District Administrator ADVISER Validation Approval Process

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ADVISER District Administrator Approval

• ADVISER approval is required twice annually
  • October 15-31 – Fall collection and Follow Up collection
  • June 15-30 – Year End collection

• New and improved programming within ADVISER now allows for
  • Increased availability
  • Historical views
  • Single sign off for multiple collections

• Step by Step Process
Increased Availability

• All ADVISER users can now view the signoff details for each collection within their own district
  • The Acknowledgement section
  • The recommended Reports districts should be reviewing
  • Who has approved the collection and when
Historical Data

- Additionally, all users can now view previous year’s sign off data
  - Who
  - When
  - If there was an approval removal mid way through the collection period

<table>
<thead>
<tr>
<th>School Year</th>
<th>District Code</th>
<th>User</th>
<th>Approve</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>77-0027-000</td>
<td>Neelima Raju</td>
<td>✔️</td>
<td>2020-05-21 09:44:29:450 AM</td>
</tr>
<tr>
<td>2019-2020</td>
<td>77-0027-000</td>
<td>Neelima Raju</td>
<td></td>
<td>2020-05-15 01:20:40:323 PM</td>
</tr>
</tbody>
</table>
Single Sign Off

• When a District Admin signs off on the Fall collection, they will be approving both the Fall collection and the Follow Up collection.
District Admin Approval How To

Current District: Nebraska Department Of Education [00-0000]
School Year: 2019-2020

Adviser Validation Home

Domain
- ATTENDANCE / CALENDAR
- CAREER EDUCATION

ADVISER VALIDATION HOME
- ERRORS
  - Review Errors
  - Reprocess Errors
  - Error Summary
- VERIFICATION REPORTS
  - Students
  - Staff
- District Admin Sign Off

LOOKUPS
- Enrollment Lookup by ID
- Student Lookup by ID
Select the Collection to be viewed/approved from the drop down menu.
Click Select.
The collection is available for approval when within the ‘Signoff Open’ date range, and …
... when the ‘actively open signoff’ message is displayed.
By approving this collection I, as the district administrator or their designee, certify that to the best of my knowledge and belief the information herein submitted in this collection is true, complete and accurate. I understand and agree that the information herein submitted may be used by the Nebraska Department of Education, consistent with all applicable state and federal laws, for purposes of, but not limited to, public reporting and state aid calculations.

To ensure accuracy in your data, the following reports should be reviewed for accuracy by you or your staff within the Verification Reports. If the report offers a Reporting Window option, the “End of Year” window should be the data that is reviewed. DO NOT APPROVE until these reports have been reviewed and are considered final.

General and Miscellaneous
- High Ability Learner Student List
- Food Program Eligibility by Grade
- Homeless Report
- Highly Mobile Report
- Rule 18 Interim Programs Roster
Once ready to Approve, check the ‘I agree to the above statement’ box, and ...
... then Click **I Agree**.
A message will indicate successful approval.
The User name and timestamp of approval is now listed.

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If approved in error, deselect the ‘I agree to the above statement’ box, and ...
... select I Agree.
A message will indicate successful un-approval, and …
... the Name, timestamp and a blank box in the Approve column are now listed.

NOTE: ADVISER is no longer approved and will need to be re-approved before the deadline.
Reminders:

- Changes can be made to ADVISER at any point up until midnight on October 31st or June 30th
- District Administrator approval does not ‘freeze’ the data
- On/around midnight on October 31st and June 30th, a ‘snapshot’ of district data is taken for final reporting purposes
- The ‘Snapshot’ is NOT editable
Questions?

ADVISERHelp@NebraskaCloud.org
Thank you!