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

STUDENT

Templates Instruction Manual

Version 7.0.0 – March 30, 2012

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

2012-2013

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 I Free/Reduced Lunch Data Form (Nonpublic)
	NDE30-005 Final Count of High Ability Learners
	NDE 16-010 Career and Technical Education Accountability and Annual Report
	NDE 06-0501 Special Education Student Information System (SESIS)
	NDE04-001 Title I Annual Participation Report (in part)

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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, Student Grades, Assessment Fact, Programs Fact, Special Education Snapshot and Title I Programs templates. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validations ensure data submitted is of high quality. A link to an interactive list of all NSSRS validations is available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs).

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

Scope

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

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

Conventions

File Names

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

Where:	Represents:
##-####	Your NDE-assigned district code
YYYYMMDDHHMM	Date and time stamp
.xxx	One of the following: .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 “2012-2013” school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal “2013-06-30”.

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:
   - **2012-10-01** for the October Student Snapshot.

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

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

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

School Number [Student:Location Code (2)]

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

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

Provide the literal "2013-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

Middle Initial [Student:Middle Initial (9)]

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

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

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

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

Birthdate [Student:Birth Date (14)]

Provide the birthdate of this student in the form YYYY-MM-DD. The data loading process will check for valid dates (e.g., values of 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.

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

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

LEP Participation [Student:LEP Participation (41)]

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

Code	Description
1	Yes
2	No

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

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

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

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

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

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

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

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

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

Code	Description
1	Yes
2	No

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

A student's Expected Graduation Year is determined by adding four years to the school year in which the student enters grade nine for the first time. For example, the Expected Graduation Year is 2016 for students who entered grade nine for the first time during the 2012-2013 school year and are therefore members of the 2016 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:

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

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

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

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

Provide the code indicating if this student is in 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

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

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

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

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

Code	Description
1	Yes
2	No

Snapshot Date [Student:Snapshot date (83)]

Provide the date specified by NDE for the specific data collection. The date should be in the format YYYY-MM-DD. The field can be left blank on a Student template but is required on a Student Snapshot template. Provide the literal "2012-10-01" on the October Student Snapshot.

Immigrant Indicator [Student:Population Code (89)]

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

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

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

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

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

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

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

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

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

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

Generation Code [Student:Name Suffix (126)]

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

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

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

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

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

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

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

Code	Description
1	Yes
2	No

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

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

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

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

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 "HP" (Prekindergarten Less than full day) or "PK" (Prekindergarten Full day) are considered in Fall Membership for statistical purposes regardless of FTE.

Generation Code Alias [Student:Name Suffix Alias (138)]

Provide the suffix if this student has an *alternate* name that includes a suffix. Examples of suffix include "Jr." and "III". Leave blank if not applicable or not available.

Last Name Alias [Student:Last Name Alias (139)]

Provide the alternate surname if the student has an *alternate* name. Leave blank if not applicable or not available.

Middle Name Alias [Student:Middle Name Alias (140)]

Provide the alternate middle name if the student has an *alternate* name. Leave blank if not applicable or not available.

Hispanic Indicator [Student:Hispanic Ethnicity Indicator (144)]

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

Code	Description
1	Yes
2	No

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT SNAPSHOT

STUDENT SNAPSHOT

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

- The Student template is cumulative set of all students enrolled in your district/system at any time during the school year and represents a student's most current information.
- The Student Snapshot includes only those students enrolled on a particular day and represents the student's information as of that particular day, specifically:
  - **October Student Snapshot** includes only those students enrolled on the last Friday in September.
- Snapshot Date [Student:Snapshot date (83)] is only required in Student Snapshot. The value expected is:
  - **2012-10-01** 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 "2012-10-01" on the October Student Snapshot.

The Snapshot Date for 2012-2013 is:

Snapshot Date	Description
2012-10-01	**October Student Snapshot**: Include all students, and only those students, enrolled as of the last Friday in September. Students appearing in the October Snapshot will be considered in Fall Membership if Full-Time Equivalency (FTE) [Student:FTE Percent (137)] is greater than 50.

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.

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

*** County District Number [Student Summary Attendance:District Code (1)]**
This is the number assigned to your school district/system by NDE and should include a hyphen ("-") between county number and district number (example: XX-XXXX). The number is based on the county in which the district/system headquarters is located and an assigned district number. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

*** School Number [Student Summary Attendance:Location Code (2)]**
Provide the primary school number the student is attending. The three-digit 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 "2013-06-30". 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)]

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

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

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

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

- 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.

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

SCHOOL ENROLLMENT

SCHOOL ENROLLMENT

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

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

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

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

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

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

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

Provide the literal "2013-06-30". 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.

Code	Description	Definition
100	Still Enrolled	(or intra-district transfer in) • A student/receiving education services and funding in the district/system. • A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.
101	Original Entry	• A student enters a school for the first time. For example, a student enrolling in Kindergarten or Prekindergarten.
102	Transfer In	(from another district, nonpublic system, state-operated system, institution or home school setting) • A student transferring from a private school. • A student transferring from an institution. • A student transferring from a home-school setting. • A student transferring from another public district. NOTE: Do not include if transferring between schools within the same district/system.
103	Re-entry	(after a withdrawal, whether voluntary or involuntary) • A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for any reason whether voluntary or involuntary.
200	Transfer out – intra-district	(within the same district) • A student who transfers between schools within the same district/system • Do not use for end-of-year grade advancement. • An entry enrollment code of 100 Still Enrolled should accompany or follow any exit enrollment code of 200 Transfer out – intra-district within the same school year. • Only use the 200 code if the district has more than one school offering the same grade.
201	Transfer Out	(out of district/system) • A student known to be receiving services in another district/system.
202	Drop Out	• A student who withdrew for personal or academic reasons. • A student removed from the education system for other than health reasons, and whose return is not anticipated. • A student enrolled in adult education, or some type of program whose education services do not lead to a diploma or other credential recognized by the state. • A student 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. • 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.) • A student in an institution that is not primarily educational (Army, or vocational program) and not considered a special school district/system. • A student who is disenrolled by a parent and does not enroll in another district/system • A student who was suspended or expelled and the disciplinary period has expired and student has not returned. • A student who was expelled and chose not to participate in a district approved alternative education program.

Code	Description	Definition
203	Completer: Diploma	• A student who completed an approved program of study and met district/system requirements for a high school diploma. o Includes District Approved Alternative Programs o Is the only category NDE uses to calculate graduation rates. o Includes Special Education students can be reported in either completion category depending on the language contained in the students Individual Education Program (IEP). • DOES NOT INCLUDE persons receiving a diploma of high school equivalency. GED recipients are not counted as high school completers at this district/system.
204	Completer: No Diploma	• A student who completed an approved program of study for high school completion, but did not meet district/system requirements for a diploma. This includes a student who completed a program of study that did not address state diploma requirements and received a certificate of achievement or attendance (e.g., some Special Education students' Individual Education Plans). • DOES NOT INCLUDE persons receiving a diploma of high school equivalency from the state (a student must be officially withdrawn from membership in order to take the GED tests). GED recipients are not counted as high school completers at this district/system UNLESS your board formally recognizes GED recipients (i.e., a school district/system awards a local high school diploma based on a student's successful completion of the GED tests), then they would be included in this category.
205	Not Enrolled, Eligible to Return	• A student not attending for disciplinary or other eligibility reasons, but is eligible to enroll at a later date. • A student experiencing a long-term medical condition that prevents him or her from receiving services, or is in drug treatment or rehabilitative centers, but is eligible to return to school. • A student enrolled in a foreign student exchange program and is eligible to return to school in the United States. • A student enrolled in a college program (early admission) but is eligible to return to graduate (such students often re-enroll and graduate on the same day). • A student under the compulsory age for school attendance withdrawn from school (usually for reasons of immaturity) but is eligible to return to school.
206	Deceased	• A student who died.
208	Maximum Age	• A student who passed the age for which the state guarantees a free, appropriate public education and subsequently exited school.

Examples for use of Enrollment Codes:

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

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

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

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

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

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

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

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

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

Option Out

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

Option In

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

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

"Option In" is not applicable to prekindergarten students.

Contracted Out

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

The appropriate Residence Status [School Enrollment:Residence Status Code (10)] is 5 (Contracted out).

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

Contracted In

Students who are contracted into your district/system are to be included in the NSSRS templates you provide with the other district specified as the district of residence. Such students will be included in the Student, October Student Snapshot (if enrolled on the last Friday in September), School Enrollment,

Student Grades, and Student Summary Attendance templates. Such students may also appear in any other student-related NSSRS template (e.g., Assessment Fact, Programs Fact, Special Education Snapshot, and Title I Programs) as determined by the same criteria used for any student enrolled in your district.

See "Residence Status [School Enrollment:Residence Status Code (10)]" for the appropriate codes related to contracted in students.

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

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 "2013-06-30". 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 *Course Codes and Clearing Endorsements"* at http://www.education.ne.gov/nce/documents/2012-013_Course_Code_Clearing_Endorsements.pdf (available May 2012) 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.

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

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

Code	Description	Explanation of Use
1	Synchronous – Not Career Academy	[10-004.04D1] Synchronous Course Option: Synchronous courses are those multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately. This includes: • Teacher Sharing [10-004.04D1a] • Interactive Audio-Visual Options [10-004.04D1b]
2	Asynchronous – Not Career Academy	[10-004.04D2] Asynchronous Course Options: Asynchronous courses are those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer-delivered courses. This includes: • University of Nebraska Independent Study High School Options [10-004.04D2a] • Other Distance Learning Technology Options [10-004.04D2b] • Will this cover Online courses (??? Need to check with Freida)
3	Career Academy Synchronous	Career Academy Courses approved by NDE: Multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately. This includes: • Teacher Sharing • Interactive Audio-Visual Options
4	Career Academy Asynchronous	Career Academy Courses approved by NDE: Those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer-delivered courses. • University of Nebraska Independent Study High School Options • Other Distance Learning Technology Options • Will this cover Online courses (??? Need to check with Rich)
5	Career Academy In Classroom	Career Academy Courses approved by NDE: Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in this classroom. The class may include students from multiple districts.

ASSESSMENT FACT

ASSESSMENT FACT

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

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

Recommended Grades	Recommended National Assessment Instrument
Grade 4 and Grade 8	Terra Nova Iowa Test of Basic Skills Stanford Achievement Test Northwest Evaluation Assessment (NWEA)
Grade 10	PLAN Test

- These grades and tests are recommendations, not requirements. Therefore, districts may choose to report a test other than the five recommended above, and results might be reported in a grade level other than those recommended.

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

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

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

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

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

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

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

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

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

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

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

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

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

Code	Description
CAT	California Achievement Test
CTBS	Comprehensive Test of Basic Skills
EXPLORE	EXPLORE
ITBS	Iowa Test of Basic Skills
ITED	Iowa Test of Educational Development
MAT	Metropolitan Achievement Test
NWEA	Northwest Evaluation Association
OTHER	Use for any norm-referenced test not otherwise listed
PLAN	PLAN (ACT's college readiness test for 10th graders)
PSAT	Preliminary Scholastic Assessment Test
SAT	Stanford Achievement Test
TERRA	Terra Nova

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

Provide the literal “2013-06-30”. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

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

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

Provide the literal “2013-06-30”. This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

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

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

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

Provide the school number at which the student was assessed. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov). This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Composite [Assessment Fact:Scale Score (20)]

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

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

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

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

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

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

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

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

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

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

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

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

National Assessment Instrument	**Scores to be provided as Total Mathematics [Assessment Fact: Local Stanine (22)]**
ITBS	Mathematics Total (in NCE)
NWEA	Most Recent Mathematics Score – Percentile Rank
PLAN	Mathematics Percent Score ***
SAT	Total Mathematics (in NCE)
TERRA	Mathematics Composite (in NCE)

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

SPECIAL EDUCATION SNAPSHOT

SPECIAL EDUCATION SNAPSHOT

Scope

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

Frequency

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

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

Both the "Monthly Special Education Snapshot" and "Year-end Special Education Snapshot" are cumulative sets of all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2012-2013 with information current as of a particular date. However, the "October Special Education Snapshot" is not cumulative; it must include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of October 1, 2012.

October Special Education Snapshot

Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of **October 1, 2012** and any student who exited special education between July 1, 2012 and October 1, 2012. The value of Snapshot Date [Special Education Snapshot:Snapshot Date (35)] is to be "2012-10-01". The October Special Education Snapshot is accepted during the NSSRS Fall Collection Window.

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

Monthly Special Education Snapshot

Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2012-2013 with information current as of the submission date. The value of Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] is to be "2013-06-30". Submission of the Monthly Special Education Snapshot is optional and is accepted during all collection windows that follow the NSSRS Fall Collection Window.

The Monthly Special Education Snapshot will be the source of special education data to be compared with data provided by the Department of Health and Human Services (DHHS) that occurs on the 24th day of each month for the purpose of creating the Medicaid in Public Schools (MIPS) claim forms/lists.

Year-end Special Education Snapshot

Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2012-2013 with information current as of **June 30, 2013**. The value of Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] is to be "2013-06-30". The Year-end Special Education Snapshot is accepted during the NSSRS Year-end Collection Window.

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

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

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

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

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

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

Provide the primary school number the student is attending. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

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

Provide the literal "2013-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Code	Description
1	Yes
2	No

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

Provide the appropriate code indicating placement type of this student.

Code	Description
0	Not Applicable
1	Nonpublic Placement

Placement Type [Special Education Snapshot:Primary Placement Type (32)] of "1" (Nonpublic Placement) is only appropriate for students age 6 to 21.

If Placement Type [Special Education Snapshot:Primary Placement Type (32)] equals "1" (Nonpublic Placement), then Setting [Special Education Snapshot:Primary Setting Code (44)] must equal "14" (Private School).

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

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

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

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

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

The Snapshot Dates for 2012-2013 are:

Snapshot Date	Description
2012-10-01	**October Special Education Snapshot**: Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of **October 1, 2012**. This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count.
2013-06-30	**Monthly Special Education Snapshot:** Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2012-2013 with information current as of the submission date. This will be the source of special education data to be compared with eligibility data provided by the Department of Health and Human Services (DHHS) that occurs on the 24th day of each month for the purpose of creating the Medicaid in Public Schools (MIPS) claim forms/lists. **Year-end Special Education Snapshot**: Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2012-2013 with information current as of **June 30, 2013**. This will be the source for the Individuals with Disabilities Education Act (IDEA) Special Education Exiter Report.

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

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

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

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

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

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

Provide the appropriate code indicating if this student is of school age as of October 1, 2012. The date of October 1, 2012 is used for this determination in all instances without regard to Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] value.

- This value is to be "N" (No) for all students age 2 or less as of October 1, 2012.
- This value is to be "N" (No) for all students age 3 **after August 31, 2012**, if on an Individualized Family Service Plan (IFSP) as of October 1, 2012.
- This value is to be "Y" (Yes) for all students age 3 **prior to August 31, 2012**, if on an Individualized Education Plan (IEP) as of October 1, 2012.
- This value is to be "Y" (Yes) for all students ages 4 thru 21 as of October 1, 2012.

Code	Description
Y	Yes
N	No

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

Surrogate Appointed [Special Education Snapshot:Surrogate Appointed Code (48)]

Provide the appropriate code indicating if a surrogate has been appointed for this student.

Code	Description
1	Yes
2	No

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

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

Placement Reason [Special Education Snapshot:Primary Entry Reason Code (51)]

Provide the appropriate code indicating the placement reason for this student. A Placement Reason of "1" (Parent Placement) is provided only if a student attends a nonpublic school for their general education and is a parental placement. A Placement Reason of "0" (Not Applicable) is provided for all other students, including students who do not attend a nonpublic school.

Code	Description
0	Not Applicable
1	Parent Placement

Placement Reason [Special Education Snapshot:Primary Entry Reason Code (51)] of "1" (Parent Placement) is only appropriate for students age 6 to 21.

If Placement Reason [Special Education Snapshot:Primary Entry Reason Code (51)] equals "1", then Placement Type [Special Education Snapshot:Primary Placement Type (32)] must equal "1" (Nonpublic Placement) <u>and</u> Setting [Special Education Snapshot:Primary Setting Code (44)] must equal "14" (Private School).

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

Provide the appropriate code indicating the circumstances resulting in this student's exit from special education. Leave Exit Reason blank if this student continues to receive special education services at this district.

Ages birth to three (Part C) Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "N"	
Code	**Description**
1	Transferred to another school district
6	Deceased
9	Withdrawn by parent
12	Completion of the IFSP prior to the age of 3 years old
13	Exit to other program, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services
14	Exit with no referral, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services
16	Moved out of state
17	Attempts to contact parents unsuccessful

Ages three to twenty-one (Part B) Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y"	
Code	**Description**
1	Transferred to another school district
2	Returned to full-time regular education program
3	Graduated with a regular high school diploma
4	Graduated with a certificate of completion
5	Reached maximum age
6	Deceased
7	Dropped Out
11	Moved known to be continuing

Age twenty-two	
Code	**Description**
18	Student is 22 years or older

PROGRAMS FACT

PROGRAMS FACT: Career Education

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

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

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

- Data submission includes all grades 7-12 in schools that offer career education courses.
- Career Education Participants are determined during the current program year (July 1, 2012 – June 30, 2013) only.
- Concentrators are determined by evaluating the course sequences of the student throughout the 9-12 high school experience in specific program areas.
- No students can concentrate in CEFOUND Programs Code.
- Students may have multiple Programs Fact records if participating and/or concentrating in more than one Programs Code.
- Although students may only concentrate in an approved program of study, students may be considered participants in courses not part of an approved program of study.

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

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

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

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

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

Provide the primary school number the student is attending. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

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

Provide the literal "2013-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

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

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

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

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

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

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

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

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

Leave this field blank for all other Career Education participants.

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

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

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

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

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

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

PROGRAMS FACT: Early Childhood Education

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

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

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

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

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

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

Provide the primary school number the student is attending. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

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

Provide the literal "2013-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

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

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

Code	Description
ERLYCHLD	NDE Approved Early Childhood Education Program

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

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

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

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

Code	Description	Explanation
EC0001	NDE Grant Funded Early Childhood Education Program	• Provide only one record per student, for all students, age birth through five served by center-based early childhood education programs approved under Rule 11. This includes non-resident students as well as delegates and partners. • Students age birth to five that are served only by Special Education and not in a center-based program would not be included the Programs Fact template; these students are reported in the Student, Student Snapshot, School Enrollment, Special Education Snapshot, and Student Summary Attendance templates as applicable. • If the district is the Head Start grantee or delegate and only federal Head Start grant funds are used then only Participation Info Code [Programs Fact:Participation Info Code (18)] values "EC0003" or "EC0004" would apply.
	Students in state grant funded center-based early childhood education program that has not yet been funded for three consecutive years; not eligible for state aid.	
EC0002	Qualified NDE Grant Funded Early Childhood Education Program	
	Students in a state grant funded center-based early childhood education program that has been funded for three consecutive years; therefore, four year old students as of July 31 are eligible for state aid.	
EC0003	NDE Approved Early Childhood Education Program	
	Students in a center-based Rule 11 approved early childhood education program that is not state grant funded and has not been approved for three consecutive years; not eligible for state aid.	
EC0004	Qualified NDE Approved Early Childhood Education Program	
	Students in a center-based Rule 11 approved early childhood education program that is not state grant funded and has been approved for three consecutive years; therefore, four year old students as of July 31 are eligible for state aid.	
EC0005	Early Childhood Birth to Age 3 Endowment Grant Program	• The Early Childhood Birth to Age 3 Endowment Grant Program is a public – private funded endowment to provide grants to public school districts to provide programs and services for infants and toddlers who are at risk for school failure. Grants are awarded by the Endowment Board of Trustees through the Nebraska Department of Education. • Do not report on Student Grades Template.
	Students age birth to age 3 served in a center-based program or a home visitation program or a combination of the two programs. Applies only to public school districts receiving an Early Childhood Birth to Age 3 Endowment Grant.	

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Code	**Description**	**Explanation**
EC0006	Home-based Early Childhood Education Program Students age birth to kindergarten entrance age served in a home visitation program.	• Provide only one record per student, for all students, age birth through five served by a home-based early childhood education program. This includes non-resident students as well as delegates and partners. • **Do not use for home-based Early Childhood Special Education (ECSE)** • Students age birth to five that are served in a center-based program are not included in Participation Info Code [Participation Info Code (18)] value "EC0006" • If the district is the Head Start grantee or delegate and only federal Head Start funds are used then only Participation Info Code [Participation Info Code (18)] value "EC0006" would apply.

Please refer to the NDE Early Childhood Education website (http://www.education.ne.gov/OEC) for lists of Early Childhood Birth to Age 3 Endowment Grant Programs as well as NDE Grant Funded, Qualified NDE Grant Funded, NDE Approved, and Qualified NDE Approved programs. Please contact the NDE Office of Early Childhood Education if unsure which Participation Info Code [Programs Fact:Participation Info Code (18)] to provide.

PROGRAMS FACT: Homeless Education

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

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

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

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

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

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

Provide the primary school number the student is attending. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

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

Provide the literal "2013-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

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

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

Code	Description
HOMELESS	Homeless Education

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

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

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

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

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

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

PROGRAMS FACT: Rule 18 Interim-Program School

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

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

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

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

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

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

Provide the school number in which the student is enrolled. The three-digit School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

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

Provide the literal "2013-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

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

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

Code	Description
INTERIM	Rule 18 Interim-Program School

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

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

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

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

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

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

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

Provide the code "0".

Code	Description
0	Not Applicable

TITLE I PROGRAMS

TITLE I PROGRAMS

Scope

This is a cumulative set of students; include all students that met any of the following criteria at any time during the school year:
Title I services provided to **nonpublic** students (always considered "targeted").
Services in a Title I Targeted Assistance School.
Title I funded Early Childhood services (not part of a schoolwide project).

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

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

Please visit the Title I Schoolwide Resources page (http://www.education.ne.gov/federalprograms/Title I Part A.html#School_Wide_Prog) for additional information, including the Title I Schoolwide Projects for the 2012-2013 school year.

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

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

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

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

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

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

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

Provide the literal "2013-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Title I Programs:Student ID (3)]

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

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

Provide the literal “2013-06-30”. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

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

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

Title I Counseling Social Work [Title I Programs:Title I Counseling Social Work (12)]

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

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

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

Code	Description
1	Yes
2	No

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

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

APPENDIX A – Change Summary

Version 7.0.0

March 30, 2012

1. Incorporated instructions for the following templates:
    a. Assessment Fact for National Assessment Instrument Results
    b. Programs Fact
    c. Special Education Snapshot
    d. Title I Programs
2. Student Grades
    a. Added Course Delivery Model [Student Grades:Course Delivery Model (42)].
3. Student template
    a. Grade Level [Student:Current Grade Level (10)]
        i. Added HP = Prekindergarten (Less than full day)
        ii. Changed PK description to Prekindergarten (Full day)
4. Student Summary Attendance template
    a. Grade Level [Student Summary Attendance:Grade Level (13)]
        i. Added HP = Prekindergarten (Less than full day)
        ii. Changed PK description to Prekindergarten (Full day)
5. School Enrollment template
    a. Enrollment Code [School Enrollment:Enrollment Code (7)]
        i. Additional guidance for 200 Transfer out – intra-district
    b. Grade Level [School Enrollment:Enrollment Grade Level (9)]
        i. Added HP = Prekindergarten (Less than full day)
        ii. Changed PK description to Prekindergarten (Full day)
6. Programs Fact template: Early Childhood
    a. Participation Info Code [Programs Fact:Participation Info Code (18)]
        i. Additional guidance for EC0006 = Home-based Early Childhood Education Program
7. APPENDIX B – List of Languages and Codes updates:
    a. Appendix B has now been sorted by Language Description instead of Language Code
    b. The following codes were removed from Appendix B:
        i. 1260 = Egyption (Ancient)
        ii. 3640 = Phoenician
        iii. 4290 = Sundanese

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
6010	Burun
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)
1040	Creoles and pidgins, Portuguese-based (Other)
1030	Creoles and pidgins, French-
1050	Crimean Tatar
1060	Crimean Turkish
1070	Croatian
1080	Cushitic (Other)
1090	Czech
1100	Dakota
1110	Danish
1120	Dargwa
1130	Dayak
1140	Delaware
1150	Dinka
1160	Divehi
1170	Dogri
1180	Dogrib
1190	Dravidian (Other)
1200	Duala
1210	Dutch/ Flemish
1230	Dyula
1240	Dzongkha
1250	Efik
1270	Ekajuk
1280	Elamite
1290	English
1320	Erzya
1340	Estonian
1350	Ewe
1360	Ewondo
1370	Fang
1380	Fanti
1390	Faroese
6027	Farsi
1400	Fijian
1401	Filipino
1410	Finnish
1420	Finno-Ugrian (Other)
1430	Fon
1440	French
1470	Frisian
1480	Friulian
1490	Fulah
1500	Ga
1510	Gaelic

1520	Gallegan
1530	Ganda
1540	Gayo
1550	Gbaya
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
6004	Kirundi
2370	Klingon
2380	Komi
2390	Kongo
2400	Konkani
2410	Korean
2420	Kosraean
2430	Kpelle
6026	Krahn
2440	Kru
2450	Kuanyama
2460	Kumyk
2470	Kurdish
2480	Kurukh
2490	Kutenai
2500	Kwanyama
2510	Ladino
2520	Lahnda
6016	Lakota
2530	Lamba
2540	Lao
2550	Latin
2560	Latvian
2570	Letzeburgesch
2580	Lezghian

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
6011	Maban
2770	Macedonian
2780	Madurese
2790	Magahi
2800	Maithili
2810	Makasar
2820	Malagasy
2830	Malay
2840	Malayalam
2850	Maltese
2860	Manchu
2870	Mandar
2880	Mandingo
2890	Manipuri
2900	Manobo languages
2910	Manx
2920	Maori
2930	Marathi
2940	Mari
2950	Marshallese
2960	Marwari
2970	Masai
2980	Mayan languages
6023	Mendankwe
2990	Mende
3001	Mi'kmaq
3000	Micmac
6002	Micronesian
3010	Minangkabau
6001	Mine
3011	Mirandese
3030	Mohawk
3040	Moksha
3050	Moldavian

3070	Mongo
3080	Mongolian
3060	Mon-Khmer (Other)
3090	Mossi
3100	Multiple languages
3110	Munda languages
3120	NahuatI
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)
3300	North Ndebele
3290	Northern Sami
3291	Northern Sotho
3310	Norwegian
3320	Norwegian Bokmål
3330	Norwegian Nynorsk
3340	Nubian languages
6009	Nuer
3350	Nyamwezi
3360	Nyanja
3370	Nyankole
3380	Nynorsk, Norwegian
3390	Nyoro
3400	Nzima
3410	Occitan (post 1500)
3420	Ojibwa
6015	Omaha (Umo^{n}ho^{n})
3470	Oriya
3480	Oromo
3490	Osage
6006	Oshiwambo
3500	Ossetian
3510	Ossetic
9999	Other languages
3520	Otomian languages
3530	Pahlavi
3540	Palauan
3550	Pali

3560	Pampanga
3570	Pangasinan
3580	Panjabi
3590	Papiamento
3600	Papuan (Other)
3601	Pedi
3610	Persian
3630	Philippine (Other)
3641	Pilipino
6003	Pingelapese
3650	Pohnpeian
3660	Polish
6017	Ponca
3670	Portuguese
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)
4250	South Ndebele
4235	Southern Altai
4240	Southern Sami
4260	Spanish
4270	Sukuma
4280	Sumerian
4300	Susu
4310	Swahili
4320	Swati
4330	Swedish
4340	Syriac
4350	Tagalog
4360	Tahitian
4370	Tai (Other)
6013	Taiwanese
4380	Tajik
4390	Tamashek
4400	Tamil
6014	Tangkahul
4410	Tatar
4420	Telugu
4430	Tereno
4440	Tetum
4450	Thai
4460	Tibetan
4470	Tigre
4480	Tigrinya
4490	Timne
4500	Tiv
4520	Tlingit
4530	Tok Pisin
4540	Tokelau

4550	Tonga (Nyasa)
4560	Tonga (Tonga Islands)
4570	Tsimshian
4580	Tsonga
4590	Tswana
4600	Tumbuka
4610	Tupi languages
4620	Turkish
4640	Turkmen
4650	Tuvalu
4660	Tuvinian
4670	Twi
4680	Udmurt
6012	Uduk
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
6018	Winnebago (Ho-Chunk)
4890	Wolof
4900	Xhosa
4910	Yakut
4920	Yao
4930	Yapese
4940	Yiddish
4950	Yoruba
4960	Yupik languages
6005	Zambian
4970	Zande
4980	Zapotec
4990	Zenaga
5000	Zhuang
5010	Zulu
5011	Zuni

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