
1550	Gbaya
1560	Geez
1570	Georgian
1580	German
1590	German, Low
1600	German, Middle High (ca. 1050-1500)
1610	German, Old High (ca.750-1050)
1620	Germanic (Other)
1630	Gikuyu: Kikkuyu
1640	Gilbertese
1650	Gondi
1660	Gorontalo
1670	Gothic
1680	Grebo
1690	Greek, Ancient (to 1453)
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
1850	Hittite
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
2000	Interlingua (International Auxiliary Language Association)
2010	Interlingue
2020	Inuktitut
2030	Inupiaq
2040	Iranian (Other)
2050	Irish
2060	Irish, Middle (900-1200)
2070	Irish, Old (to 900)
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
2250	Kashmiri
2260	Kashubian
2270	Kawi
2280	Kazakh
2290	Khasi
2300	Khmer
2310	Khoisan (Other)
2320	Khotanese
2330	Kikuyu
2340	Kimbundu
2350	Kinyarwanda
2360	Kirghiz
2370	Klingon
2380	Komi
2390	Kongo
2400	Konkani
2410	Korean

2420	Kosraean
2430	Kpelle
2440	Kru
2450	Kuanyama
2460	Kumyk
2470	Kurdish
2480	Kurukh
2490	Kutenai
2500	Kwanyama
2510	Ladino
2520	Lahnda
2530	Lamba
2540	Lao
2550	Latin
2560	Latvian
2570	Letzeburgesch
2580	Lezghian
2590	Limburgan
2600	Limburger
2610	limburgish
2620	Lingala
2630	Lithuanian
2640	Lojban
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
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
2990	Mende
3000	Micmac
3001	Mi'kmaq
3010	Minangkabau
3011	Mirandese
3020	Miscellaneous languages
3030	Mohawk
3040	Moksha
3050	Moldavian
3060	Mon-Khmer (Other)
3070	Mongo
3080	Mongolian
3090	Mossi
3100	Multiple languages
3110	Munda languages
3120	Nahuatl
3130	Nauru
3140	Navaho
3150	Navajo
3160	Ndebele, North
3170	Ndebele, South
3180	Ndonga
3190	Neapolitan
3200	Nepali
3210	Newari; Nepal Bhasa
3220	Nias
3230	Niger-Kordofanian (Other)
3240	Nilo-Saharan (Other)
3250	Niuean
3260	Nogai
3270	Norse, Old
3280	North American Indian (Other)
3290	Northern Sami
3291	Northern Sotho
3300	North Ndebele
3310	Norwegian
3320	Norwegian Bokmål
3330	Norwegian Nynorsk
3340	Nubian languages
3350	Nyamwezi
3360	Nyanja
3370	Nyankole
3380	Nynorsk, Norwegian
3390	Nyoro
3400	Nzima
3410	Occitan (post 1500)

3420	Ojibwa
3430	Old Bulgarian
3440	Old Church Slavonic
3450	Old Newari
3460	Old Slavonic
3470	Oriya
3480	Oromo
3490	Osage
3500	Ossetian
3510	Ossetic
3520	Otomian languages
3530	Pahlavi
3540	Palauan
3550	Pali
3560	Pampanga
3570	Pangasinan
3580	Panjabi
3590	Papiamento
3600	Papuan (Other)
3601	Pedi
3610	Persian
3620	Persian, Old (ca.600-400)
3630	Philippine (Other)
3640	Phoenician
3641	Pilipino
3650	Pohnpeian
3660	Polish
3670	Portuguese
3680	Prakrit languages
3690	Provençal; Occitan (post 1500)
3700	Provençal, Old (to 1500)
3710	Punjabi
3720	Pushto
3730	Quechua
3740	Raeto-Romance
3750	Rajasthani
3760	Rapanui
3770	Rarotongan
3780	Reserved for local user
3790	Romance (Other)
3800	Romanian
3810	Romany
3820	Rundi
3830	Russian
3840	Salishan languages
3850	Samaritan Aramaic
3860	Sami languages (Other)
3870	Samoan
3880	Sandawe
3890	Sango
3900	Sanskrit

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)
4235	Southern Altai
4240	Southern Sami
4250	South Ndebele
4260	Spanish
4270	Sukuma
4280	Sumerian
4290	Sundanese
4300	Susu
4310	Swahili
4320	Swati
4330	Swedish
4340	Syriac
4350	Tagalog
4360	Tahitian
4370	Tai (Other)

4380	Tajik
4390	Tamashek
4400	Tamil
4410	Tatar
4420	Telugu
4430	Tereno
4440	Tetum
4450	Thai
4460	Tibetan
4470	Tigre
4480	Tigrinya
4490	Timne
4500	Tiv
4510	tlhIngan-Hol
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
4630	Turkish, Ottoman (1500-1928)
4640	Turkmen
4650	Tuvalu
4660	Tuvinian
4670	Twi
4680	Udmurt
4690	Ugaritic
4700	Uighur; Uyghur
4710	Ukrainian
4720	Umbundu
4730	Undetermined
4740	Upper Sorbian
4750	Urdu
4760	Uzbek
4770	Vai
4780	Valencian
4790	Venda
4800	Vietnamese
4810	Volapük
4820	Votic
4830	Wakashan languages
4840	Walamo
4850	Walloon
4860	Waray
4870	Washo
4880	Welsh

4890	Wolof
4900	Xhosa
4910	Yakut
4920	Yao
4930	Yapese
4940	Yiddish
4950	Yoruba
4960	Yupik languages
4970	Zande
4980	Zapotec
4990	Zenaga
5000	Zhuang
5010	Zulu
5011	Zuni
6001	Mine
6002	Micronesian
6003	Pingelapese
6004	Kirundi
6005	Zambian
6006	Oshiwambo
6007	Creole

6008	Jamaican
6009	Nuer
6010	Burun
6011	Maban
6012	Uduk
6013	Taiwanese
6014	Tangkahul
6015	Omaha
6016	Lakota
6017	Ponca
6018	Winnebago
6019	Bingelab
6020	Dingelap
6021	Japchin
6022	Judrate
6023	Mendankwe
6024	Maritai
6025	Uruba
6026	Krahn
6027	Farsi
9999	Other languages

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 web site <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/langhome.html>. <http://www.ethnologue.com/info.asp> can be used to link language families.