



2020

VISION:  
FOCUS ON DATA QUALITY



# ADVISER Validation

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# ADVISER Validation

NDE Portal

Activation Codes

Home Page

Errors/Warnings

Verification Reports

Lookups



# ADVISER Validation – NDE Portal

- NDE Portal account required
  - [portal.education.ne.gov](http://portal.education.ne.gov)
- Located under the Student & Staff tab
- Activation code/s required (District Administrator assigns)



# ADVISER Validation – Activation Codes

- Four activation codes available
  - District
    - Basic access – No errors or verification reports viewable for programs
  - Program – Special Education
  - Program – Food Service
  - Program – Discipline
- Most errors and verification reports will require 3 activations codes: District plus Program – Special Education and Program – Food Service

# ADVISER Validation – Adding Activation Code

## Student and Staff Record System

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Available

You have access to t  
Please proceed by cl

Status	Activation Code(s)	Name/Link
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Online

Enter your code for a

Status	Activation Code(s)	Name
Available	<a href="#">Add</a>	ADVISER Person ID
Available	<a href="#">Add</a>	ADVISER Validation
Available	<a href="#">Add</a>	NDE Staff ID

- In the Online section under the Student & Staff tab, locate the ADVISER Validation collection
- Click the blue Add link to the left of the collection name

# ADVISER Validation – Adding Additional Activation Codes



## Student and Staff Record System

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Available

You have access to this on  
Please proceed by clicking

Status	Activation Code(s)	Name/Link
Available	<a href="#">Add/Remove</a>	<a href="#">ADVISER Validation</a>

- ADVISER Validation collection has moved to the top Available section under the Student & Staff tab.
- To add the additional activation codes for the Programs within the ADVISER Validation collection, click the blue Add/Remove link to the left of the collection.

# ADVISER Validation Home Page

## 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
  - Student Lookup by Demographics
  - Programs Lookup

Current District: EXAMPLEVILLE PUBLIC SCHOOLS

School Year: 2019-2020

### Notification

**District Notification**

🔔 English Learner reports have been moved from the General category to their own category in t


### Adviser Validation Home


**Domain**

ATTENDANCE / CALENDAR

EXAMPLEVILLE PU

2019-2020

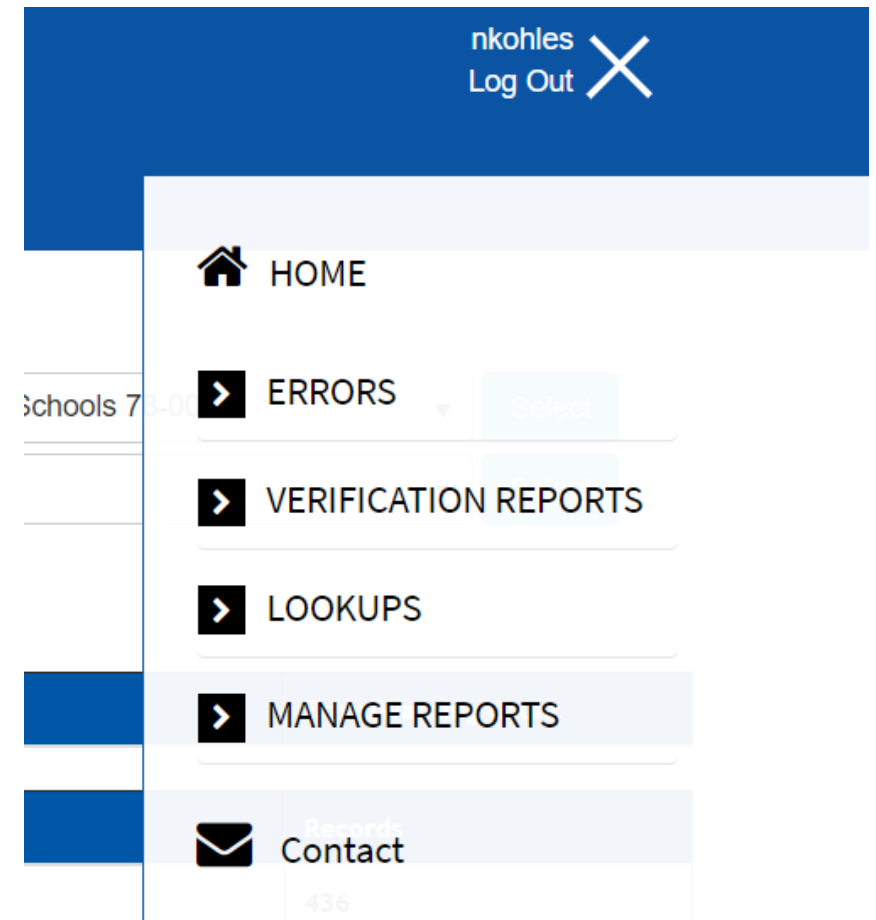
Log Out 

Log Out 

- HOME
- ERRORS 3-00
- VERIFICATION REPORTS
- LOOKUPS
- MANAGE REPORTS
- Contact Records  
436

# ADVISER Validation Home Page

- Drop down menu in upper right
  - Same as menu on Home Page except:
    - Contact
      - [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org)
      - Creates ticket for Helpdesk





# ADVISER Validation – Errors & Warnings

## 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](#)
- [Student Lookup by Demographics](#)
- [Programs Lookup](#)

## Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
COURSE SECTIONS / GRADES	195
DISCIPLINE	65
EARLY CHILDHOOD	12
GRADUATION COHORT	3
LEP / IMMIGRANT	7
SPECIAL EDUCATION	208
STUDENT DEMOGRAPHICS	42
STUDENT ENROLLMENT	289
TITLE I	1

# ADVISER Validation – Errors & Warnings

Showing results for Error Domain: [Special Education](#)

[Reprocess Special Education Errors](#)

Error #	Error Description	Error Count	Archive/Warning/Information Count
280	Special Education End Date Missing	1	0
283	Special Education Reason Exited Not Valid	7	0
284	Special Education Reason Exited Not Valid	2	0
286	Special Education Setting Code Invalid for Part B at Beginning of School Year	1	0
328	Matching School Enrollment Record Needed for Student Exiting SPED With Reason Exited "Graduated With Regular High School Diploma"	2	0
332	Matching School Enrollment Record, Exit Code 201 Needed for Student Exiting SPED With Reason Exited "Transferred To Another School District"	12	0
338	Matching School Enrollment Record, Exit Code 202, 205 or 209 Needed For Student Exiting SPED With Reason Exited "Dropped Out"	1	0
413	Special Education Student Exiting With School Enrollment Record "Transfer Out" Needs Valid Special Education Exit Record	26	0
415	Special Education Student Exiting With School Enrollment Record "Completer: Diploma" Needs Valid Special Education Exit Record	14	0
468	Special Education Setting Code Invalid for Part B	2	0
470	Special Education Setting Code Invalid for Ages 6-21 Part B	35	0

# ADVISER Validation – Errors and Warnings

Click on the number in the Error Count column

Showing results for Error Domain: [Special Education](#)

[Reprocess Special Education Error:](#)

Error #	Error Description	Error Count	Archive/Warning/Information Count
546	Special Education Student Without A Special Education Exit Date Who Do Not Appear In Following School Year	3	0

Description of the error and possible correction needed

## Critical Error Details

[Back](#)

### 284: Special Education Reason Exited Not Valid

The Special Education Reason Exited given is not an appropriate code for a student who is in a Part B (age three and over) Primary Setting. Please correct either the Exit Reason or the Primary Setting on the Special Education record to a code that is appropriate for the student.

# ADVISER Validation – Student Verification Reports

## 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](#)
- [Student Lookup by Demographics](#)
- [Special Education Programs Lookup](#)

## STUDENT VERIFICATION REPORTS

[General and Miscellaneous](#)

[Assessment](#)

[Career Education](#)

[Early Childhood](#)

[Enrollment](#)

[Graduation Cohort](#)

[Membership and Attendance](#)

# ADVISER Validation – Student Verification Reports

## STUDENT VERIFICATION REPORTS

### General and Miscellaneous

REPORT	DESCRIPTION	REVIEW
<a href="#">High Ability Learner Student List</a>	High Ability Learner Eligible students and their High Ability Learner Participant and Honors or Advanced Placement statuses.	Year-End
<a href="#">Food Program Eligibility by Grade</a>	Count of students reported as qualifying for free and/or reduced lunch.	Fall & Year-End
<a href="#">E-Rate Report</a>	Documentation for the Schools and Libraries Erate Program of the Universal Service Fund. Users must have the Food Program access code entered in the NDE Portal to access this report.	Fall
<a href="#">Student Group Counts</a>	Various student group counts	Fall & Year-End
<a href="#">Homeless</a>	Students reported as Homeless	Year-End
<a href="#">Highly Mobile</a>	Unduplicated list of all students, K-12, considered to be highly mobile reported at the district and school building level and school level reports that identify students by (a) intra-state transfers; (b) first time entrees; and (c) re-enrollees.	Year-End
<a href="#">Rule 18 Interim Program Roster</a>	Students reported as attending Rule 18 Interim-Program Schools.	Year-End

# ADVISER Validation – Staff Verification Reports

## ADVISER VALIDATION HOME

### ERRORS

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- [Reprocess Errors](#)
- [Error Summary](#)

### VERIFICATION REPORTS

#### Students

#### Staff

[District Admin Sign Off](#)

### LOOKUPS

- [Enrollment Lookup by ID](#)
- [Student Lookup by ID](#)
- [Student Lookup by Demographics](#)
- [Special Education Programs Lookup](#)

## STAFF VERIFICATION REPORTS

### ADVISER Dashboard Staff Reports

#### Staff Courses

REPORT	DESCRIPTION	REVIEW
<a href="#">Teacher Courses</a>	Course information, grouped by Teacher	Each Term & Year-End
<a href="#">Teachers No Courses</a>	List of teachers who have not been linked to any Section or Grade records.	Each Term & Year-End

# ADVISER Validation – District Admin Sign Off

The District Administrator will need to review the Acknowledgement section and list of reports prior to approving the actively open collection.

## District Sign Off

### ADVISER VALIDATION HOME

#### ERRORS

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- [Error Summary](#)

#### VERIFICATION REPORTS

- [Students](#)
- [Staff](#)

#### [District Admin Sign Off](#)

#### LOOKUPS

- [Enrollment Lookup by ID](#)
- [Student Lookup by ID](#)
- [Student Lookup by Demographics](#)
- [Special Education Programs Lookup](#)

Select Sign Off Name:

2020-2021 Fall Collection

Select

Selected Collection: \* 2020-2021 Fall Collection (\* = actively open sign off.)

Signoff Open 2020-10-19 through 2020-10-31

## 2020-2021 Fall Collection & 2019-2020 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:

# ADVISER Validation – Lookups

Enrollment Lookup displays student's entire Nebraska Public School enrollment history

## ADVISER VALIDATION HOME

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### LOOKUPS

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## STUDENT ENROLLMENT LOOKUP BY ID



# ADVISER Validation – Lookups

Student Lookup displays district's individual student's records for selected school year

## ADVISER VALIDATION HOME

### ERRORS

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### LOOKUPS

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- Programs Lookup

## STUDENT LOOKUP BY NDE ID

Submit

Reset

# Resources

## ADVISER Resources

<https://www.education.ne.gov/dataservices/adviser-resources/>

## ADVISER Google website

<https://sites.google.com/a/education.ne.gov/adviser-early-adopter-program/>

## District ADVISER monthly zoom meetings

<https://sites.google.com/a/education.ne.gov/adviser-early-adopter-program/home/calendar>

## Coronavirus Resources

<https://www.education.ne.gov/publichealth/resources/>

## Launch Nebraska

<https://www.launchne.com/>

# NDE Helpdesk Support

[ADVISERHelp@Nebraskacloud.org](mailto:ADVISERHelp@Nebraskacloud.org)



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Thank you!

