

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

Steps to Processing NSSRS Files

Version 4.0 – February 26, 2015



NEBRASKA
DEPARTMENT OF
EDUCATION

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Introduction

Extract the appropriate template-formatted file from your Student Information System (SIS) or the NSSRS Desktop Database (Assessment Fact, School Enrollment, Special Education Snapshot, Student, Student Grades, Student Snapshot, Student Summary Attendance, Post School Survey, Programs Fact and Title I Programs) for uploading into NSSRS Data Manager.

File Naming Conventions

```
##-####_assessment_fact_YYYYMMDDHHMM.xxx
##-####_school_enroll_YYYYMMDDHHMM.xxx
##-####_special_ed_snap_YYYYMMDDHHMM.xxx
##-####_student_YYYYMMDDHHMM.xxx
##-####_stud_grades_YYYYMMDDHHMM.xxx
##-####_stud_snapshot_YYYYMMDDHHMM.xxx
##-####_stud_att_sum_YYYYMMDDHHMM.xxx
##-####_post_school_survey_YYYYMMDDHHMM.xxx
##-####_programs_fact_YYYYMMDDHHMM.xxx
##-####_title1_programs_YYYYMMDDHHMM.xxx
```

Where:

##-#### is the NDE-assigned District Code

YYYYMMDD is a date and time stamp

.xxx is one of the following

.tab	Tab delimited
.csv	Comma delimited (comma separated values)
.txt	Fixed Width

File names are not case sensitive

Accessing the NDE Portal

In your web browser type in the following address: <http://portal.education.ne.gov>

Log into NSSRS Data Manager using the NDE Portal

NSSRS Data Manager is found under the **Student & Staff (NSSRS)** tab in the NDE Portal. An activation code is needed to be able to access the NSSRS Data Manager system. Activation codes are available from your District Administrator. They are found on his/her portal account under the **District Admin** tab.



NEBRASKA DEPARTMENT OF EDUCATION
Portal

Helpdesk (888) 285-0556

Welcome

[Portal Home](#) | [Site Help](#) | [Sign Out](#)



Status	Activation Code(s)	Name/Link
Available	Edit/Remove	NSSRS Data Manager
Available	Edit/Remove	NSSRS Secured Information Website
Available	Edit/Remove	NSSRS Validation
Available	Edit/Remove	Student Unique Identifier (Uniq-ID)

Home Page Overview

1. "Home" page in Data Manager shows open collections at this time.
2. Click on 'Upload' in Data Manager

3. Select the Data Collection from the drop-down menu. ***Note:** there may be more than one Data Collection open at a time. Make sure you are selecting the correct collection in which you wish to upload to.
4. Click on the "Browse" button to locate and select the file on your computer/network you wish to upload.
5. Indicate if your file/files contain headers by checking the box to the right of the "Browse". ****WARNING**** - if you click on the box to the right indicating your file has headers and it does not, the file will upload, but will not include the first record.
6. Once you have selected all the files you wish to upload click on the "Upload" button found at the bottom of the page.

File Upload Errors

Below is what you will see if your “File Upload” fails. In this example check your file name and upload again.

Upload Files

Data Collection: 2014-15 Year-End

File 1: File/All files within Zip file contain headers

*Error - roll over with mouse to view.

File 2: File/All files within Zip file contain headers

File 3: File/All files within Zip file contain headers

File 4: File/All files within Zip file contain headers

01-0018_Student_201411241028.csv: Invalid file name. The district code of file does not match your CURRENT DISTRICT. Please change the current district using the link on the right to upload this file.

File Status and Icons

In File Manager the file list appears with the “Status” of the file(s) that process. You will want to click on the Filter (1) button to refresh the file status. The filter icon can be clicked onto several times until the status changes to “Validation Ok” or “Validation Failed”. See the table on page 4 for the Key to Information Icons.

Note: There can be more than one page to a file list. To navigate between the pages use the First, Prev, Next and Last buttons (2).

Uploaded Files **Search**

Add to Batch

File Status: All From: 06/24/2014 To: 08/13/2014 1

File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/>	21412 2014-15 Fall	99-9999_SCHOOL_ENROLL_201408130206.CSV	2014-08-13 14:10		

Displaying 1 to 1 of 1 2

You can delete files you do not want included in the File Manager list by clicking on the box to the left of the file name and then clicking on the “Delete” button. You will then see another screen asking if you want the file deleted, make sure to click “Delete” again.

NOTE: If there was a file that did not upload to File Manager due to errors you can delete it. By deleting it you can upload the same file after correcting the errors without having to rename the file.

Delete File(s)

To delete the file(s) listed, press the 'Delete' button below:

The following file(s) will be removed from the system.
Press 'Delete' to continue or 'Cancel' to abort.
Please review the list of files below before deleting them:

File ID	Template	File Name	Uploaded Time	Actions
<input type="checkbox"/>	21412SCHOOL ENROLLMENT	99-9999_SCHOOL_ENROLL_201408130206.CSV	2014-08-13 14:10	

Displaying 1 to 1 of 1

Key to Information Icons

	Received. The file has been received by the State's server and is waiting to be processed.
	Validation Ok. The file is ready to add to a batch.
	Validation Failed. Click on the  to view the file details. The error will be highlighted in red. After correcting this file it will have to be uploaded again.
	View File Details.
	Error. There are some errors in the batch.
	Download the file in a compressed (zip) file format.
	Download the file.
	Filter. (Refresh Status)
	View File Content.
	Rejected. This file is blank and contains no records.
	Validation Warning. The file has completed validation, but some errors were found.

Review Errors in File Manager:

1. Click on the  (magnifying glass) in the Actions column to view the error(s).

File Manager

Uploaded Files **Search**

Add to Batch File Status: All From: 10/28/2014 To: 12/17/2014 

<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/>	21722	2014-15 Year-End	99-9999_STUDENT_201412170206.CSV	2014-12-17 14:10		  

Displaying 1 to 1 of 1

2. Click on the "Validation Information" tab.
3. Click on the "View File Content" Icon for the error.zip file.

File Details - File ID: 21722; File Name: 99-9999_STUDENT_201412170206.CSV

General Information | **Validation Information**

Validation Start Time: 2014-12-17 14:10
Validation End Time: 2014-12-17 14:10
Total Validation Time: 38.13 seconds
Number of Applied Validations: 303
Validation Status: Failed Validation

File Contents

File Type	File Name	Records	Last Modified Date	View File Content
Source File	99-9999_STUDENT_201412170206.CSV	8	2014-12-17 14:10	
File	Records in Error	Errors	Warnings	View File Content
error.zip	8	73	0	

File Preview

Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

TIP - If a record appears in the error file below but no field is highlighted in red, it is likely that the record failed validation due to a template field that is not accounted for in the delimited source file. Please check the source file to ensure that all template field positions are accounted for in the record.

Source Record Number	DISTRICT CODE	LOCATION CODE	SCHOOL YEAR DATE	STUDENT ID	SOCIAL SECURITY NUMBER	FAMILY NUMBER	LAST NAME SHORT	FIRST NAME SHORT	MIDDLE INITIAL	CURRENT GRADE LEVEL	OBSOLETE
1	DistrictCode	LocationCode	SchoolYear	StudentID	SSN	FamilyNumber	LastName	FirstName	MI	GradeLevel	GradeLevelGroup
2	01-0018	001	2015-06-30	1610149172					N	09	
3	01-0018	001	2015-06-30	2416652441					W	11	
4	01-0018	001	2015-06-30	2593115490					M	11	
5	01-0018	001	2015-06-30	2631469438					D	12	
6	01-0018	007	2015-06-30	2862571319					S	HP	
7	01-0018	001	2015-06-30	2973944512					R	12	
8	01-0018	008	2015-06-30	3171091772					R	05	

4. The fields that are highlighted in red are the records that need to be corrected. You can hover your mouse pointer over the red field to view the error message.

NOTE: Errors will need to be corrected in your source data (SIS) and the file uploaded again.

Adding Files to A Batch

1. Click in the box of the individual files you'd like to select or click in the box next to the to select all Validated files. Only files with status of "Validation Ok" and "Validation Warning" can be added to a batch. Clicking on the box again will deselect all selected files.

Uploaded Files | **Search**

Add to Batch | **Delete**

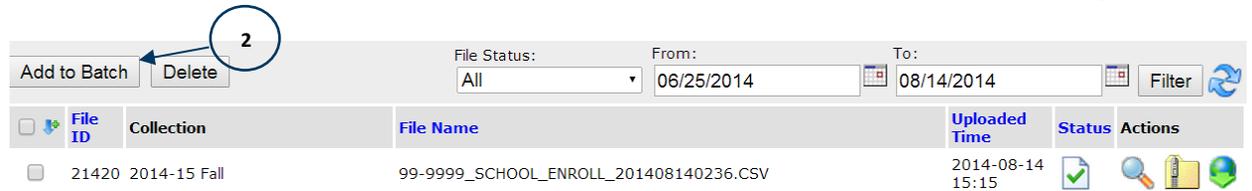
File Status: All | **From:** 10/28/2014 | **To:** 12/17/2014 | **Filter**

File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/>	283096 2014-15 Year-End	99-9999_STUDENT_201412170244.CSV	2014-12-17 14:45		

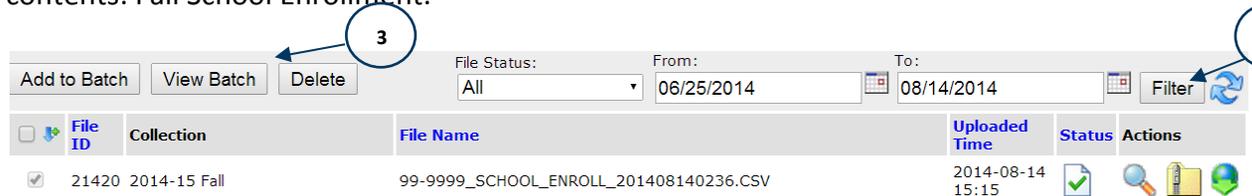
Displaying 1 to 1 of 1 | **First** | **Prev** | **Next** | **Last**

Note: If you select files from different pages in the file list you must click the “Add to Batch” button on each page.

- Once all the files are selected click on the “Add to Batch” button at the top left of page.



- Click “View Batch” to enter in comments about the batch to help identify your batch contents: Fall School Enrollment.



Add optional comments below or
To create a batch with the 1 file(s) in the cart,
press the 'Process Batch' button below:

Process Batch Cancel

Add comments associated with this batch (limited to 255 characters):

Please review the list of files below before creating a batch:

File ID	Template	Collection	File Name	Uploaded Time	Status**	Actions
<input type="checkbox"/>	21420SCHOOL ENROLLMENT	2014-15 Fall	99-9999_SCHOOL_ENROLL_201408140236.CSV	2014-08-14 15:15	OK	

Displaying 1 to 1 of 1 First Prev Next Last

Remove From Batch Cancel

- You can also remove a file from a batch. This only removes it from the batch; it remains in File Manager.
- Click on the “Process Batch” button to send the files to the Batch Manager for processing.
- Click on the Filter button to refresh the status of the batch.
- If the “Data Status” is Failed, Error or Warning, click on the icon in the Actions column to view the batch details.
- Then click on the icon again to view the File details.
- The file details page is organized into 3 tabs: General Information, Validation Information, and ETL Information.
 - The General Information tab contains information about the file and allows the user to download the source file clicking on the “View File Content” Icon.
 - The ETL information tab allows you to view the errors within the file.
 - The Validation Information tab shows the current validation status.

****WARNING**** It is important to assess the number of records inserted and/or the number of records updated are the same quantity as you intended. If not, the file should be reviewed to determine the root cause for the failure to insert or update records.

It is possible to receive an indication that the batch is complete  (with no errors), but records have not been added or inserted. This means the information in the file has not changed from the data previously uploaded and no changes were made.

General Information		Validation Information		ETL Information	
Status:		Plan Complete 			
ETL Plan Start:		2014-08-19 01:49			
ETL Plan End:		2014-08-19 01:49			
File Statistics					
Rows Source No Change :		485			
Total Records Rejected :		0			
Table Statistics					
Records Inserted - DISTRICT :		0			
Rows Updated - DISTRICT :		1			
Rows Deleted - Delete Utility :		0			
ETL Generated Files					
File	Records	Last Modified Date	View File Content		
ERROR_SOURCEFILE_MSG_20140819.LOG	0	2014-08-19 01:49			
Load_SCHOLWHS.DISTRICT_LP.log	3	2014-08-19 01:49			
Load_SCHOLWHS.DISTRICT_LP_PARAMS.txt	37	2014-08-19 01:49			

Review Errors in Batch Manager

1. Clicking on  icon will provide you information about the error, which records, etc. (See list of Error File Descriptions below).
 - a. To correct errors, your source data must be revised, and the records in error uploaded again.
 - b. For Warning Files, you may or may not need to revise your source data and upload again.
 - c. The error is identified by a capital X (Error_Valid_Values), capital E (Alert_Valid_Values), or you can hover your mouse over the red message to see the error.

Filename: ERROR_BAD_DATES_20140814.TAB

Action: Download File 

File Preview

Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

ct	Reporting Date	Reporting Date Period Level	Activity Date	School Year Limit	Current Date	Enrollment School Year Date	School Year Date Not ISO	School Year Date Not Same as School Year Limit	Reporting Date Not in Period Table	Activity Date Not ISO	Activity Date Not In Period Table	Activity Date > Current Date	Enrollment Date Not ISO	Enrollment Date Not In Period Table	Enrollment Date Not Within School Year Date
00	2015-06-30	Year	2014-08-15	2015-06-30	2014-08-14	2015-06-30	-	-	-	-	-	X	-	-	-

Key to Information Icons	
	Ready to Process. Wait or refresh page.
	Processing
	Failed Processing. Click on Actions  to View Batch Details. (In most cases, “Failed Processing” requires contacting the NDE Help Desk.)
	Error-Completed processing with errors in the files. Click on Actions  to view Batch details.
	Warning-Completed processing with a warning. Click on Actions  to view Batch details.
	Completed processing with no errors in files. Proceed to NSSRS Validation.

NSSRS Data Manager Error File Descriptions

When NSSRS Data Manager encounters data errors while processing batches it will:

1. Create error files.
2. Name the error files based on the error encountered, and
3. Place the source records with that error in the corresponding error file.

The table below lists common error files, the error encountered and possible causes.

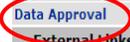
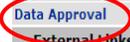
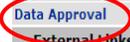
Error File Name	Contains rejected records because:
ALERT_VALID_VALUES	Valid values were not provided for fields validated by Data Manager. The ALERT_VALID_VALUES file will display an “E” in each column indicating the required fields for which data was missing or invalid (data provided will appear in the column immediately to the left). There will be one row per record with a Valid Value error and each row will list all Valid Value errors. The ALERT_VALID_VALUES file is essentially the same as ERROR_VALID_VALUES, except it will display an “E” for errors and a “W” for warnings.
ERROR_BAD_DATES	One or more dates were not in the proper date format (YYYY-MM-DD) or were invalid dates.
ERROR_BAD_NUMBERS	A value supplied could not be converted to a number.
ERROR_DUPLICATES	More than one record within the source file had the same “logical key”. The logical key will vary by template as indicated by a (K) in the heading.

ERROR_KL_ASSESSMENT_ACHDET	An invalid Achievement Level Code [Assessment Response: Achievement Level (13)] was provided or an invalid combination of the following values was provided: <input type="checkbox"/> Standards [Assessment Reponse: Test Description (2)] <input type="checkbox"/> Subject/Grade [Assessment Response: Item Description (4)] <input type="checkbox"/> Standard Code [Assessment Response: Item Response Description (7)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_INFO	An invalid Standards [Assessment Response: Test Description (2)] was provided. (values are case-sensitive.
ERROR_KL_ASSESSEMENT_ITEM	An invalid combination of the following values was provided: <ul style="list-style-type: none"> • Standards [Assessment Response: Test Description (2)] • Subject/Grade [Assessment Response: Item Description (4)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_ITEMR	An invalid combination of the following values was provided: <ul style="list-style-type: none"> • Standards [Assessment Reponse: Test Description (2)] • Subject/Grade Assessment Response: Item Description (4)] • Standard Code [Assessment Response: Item Response Description (7)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_LANG	An invalid Standards [Assessment Response: Test Description (2)] was provided (values are case-sensitive)
ERROR_KL_DISTRICT	An invalid Standards [Assessment Response: Test Description (2)] was provided. (values are case-sensitive)
ERROR_KL_ENROLL_CODES	An invalid Enrollment Code [School Enrollment: Enrollment Code (7)] was provided.
ERROR_KL_LOCATION	An invalid School Code was provided. Ensure the

	format is ### (leading zeros must be provided).														
ERROR_KL_PERIOD	A Date outside the current school year was provided.														
ERROR_KL_STUDENT	A corresponding STUDENT template has not been processed for the specified NDE Student ID. [STUDENT SNAPSHOT, SCHOOL ENROLLMENT, PROGRAMS FACT, STUDENT SUMMARY ATTENDANCE, TITLE I PROGRAMS, ASSESSMENT FACT, or POST SCHOOL SURVEY]														
ERROR_SOURCEFILE_DATA	This file contains the source file records containing miscellaneous errors encountered as described in the ERROR_SOURCEFILE_MSG file.														
ERROR_SOURCEFILE_MSG	This file contains the descriptions of the miscellaneous errors encountered processing the records appearing in the ERROR_SOURCEFILE_DATA file.														
ERROR_VALID_VALUES	<p>Valid values were not provided for required fields. The ERROR_VALID_VALUES file will place an “X” in each column indicating the required fields for which data was missing or invalid (data provided will appear in the column immediately to the left). There will be one row per record with a Valid Value error and each row will list all Valid Value errors.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: center;">Reporting Date Not in Period Table</th> <th style="text-align: center;">Activity Date Not ISO</th> <th style="text-align: center;">Activity Date Not In Period Table</th> <th style="text-align: center;">Activity Date > Current Date</th> <th style="text-align: center;">Enrollment Date Not ISO</th> <th style="text-align: center;">Enrollment Date Not In Period Table</th> <th style="text-align: center;">Enroll Date With Sch Yea</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">X</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p>The example above indicates “Activity Date” is invalid because a valid date was not provided.</p>	Reporting Date Not in Period Table	Activity Date Not ISO	Activity Date Not In Period Table	Activity Date > Current Date	Enrollment Date Not ISO	Enrollment Date Not In Period Table	Enroll Date With Sch Yea	-	-	-	X	-	-	-
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-	-	-	X	-	-	-									

Filenames that begin with ‘ERROR_KL_’ can be translated as an ‘ERROR on a Key Lookup of the X provided’ where X is what appears at the end of the filename. For example, ‘ERROR_KL_DISTRICT’ indicates an ‘Error on a Key Lookup of the District Code provided. When Batches are Complete (with no errors and the proper number of records inserted and/or updated), proceed to NSSRS VALIDATION to Review Validation and Verification Reports.

Data Manager Collections Approval

<p>1. Click on the Student and Staff (NSSRS) tab</p>																
<p>2. Click on the NSSRS Data Manager link.</p>	<table border="1"> <thead> <tr> <th>Status</th> <th>Activation Code(s)</th> <th>Name/Link</th> </tr> </thead> <tbody> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NDE Staff ID</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Data Manager </td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Secured Information Website</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Validation</td> </tr> </tbody> </table>	Status	Activation Code(s)	Name/Link	Available	Edit/Remove	NDE Staff ID	Available	Edit/Remove	NSSRS Data Manager 	Available	Edit/Remove	NSSRS Secured Information Website	Available	Edit/Remove	NSSRS Validation
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<p>3. Click on Data Approval under the Menu</p>	<table border="1"> <tr> <td style="vertical-align: top;"> <p>Data Submission</p> <ul style="list-style-type: none"> Home Upload File Manager Batch Manager Data Approval  External Links NSSRS Documents </td> <td style="vertical-align: top;"> <p>System Messages</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No messages available.</td> </tr> </tbody> </table> <p>Open Collections</p> <table border="1"> <thead> <tr> <th>Collection</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2014-15 Fall</td> <td>2014-2015 Fall Collection</td> </tr> <tr> <td>Follow #1 2013-14</td> <td>2013-2014 Follow-up Collection #1</td> </tr> </tbody> </table> </td> </tr> </table>	<p>Data Submission</p> <ul style="list-style-type: none"> Home Upload File Manager Batch Manager Data Approval  External Links NSSRS Documents 	<p>System Messages</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No messages available.</td> </tr> </tbody> </table> <p>Open Collections</p> <table border="1"> <thead> <tr> <th>Collection</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2014-15 Fall</td> <td>2014-2015 Fall Collection</td> </tr> <tr> <td>Follow #1 2013-14</td> <td>2013-2014 Follow-up Collection #1</td> </tr> </tbody> </table>	Date	Subject	Message	No messages available.			Collection	Description	2014-15 Fall	2014-2015 Fall Collection	Follow #1 2013-14	2013-2014 Follow-up Collection #1	
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<p>4. Click the Action button to approve the selected Collection</p>	<table border="1"> <tr> <td style="vertical-align: top;"> <p>Menu</p> <ul style="list-style-type: none"> Home Upload File Manager Batch Manager Collections Approval External Links NSSRS Documents NDE Portal Login </td> <td style="vertical-align: top;"> <p>District/Collection Approval</p> <p>Once your data is marked as approved, you will no longer be able to upload or process any template files. This status will remain until the administrator resets the status.</p> <table border="1"> <thead> <tr> <th>Collection</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Year-end 2008-2009</td> <td>Year-end collection for 2008-2009 school year.</td> <td style="text-align: center;">Action </td> </tr> </tbody> </table> </td> </tr> </table> <div style="text-align: right; margin-top: 10px;">  </div>	<p>Menu</p> <ul style="list-style-type: none"> Home Upload File Manager Batch Manager Collections Approval External Links NSSRS Documents NDE Portal Login 	<p>District/Collection Approval</p> <p>Once your data is marked as approved, you will no longer be able to upload or process any template files. This status will remain until the administrator resets the status.</p> <table border="1"> <thead> <tr> <th>Collection</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Year-end 2008-2009</td> <td>Year-end collection for 2008-2009 school year.</td> <td style="text-align: center;">Action </td> </tr> </tbody> </table>	Collection	Description	Action	Year-end 2008-2009	Year-end collection for 2008-2009 school year.	Action 							
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