

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

NSSRS Validations

User Guide

Version 2.0 – July 23, 2014



NEBRASKA
DEPARTMENT OF
EDUCATION

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Accessing NSSRS Validations

The NSSRS Validations website can be accessed through the NDE Portal under the Student and Staff (NSSRS) tab. Activation codes are available to access student and/or staff data, including programs and tools. Contact your District Administrator to receive the Basic Student or Basic Staff activation code(s) and/or additional roles or program modifiers.

Home Page Overview

Current District: EXAMPLEVILLE SCHOOL DISTRICT [99-9999] [\(Change District\)](#) **Current User:** glippold [User Access: NDE Super User](#)

Year: 2014-06-30 [\(Change Year\)](#)

Home | Errors | Verification Reports | Lookups by ID | System Lookups | Data Downloads | Exit

NSSRS Validation Home

Data submitted for your district have triggered Errors and/or Warnings. Please [Review Errors](#).

District Progress:
Window: YEAR END AUDIT, JUNE 17 - 30

| Template Name | Records | Errors | Warnings |
|------------------------------------------------|---------|--------|----------|
| STUDENT | 5,262 | 0 | 0 |
| SCHOOL ENROLLMENT | 6,320 | 3 | 0 |
| STUDENT SUMMARY ATTENDANCE | 18,569 | 0 | 0 |
| ASSESSMENT FACT | 657 | 0 | 0 |
| PROGRAMS FACT - EARLY CHILDHOOD | 142 | 0 | 0 |
| PROGRAMS FACT - CAREER EDUCATION | 2,101 | 0 | 0 |
| PROGRAMS FACT - HOMELESS | 189 | 0 | 0 |
| PROGRAMS FACT - INTERIM | 30 | 0 | 0 |
| TITLE I PROGRAMS | 76 | 0 | 0 |
| SPECIAL EDUCATION SNAPSHOT [MONTHLY/YEAR-END] | 1,157 | 0 | 0 |
| POST SCHOOL SURVEY - 2013-06-30 | 308 | 0 | 0 |
| STUDENT GRADES | 38,611 | 0 | 0 |

Change Window:
 Choose [District Progress Help \(pdf\)](#)

1. Displays current district.
2. Displays the current school year being reviewed. Click **Change Year** to review a different school year.
3. Displays user and access level. Click on **User Access Link** to review permissions.
4. Menu bar contains links to Home, Errors, Verification Reports, Lookups by ID, System Lookups, Data Downloads and Exit. Hover over a menu item to review further selections in each category.
5. Displays the collection being reviewed. To review a different collection, select one from the pull-down menu and click **Go**.
6. Displays district progress by templates submitted for a specific collection. Displays number of records, errors and warnings for each template.

Menu Bar

Hover over an item in the menu to see the dropdown list of additional selections.

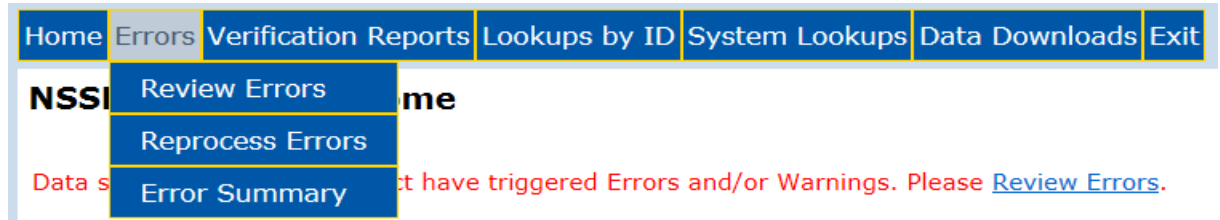
Home Page

Clicking on this item at any time will return you to the home page.



Errors

Review Errors, Reprocess Errors, Error Summary



Review Errors – This lists the current validation errors for the selected district and school year. Click on the **Category Link** to view the errors within the category. Click on the **number link** in the Errors column to view the records resulting in errors.

Error Listing

| Error Category | # of Districts |
|----------------------------------|----------------|
| CAREER EDUCATION | 41 |
| EARLY CHILDHOOD | 12 |

| Error # | Error Description | # of Districts |
|---------|----------------------------------------------|-------------------|
| 259 | Student Is Not Considered In Early Childhood | 2 |
| 260 | Student Is Not Considered In Early Childhood | 1 |

Reprocess Errors – Validation errors are automatically reprocessed on a nightly basis. To manually reprocess errors, click on **Reprocess Student Templates** or **Reprocess Staff Templates**. The process will take a few minutes; click on **Refresh Status** to view the current status and wait for it to say **Process Complete**.

Reprocess Errors

Reprocessing errors will also update the District Progress information for the affected templates.

[Reprocess Student Templates](#)
[Reprocess Staff Templates](#)

| Request | Request Date | Status |
|---------|--------------|--------|
| | | |

Error Summary – Use the Dropdown lists to view active validation errors and click on **Go**.

Validation Error List

Use the selections below to retrieve a list of all validation errors and warnings currently being run against data uploaded to NSSRS. This will NOT produce a list of the errors and warnings that currently apply to your district. To review these, click on "Review Errors" on the left-hand side of the screen.

| | | |
|----------------------------|----------------------|----|
| All Errors: | | Go |
| By Error Number: | <input type="text"/> | Go |
| By Error Category: | CHOOSE ▼ | Go |
| By Template Name: | CHOOSE ▼ | Go |
| Where Error Name Contains: | <input type="text"/> | Go |

Verification Reports

Student, Staff

| | | | | | | |
|----------|---------|----------------------|---------------|----------------|----------------|------|
| Home | Errors | Verification Reports | Lookups by ID | System Lookups | Data Downloads | Exit |
| NSSRS Va | Student | Home | | | | |
| | Staff | | | | | |

Verification Reports – Click on either **staff** or **student** to view the available reports. To expand a category, click on the **name** and then click on the **report** you want to view.

Student Verification Reports

| | | |
|-------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General and Miscellaneous | | |
| Assessment | | |
| Career Education | | |
| Early Childhood | | |
| Enrollment | | |
| Completers | View Report | Student Template and School Enrollment Template with enrollment code 203 and/or 204 for the selected school year need to have been uploaded. |
| Dropouts | View Report | Student Template and School Enrollment Template with enrollment code 202 for the selected school year need to have been uploaded. |
| Students Not Enrolled, Eligible to Return | All | All in students in 7th to 12th grade for whom the last enrollment record equals Not Enrolled Eligible to Return (205) for the selected school year. |
| Learning Community Open Enrollment - District of Residence | Not Applicable | Student Template with your District of Residence and School Enrollment Template with Residence code 8 for the selected school year need to have been uploaded by the District of Membership. |
| NEW! Students Found in Other States | Go To List | Students who have been identified as having been enrolled at your district some time in the past and subsequently found in another state. |
| Graduation Cohort | | |
| Membership and Attendance | | |
| Special Education | | |

Lookups by ID

Enrollment Lookup by ID, Expected Graduation Year, and Student Lookup by ID
Lookups by ID - These lookups require the 10 digit NDE Student ID. Do not include hyphens when searching for a student.

| | | | | | | |
|----------------------|------------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|----------------------|
| Home | Errors | Verification Reports | Lookups by ID | System Lookups | Data Downloads | Exit |
|----------------------|------------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|----------------------|

NSSRS Validation Home

Data submitted for your district have [Please Review Errors.](#)

- [Enrollment Lookup by ID](#)
- [Expected Graduation Year](#)
- [Student Lookup by ID](#)

NDE Student ID

System Lookups

Graduation Cohort Analysis Tool, Programs Fact, Special Education Snapshot, Student by Demographics, Student Grades, Student Summary Attendance and Accountability Count Verification.

These tools allow you to create reports based on user defined parameters. Results may be displayed in the browser or in Excel.

| | | | |
|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Verification Reports | Lookups by ID | System Lookups | Data Downloads |
|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|

Lookup by NDE Student ID

ID

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- [Graduation Cohort Analysis Tool](#)
- [Programs Fact](#)
- [Special Education Snapshot](#)
- [Student by Demographics](#)
- [Student Grades](#)
- [Student Summary Attendance](#)
- [Accountability Count Verification](#)

Data Downloads

Student Clearing House and ACT Data

Student Clearinghouse Data – This will provide you with student match information for graduates from your school district. The year represents the academic year in which students either graduated early or on time.

National Student Clearinghouse Data

Below you will find links to Excel data file(s) which contain the student match information from the National Student Clearinghouse StudentTracker for your school district. The year represented by the link indicates the academic year in which the students contained in the file graduated with a diploma (only students graduating early or on-time are included in the file). A details file explaining the data elements included in the Excel file(s) is also provided below.

[2012-2013 Student Clearinghouse Data](#)

[Data Element Details](#) (pdf)

[2011-2012 Student Clearinghouse Data](#)

[2010-2011 Student Clearinghouse Data](#)

ACT Data- This provides you with information on the ACT Benchmark Data for your school district.

ACT Data

Below you will find links to report(s) which contain the ACT Benchmark Data and other data downloads for your school district. The year represented by the link indicates the academic year in which the students were considered to be part of the "Class of." contained in the file graduated with a diploma (only students graduating early or on-time are included. A file detailing the information is also provided below.

[2012-2013 ACT Benchmark Information](#)

[ACT Benchmark Information](#) (pdf)

This report provides information about the performance of your graduating seniors who took the ACT as sophomores, juniors, or seniors; and self-reported at the time of testing that they were scheduled to graduate this year. Beginning with the Graduating Class of 2013, all students whose scores are college reportable, both standard and extended time tests, are now included in the report.

Exit

Use this tab to exit NSSRS Validations.