

## **Nonpublic Systems Reporting Guidance Student and Staff 2018-2019 School Year**

Please refer to the following calendars:

**ADVISER Calendar** (Nonpublic Systems need refer to Staff portion only) – [2018-2019 ADVISER Calendar](#)

**CDC (Consolidated Data Collection) Calendar** – [2018-2019 Consolidated Data Collections Calendar](#)

### **PORTAL ACCOUNTS**

The NDE Portal is a web interface that provides access to the Student and Staff Reporting – **“Student and Staff”** tab; **Student Unique Identifier (Uniq-ID)**, **NDE Staff Reporting**, **NDE Staff ID**, **NSSRS Validation** and the **“Data Collections”** tab; **Consolidated Data Collection (CDC)**, **Nonpublic Curriculum Reporting**.

Staff members should have their own NDE Portal accounts. The NDE Portal accounts are not to be shared. Login ID and Password should not be given to others to log onto the Portal. To register for a Portal account, from the Portal Home Page <https://portal.education.ne.gov>, click on **Register**. The users will set up their own Portal account and will choose their own Login ID and Password. The District Administrator can provide the appropriate activation code for each user’s use. NDE does not give out activation codes.

Detailed instructions on activation codes and Portal accounts (and other valuable information) can be found under the **“Help”** tab in the Portal.

**Password Requirements:** Passwords **must** be changed every 90 days – If the password has expired, a prompt will display requesting the password to be changed. (Passwords need to be 8-20 characters with at least one number and one letter – no special characters are allowed.)

It is important that Portal contact information be current as this is how NDE staff keep in contact. The **“My Profile”** tab on the user’s Portal account is where this information can be updated.

### **DISTRICT ADMINISTRATOR RESPONSIBILITIES**

It is the District Administrator’s responsibility to manage their staffs’ access to the NDE Portal applications: **“Data Collections”**, **(Consolidated Data Collection)** and **“Student & Staff”**.

Under the **“Help”** tab in the NDE Portal is the document **District Administrator Responsibilities** and several other valuable documents. This document is a guide on how to add and remove collections from an account in addition to viewing and managing the adding or removing of district users and their activation codes.

## **STUDENT UNIQUE IDENTIFIER (Uniq-ID)**

Nonpublic staff will use the **Student Unique Identifier** collection to obtain NDE student ID numbers for new students and update returning student data at the beginning of the school year.

Log onto the NDE Portal and locate the **Student Unique Identifier** collection under the “**Student & Staff**” tab. (Activation Code is required.)

Maintaining students’ data in the Student Uniq-ID system is important for matching students eligible for free and reduced priced meal benefits in the Nutrition Services Direct Certification process and assisting district/system staff to identify students who leave or transfer between districts/systems. A district/system staff member can search for a student’s NDE Student ID if a student transfers into a school or assign an NDE Student ID if one does not exist for the student.

**Student Uniq-ID Step by Step** and **Student Uniq-ID Search Tips** can be found on the NSSRS Resources page:  
[Student Uniq-ID Step by Step](#)  
[Student Uniq-ID Search Tips](#)

***All students’ ID numbers should be updated every year at the beginning of the school year, when students enter after the initial update and anytime a student’s information changes throughout the school year.***

## **NUTRITION SERVICES Direct Certification and Verification for Nonpublic Schools**

Direct Certification and Verification are required for all school districts/systems participating in the National School Lunch Program (NSLP). Participating Nonpublic schools must submit a current ‘membership or roster list’ that contains all students enrolled in Grades PK-12 three times (3) each school year: August 31, October 31, and February 28. Additionally, any student that transferred into the school must also be submitted. Membership or roster lists can be uploaded to the Enrollment Screen of the Child Nutrition Program (CNP)/ Direct Certification System or Uniq-ID in the NDE Portal.

School staff should regularly review the Match List located in the CNP/Direct Certification System to identify new students receiving free or reduced price meal benefits. If a student enrolls at a school, school staff can determine if the student is directly certified for free or reduced price meals by entering the student’s information into the Student Lookup screen in CNP/Direct Certification System.

School staff must complete the Verification Report in the CNP system by November 15 of the current school year. The data from the Verification Report is received by NDE to gather information about the number of directly certified students and the number of students eligible for free or reduced price meals.

More information about Direct Certification and Verification is located at:  
<http://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html>

The Colyar® Child Nutrition Program (CNP) system is located at: <https://nutrition.education.ne.gov>

**If you have any questions: Contact Eva Shepherd at [eva.shepherd@nebraska.gov](mailto:eva.shepherd@nebraska.gov)**

## **STAFF REPORTING**

**Open: AUGUST 1 Due: SEPTEMBER 15**

Revisions are accepted through December 2 for the extract for Nonpublic Curriculum Reporting. Additions/Exits/Changes are accepted any time during the year.

### **NDE Staff ID**

The **NDE Staff ID** collection is located under the “**Student & Staff**” tab in the NDE Portal.  
(Activation Code is required.)

Social Security numbers are no longer accepted in Staff Reporting. District/Systems can access the **NDE Staff ID** to obtain Staff ID numbers.

Instructions for **NDE Staff ID** collection are located on the NSSRS Resources page:

[NDE Staff ID](#)

### **STAFF REPORTING 2018-2019 (Staff Demographics and Staff Position Assignments)**

The Staff Reporting collection is located under the “**Student & Staff**” tab in the NDE Portal.  
(Activation Code is required.)

NDE will provide the information on all staff from the previous year.

Information can be edited directly online **OR** a file can be downloaded, edited and uploaded again.

Instructions for Staff Reporting are located on the NSSRS Resources page:

[Staff Reporting 2018-2019](#)

When completing the **Staff Reporting 2018-2019**, double check to make sure the email addresses are correct for each staff member. If a correction is made to the email address, also have the staff member log onto their NDE Portal account under the “**My Profile**” tab and verify their email address is correct or have them update it. NDE uses the email addresses from Staff Reporting and the NDE Portal for communications; so keeping them current is very important.

### **NSSRS VALIDATION**

The **NSSRS Validations** collection is located under the “**Student & Staff**” tab in the NDE Portal.  
(Activation Code is required – UserType: Staff Data Steward.)

1. Review errors for Staff
2. Review Verification Reports for Staff

## **NSSRS VALIDATION – VERIFICATION REPORTS**

### **CURRENT CERTIFICATION REPORT**

The report includes staff reported with their certificate information at the time the report is run. The report includes all current certificates, endorsements and level of endorsement, and certificate expiration date (endorsement expiration date is shown if provisional). Please direct any questions on this information to Teacher Certification at 402-471-0739.

### **CURRENT PERSONNEL REPORT**

The report consists of the staff reported in the **Staff Reporting 2018-2019** collection. Staff Demographics and Staff Position Assignments for the selected school year need to have been entered/uploaded.

### **TEACHERS ASSIGNED OUT OF ENDORSED AREA OR LEVEL**

Data entered into the **Nonpublic Curriculum Report System** is checked against the Teacher Certification database to see if staff hold the appropriate endorsements and levels of endorsements to validate compliance with Rule 10 or Rule 14 teacher endorsement percentages. Please any questions on this information to Accreditation and School Improvement at 402-471-2444.

## **STUDENT & STAFF DATA – Consolidated Data Collections (CDC)**

The **Consolidated Data Collection (CDC)** is located under the “**Data Collections**” tab in the NDE Portal. See the CDC Calendar for details on individual collections and their due dates.

(Activation Codes are required for each different type of collection.)

The System Administrator will need the **Approver** UserType activation code to approve each collection after it is submitted. This activation code can also submit each collection.

### **CDC Collections Nonpublic Systems Need to Complete and Due Dates:**

<b>CDC Collection Name</b>	<b>Due Date</b>	<b>Audit Window Close Date</b>	<b>Activation code UserType required</b>
Nonpublic Membership Report	October 15	October 31	General
Nonpublic Dropout Report	October 15	October 31	General
Nonpublic High School Completer Report	June 15	June 30	General
Days in Session/Instructional Program Hours	June 15	June 30	General
ESU/District/System/Schools Information Report	June 15	June 30	General
Pupil Transportation	June 15	June 30	Transportation
Substitute Teachers	June 15	June 30	Staff
Reports of Suspensions/Expulsions	June 15	June 30	Discipline
Request To Submit Data Late or Make a Changes	Open All Year (To request to submit data late after Audit Window is closed)		General

## **NONPUBLIC CURRICULUM REPORTING SYSTEM 2018-2019**

The **Nonpublic Curriculum Reporting System 2018-2019** is located under the “**Data Collections**” tab in the NDE Portal.

**DUE: February 28**

(Activation Code is required.)

The Nonpublic Curriculum Reporting System collects data on courses teachers teach for use in determining compliance with Rules 10 and 14, Instructional Units, Percent of teachers teaching in their Endorsed Area.

Nonpublic Curriculum **MUST** be reported for all teachers with assignment codes of X-1150, X-1160, S-1161, S-1162 and X-1170 at the Elementary, Middle and Secondary locations that were reported in the Staff Position Assignment record in the Staff Reporting for the current school year.

**2018-2019 Course Codes & Clearing Endorsement** document can be found at:

[Course Codes and Clearing Endorsements 2018-2019](#).

### **DUE DATES ARE DUE DATES**

NDE recommends all District/System Administrators contact his or her Data Steward to ensure processes are in place to validate and verify submitted data so that the district is not harmed by a lack of data, incorrect data or inadequate review processes. This may require that the District/System Administrators assist the Data Steward in the verification process as it is simply too much to ask one person to catch all inaccuracies that may exist in the data.

**Due Date:** A date when data must be submitted.  
All CDC collections need to be submitted.

**Audit Window Close Date:** The Audit Window allows Districts/Systems and NDE Staff to review the submitted data and make necessary adjustments. Districts must ensure final approval occurs during the Audit Window.

**All CDC collections must be approved on or before the Audit Window Close Date.**

**Need to make changes BEFORE the Audit Window Close Date but the collection has already been approved?**

Contact the NDE Helpdesk at 888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org).

**Need to make changes AFTER the Audit Window Close Date?**

Requests to change data after the Audit Window Close Date requires the submission of the **Request to Submit Data Late or Make Data Changes** which is available within the **Consolidated Data Collection (CDC)**.

### **QUESTIONS:**

If there are any questions about the above information, please contact the NDE Helpdesk at 888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org).