
Nebraska Department of Education

Nebraska Student and Staff Record System (NSSRS)

www.education.ne.gov/nssrs

Who Reports What

December 20, 2013

Purpose: To provide information about Nebraska school district responsibilities related to data reporting and assessments:

- Who is responsible for reporting data about a student (and possible templates necessary to be submitted);
- Who is responsible for ensuring State NeSA Assessments are provided to students;
- What district does student performance data become attached to for purposes of accountability and public reporting

The scenarios and different situations among Nebraska schools are unique and diverse, but the information provided within this publication intends to provide clarity on different situations.

If there are additional situations not addressed in the document, please contact the NDE Helpdesk for additional assistance.



Definitions:

District/System of Membership: The approved or accredited district/system where the student receives the majority of their instruction includes public districts, nonpublic systems and special purpose schools (state operated systems).

District of Residence: The public school district where the student resides. Resident shall mean a person who has his or her residence in a place. It should be noted that the Legislature has specifically provided in Section 79-215 (1) R.R.S. that, except as otherwise provided in § 79-215 R.R.S., a student is a resident of the school district where he or she resides and shall be admitted to any such school district upon request without charge.

Nebraska Department of Education Student ID: An NDE Student ID is required for all students attending or provided services from a Nebraska district/system.

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



Definitions, cont...

Student: 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.

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 of September.

School Enrollment: collects information on student enrollment events, both enrollment and withdrawal, during the school year.

Student Summary Attendance: contains aggregate information on student attendance.

Student Grades: used to collect information regarding courses students in grades prekindergarten through 12 completed during a particular school year.

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

Program Facts:

Career Education: collected to support the federal reporting of the Carl D. Perkins Career and Technical Education Act.

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

Homeless Education: a cumulative set of students; include all students eligible for Homeless Education services at any time during the school year.

Rule 18 Interim-Program School: a cumulative set of students; include all students served by a Rule 18 Interim-Program School at any time during the school year.

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

Post School Survey: is for all 12th grade Career Education Concentrators identified as in the previous school year a completer with diploma.

Assessment Fact (NAI): captures student national assessment instrument (standardized test) results.



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PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
A.	Enrolled	Resident Student IN membership	<p>District of residence is responsible to report ALL student data</p> <ul style="list-style-type: none"> • Student Template, District of Residence (117) will be the same as County District Number (1) • School Enrollment with Enrollment Code (7) = 1XX and Residence Status (10) = 1 if contracted in from another public school Residence Status (10) = 2 if contracted in non-public Residence Status (10) = 3 if contracted in from another state • School Enrollment with Residence Status (10) = 0 • Student Summary Attendance <ul style="list-style-type: none"> ○ See P for PK SPED getting services only at home • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Residence

PUBLIC DISTRICT REPORTS

	Type of student	Definition	Student Data	Responsible for Assessment
B.	Contracted In	Nonresident Student (full time or part time) attending from another public district, or from another state	District of membership is responsible to report: <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137), District of Residence (117) ≠ County District Number (1) • School Enrollment with Enrollment Code (7)= 1XX and Residence Status (10) = 1 if contracted in from another public school Residence Status (10) = 2 if contracted in non-public Residence Status (10) = 3 if contracted in from another state • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Membership
C.	Contracted Out to a Public District	Student NOT in membership at Resident District attends another Public District	District of residence will report as follows: <ul style="list-style-type: none"> • Student Template with Full-Time Equivalency (137) = 0 • School Enrollment with Enrollment Code (7) = 201 (transfer out) Residence Status (10) = 5 • DO NOT report in Student Summary Attendance • DO NOT report in Student Grades • DO NOT report in Student Snapshot • DO NOT report in Special Education Snapshot 	District of Membership



PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
D.	<p>Contracted Out to an Entity in another State (public or Contracted Service Provider)</p> <p>For Iowa School of Deaf (see K)</p>	<p>Student NOT in membership at Resident District attends another Public District or Contracted Service in another state</p>	<p>District of residence will report as follows:</p> <ul style="list-style-type: none"> • Student Template with Full-Time Equivalency (137) = 0 • School Enrollment with Enrollment Code (7) = 201 (transfer out) Residence Status (10) = 7 Contracted out to another state • DO NOT report in Student Summary Attendance • DO NOT report in Student Grades • DO NOT report in Student Snapshot • DO NOT report in Special Education Snapshot 	Not applicable
E.	Optioned In	<p>Nonresident student who is choosing to attend and is accepted in membership at another school district</p>	<p>District of membership is responsible to report:</p> <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137), District of Residence (117) ≠ County District Number (1) • School Enrollment with Enrollment Code (7)= 1XX and residence status (10)= 6 • Student Summary Attendance. • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Membership

PUBLIC DISTRICT REPORTS

	Type of student	Definition	Student Data	Responsible for Assessment
F.	Optioned Out	Student NOT in membership at Resident District choosing to attend and is accepted in membership at another school district	No student data will be reported by the sending district. The data will come from the District of Membership (receiving district)	District of Membership
G.	Learning Community Open Enrollment: Transfer Out	Student who exercises the Learning Community Open Enrollment provision to transfer out to a school operated by a district within the same Learning Community	District of residence will report as follows: <ul style="list-style-type: none"> • Student Template with Full-Time Equivalency (137) = 0 • School Enrollment with Residence Status (10) = 8 and <ul style="list-style-type: none"> ○ Enrollment Code (7) = 200 if the receiving school is within the same district ○ Enrollment Code (7) = 201 if the receiving school is within a different district • DO NOT report in Student Summary Attendance • DO NOT report in Student Grades • DO NOT report in Student Snapshot • DO NOT report in Special Education Snapshot 	District of Membership



PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
H.	Learning Community Open Enrollment: Transfer In	Student who exercises the Learning Community Open Enrollment provision to transfer in to a school operated by a district within the same Learning Community	<p>District of membership is responsible to report:</p> <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137) • School Enrollment with Residence Status (10) = 8 and <ul style="list-style-type: none"> ○ Enrollment Code (7) = 100 if the sending school is within the same district ○ Enrollment Code (7) = 102 if the sending school is within a different district • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Membership
I.	Attends Nonpublic System, but receiving services such as Title I and/or Special Education	Student NOT in membership at Resident District attends a Nonpublic system and receives services from a public district	<p><i>IF Student is Attending a Nonpublic School or System in their District of Residence OR IF Student is attending a Nonpublic School or System not located in their district of residence AND they are receiving services from the district of residence.</i></p> <p>District of Residence will report as follows:</p> <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137) for service provided • School Enrollment with Enrollment Code (7) = 1XX and residence status (10)= 0 • Student Summary Attendance for the portion of time the student receives services • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey 	Not applicable

PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
			<p><i>IF the student is attending a Nonpublic School or System not located in their district of residence AND they are receiving services from the district where the nonpublic school is located AND the student opts for or receives Equitable Services as defined in IDEA or Rule 51 the public district that is providing the service will report this student as follows:</i></p> <ul style="list-style-type: none"> • Student Template with appropriate Full-time Equivalency (137) for the services the public district is providing <ul style="list-style-type: none"> ○ County District Number (1) will be the County District of the public district providing the service ○ Location (2) will be the nearest public school location to the nonpublic school with appropriate grade range for the student ○ District of Residence (117) will be the County District Number of the Public district in which the student resides • School Enrollment with Enrollment Code (7) = 1XX and Residence Status (10) = 0, Location (2) will be the nearest public school location to the nonpublic school with appropriate grade range for the student. • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey 	

PUBLIC DISTRICT REPORTS

	Type of student	Definition	Student Data	Responsible for Assessment
J.	Attends an ESU Program or Contracted Service Provider	Student NOT in membership at Resident District attends an ESU, Program or contracted service	District of residence will report as follows: <ul style="list-style-type: none"> • Student remains enrolled in the public district because the entity the student is attending does NOT report student data • Student Template with appropriate Full-Time Equivalency (137) • School Enrollment with Enrollment Code (7) = 1XX and with Residence Status (10) = 0 • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Residence
K.	Attends Iowa School for the Deaf	Student NOT in membership at Resident District Attends Iowa School for the Deaf	District of residence will report as follows: <ul style="list-style-type: none"> • Student remains enrolled in the public district because the entity the student is attending does NOT report student data • Student Template with 100% Full-Time Equivalency (137) • School Enrollment with Enrollment Code (7) = 1XX and with Residence Status (10) = 0 • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September Special Education Snapshot with Primary Setting Code (44) = 5 indicating separate school • Special Education Snapshot (October, Monthly and Year End) Snapshot • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Residence Beginning 14-15 school year

PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
L.	Attends Rule 18 Interim-Program School	Student attending a Rule 18 Interim- Program School	<p>The Rule 18 Interim-Program School will NOT report.</p> <p>District of residence is responsible to report:</p> <ul style="list-style-type: none"> • Student remains enrolled in the public district because the entity the student is attending does NOT report student data • Student Template with appropriate Full-Time Equivalency (137) • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • School Enrollment with Enrollment Code (7) = 1XX and Residence Status (10) = 0 • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Residence

PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
M.	Ward of the Court or the State	<p>Section 79.215 (9)</p> <p>... the student shall remain a resident of the district in which he or she resided at the time he or she became a ward.</p> <p>Any student who is a ward of the state or a ward of any court who resides in a foster family home licensed or approved by the Department of Health and Human Services or a foster home maintained or used pursuant to section 83-108.04 shall be deemed a resident of the district in which he or she resided at the time he or she became a foster child, unless it is determined under section 43-1311 or 43-1312 that he or she will not attend such district in which case he or she shall be deemed a resident of the district in which the foster family home or foster home is located.</p>	<p>District of residence is responsible to report:</p> <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137) • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • School Enrollment with Enrollment Code (7) = 1XX and Residence Status (10) = 0 • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) <p>However each situation is unique. Contact NDE if you have questions.</p>	District of Residence

PUBLIC DISTRICT REPORTS

	Type of student	Definition	Student Data	Responsible for Assessment
N.	Enrolled Part-time; FTE is Less than or equal to 50%	Resident student IN membership part-time FTE is Less than or equal to 50%	District of Membership is responsible to report: <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137) Less than or equal to 50 • School Enrollment with Residence Status (10) = 0 • Student Summary Attendance for the portion of time the student receives services • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey 	Not applicable
O.	Enrolled Part-Time; FTE is Greater than 50%	Resident student IN membership part-time FTE is Greater than 50%	District of Membership is responsible to report: <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137) Greater than 50 • School Enrollment with Residence Status (10) = 0 • Student Summary Attendance for the portion of time the student receives services • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Membership

PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
P.	Student receiving Special Education services at home	Resident student with a verified disability age 0-21	<p>District of Residence is responsible to report</p> <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137) • School Enrollment with Residence Status (10) = 0 • Student Summary Attendance <ul style="list-style-type: none"> ○ <i>Students age 0-5 that are <u>not</u> included on the Programs Fact Early Childhood template and receiving only home based services do not need to submit Student Summary Attendance</i> • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Student Grades (<i>grades PK-12</i>) ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) 	District of Residence
Q.	Attends a location identified as a program within a public district	Resident student IN membership Attending a Program (<i>identified in ESU/District/System/School Information Report in the CDC</i>)	<p>Programs do NOT report Student Data</p> <p>District of Residence will report the students at their School of Membership if they were not attending a program e.g. focus or alternative programs.</p>	District of Residence

PUBLIC DISTRICT REPORTS				
	Type of student	Definition	Student Data	Responsible for Assessment
R.	Attends an ESU-operated Early Childhood Program	Students IN membership at a Rule 11 Approved ESU-operated Early Childhood Program	District of residence will report as follows: <ul style="list-style-type: none"> • Student remains enrolled in the public district because the entity the student is attending does NOT report student data • Student Template with appropriate Full-Time Equivalency (137) • School Enrollment with Enrollment Code (7) = 1XX and with Residence Status (10) = 0 • Student Summary Attendance • Student Grades (<i>grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Program Fact Early Childhood • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact (Homeless) ○ Title I Programs 	District of Residence
S.	Enrolled in a District-operated Early Childhood Program	Students IN membership at a Rule 11 Approved District-operated Early Childhood Program	District of membership will report as follows: <ul style="list-style-type: none"> • Student Template with appropriate Full-Time Equivalency (137), District of Residence (117) may ≠ County District Number (1) • School Enrollment with Residence Status (10) = 0 • Student Summary Attendance • Student Grades (<i>grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Program Fact Early Childhood • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact (Homeless) ○ Title I Programs 	District of Membership

SPECIAL PURPOSE SCHOOLS (STATE OPERATED SYSTEMS) REPORT				
	Type of student	Definition	Student Data	Assessment
T.	Enrolled in a Special Purpose School (State Operated Systems)	<p>Student enrolled at:</p> <ul style="list-style-type: none"> • Kearney West • Geneva North • Pine Ridge Job Corps • NE Correctional Youth Facility • University of Nebraska High School 	<p>System is responsible to report ALL student data</p> <ul style="list-style-type: none"> • Student Template, District of Residence (117) will be the same as County District Number (1) • School Enrollment with Residence Status (10) = 0 • Student Grades (<i>Grades PK-12</i>) • Student Summary Attendance • October Student Snapshot if enrolled on the last Friday in September • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Special Education Snapshot (October, Monthly and Year-End) ○ Programs Fact ○ Title I Programs ○ Post School Survey ○ Assessment Fact (NAI) <p>University of Nebraska High School: Required to only report Nebraska resident students that are <u>not</u> enrolled in another Nebraska school district/system. University of Nebraska High School will not report any data on students that are NOT Nebraska residents, see below</p> <ul style="list-style-type: none"> • County District Number (1) = 55-0605 • School Number (2) = 001 • Student Template with District of Residence (117) = County District Number of the public district where the student resides. • School Enrollment with Residence Status (10) = 0 • Student Summary Attendance • Student Grades (<i>Grades PK-12</i>) • October Student Snapshot if enrolled on the last Friday in September • Special Education Snapshot (October, Monthly and Year-End) • Other templates that may apply to the student <ul style="list-style-type: none"> ○ Program Fact – CTE ○ Title I ○ Post School Survey 	Special Purpose School



RULE 18, ESU SCHOOL/PROGRAM, CONTRACTED SERVICE PROVIDERS REPORT	
U.	District of residence will report all student and assessment data (see L)
EXEMPT SCHOOLS (HOME-SCHOOL)	
V.	If a Home-school student attends a public district on a part-time basis, see (Items N and O)
OUT OF STATE SCHOOLS	
W.	School will not report (See D if contracted to an out-of-state Public district or Contract Service Provider (See K) if contracted out to Iowa School of the Deaf