



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

School Year	District Code	User	Approve	Last Modified ▼
2019-2020	77-0027-000	Neelima Raju	<input checked="" type="checkbox"/>	2020-05-21 09:44:29:450 AM
2019-2020	77-0027-000	Neelima Raju	<input type="checkbox"/>	2020-05-15 01:20:40:323 PM
2019-2020	77-0027-000	Neelima Raju	<input checked="" type="checkbox"/>	2020-05-15 01:20:27:597 PM

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 SignOff

Select SignOff Name:

2019-2020 Fall Collection

Select

Selected SignOff: 2019-2020 Fall Collection

Signoff Open 2019-10-15 through 2019-10-31

2019-2020 Fall Collection & 2018-2019 Follow Up Collection

By approving these collections I, as the district administrator or their designee, certify that to the best of my knowledge and belief the information herein submitted in these collections 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, before you approve, the following reports should be reviewed for accuracy by you or your staff in the ADVISER Student Verification Reports. DO NOT APPROVE until these reports have been reviewed and are considered accurate:

2019-2020 Fall Collection - review these 2019-2020 reports using the "As of October 1st" reporting window:

General and Miscellaneous

- Food Program Eligibility by Grade
- E-Rate Report
- Home Languages
- Student Group Counts

District Admin Approval How To

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](#)

Current District: Nebraska Department Of Education [00-0000]

School Year: 2019-2020

Nebraska Departm

2019-2020

Adviser Validation Home

Domain

[ATTENDANCE / CALENDAR](#)

[CAREER EDUCATION](#)

District Admin Approval How To

Select the Collection to be viewed/approved from the drop down menu.

District SignOff

Select SignOff Name:

2019-2020 Year End Collection

Select

Selected SignOff: * 2019-2020 Year
Signoff Open 2020-05-01 through 20

2019-2020 Year End Collection

2019-2020 Fall Collection

2018-2019 Year End Collection

2018-2019 Fall Collection

2020-2021 Fall Colle

Collection

By approving these collections I, as the district administrator or their designee, certify that to the best of my knowledge, information herein submitted in these collections is true, complete and accurate. I understand and agree that the infor

District Admin Approval How To

Click Select.

District SignOff

Select SignOff Name:

2019-2020 Year End Collection ▼

Select

Selected SignOff: * 2019-2020 Year
Signoff Open 2020-05-01 through 20

2019-2020 Year End Collection

2019-2020 Fall Collection

2018-2019 Year End Collection

2018-2019 Fall Collection

2020-2021 Fall Colle

Collection

By approving these collections I, as the district administrator or their designee, certify that to the best of my knowledge, information herein submitted in these collections is true, complete and accurate. I understand and agree that the infor

District Admin Approval How To

The collection is available for approval when within the 'Signoff Open' date range, and ...

District SignOff

Select SignOff Name:

2019-2020 Year End Collection ▼

Select

~~Selected SignOff: * 2019-2020 Year End Collection (* = actively open signoff.)~~

Signoff Open 2020-05-15 through 2020-06-30

District Admin Approval How To

... when the 'actively open signoff' message is displayed.

District SignOff

Select SignOff Name:

2019-2020 Year End Collection ▼

Select

Selected SignOff: * 2019-2020 Year End Collection (* = actively open signoff.)

Signoff Open 2020-05-15 through 2020-06-30

District Admin Approval How To

Review the Acknowledgement section and list of reports.

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

District Admin Approval How To

Once ready to Approve, check the 'I agree to the above statement' box, and ...

☐ I agree to the above statement

School Year	District Code	User	Approve	Last Modified ▼

District Admin Approval How To

... then Click **I Agree**.

☒ I agree to the above statement **I Agree**

School Year	District Code	User	Approve	Last Modified ▼

District Admin Approval How To

A message will indicate successful approval.

District SignOff

Thank you! Admin Sign Off is Sucessfully Updated

Select SignOff Name:

2019-2020 Year End Collection



Select

Selected SignOff: * 2019-2020 Year End Collection (* = actively open signoff.)

Sign-off Open 2020-05-01 through 2020-06-30

District Admin Approval How To

The User name and timestamp of approval is now listed.

☒ I agree to the above statement

School Year	District Code	User	Approve	Last Modified ▼
2019-2020	80-0005-000	naomi kohles	<input checked="" type="checkbox"/>	2020-05-21 01:52:27:483 PM

District Admin Approval How To

If approved in error, deselect the 'I agree to the above statement' box, and ...

☒ I agree to the above statement

School Year	District Code	User	Approve	Last Modified ▼
2019-2020	80-0005-000	naomi kohles	<input checked="" type="checkbox"/>	2020-05-21 01:52:27:483 PM

District Admin Approval How To

... select **I Agree**.

☐ I agree to the above statement **I Agree**

School Year	District Code	User	Approve	Last Modified ▼
2019-2020	80-0005-000	naomi kohles	<input checked="" type="checkbox"/>	2020-05-21 01:52:27:483 PM

District Admin Approval How To

A message will indicate successful un-approval, and ...

District SignOff

Thank you! Admin Sign Off is Sucessfully Updated

Select SignOff Name:

2019-2020 Year End Collection

Select

Selected SignOff: * 2019-2020 Year End Collection (* = actively open signoff.)

Signoff Open 2020-05-01 through 2020-06-30

District Admin Approval How To

... the Name, timestamp and a blank box in the Approve column are now listed.

☐ I agree to the above statement

School Year	District Code	User	Approve	Last Modified ▼
2019-2020	80-0005-000	naomi kohles	<input type="checkbox"/>	2020-05-21 01:57:36:797 PM
2019-2020	80-0005-000	naomi kohles	<input checked="" type="checkbox"/>	2020-05-21 01:52:27:483 PM

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

District Admin Approval How To

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!