



Nebraska Department of Education  
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 Lincoln, NE 68509-4987  
 School Finance: (402) 471-2248 or (402) 471-3323  
 NDE Helpdesk: 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated: August 8, 2019

## Assessed Valuation and Levies

Due Date: October 15

Audit Window Close Date: October 31

NOTE: State law imposes financial penalties (the withholding of State Aid) on school districts failing to meet the filing deadlines for this report (see 79-528 Revised Statutes of Nebraska).

### SCOPE

This collection is designed to collect information about assessed valuation by county and fund levies, system square miles, and high school distance.

### DIRECTIONS

#### Access

Accessing the Assessed Valuation and Levies collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.

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	<b>Consolidated Data Collection (CDC)</b>

4. From the Open Collections list, choose **Assessed Valuation and Levies**.

GENERAL	Assessed Valuation and Levies
GENERAL	Days In Session/Instructional Pro

## Navigation

Upon entering the collection, user will see

1. The Title
2. A Main Menu list of options
3. Section to enter Area and Assessed Valuation
4. Area to submit High School Distance
5. Section to submit Levies for district
6. A **View/Print Summary Report** button, and
7. The Submit/Approve section (Only Approver user types will see the Approve button)

NDE FORM #03-018

**ASSESSED VALUATION AND LEVIES** ← 1

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**Area, Assessed Valuation, and High School Distance for 2019-2020**

	County Name	County Number	Area in Square Miles (nearest tenth)	Assessed Valuation
<input type="button" value="Edit"/>	DIXON	26	104.0	0
<input type="button" value="Edit"/>	DAKOTA	22	8.0	0

← 3

**High School Distance**

4 → Report to the nearest tenth of a mile, the distance between the high school attendance center and the next closest high school attendance center on paved roads:

<input type="button" value="Edit"/>	0.1
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**Levies**

Show dollars and cents per \$100. Report to four decimal places. Example: 1.2101

	General Fund	Bond Fund	Special Building Fund	Qualified Capital Purpose Undertaking Fund
<input type="button" value="Edit"/>	0.0000	0.0000	0.0000	0.0000

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6 →

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A

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## Main Menu

1. Contact NDE/Us – Lists NDE contacts to call or email if you have questions while completing the report
2. Click for Instructions – Opens this documents

Other menu items seen through the collection include

1. CDC Main Page – Takes user back to the Consolidated Data Collections main page
2. Logout – Closes the current tab and returns user to NDE Portal

## Instructions

There are 3 sections within the Assessed Valuation and Levies collection: Area and Assessed Valuation, High School Distance and Levies.

### Area and Assessed Valuation

The names and numbers of each county in which existing NDE records show the district has valuation have been prepopulated from the prior year. If the district has valuation in a county not prepopulated, contact School Finance (contact information listed above).

If the district is geographically situated in more than one county, each county's portion of the total valuation and area in square miles must be reported separately.

To make changes to prepopulated data, select **Edit**.

#### Area, Assessed Valuation, and High School Distance for 2019-2020

	County Name	County Number	Area in Square Miles (nearest tenth)	Assessed Valuation
<b>Edit</b>	DAKOTA	22	8.0	0

If the district's area has changed due to any type of boundary change, update the current area in square miles to the nearest tenth within each county.

#### Area, Assessed Valuation, and High School Distance for 2019-2020

	County Name	County Number	Area in Square Miles (nearest tenth)	Assessed Valuation
Update Cancel	DAKOTA	22	8.0	0

Report the districts final assessed valuation that was used in setting or certifying the school district's general fund levy for the current year by county.

#### Area, Assessed Valuation, and High School Distance for 2019-2020

	County Name	County Number	Area in Square Miles (nearest tenth)	Assessed valuation
Update Cancel	DAKOTA	22	8.0	0

Then select **Update**.

#### Area, Assessed Valuation, and High School Distance for 2019-2020

	County Name	County Number	Area in Square Miles (nearest tenth)	Assessed Valuation
<b>Update</b> Cancel	DAKOTA	22	8.0	150

### High School Distance

The high school distance has been prepopulated with information provided in the prior year. If there has been a change to the high school distance, select the **Edit** button.

#### High School Distance

	Report to the nearest tenth of a mile, the distance between the high school attendance center and the next closest high school attendance center on paved roads:
<b>Edit</b>	0.1

Enter the distance between the high school attendance center and the next closest high school attendance center on paved roads, to the nearest tenth of a mile.

### High School Distance

Report to the nearest tenth of a mile, the distance between the high school attendance center and the next closest high school attendance center on paved roads:	
Update	
Cancel	0.1

Once the high school distance has been entered/updated, select the **Update** button.

### High School Distance

Report to the nearest tenth of a mile, the distance between the high school attendance center and the next closest high school attendance center on paved roads:	
Update	
Cancel	2.5

Note: For merged or new districts, High School Distance will be 0.

### Levies

Enter the total levy for each fund by clicking the **Edit** button.

**Levies**  
Show dollars and cents per \$100. Report to four decimal places. Example: 1.2101

	General Fund	Bond Fund	Special Building Fund	Qualified Capital Purpose Undertaking Fund
Edit	0.0000	0.0000	0.0000	0.0000

The total levy must be calculated using the total tax request and should match the levies published in the districts Tax Request Hearing Notice.

Note: If the data entered is in the incorrect format (see example), an error will appear.

### Levies

**Levies**  
Show dollars and cents per \$100. Report to four decimal places. Example: 1.2101

	General Fund	Bond Fund	Special Building Fund	Qualified Capital Purpose Undertaking Fund
Update	125.000		1.0150	1.0005
Cancel	Incorrect Format. See Example.			

When finished, select the **Update** button.

### Levies

**Levies**  
Show dollars and cents per \$100. Report to four decimal places. Example: 1.2101

	General Fund	Bond Fund	Special Building Fund	Qualified Capital Purpose Undertaking Fund
Update	1.2150		1.0150	1.0005
Cancel		5.2150		

Note: Failure to complete this section correctly will impact the current year State Aid distribution.

Selecting the **View Summary Report** button allows user to view, print and save a copy of what has been reported.

1.2580 5.2585 1.0002

ACTION	STATUS	DATE
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### Submit / Approve

After user has completed data entry click the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk as they will need to re-open the collection.