



Nebraska Department of Education
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REPORT OF SUSPENSIONS / EXPULSIONS
Nonpublic Systems

Instructions updated: May 2018

DUE DATE - June 15th

AUDIT WINDOW CLOSE DATE - June 30th

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SCOPE

To assist with mandated state and federal reporting.

DIRECTIONS

Access

1. Log into the NDE Portal at <https://portal.education.ne.gov/>
2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	Consolidated Data Collection (CDC)

4. From the Open Collections list choose **Report of Suspensions / Expulsions**

FINANCIAL	Substitute Time-And-Effort Reporting >
DISCIPLINE	Report of Suspension/Expulsions
GENFRAI	Days In Session/Instructional Program >

Note: Accessing the Report of Suspensions/Expulsions collection requires a Consolidated Data Collection (CDC) activation code (with a User Type of Discipline, All or Approver). If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Admin.

Navigation

Upon entering the collection, you will see

1. The Title
2. The Main Menu
3. Suspensions/Expulsions Information section
4. Summary Report button, and
6. The Submit/Approve area

The screenshot shows the 'REPORT OF SUSPENSIONS/EXPULSIONS' page for 'Nonpublic Districts'. It includes a main menu with 'Contact Us', 'Click for Instructions', and 'Reports' buttons. Below is a table for selecting a school, with columns for 'CODISTSCH', 'NAME', and 'PART 1 STATUS'. A 'View Summary Report' button is also present. At the bottom, there is a table with columns for 'ACTION', 'STATUS', 'DATE', and 'USER', containing 'SUBMIT', 'APPROVE', and 'Print Page' buttons.

REPORT OF SUSPENSIONS/EXPULSIONS		Nonpublic Districts		
<div style="display: flex; justify-content: space-around;"> Contact Us Click for Instructions Reports </div>				
Select a school to enter Suspensions/Expulsions Information				
None To Report	Edit	CODISTSCH 09-0705-001	NAME ALL SAINTS CATHOLIC SCHOOL	PART 1 STATUS [Incomplete Icon]
[Incomplete Icon] = Incomplete ✔ = Completed 				
View Summary Report				
ACTION	STATUS	DATE	USER	
SUBMIT	Not Submitted	N/A	N/A	
APPROVE	Not Approved	N/A	N/A	
Print Page	Open Collection			

Main Menu

Contact Us - Shows a list of NDE contacts to call or email if you have any questions while completing the report.

Click for Instructions - Opens this document.

Other Main Menu options seen throughout the collection include:

Logout - Closes the current tab you are working on and returns you to the NDE Portal.

Susp./Expul. Main Pg - Returns you to the Report of Suspensions/Expulsions main page.

CDC Main Pg - takes you back to the Consolidated Data Collections main page.

Suspensions/Expulsions Information

If you have no data to submit for a location (school) in your district/system, click on the **None To Report** button next to the location (school).

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
None To Report	Edit	89-0705-001	ALL SAINTS CATHOLIC SCHOOL	

= Incomplete = Completed

This will put a green check mark under the Part 1 column and will complete the submission for that particular location (school).

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
None To Report	Edit	89-0705-001	ALL SAINTS CATHOLIC SCHOOL	

= Incomplete = Completed

If you have data to report, click on the EDIT button.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
None To Report	Edit	28-0703-001	BOYS TOWN HIGH SCHOOL	
None To Report	Edit	28-0703-002	N H WEGNER SCHOOL	

= Incomplete = Completed

This will take you to Part 1.1 Suspensions and 1.2 Expulsions.

Part 1.1 Suspensions

Enter the Number of Suspensions (Duplicated Count) and the Number of Students Suspended (Unduplicated Count) or leave prepopulated zeros if none.

NP 1.1 Suspensions	
Total Suspensions During The Past School Year	
Number of Suspensions (Duplicated Count)	Number of Students Suspended (Unduplicated Count)
0	0
Definition	
<p>Suspension: A disciplinary action that results in the exclusion of a student from the school building for a specified period of time. This included both long-term and short-term suspensions. Report out of school suspensions only.</p> <p>Long-term suspension means the exclusion of a student from attendance in all schools within the system for more than five school days but less than twenty school days.</p> <p>Short-term suspension means the exclusion of a student from attendance in all schools within the system for a period not to exceed five days.</p>	

Part 1.2 Expulsions

Enter the Number of Expulsions (Duplicated Count) and the Number of Students Expelled (Unduplicated Count) or leave prepopulated zeros if none to report.

NP 1.2 Expulsions	
Total Expulsions During The Past School Year	
Number of Expulsions (Duplicated Count)	Number of Students Expelled (Unduplicated Count)
<input type="text" value="0"/>	<input type="text" value="0"/>
Definition	
Expulsion: A disciplinary action that results in the exclusion from attendance in all schools within the system in accordance with section 79-283. [Ref..§ 79-256(2)] Include any students who had the disciplinary action of expulsion taken against them.	

When done entering data, click on **Save Changes on Page**. This will return you to the Report of Suspensions/Expulsions Main Page.

When only Green Check boxes are in all columns you are finished entering data.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
<input type="button" value="None To Report"/>	<input type="button" value="Edit"/>	28-0703-001	BOYS TOWN HIGH SCHOOL	<input checked="" type="checkbox"/>
<input type="button" value="None To Report"/>	<input type="button" value="Edit"/>	28-0703-002	N H WEGNER SCHOOL	<input checked="" type="checkbox"/>

= Incomplete = Completed

Summary Report

When all data has been entered for each location (school) in your district/system, click the **View Summary Report** button to see a summary of your Systems Report of Suspensions/Expulsion.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
<input type="button" value="None To Report"/>	<input type="button" value="Edit"/>	28-0703-001	BOYS TOWN HIGH SCHOOL	<input checked="" type="checkbox"/>
<input type="button" value="None To Report"/>	<input type="button" value="Edit"/>	28-0703-002	N H WEGNER SCHOOL	<input checked="" type="checkbox"/>

= Incomplete = Completed

This will take you to a summary report listing each of the items entered into the collection:

2017-2018 REPORT OF SUSPENSIONS/EXPULSIONS FOR
 BOYS TOWN SCHOOLS [28-0703-000]
[How to print this report](#)

NEBRASKA DEPARTMENT OF EDUCATION
 CONSOLIDATED DATA COLLECTION
 REPORT OF SUSPENSIONS/EXPULSIONS
 Summary Report
 BOYS TOWN SCHOOLS (28-0703-000)
 For the 2017-2018 School Year

Part 1.1 and Part 1.2 Number of Suspensions and Expulsions

CODISTSCH	SCHOOL NAME	SUSPENDED DUPLICATED COUNT	SUSPENDED UNDUPLICATED COUNT	EXPULSION DUPLICATED COUNT	EXPULSION UNDUPLICATED COUNT
28-0703-001	BOYS TOWN HIGH SCHOOL	0	0	0	0
28-0703-002	N H WEGNER SCHOOL	0	0	0	0

5/4/2018 12:33:18 PM 1

You may print a copy for future reference. If you have trouble printing, click the **How to Print this Report** link indicated above.

Submission

Upon completing data for all locations/schools and affirming compliance, click the **Submit** button.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page	Open Collection		

This will acknowledge you have completed the data and it is ready to be reviewed by your District/System Administrator.

Approval

Once the District/System Administrator has reviewed the data, the District/System Administrator can click on the **Approve** button to submit the information to the NDE.

ACTION	STATUS	DATE	USER
SUBMIT	Submitted	4/25/2018 3:11:56 PM	nkohles
APPROVE	Not Approved	N/A	N/A
Print Page	Open Collection		

Once the collection has been approved, changes are no longer accepted. If changes are necessary, contact the NDE Helpdesk to re-open the collection.

NOTE: Only the person who is designated as District/System Administrator for the Suspensions/Expulsions Collection in the CDC will see the **Approve** button. However, the District/System Administrator can **Submit** and **Approve** the collection.