Nebraska Department of Education
Data, Research and Evaluation
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509 -4987
NDE Helpdesk (402) 471-3151 or 1-888-285-0556

These directions were last updated: July 27, 2015

GENERAL INSTRUCTIONS
Consolidated Data Collection
Title III Professional Development

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Report the professional development activities for your school district. If you did not have any, check "We did not participate in any professional development activities. Complete the participant information, then click on the "SUBMIT" button to "Save" your data.

When you have completed reporting, click on the "**View Summary Report**" button to view a copy of what was reported to the Department. Print the page to make a copy for your files *(See instructions below for viewing report).*

SUBMISSION

Once you have completed entering data press the **Submit** button.   After the data has been reviewed by the District/System Administrator, the person designated as the District/System Administrator for this collection will press the **Approve** button. When the collection has been approved, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

NOTE: Only the person who is designated as District/System Administrator for the Title III Professional Development collection in the CDC will see the Approve button in the box below the Submit button. The District/System Administrator can also Submit and Approve the collection.

DUE DATE
The Title III Professional Development collection is due on or before October 1st. The Audit Window Close Date for this collection is October 15th.

SCOPE

The Nebraska Department of Education is required to collect information on the types of professional development provided by subgrantees that receive Title III Limited English Proficient (LEP) funds. It should be completed by the person who administers the Title III LEP grant. This data is reported on the Nebraska Consolidated State Performance Report annually and is based on the previous school year.

Frequently Asked Questions:

What are the required activities for Title III LEP grant recipients as they pertain to professional development?
- One of the required subgrantee activities is to "provide high-quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language

instruction educational programs), principals, administrators, and other school or community-based organizational personnel." [ESEA Sec. 31159(c)(2)]

Why are the categories for the types of professional development activities listed?
- These are the subgrantee professional development topics that are listed under Title III. A grant recipient may choose other professional development activities as long as they pertain to the education of Limited English Proficient children.

Can more than one type of professional development activities be entered?
- Yes. A subgrantee may enter as many types of professional development activities as were provided in the previous school year.

Are there any requirements as to the types of participants who received professional development?
- No. Title III of ESEA states that professional development activities may include staff in a language instruction educational program, content classroom teachers, school administrators and other school or community-based organizational personnel.

Can professional development activities be entered that were paid for with funds other than from Title III?
- No. Because professional development is a required activity under Title III, the purpose of this collection is to record that specifically.

VIEW SUMMARY REPORT

To view a summary of the data submitted, click on the "View Summary" button at the bottom of the page:
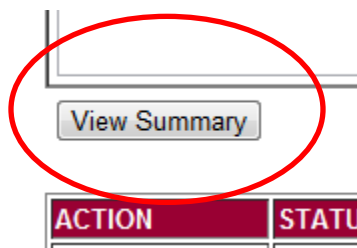
This will display a report of the data submitted.

Print

You can either print the report from the webpage, or export the report to a different type of file. Export file options are:

XML File
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word

To export the document select the icon that looks like a disk and select the type of export:

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standards and academic content standards for LEP students.

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development activities

CIPANT INFORMATION	# Participants
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NOTE: If you are having trouble exporting, please contact your network staff.