Table of Contents

HOME ......................................................................................................................... 3

Menus ....................................................................................................................... 3
Contact .................................................................................................................... 4
Current District ....................................................................................................... 4
School Year ............................................................................................................. 5
Domain .................................................................................................................... 5
Data Group ............................................................................................................. 6

ERRORS .................................................................................................................. 7

Review Errors ......................................................................................................... 7
Error Count ............................................................................................................. 8
Archive/Warning/Info Count .................................................................................. 8
Exporting Errors to Excel .................................................................................... 8
Comment the Error ................................................................................................. 9
Archive Errors ....................................................................................................... 9
Reprocess Errors .................................................................................................. 9
Reprocess Individual Error ................................................................................. 10
Reprocess All Errors ........................................................................................... 10
Error Summary ..................................................................................................... 11

VERIFICATION REPORTS .................................................................................... 12

Students ............................................................................................................... 12
Reporting Window ............................................................................................... 13
Location/School ................................................................................................. 14
Staff ...................................................................................................................... 15
District Admin Sign Off ....................................................................................... 16

LOOKUPS ............................................................................................................... 18

Enrollment Lookup by ID .................................................................................... 18
Student Lookup by ID .......................................................................................... 20
Student Lookup by Demographics ....................................................................... 21
Special Education ................................................................................................. 24
Programs Lookup ................................................................................................. 24
HOME

Menus

ADVISER Validation Home will always return user to the home page.

As will the NDE Seal.

The simple navigation (or hamburger) menu offers a Home selection as well.
Contact
Opens an email To: ADVISERHelp@nebraskacloud.org, which automatically creates a Helpdesk ticket when sent.

Current District
Displays the district in current view and if user has access to multiple districts, the drop down menu lists those available to view. Note: Must hit blue Select button to view another district.
School Year
Displays the school year in current view and allows user to change the school year to review. Note: Must hit blue Select button to view another school year.

Domain
Error categories and count within.

Domain Options may include:
- Assessments
- Attendance/Calendar
- Career Education
- Course Sections / Grades
- Discipline
- Early Childhood
- Graduation Cohort
- High Ability Learner
- LEP / Immigrant
- Special Education
- Staff
- State Aid
- Student Demographics
- Student Enrollment
- Title I
Data Group

Record types and the number within.

Data Groups may include:
District, School & Calendar
Staff
Student, Parent & Demographics
Courses & Sections
Enrollment
Attendance
Programs
Discipline
Course Grades
Transcripts
Post-Graduate Activities
Errors are listed by Domain. Click on the Domain name itself to open the list of errors associated with the specific category. Note: Additional activation codes may be needed to view certain types of errors (those containing Special Education, Discipline and Food Program data.) See District Administrator for more details.

A list of errors, including the Error # and Description, will display. The Error Description states what is wrong with the data.

To view the list of students impacted by each Error, click on the blue number under the Error Count or Archive / Warning / Information Count column.
Error Count
These are errors that need to be fixed.
- Critical – have to be fixed
- Regular – may be archived, if extenuating circumstances allow

Archive/Warning/Info Count
These errors include those that have been archived, ‘errors’ that are just warnings, and informational counts.
Examples:
- Archive – student is reported correctly even though it doesn’t ‘fit’ into a typical scenario
- Warning – current data is likely erred and will impact final reporting
- Info Count – head's up, current data reported is likely erred

Clicking through the error count displays the details on how to fix the error (a description under the error number and name). **Note: Read the error message carefully** – It will explain exactly what is wrong and in most cases how to fix it.

### Error Details

Error # 716: Student Demographics Record Missing for Student Enrolled in District
A student has a School Enrollment record within your district, but the student's Demographics record has not been reported for your district.

Reprocess Errors for (716)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Local ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Birth Date</th>
<th>Entry Date</th>
<th>School</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>258</td>
<td>Jones</td>
<td>Sam</td>
<td>10</td>
<td>6/19/2003</td>
<td>4/9/2019</td>
<td>EXAMPLE HIGH SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>

A list of student(s) impacted will be under the blue bar.

### Exporting Errors to Excel
Errors can be exported into an Excel document by selecting the Export to Excel button, then saving the download.
Comment the Error
To add or edit a Comment, simply select the **Edit** button within the error description screen.

A pop up will appear. Type comments in the box. Click **Update** when done.

Archive Errors
To Archive the error, select the **Archive Error** button before Updating the Comment.

To view Archived Errors, click **Show Active Errors**.  

To return to errors which are not archived, click **Hide Archived Errors**.

Reprocess Errors
Errors reprocess automatically overnight after data is changed in the Student Information System (SIS). For immediate reprocessing, Errors can be reprocessed as a whole or individually.
Reprocess Individual Error
For individual error reprocessing, select the **Reprocess Errors for (xxx)** button within the error itself.

![Error Details](image1)

Reprocess All Errors
To reprocess all errors, or to view the status of any reprocessing, go to **Reprocess Errors**.

![Adviser Validation Home](image2)

Select **Reprocess Errors**.

![Reprocess Errors](image3)
Reprocessing can take a while. By selecting the **Refresh Status** button, you can see where in the reprocess status ADVISER is.

### Error Summary

Lists all validation errors currently being run against data – whether the district actually has the error or not.

Search by the Error #, selecting a specific Domain from the dropdown menu, or Error Name Contains.
Student and Staff data reports are located here. These reports are NOT errors. They are summary and detail reports of the data entered into ADVISER from the SIS.

It is important to review these reports regularly, to verify information has been reported correctly. If something is not showing correctly, the correction is made in the SIS, and the report refreshed to view it again.

There are multiple Student Verification Reports available for each Data Group. Select the individual Data Group category to open the reports under the section.
Each report provides a description and timeline for when to review the report.

### STUDENT VERIFICATION REPORTS

<table>
<thead>
<tr>
<th>REPORT</th>
<th>DESCRIPTION</th>
<th>REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Ability Learner Student List</td>
<td>High Ability Learner Eligible students and their High Ability Learner Participant and Honors or Advanced Placement statuses.</td>
<td>Year-End</td>
</tr>
<tr>
<td>Food Program Eligibility by Grade</td>
<td>Count of students reported as qualifying for free and/or reduced lunch.</td>
<td>Fall &amp; Year-End</td>
</tr>
<tr>
<td>E-Rate Report</td>
<td>Documentation for the Schools and Libraries E-rate Program of the Universal Service Fund.</td>
<td>Fall</td>
</tr>
</tbody>
</table>

Click on the report title to open and view details. Note: Additional activation codes may be needed to view certain reports (those containing Special Education, Discipline and Food Program data.) See District Administrator for more details.

### Reporting Window

Each report has various ways to narrow the data scope. This is the window of time during which the report should be run.

Value options vary throughout the year and may include:

- **Full Year** - Any students enrolled in the district at any time during the school year, even if already exited.
- **As of Today** - Students enrolled in the district today.
- **As of October 1st** - Students enrolled in membership or SPED programs on 10/1, according to what is currently in ADVISER.
- **As of October 1st (Locked)** - Students enrolled in membership or SPED programs on 10/1, according to state accountability data locked on/around 11/1.
- **End of Year** – Students who were enrolled on the last day of their school year. This includes graduates, students with no exits and students who transferred out after the last day of school. It does not include students who transferred out before the end of the school year. The student’s last day of their school year is determined by the last Instructional Day within the student’s calendar.
As of End of Year (Locked) – Students enrolled on the last day of their school year, according to state accountability data locked on/around 7/1.

**Location/School**
Breaks data by district or school levels.

Once options have been selected, click View Report.

Reports typically contain more information within. Read the descriptor at the top of the page for nuances within the report itself.

Reports may have multiple pages and can be saved, printed or refreshed.

To save or print the report, select the disc button.

The report can be saved as various file types and printed, if desired.

To refresh the report data, select the refresh button. This will reprocess data with any revised SIS information.

Reports are also searchable by ID, Name, anything.
There are two Data Groups for Staff.

**ADVISER Dashboard Staff Reports**
These reports are specific to Dashboard only.

**Staff Courses**
These reports are also available in the Student section of Verification Reports.

**Note:** Staff Reporting remains a separate collection from ADVISER. It is located in the NDE Portal. The NSSRS Validation collection provides Errors/Warnings and Staff Verification Reports for the Staff Reporting collection.
District Admin Sign Off
This is where District Administrators approve collections. District users are able to view the page, but only District Administrators can make the approval.

The Collection Name and associated school years are listed in the Select Sign Off Name dropdown menu.

The Signoff Open dates will list the time frame when the collection is available for sign off.

If a collection is open, the red font will indicate as such.

An acknowledgement section and reports to view will be listed.
The listed reports should always be reviewed before any approval occurs.

Once ready to approve, select the **I Agree** button. Note: the ‘I agree to the above statement’ check box is pre-selected.

A message will indicate successful approval.

The District Administrator User Name and a timestamp will be listed.

It is also possible to remove the approval by de-selecting the ‘I agree to the above statement’ checkbox and hitting the I Agree button.
LOOKUPS

Lookups are used to view Student Data in a variety of ways.

**Enrollment Lookup by ID**

This lookup is for an individual student. It shows all enrollment data for one student, over multiple school years and at multiple districts. The Enrollment Lookup by ID is a great assistant in resolving Enrollment and Cohort errors.

Enter the NDE Student Uniq ID# of the student to view and click **Submit**.
A list of the Enrollment records for this student display; including all years and districts/schools this student has attended.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Student ID</th>
<th>Local ID</th>
<th>Student Name</th>
<th>District</th>
<th>School</th>
<th>Entry Date</th>
<th>Entry Type</th>
<th>Withdraw Date</th>
<th>Withdraw Type</th>
<th>Grade Level</th>
<th>Residence Status</th>
<th>District of Residence</th>
<th>School of Residence</th>
<th>Full Time Equival</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>31477</td>
<td></td>
<td></td>
<td>KEARNEY PUBLIC</td>
<td>SUNRISE MIDDLE SCHOOL (015)</td>
<td>02/28/2019</td>
<td>Transfer In</td>
<td>02/28/2019</td>
<td>In (102)</td>
<td>08</td>
<td>Not applicable</td>
<td>10-0007</td>
<td>100007015</td>
<td>100</td>
</tr>
<tr>
<td>2018-2019</td>
<td>31477</td>
<td></td>
<td></td>
<td>PLEASANTON PUBLIC</td>
<td>PLEASANTON HIGH SCHOOL (001)</td>
<td>08/13/2018</td>
<td>Transfer In</td>
<td>02/25/2019</td>
<td>Out (201)</td>
<td>08</td>
<td>Not applicable</td>
<td>10-0106</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>2017-2018</td>
<td>31477</td>
<td></td>
<td></td>
<td>KEARNEY PUBLIC</td>
<td>SUNRISE MIDDLE SCHOOL (015)</td>
<td>05/22/2018</td>
<td>Transfer Out</td>
<td></td>
<td></td>
<td>07</td>
<td>Not Applicable</td>
<td>10-0007</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>2017-2018</td>
<td>31477</td>
<td></td>
<td></td>
<td>KEARNEY PUBLIC</td>
<td>SUNRISE MIDDLE SCHOOL (015)</td>
<td>08/16/2017</td>
<td>Still Enrolled</td>
<td></td>
<td></td>
<td>07</td>
<td>Not Applicable</td>
<td>10-0007</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

If viewing a student not enrolled in own district, the following message will display. Click the I Agree button to verify a legitimate educational interest in accessing this information, before being able to view the student’s data.

NDE does not have a record of your agency having submitted an NSSRS.

Student template for NDE Student ID.

By accessing personally identifiable information (enrollment history) regarding any student of a school district other than the school district that employs/contracts with you, you are assuring that:

1. The school district that employs or contracts with you has determined that you have a legitimate educational interest in accessing this information; and

2. You are accessing this information because the student is seeking or intending to enroll in your school district, or has enrolled in your district.

I Agree  Cancel
Student Lookup by ID

This lookup is for individual student data for the current school year, at the district selected.

Enter the NDE Student Uniq ID# of the student to view and click Submit.

A display of all data reported for this student will be listed by Data Groups.
Student Lookup by Demographics

This Lookup groups students who are specific to the selected demographic criteria.

Instructions for this specific section can be found through the hyperlink Instructions.

STUDENT LOOKUP BY DEMOGRAPHICS

Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthday. Select additional columns to report below (Columns On Report). Read the Instructions for more information.

To run this report, select a Reporting Window from the dropdown box.
Check the box for each item to limit the search by. These are **Field to Limit Results On**.

*For example,* to view 4th grade girls attending Elementary today; select School, Grade Level and Gender in the first column.

For each of the items selected in the first column, limit the search by selecting the specific values. *From the example above,* choose Mullen Elementary School for **School**, 4th for **Grade**, and Female for **Gender**. To highlight multiple fields, select the *Ctrl* button with a mouse click on each field desired.
In the third column, **Columns on Report**, select the Fields to display in the results.

For example, to view the 4th Grade Females from the example above who are LEP Eligible or not, check the box in the Columns to Report which corresponds to LEP Eligible. A column will be included on the report listing the student's eligibility as Yes or No.

Once all Fields are selected, click the **Submit** button at the bottom of the page to get the final report.

The final report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate.

Additionally, results can be exported to Excel by selecting Export to Excel.

**Tip:** To narrow results, the more items limited in the search, the fewer results received.
Special Education
Looks up and groups students specific to selected demographic and Special Education data.

View the step by step guide for Student Lookup by Demographics for specific step by step details. The two Lookups operate the same.

Programs Lookup
Groups students related to a specific program.

Select the Type of program from the dropdown box.

Follow prompts for additional Location and other program specific option to select.