

# Nebraska Student and Staff Record System

<http://www.education.ne.gov/nssrs>

# STUDENT

## Templates Instruction Manual

Version 6.2.0 – November 23, 2011

### Student

Student Snapshot

Student Summary Attendance

School Enrollment

Student Grades

Replaces: NDE02-001 Dropout Report  
(in part) 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

# 2011-2012



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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.

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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, and Student Grades 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](mailto: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. 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 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.

**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 not applicable to nonpublic systems. "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, Assessment Response, 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.

"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), 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, Assessment Response, 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, Assessment Response, 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.

## 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

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 "2011-2012" school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal "2012-06-30".

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.
3. Snapshot Date [Student:Snapshot date (83)] is only required in Student Snapshot. The value expected is:
  - **2011-10-01** 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. 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. 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 primary school number the student is attending. This number is the last three digits of the county district school number which was preprinted on your forms in the past. The 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 "2012-06-30". 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
PK	Prekindergarten
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 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 1 Code [Student:Race or Ethnic 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.

<b>Code</b>	<b>Description</b>	<b>Explanation of Use</b>
<b>AM</b>	<b>American Indian/ Alaska Native</b>	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.
<b>AS</b>	<b>Asian</b>	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.
<b>BL</b>	<b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.
<b>PI</b>	<b>Native Hawaiian or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>WH</b>	<b>White</b>	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 [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 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

**Nonpublic systems:** Provide code “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 which the student enters grade nine for the first time. For example, the Expected Graduation Year is 2012 for students who entered grade nine for the first time during the 2008-2009 school year and are therefore members of the 2012 Cohort.

Provide the year based on a four-year graduation in the YYYY format in which the diploma/credential is expected to be awarded to this student in recognition of his/her completion of the curricular requirements. 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 the link titled "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

**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 (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 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 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." [as defined in 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

**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. Provide the literal "2011-10-01" 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.

**Nonpublic systems:** Provide code “0” (Not an immigrant).

**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 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

**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). 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

**Nonpublic systems:** Provide code “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.” [as defined in 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

**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 Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) 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 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" (Prekindergarten) 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.

<b>Code</b>	<b>Description</b>	<b>Explanation of Use</b>
<b>(blank)</b>	<b>No second race identified</b>	Leave Race 2 Code [Student:Race 2 Code (146)] blank if a second race is not identified for this student.
<b>AM</b>	<b>American Indian/ Alaska Native</b>	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.
<b>AS</b>	<b>Asian</b>	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.
<b>BL</b>	<b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.
<b>PI</b>	<b>Native Hawaiian or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>WH</b>	<b>White</b>	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.

<b>Code</b>	<b>Description</b>	<b>Explanation of Use</b>
<b>(blank)</b>	<b>No third race identified</b>	Leave Race 3 Code [Student:Race 3 Code (147)] blank if a third race is not identified for this student.
<b>AM</b>	<b>American Indian/ Alaska Native</b>	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.
<b>AS</b>	<b>Asian</b>	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.
<b>BL</b>	<b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.
<b>PI</b>	<b>Native Hawaiian or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>WH</b>	<b>White</b>	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.

<b>Code</b>	<b>Description</b>	<b>Explanation of Use</b>
<b>(blank)</b>	<b>No fourth race identified</b>	Leave Race 4 Code [Student:Race 4 Code (148)] blank if a fourth race is not identified for this student.
<b>AM</b>	<b>American Indian/ Alaska Native</b>	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.
<b>AS</b>	<b>Asian</b>	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.
<b>BL</b>	<b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.
<b>PI</b>	<b>Native Hawaiian or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>WH</b>	<b>White</b>	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.

<b>Code</b>	<b>Description</b>	<b>Explanation of Use</b>
<b>(blank)</b>	<b>No fifth race identified</b>	Leave Race 5 Code [Student:Race 5Code (149)] blank if a fifth race is not identified for this student.
<b>AM</b>	<b>American Indian/ Alaska Native</b>	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.
<b>AS</b>	<b>Asian</b>	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.
<b>BL</b>	<b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.
<b>PI</b>	<b>Native Hawaiian or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>WH</b>	<b>White</b>	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.

# 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.
3. Snapshot Date [Student:Snapshot date (83)] is only required in Student Snapshot. The value expected is:
  - **2011-10-01** 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 “2011-10-01” on the October Student Snapshot.

The Snapshot Date for 2011-2012 is:

<b>Snapshot Date</b>	<b>Description</b>
2011-10-01	<b>October Student Snapshot:</b> 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.

# 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. Students who 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. 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 primary school number the student is attending. This number is the last three digits of the county district school number which was preprinted on your forms in the past. The School Number can be obtained from the Education Directory Search (<http://educdirsrc.education.ne.gov>).

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

Provide the literal "2012-06-30". 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, 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 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)]
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**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 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)].

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 equivalency 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" (Prekindergarten) 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: 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.

- 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.

- 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.

**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.

<b>Code</b>	<b>Description</b>
PK	Prekindergarten
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

# 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. 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 primary school number the student is attending. This number is the last three 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. The School Number can be obtained from the Education Directory Search (<http://educdirsrc.education.ne.gov>).

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

Provide the literal “2012-06-30”. 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. 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.

<b>Code</b>	<b>Description</b>	<b>Definition</b>
100	Still Enrolled	(or intra-district transfer in) <ul style="list-style-type: none"> <li>• A student/receiving education services and funding in the district/system.</li> <li>• 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.</li> </ul>
101	Original Entry	<ul style="list-style-type: none"> <li>• A student enters a school for the first time. For example, a student enrolling in Kindergarten or Prekindergarten.</li> </ul>
102	Transfer In	(from a another district, nonpublic system, state-operated system, institution or home school setting) <ul style="list-style-type: none"> <li>• A student transferring from a private school.</li> <li>• A student transferring from an institution.</li> <li>• A student transferring from a home-school setting.</li> <li>• A student transferring from another public district.</li> </ul> NOTE: Do not include if transferring between schools within the same district/system.
103	Re-entry	(after a withdrawal, whether voluntary or involuntary) <ul style="list-style-type: none"> <li>• 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.</li> </ul>
200	Transfer out – intra-district	(within the same district) <ul style="list-style-type: none"> <li>• A student who transfers between schools <u>within the same district/system</u></li> </ul>
201	Transfer Out	(out of district/system) <ul style="list-style-type: none"> <li>• A student known to be receiving services in another district/system.</li> </ul>
202	Drop Out	<ul style="list-style-type: none"> <li>• A student who withdrew for personal or academic reasons.</li> <li>• A student removed from the education system for other than health reasons, and whose return is not anticipated.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• A student in an institution that is not primarily educational (Army, or vocational program) and not considered a special school district/system.</li> <li>• A student who is disenrolled by a parent and does not enroll in another district/system</li> <li>• A student who was suspended or expelled and the disciplinary period has expired and student has not returned.</li> <li>• A student who was expelled and chose not to participate in a district approved alternative education program.</li> </ul>

Code	Description	Definition
203	Completer: Diploma	<ul style="list-style-type: none"> <li>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"> <li>District Approved Alternative Programs</li> <li>Is the only category NDE uses to calculate graduation rates.</li> <li>Special Education students can be reported in either completion category depending on the language contained in the students Individual Education Program (IEP).</li> </ul> </li> <li>DOES NOT INCLUDE persons receiving a diploma of high school equivalency. GEDs are not counted as high school completers at this district/system.</li> </ul>
204	Completer: No Diploma	<ul style="list-style-type: none"> <li>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).</li> <li>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.</li> </ul>
205	Not Enrolled, Eligible to Return	<ul style="list-style-type: none"> <li>A student not attending for disciplinary or other eligibility reasons, but is eligible to enroll at a later date.</li> <li>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.</li> <li>A student enrolled in a foreign student exchange program and is eligible to return to school in the United States.</li> <li>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).</li> <li>A student under the compulsory age for school attendance withdrawn from school (usually for reasons of immaturity) but is eligible to return to school.</li> </ul>
206	Deceased	<ul style="list-style-type: none"> <li>A student who died.</li> </ul>
208	Maximum Age	<ul style="list-style-type: none"> <li>A student who passed the age for which the state guarantees a free, appropriate public education and subsequently exited school.</li> </ul>

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.

<b>Code</b>	<b>Description</b>
PK	Prekindergarten
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.

<b>Code</b>	<b>Description</b>
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

- 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, 203, 204, 205, 206, or 208) 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. 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. 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 number where the course for this student was delivered. This number is the last three digits of the county district school number which was preprinted on your forms in the past. The 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.

#### **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 “2012-06-30”. 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
0	Not applicable
1	One semester or shorter course beginning during the first semester
2	One semester or shorter course beginning during the second semester
3	Year-long course

NDE recommends providing a Semester value of "0" (Not applicable) if the Section Code [Student Grades:Section Code Long (27)] value is unique for non-summer school courses. If the Section Code value is not unique, then a Semester value of "1", "2", or "3" must be provided for each instance of the course.

**Courses completed during summer school**

Provide the value of "4" (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
4	Summer school course

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

Provide the code corresponding to this course. See "Appendix D: Course Codes and Clearing Endorsements" at ([http://www.education.ne.gov/nce/documents/AppendixD\\_2011.pdf](http://www.education.ne.gov/nce/documents/AppendixD_2011.pdf)) 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. 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.

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.

**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.

## APPENDIX A – Change Summary

### Version 6.2.0

November 23, 2011

1. Student template
  - a. Immigrant Indicator [Student:Population Code (89)]
    - i. Clarified “Not born in any state” requirement with accompanying definition of the term “state”.
2. Student Grades template
  - a. Courses completed during regular school year:
    - i. Semester [Student Grades:Supplementary Course Differentiator (22)]
      1. Value of “4” (Summer school course) is now only valid in files containing only Student Grades records for courses completed during summer school. Records containing a Semester value of “4” (Summer school course) will be rejected if submitted for courses completed during regular school year.
  - b. Courses completed during summer school:
    - i. Only summer school courses completed by students assigned to grades 9, 10, 11, or 12 are to be included.
    - ii. Records for summer school must now be submitted in a separate file containing only Student Grades records for courses completed during summer school.
    - iii. School Number [Student Grades:Location Code (2)]
      1. Provide the literal ‘000’ for summer school courses.
    - iv. NDE Staff ID [Student Grades:Evaluator 1 Staff ID (7)]
      1. Leave blank for summer school courses.
    - v. Semester [Student Grades:Supplementary Course Differentiator (22)]
      1. Value of “4” (Summer school course) required for all Student Grades records for courses completed during summer school.
    - vi. Controlling District Code [Student Grades:Evaluator 1 Controlling District Code (33)]
      1. Leave blank for summer school courses.

### Version 6.1.0

August 11, 2011

1. Student Summary Attendance template
  - a. Days Absent [Student Summary Attendance:Days Absent Total (8)]
    - i. Removed references to Days Truant.
2. Student Grades template
  - a. Controlling District Code [Student Grades:Evaluator 1 Controlling District Code (33)]
    - i. Clarified that if another district or an Educational Service Unit holds the contract, that district or ESU’s County District Number is to be provided.
    - ii. The literal “00-0000” is to be provided 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.

**Version 6.0.0**

April 4, 2011

1. Updated date references for 2011-2012.
2. Days Truant [Student Summary Attendance:Days Absent Without Excuse (10)] will no longer be collected.
3. Residence Status [School Enrollment:Residence Status (10)]
  - a. Descriptions for the following codes changed:
    - i. 1 = Contracted in from another Nebraska public school district
    - ii. 5 = Contracted out to another Nebraska public school district
    - iii. 6 = Optioning in from another Nebraska public school district
4. Student Grades template
  - a. Courses completed by prekindergarten students are now included.
  - b. School Number [Student Grades:Location Code (2)] is now the school number where the course was delivered.
  - c. NDE Staff ID [Student Grades:Evaluator 1 Staff ID (7)] is no longer the individual's social security number but instead a ten-digit ID assigned by the Nebraska Department of Education.
  - d. Added Dual Credit Code [Student Grades:Dual Credit Code (32)].
  - e. Added Controlling District Code [Student Grades:Evaluator 1 Controlling District Code (33)].

**Version 5.4.0**

January 18, 2011

1. Corrections made to reflect that NDE Staff ID [Student Grades:Staff ID (7)] is not a key field on the Student Grades template, including:
  - a. Asterisk (\*) removed from data element title.
  - b. Description modified.
2. Added reminder that "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."

**Version 5.3.1**

October 1, 2010

1. Corrected sequence of data elements: NDE Staff ID [Student Grades:Staff ID (7)] now appears prior to NDE Student ID [Student Grades:Student ID (8)].

**Version 5.3.0**

September 30, 2010

1. Residence Status [School Enrollment:Residence Status Code (10)]
  - a. Updated guidance for appropriate use of Residence Status “8” (Learning Community Open Enrollment).
2. Added NDE Staff ID [Student Grades:Staff ID (7)]
3. Semester [Student Grades:Semester (22)]
  - a. The following code added:
    - i. 0 = Not Applicable
4. Section Code [Student Grades:Section Code Long (27)]
  - a. Removed text indicating Section Code would be compared to values provided to the NDE Curriculum Reporting System.

**Version 5.2.0**

August 5, 2010

1. Course Grade [Student Grades:Alpha Grade (11)]
  - a. Guidance revised to indicate Course Grade values other than “0” (Not Applicable) are only required for students assigned to grades 9, 10, 11, and 12.

**Version 5.1.0**

July 16, 2010

1. Enrollment Code [School Enrollment:Enrollment Code (7)]
  - a. The following code removed:
    - i. 207 = Incapacitated
  - b. The following text was removed from definition for Enrollment Code 202 (Dropout):
    - i. “A student who exceeded age requirements, including any religious or cultural age limits recognized by state law or policy.”
2. Course Grade [Student Grades:Alpha Grade (11)]
  - a. The following codes added:
    - i. P = Student received a passing mark for a pass or fail course
    - ii. NP = Student received a not passing mark for a pass or fail course
3. Semester [Student Grades:Semester (22)]
  - a. The following codes added:
    - i. 1 = One semester or shorter course beginning during the first semester
    - ii. 2 = One semester or shorter course beginning during the second semester
    - iii. 3 = Year-long course
    - iv. 4 = Summer school course
  - b. The following code removed:
    - i. 0 = Not Applicable

**Version 5.0.0**

April 21, 2010

1. Updated date references for 2010-2011.
2. Year-end Student Snapshot template removed.
3. Student Grades template added.
4. New race and ethnicity data elements added:
  - a. Hispanic Indicator [Student/Student Snapshot:Hispanic Ethnicity Indicator (144)]
  - b. Race 1 Code [Student/Student Snapshot:Race or Ethnic Code (27)]
    - i. Previously referred to as Ethnic Background [Student/Student Snapshot:Ethnic Code Short (27)]
  - c. Race 2 Code [Student/Student Snapshot:Race 2 Code (146)]
  - d. Race 3 Code [Student/Student Snapshot:Race 3 Code (147)]
  - e. Race 4 Code [Student/Student Snapshot:Race 4 Code (148)]
  - f. Race 5 Code [Student/Student Snapshot:Race 5 Code (149)]
5. Verified Disability Flag [Student:Special Education (38)] removed.
6. English Language Proficiency [Student:English Proficiency (113)]
  - a. Renamed Redesignated as English Fluent [Student:English Proficiency (113)].
  - b. The following code changed:
    - i. 00 = Not Applicable
  - c. The following code removed:
    - i. 01 = LEP
7. District of Residence [Student:District Code of Residence (117)] revised to reference Nebraska Revised Statute Sec. 79-215 and Rule 19.
8. Expected Graduation Year [Student:Expected Graduation Timeframe (53)] revised to include references to NDE "Expected Graduation Year Lookup" tool.
9. Enrollment Code [School Enrollment:Enrollment Code (7)]
  - a. The following code changed:
    - i. 206 = Deceased
  - b. The following codes added:
    - i. 207 = Incapacitated
    - ii. 208 = Maximum Age
10. Residence Status [School Enrollment:Residence Status Code (10)]
  - a. The following codes added:
    - i. 8 = Learning Community Open Enrollment
11. Date of Activity [School Enrollment:Date of Activity (5)] removed.
12. Grade Level [Student Summary Attendance:Grade Level (13)] added.
13. APPENDIX B – List of Languages and Codes updates
  - a. The following codes removed from Appendix B:
    - i. 0260 = Artificial (Other)
    - ii. 1220 = Dutch, Middle (ca. 1050 -1350)
    - iii. 1300 = English, Middle (1100-1500)
    - iv. 1310 = English, Old (ca.450-1100)
    - v. 1330 = Esperanto
    - vi. 1450 = French, Middle (ca.1400 - 1600)
    - vii. 1460 = French, Old (842-ca.1400)
    - viii. 1600 = German, Middle High (ca. 1050-1500)
    - ix. 1610 = German, Old High (ca.750 - 1050)
    - x. 1690 = Greek, Ancient (to 1453)
    - xi. 2000 = Interlingua (International Auxiliary Language Association)
    - xii. 2010 = Interlingue

- xiii. 2060 = Irish, Middle (900-1200)
- xiv. 2070 = Irish, Old (to 900)
- xv. 3020 = Miscellaneous languages
- xvi. 3430 = Old Bulgarian
- xvii. 3440 = Old Church Slavonic
- xviii. 3450 = Old Newari
- xix. 3460 = Old Slavonic
- xx. 3620 = Persian, Old (ca.600-400)
- xxi. 3700 = Provençal, Old (to 1500)
- xxii. 3790 = Romance (Other)
- xxiii. 4510 = tlhIngan-Hol
- xxiv. 4630 = Turkish, Ottoman (1500 - 1928)
- xxv. 6007 = Creole
- xxvi. 6008 = Jamaican
- xxvii. 6019 = Bingelab
- xxviii. 6020 = Dingelap
- xxix. 6021 = Japchin
- xxx. 6022 = Judrate
- xxxi. 6024 = Maritai
- xxxii. 6025 = Uruba

### 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
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
1230	Dyula
1240	Dzongkha
1250	Efik
1260	Egyptian (Ancient)
1270	Ekajuk
1280	Elamite
1290	English
1320	Erzya
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
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
1620	Germanic (Other)
1630	Gikuyu: Kikkuyu
1640	Gilbertese
1650	Gondi
1660	Gorontalo
1670	Gothic
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
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
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
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
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
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	Papiamentu
3600	Papuan (Other)
3601	Pedi
3610	Persian
3630	Philippine (Other)
3640	Phoenician
3641	Pilipino

3650	Pohnpeian
3660	Polish
3670	Portuguese
3680	Prakrit languages
3690	Provençal; Occitan (post 1500)
3710	Punjabi
3720	Pushto
3730	Quechua
3740	Raeto-Romance
3750	Rajasthani
3760	Rapanui
3770	Rarotongan
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
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
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
6009	Nuer
6010	Burun
6011	Maban
6012	Uduk
6013	Taiwanese
6014	Tangkahul
6015	Omaha
6016	Lakota
6017	Ponca
6018	Winnebago
6023	Mendankwe

6026	Krahn
6027	Farsi

9999	Other languages
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<sup>1</sup> 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](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.ihc.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/>. <http://www.ethnologue.com/info.asp> can be used to link language families.