### Staff Reporting

<table>
<thead>
<tr>
<th>Dates</th>
<th>2014-2015 Templates</th>
<th>Data Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 4 - September 15, 2014 DUE DATE</td>
<td>Staff Demographics, Staff Position Assignments</td>
<td>1 Extract for Approval and Accreditation Certificate Checks and Salary Reports (After October 31)</td>
</tr>
<tr>
<td>September 16-October 31, 2014 AUDIT WINDOW</td>
<td>Staff Demographics, Staff Position Assignments</td>
<td>2 Extract for State Aid Calculation (After October 31)</td>
</tr>
<tr>
<td>November 1 – December 1, 2014 Open for Additions/Changes for All Districts/Systems</td>
<td>Staff Demographics, Staff Position Assignments</td>
<td>1 Extract for Non Public Curriculum Reporting and Rule 11 Certificate Checks (December 2)</td>
</tr>
<tr>
<td>December 2, 2014 – June 15, 2014 Open for Additions/Changes for All Districts/Systems</td>
<td>Staff Demographics, Staff Position Assignments</td>
<td>2 Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A)</td>
</tr>
<tr>
<td>June 16 – June 30, 2015 AUDIT WINDOW</td>
<td>Staff Demographics, Staff Position Assignments</td>
<td>1 Extract for Rule 11 Endorsement Check (After June 30)</td>
</tr>
</tbody>
</table>

### Student Unique Identifier (UNIQ-ID)

<table>
<thead>
<tr>
<th>Dates/Timeframe</th>
<th>2014-2015 Files</th>
<th>Applies To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to submitting Student template for the first time</td>
<td>Upload file to Student Unique Identifier (Uniq-ID) system to obtain NDE Student IDs for new students and update information for existing students (for example, Grade Level, Location, and School Year)</td>
<td>Any district/system that reports membership • Public Districts • Non Public Systems • Special Purpose (State Operated) Schools</td>
</tr>
<tr>
<td>Anytime during the School Year for new students or when student information changes, such as Grade Level or Location</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### STUDENT REPORTING

#### DATES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18 - October 15, 2014</td>
<td><strong>2014-2015 Fall Collection</strong>&lt;br&gt;☑ Student 1, 2&lt;br&gt;☑ October Student Snapshot (Snapshot Date = ‘2014-10-01’) 1&lt;br&gt;☑ School Enrollment 1, 2, 5&lt;br&gt;☑ October Special Education Snapshot (Snapshot Date = ‘2014-10-01’) 3, 4&lt;br&gt;☑ Programs Fact: Early Childhood 1</td>
<td><strong>2013-2014 Follow-up Collection #1</strong>&lt;br&gt;☑ School Enrollment 1&lt;br&gt;☑ 2013-2014 Dropouts&lt;br&gt;☑ Summer 2014 Completers&lt;br&gt;☑ Summer 2014 Inter-District Transfers&lt;br&gt;☑ Year-end Special Education Snapshot 2&lt;br&gt;☑ 2013-2014, for the purpose of providing Exit Reason values that match Enrollment Code values provided on School Enrollment, Snapshot Date = ‘2014-06-30’</td>
</tr>
<tr>
<td>October 16 – October 31, 2014</td>
<td><strong>2014-2015 Fall Audit</strong>&lt;br&gt;☑ Student 1, 2&lt;br&gt;☑ October Student Snapshot (Snapshot Date = ‘2014-10-01’) 1&lt;br&gt;☑ School Enrollment 1, 2, 5&lt;br&gt;☑ October Special Education Snapshot (Snapshot Date = ‘2014-10-01’) 3, 4&lt;br&gt;☑ Programs Fact: Early Childhood 1</td>
<td><strong>2013-2014 Follow-up Audit #1</strong>&lt;br&gt;☑ School Enrollment 1&lt;br&gt;☑ 2013-2014 Dropouts&lt;br&gt;☑ Summer 2014 Completers&lt;br&gt;☑ Summer 2014 Inter-District Transfers&lt;br&gt;☑ Year-end Special Education Snapshot 2&lt;br&gt;☑ 2013-2014, for the purpose of providing Exit Reason values that match Enrollment Code values provided on School Enrollment, Snapshot Date = ‘2014-06-30’</td>
</tr>
<tr>
<td>November 1 – November 17, 2014</td>
<td><strong>2014-2015 November Collection</strong>&lt;br&gt;☑ Student Grades&lt;br&gt;☑ Student Summary Attendance (First Day of School through 2014-10-15) 1, 2</td>
<td><strong>2013-2014 Follow-up Collection #2</strong>&lt;br&gt;☑ Title I Programs&lt;br&gt;☑ 2013-2014, for students served by Title I during summer 2014 who were not already reported during the regular school year&lt;br&gt;☑ Student Grades&lt;br&gt;☑ For courses completed during summer 2014 and count toward the 2013-2014 school year</td>
</tr>
</tbody>
</table>

#### DATA USES

1. Data used for State Aid Calculation
2. Data used for Nutrition Services (Direct Certification)
3. Extract for Medicaid in Public Schools (MIPS) 24th day of each month
4. Data used for Individuals with Disabilities Education Act (IDEA) Annual Child Count
5. Cohort Graduation Rate and Dropout Rate calculations

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* This submission window must be approved. See note at end of calendar.

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**STUDENT REPORTING (cont.)**
|-----------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| November 18 – December 1, 2014 | **2014-2015 November Audit**  
- Student Grades  
  - For courses completed during summer 2014 and count toward the 2014-2015 school year.  
- Student Summary Attendance  
  (First Day of School through 2014-10-15) \(^1\) \(^2\)  
\(^1\) Extract for Excessive Absenteeism Quarterly Count  
\(^2\) Extract for State Aid Certification | **2013-2014 Follow-up Audit #2**  
- Title I Programs  
  - For courses completed during summer 2014 and count toward the 2013-2014 school year.  
- Student Grades  
  (First Day of School through 2014-10-15) \(^2\) \(^3\)  
\(^1\) Extract for Excessive Absenteeism Quarterly Count  
\(^2\) Extract for State Aid Certification  
\(^3\) * This submission window must be approved. See note at end of calendar. |
| Extract Due Date December 1, 2014 | **2014-2015 Year End Collection**  
- Student \(^1\)  
- School Enrollment \(^1\) \(^2\) \(^4\)  
- Year-end Special Education Snapshot  
  (Snapshot Date = ‘2015-06-30’) \(^1\)  
\(^1\) Extract for preprinted labels for English Language Development Assessment (ELDA) and Nebraska State Accountability – Writing (NeSA-W). Extract date is December 2, 2014.  
\(^2\) Data used for Excessive Absenteeism Quarterly Count  
\(^3\) Data used for State Aid Certification  
\(^4\) Cohort Graduation Rate and Dropout Rate calculations | **DATA USES**  
- Student Summary Attendance  
  (2014-10-16 through 2014-12-31) \(^2\) \(^3\)  
\(^1\) Extract for preprinted labels for Nebraska State Accountability – Reading (NeSA-R), Nebraska State Accountability – Math (NeSA-M), and Nebraska State Accountability – Science (NeSA-S). Extract date is February 2, 2015.  
\(^2\) Data used for Excessive Absenteeism Quarterly Count  
\(^3\) Data used for State Aid Certification  
\(^4\) Cohort Graduation Rate and Dropout Rate calculations |
| Extract Due Date January 30, 2015 | **2014-2015 Year End Collection**  
- Student \(^1\)  
- School Enrollment \(^1\) \(^2\) \(^4\)  
- Year-end Special Education Snapshot  
  (Snapshot Date = ‘2015-06-30’) \(^1\)  
- Student Summary Attendance  
  (2014-10-16 through 2014-12-31) \(^2\) \(^3\)  
\(^1\) Extract for preprinted labels for Nebraska State Accountability – Reading (NeSA-R), Nebraska State Accountability – Math (NeSA-M), and Nebraska State Accountability – Science (NeSA-S). Extract date is February 2, 2015.  
\(^2\) Data used for Excessive Absenteeism Quarterly Count  
\(^3\) Data used for State Aid Certification  
\(^4\) Cohort Graduation Rate and Dropout Rate calculations | **DATA USES**  
- Student Summary Attendance  
  (2014-10-16 through 2014-12-31) \(^1\) \(^2\) \(^3\)  
\(^1\) Extract for preprinted labels for Nebraska State Accountability – Reading (NeSA-R), Nebraska State Accountability – Math (NeSA-M), and Nebraska State Accountability – Science (NeSA-S). Extract date is February 2, 2015.  
\(^2\) Data used for Excessive Absenteeism Quarterly Count  
\(^3\) Data used for State Aid Certification  
\(^4\) Cohort Graduation Rate and Dropout Rate calculations |
| Audit Window February 1 – 14, 2015 | **2014-2015 Year End Collection**  
- Student \(^1\) \(^2\) \(^3\)  
- Student Summary Attendance  
  (2014-10-16 through 2014-12-31) \(^1\) \(^2\)  
\(^1\) Extract for Excessive Absenteeism Quarterly Count  
\(^2\) Extract for State Aid Certification  
\(^3\) Data used for State Aid Certification  
\(^4\) Data used for State Aid Certification  
\(^5\) Extract for Title III LEP and Immigrant Counts for district allocations for the 2015-2016 school year. Extract date is April 2, 2015.  
\(^6\) Data used for Excessive Absenteeism Quarterly Count  
\(^7\) Data used for State Aid Certification  
\(^8\) Extract for Title III LEP and Immigrant Counts for district allocations for the 2015-2016 school year. Extract date is April 2, 2015.  
\(^9\) Data used for State Aid Certification |
| Extract Due Date April 1, 2015 | **2014-2015 Year End Collection**  
- Student \(^1\) \(^3\) \(^4\) \(^5\)  
- Student Summary Attendance  
  (2015-01-01 through 2015-03-15) \(^1\) \(^2\) \(^3\) \(^4\) \(^5\)  
\(^1\) Extract for Preprint Labels for English Language Development Assessment (ELDA) and Nebraska State Accountability – Writing (NeSA-W). Extract date is April 2, 2015.  
\(^2\) Data used for Excessive Absenteeism Quarterly Count  
\(^3\) Data used for State Aid Certification  
\(^4\) Data used for Excessive Absenteeism Quarterly Count  
\(^5\) Data used for State Aid Certification  
\(^6\) Data used for State Aid Certification  
\(^7\) Extract for Title III LEP and Immigrant Counts for district allocations for the 2015-2016 school year. Extract date is April 2, 2015.  
\(^8\) Data used for Excessive Absenteeism Quarterly Count  
\(^9\) Data used for State Aid Certification  
\(^10\) Extract for Title III LEP and Immigrant Counts for district allocations for the 2015-2016 school year. Extract date is April 2, 2015.  
\(^11\) Data used for State Aid Certification |
| Audit Window April 2 – 15, 2015 | **2014-2015 Year End Collection**  
- Student Summary Attendance  
  (2015-01-01 through 2015-03-15) \(^1\) \(^2\)  
\(^1\) Extract for Excessive Absenteeism Quarterly Count  
\(^2\) Extract for State Aid Certification  
\(^3\) Data used for State Aid Certification  
\(^4\) Extract for Excessive Absenteeism Quarterly Count  
\(^5\) Extract for State Aid Certification  
\(^6\) Data used for State Aid Certification  
\(^7\) Extract for Title III LEP and Immigrant Counts for district allocations for the 2015-2016 school year. Extract date is April 2, 2015.  
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\(^9\) Data used for State Aid Certification  
\(^10\) Extract for Title III LEP and Immigrant Counts for district allocations for the 2015-2016 school year. Extract date is April 2, 2015.  
\(^11\) Data used for State Aid Certification |
## STUDENT REPORTING (cont.)

|-------|----------------------------------|-----------|
| **November 1, 2014 - June 15, 2015** | **2014-2015 Year End Collection** | **1** Data used for State Aid Calculation  
**2** State of the Schools Report  
**3** Carl D. Perkins Career and Technical Education Act Report  
**4** Extract for Medicaid in Public Schools (MIPS) 24th day of each month  
**5** Data used for Special Education Exiters  
**6** Data used for Excessive Absenteeism Quarterly Count  
**7** Cohort Graduation Rate and Dropout Rate calculations |
| | - Student 2  
- Student Grades  
- Student Summary Attendance  
  (2015-03-16 through Last Day of School) 1,6  
- School Enrollment (2014-2015 Completers) 7  
- Year-end Special Education Snapshot  
  (Snapshot Date = ‘2015-06-30’) 4, 5  
- Assessment Fact for National Assessment Instrument  
  student results (Reading and Math) 2  
- Title I Programs  
- Programs Fact: Career Education 3  
- Programs Fact: Early Childhood  
- Programs Fact: Homeless  
- Programs Fact: Interim  
- Post School Survey  
  (School Year = ‘2014-06-30’) 3 |
| **June 16 – June 30, 2015** | **2014-2015 Year End Audit** | **1** Extract for State Aid Calculation  
**2** State of the Schools Report  
**3** Carl D. Perkins Career and Technical Education Act Report  
**4** Extract for Medicaid in Public Schools (MIPS) 24th day of each month  
**5** Extract for Special Education Exiters  
**6** Extract for Excessive Absenteeism Quarterly Count  
**7** Cohort Graduation Rate and Dropout Rate calculations |
| | - Student 2  
- Student Grades  
- Student Summary Attendance  
  (2015-03-16 through Last Day of School) 1,6  
- School Enrollment (2014-2015 Completers) 7  
- Year-end Special Education Snapshot  
  (Snapshot Date = ‘2015-06-30’) 4, 5  
- Assessment Fact for National Assessment Instrument  
  student results (Reading and Math) 2  
- Title I Programs  
- Programs Fact: Career Education 3  
- Programs Fact: Early Childhood  
- Programs Fact: Homeless  
- Programs Fact: Interim  
- Post School Survey  
  (School Year = ‘2014-06-30’) 3 |
| **Accepted during any open 2014-2015 collection window** | - Student 1  
- School Enrollment 1, 3  
- Year-end Special Education Snapshot  
  (after October 31, Snapshot Date = ‘2015-06-30’) 2 | **3** Extract for Nutrition Services (Direct Certification)  
**2** Extract for Medicaid in Public Schools (MIPS) 24th day of each month  
**3** Cohort Graduation Rate and Dropout Rate calculations |

*This submission window must be approved. See note at end of calendar.*

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* Data submitted during this submission window must be approved. Approval of NSSRS Data Submissions is a requirement of the Special Education and/or State Aid offices at the Nebraska Department of Education. For further information on how to approve a collection, please see: [http://portal.education.ne.gov/site/Help/Collection_Approval_v2.pdf](http://portal.education.ne.gov/site/Help/Collection_Approval_v2.pdf)