

# NSSRS Validation Quick Reference Guide

EDIT 03.01.2016

From the NDE Portal: <https://portal.education.ne.gov>

Login with your Login ID and Password

**Portal Sign In**  
Login ID:  
  
Password:

Go to the “Student & Staff (NSSRS)” tab and select the “NSSRS Validation”



If you do not have access to the “NSSRS Validation”, please contact your District Administrator.  
The “NSSRS Validation” has multiple user types and additional roles and modifiers for Student and Staff.  
Not everyone needs access to view everything, contact your District Administrator to get the correct access.

## NSSRS Validation Home

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#) Current User: gcarter  
Year: 2016-06-30 [\(Change Year\)](#) User Access: NDE Super User

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

### NSSRS Validation Home

District Progress:  
Window: NESR RMS LABELS EXTRACT, 2ND STUDENT SUMMARY ATTENDANCE PERIOD, JANUARY 20

Template Name	District Count	Districts with Errors	Districts with Warnings	Districts Not Submitted
<a href="#">STUDENT</a>	250	41	14	<a href="#">0</a>
<a href="#">SCHOOL ENROLLMENT</a>	250	66	3	<a href="#">0</a>
<a href="#">STUDENT SUMMARY ATTENDANCE</a>	247	25	0	<a href="#">3</a>
<a href="#">SPECIAL EDUCATION SNAPSHOT [ YEAR-END ]</a>	170	44	0	<a href="#">80</a>

Change Window:  
Choose

[District Progress Help \(pdf\)](#)

## District Progress

The purpose of the District progress grid is to help districts know what templates they have submitted. The District Progress will NOT tell districts if the information they submitted is sufficient or correct. (Please review errors/warnings under the “Errors” tab and review Verification Reports to get that information).

**Window:** Each window can be selected individually.

**Template Names:** Each template expected during a window is listed.

**Records:** The number of records NDE has received for a specific template.

**Errors:** The number of errors related to that template.

**Warnings:** The number of warning related to that template.

**Change Window:** Select the window from the “Change Windows” drop down list, then click on “Go”.

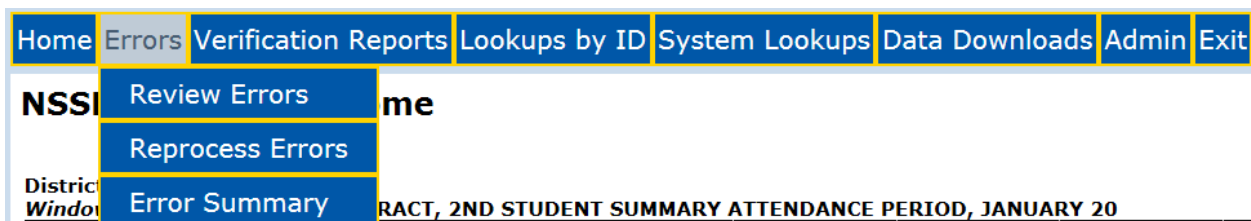
## Change Year

You can change the year back to look at previous year’s data. This will go back as far as 2007-08 school year.

## “Home” Tab

Home – This button will always return you to the NSSRS Validation Home page.

## “Errors” Tab



### Review Errors:

Here is where you will see the list of Errors and Warning by Category.

Errors must be reviewed and corrected.

Warnings should be reviewed and corrected if possible.

Click on the Error Category to open the list of errors under this category.

Then click on the number under the “Errors” and/or “Warning” columns to open for further detail.

**Read the error message carefully** – It will tell you exactly what is wrong and in most cases how to fix.

**To fix the error, go back to your Student Information System, make correction, upload template file again to NSSRS Data Manager and process thru to NSSRS Validation and review errors again to see if correction has been made.**

If you don’t fix the error in your source file (SIS), the error will appear again when you upload again.

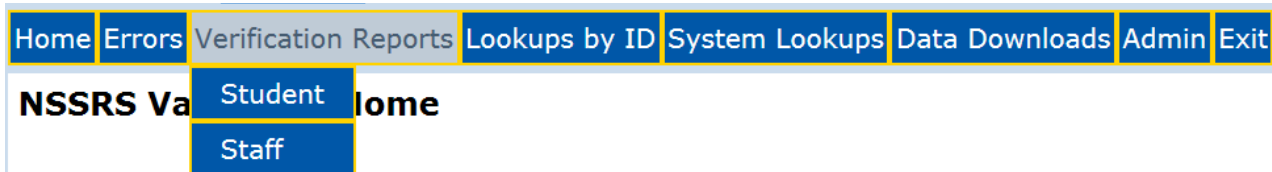
### Reprocessing Errors:

Each time after you upload a file thru NSSRS Data Manager and it processes successfully, the information will process automatically overnight. If you want to review in NSSRS Validation right away, you can click on Reprocess Errors to review errors/warnings at any time.

**Error Summary:**

Validation Error List. This is a list of all validation errors and warnings currently being run against data uploads to NSSRS. This will not produce a list of the errors and warnings that currently apply to your districts. To review these, click on the “Review Errors” Tab.

**“Verification Reports” Tab**



There are verification reports for Student and Staff. You will need the appropriate user type activation code to view Student and/or Staff reports. If you do not have the correct user type activation code, please contact your District Administrator.

These reports are NOT errors. They are summary and detail reports of the data you have submitted. It is important to review these reports to verify that you have uploaded the correct data.

If something is not showing correctly, you will need to make the correction in your SIS, and re-upload the information again.

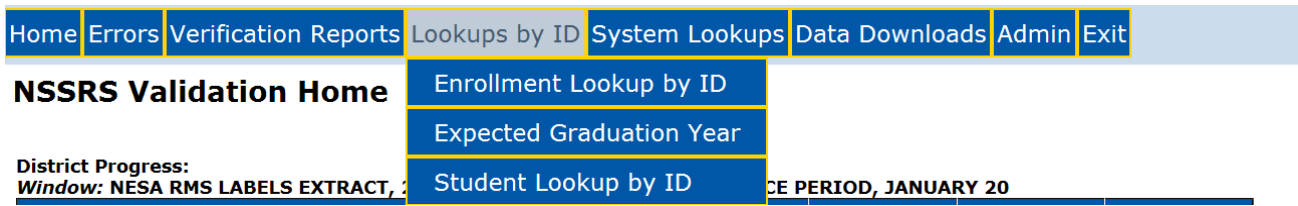
There are multiple verification reports available for many subject areas:

- General and Miscellaneous
- Assessment
- Career Education
- Early Childhood
- Enrollment
- Graduation Cohort
- Membership and Attendance
- Special Education
- State Aid
- Student Grades
- Title I

Each report will tell you:

- Description
- Templates Needed
- Review Timeframe

**“Lookups by ID” Tab**



**Enrollment Lookup by ID:**

This lookup is for an individual student. Enter their NDE Student Uniq ID# and click on “Submit”. It will provide you a list of School Enrollment records for this student for all years and all districts/schools that this student attended and the enrollment history.

This lookup tool will assist you in resolving School Enrollment and Cohort errors.

**Expected Graduation Year:**

This lookup is for an individual student. Enter their NDE Student Uniq ID# and click on “Submit”.

The Expected Graduation Year Lookup displays the Graduation Cohort Year assigned to a student by a Nebraska district/system. It will show what district assigned the Graduation Cohort Year and When.

This lookup tool will assist you in resolving Cohort Errors.

**Student Lookup by ID:**

This lookup is for an individual student. Enter their NDE Student Uniq ID# and click on “Submit”.

**This is one of your most valuable tools for NSSRS in reviewing data and resolving errors/warnings.**

The Student Lookup by ID will display all NSSRS templates that have been uploaded for this student for the current year. You can “Change Year” to select a different school year if you want to view information from a previous school year.

You will see each template that has been uploaded and each field in each template.

**“System Lookups” Tab**

Home Errors Verification Reports Lookups by ID **System Lookups** Data Downloads Admin Exit

**NSSRS Validation Home**

District Progress:  
 Window: NESA RMS LABELS EXTRACT, 2ND STUDENT SUM

Template Name	Student by Demographics	Students with Disabilities	District
<a href="#">STUDENT</a>	14		
<a href="#">SCHOOL ENROLLMENT</a>	2		
<a href="#">STUDENT SUMMARY ATTENDANCE</a>	0		
<a href="#">SPECIAL EDUCATION SNAPSHOT [ YEAR-END ]</a>	0		

Change Window:

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

**Graduation Cohort Analysis Tool:**

The Graduation Cohort Analysis Tool (commonly referred to the G-CAT) helps school districts review their Graduation Cohort Data.

Report Level:  District  School

School:

Graduation Cohort Year:

Select the Report Level and Cohort Year you want to review. The data displayed is by the Graduation Cohort Year that you select.

You can review all data to ensure that it is correct. The data in this tool is updated each night and follows the Graduation Cohort from the beginning of 9<sup>th</sup> grade to the extended years, therefore, the Cohort Four-Year Graduation Rate Student Roster and the Current Graduation Cohort May not match.

**Note: Data is preliminary and not official.**

Run On: 1/7/2016 12:39:52 PM

	Category	Count of NDE Student IDs
1	STARTING NEBRASKA GRADUATION COHORT	<a href="#">84</a>
2	TRANSFER IN	<a href="#">14</a>
3	TRANSFER OUT	<a href="#">14</a>
4	CURRENT GRADUATION COHORT	<a href="#">84</a>
UR	UNRESOLVED ISSUES	<a href="#">0</a>

Click on the number in the “Count of NDE Student IDs” column to see a list of individual students and their Student Uniq ID#.

Starting Nebraska Graduation Cohort – The NDE Student ID’s found in earliest enrollment at the district or school level for a specified Graduation Cohort.

Current Graduation Cohort – NDE Student IDs found in the Starting Nebraska Graduation Cohort and includes those students who Transfer In and excludes those student who Transfer Out.

Unresolved Issues – Identifies the number of NDE Student IDs with errors that should be resolved.

Depending on the Graduation Year you select, you can also review the following links to see extended year graduation rates.

[Cohort Four-Year Graduation Rate Student Roster](#)

[Extended 5th-Year Graduation Rate Student Roster](#)

[Extended 6th-Year Graduation Rate Student Roster](#)

[Extended 7th-Year Graduation Rate Student Roster](#)

There are additional guidance documents available for Completer/Graduate and Cohort available on the NSSRS Resources page.

<http://www.education.ne.gov/nssrs/Resources.html#Instructions>

COMPLETER/GRADUATE AND COHORT		
NSSRS Completer/Graduate Reports		11/03/2008
Guidance for Graduation Cohort	4.0.0	09/10/2014
Cohort Graduation Checklist		10/24/2013
Graduation Cohort Analysis Tool		11/05/2010
Expected Graduation Year Lookup Tool		11/05/2010

**Programs Fact:**

This page should be used to look up Programs Fact records.

Choose the “Type of Program” you want to look up.

Type of Program:

- Choose
- Career Education
- Early Childhood
- Homeless
- Not Applicable
- Rule 18 Interim Program

Then select the Location, Programs Code and Participation Info Code you wish to look up. Click on “Get Results” and the results of your selection will display in the next window. This is very useful to select specific groups of students by district or school.

**Type of Program:** 
  
**Location:** 
  
**Programs Code:** 
  
**Participation Info Code:**

Results in Browser     Results in Excel

### Special Education Snapshot Lookup by Demographics

Choose the Template Snapshot you wish to lookup (October or Monthly/Year-End). The report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select additional columns to below by checking the boxes you wish to search. All fields that are in the Student Snapshot template (October and Monthly/Year-End) will be available for you to select.

There is an “Instruction” link available for more information.

There is a “Get Results” button at the bottom to receive your results (in browser or in Excel).

Template Snapshot:

Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select additional columns to report below (**Columns On Report**). Read the [Instructions](#) for more information.

Field to Limit Results On (Check box, then make selection in next column)	Field Selections	Columns On Report
<input type="checkbox"/> Location Student: Location Code (2)	ADAMS ELEMENTARY SCHOOL (076) ARNOLD ELEMENTARY SCHOOL (023) ARTS & HUMANITIES FOCUS PRGM (061) BEATTIE ELEMENTARY SCHOOL (032)	<input type="checkbox"/>
<input type="checkbox"/> Grade Level Student: Current Grade Level (10)	Prekindergarten (Part day program less than 6 hours pe Prekindergarten (Full day program 6 hours or more per Half Day Kindergarten	<input type="checkbox"/>

### Student Lookup by Demographics:

This is very similar to the Special Education Snapshot Lookup by Demographics. You can choose from Student or Student Snapshot Template. You can also select fields from the School Enrollment template

There is a “Get Results” button at the bottom to receive your results (in browser or in Excel).

## Student Lookup by Demographics

Template:

Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select additional columns to report below (**Columns On Report**). Read the [Instructions](#) for more information.

Field to Limit Results On (Check box, then make selection in next column)	Field Selections	Columns On Report
<input type="checkbox"/> Location School Enrollment: Location Code (2)	ADAMS ELEMENTARY SCHOOL (076) ARNOLD ELEMENTARY SCHOOL (023) ARTS & HUMANITIES FOCUS PRGM (061) BEATTIE ELEMENTARY SCHOOL (032)	<input type="checkbox"/>
<input type="checkbox"/> Location Student/Student Snapshot: Location Code (2)	ADAMS ELEMENTARY SCHOOL (076) ARNOLD ELEMENTARY SCHOOL (023) ARTS & HUMANITIES FOCUS PRGM (061)	<input type="checkbox"/>

## Student Grades Lookup:

The Student Grades Lookup is similar, but you have 4 Steps to select from to get your file report.

### Student Grades Lookup

Step 1      Step 2      Step 3      Step 4

Step 1: Choose fields to filter on

Note: Choosing too many fields to filter on may slow response time and/or cause page to fail. If page fails, restart your search with fewer filters.

- Location
- Teacher
- Student
- Grade Level
- Course Grade
- Semester
- Course Subject Area
- Course
- Section
- Dual Credit
- Controlling District
- Course Delivery Model



## Student Summary Attendance Record Lookup

Student Summary Attendance lookup will give you specific information about a group of students from this template information.

### Student Summary Attendance Record Lookup

Location:

Grade:

Results in Browser  Results in Excel

## Accountability Count Verification

This lookup will give you detailed information on the Reading, Math, Science and Writing NeSA tests.

There is an Instruction document available on this page to help guide you thru this page.

### Accountability Count Verification

Select Subject:

Select Assessment:

### Accountability Count Verification

Select Subject:

Select Assessment Details:

[Instructions \(pdf\)](#)  
[Select Another Subject or Assessment Detail Page](#)

School:

Grade:

Subject: **SCIENCE**

## ["Data Downloads" Tab](#)

<a href="#">Home</a>	<a href="#">Errors</a>	<a href="#">Verification Reports</a>	<a href="#">Lookups by ID</a>	<a href="#">System Lookups</a>	<a href="#">Data Downloads</a>	<a href="#">Admin</a>	<a href="#">Exit</a>
<b>NSSRS Validation Home</b>					<a href="#">Student Clearinghouse</a>		
					<a href="#">ACT Data</a>		

### Student Clearinghouse

Under this tab you will find links to Excel data files(s) which contain 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 file explaining the data elements is available also.

[2014-2015 Student Clearinghouse Data](#)

[Data Element Details](#) (pdf)

[2013-2014 Student Clearinghouse Data](#)

[2012-2013 Student Clearinghouse Data](#)

[2011-2012 Student Clearinghouse Data](#)

[2010-2011 Student Clearinghouse Data](#)

[2009-2010 Student Clearinghouse Data](#)

[2008-2009 Student Clearinghouse Data](#)

[2007-2008 Student Clearinghouse Data](#)

### ACT Data

Under this tab 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 early or on-time are included. A link to a file detailing the information is also provided.

[2012-2013 ACT Benchmark Information](#)

[ACT Benchmark Information](#) (pdf)