

SCHOOL DISTRICT CENSUS REPORT INSTRUCTIONS

The School District Census Report (NDE 02-023) is required for all public-school districts by Nebraska State Statutes 79-524 R.R.S., 79-528 R.R.S., and 79-578 R.R.S. The School District Census Report provides the Department of Education with a count of children ages 5 - 18 that reside in a school district **as of June 30**. This information is used in the calculation of state and county funding sources distributed to school districts, such as State Apportionment and county fines/license fees.

The School District/System Census Report in the NDE Portal will be open by July 1. Census data must be submitted no later than July 10. The Data Audit Window for Census data (submitted by due date) will open from July 11 to July 20 for corrections.

Submission of the Census Report is through the NDE Portal – hard copies not accepted.

*Do **not** rely solely on the student information included on the “Exempt Schools – School District Report” available in the NDE Portal. There may be other families in your district that are homeschooling who did not file with NDE or other school-age children in the home that are not included on the “Exempt Schools – School District Report.”*

School District Census Reporting

- To complete the Census Report, compile a list of the actual number of children ages 5 to 18 that reside in the district **as of June 30, 2022**. This information must be categorized by county based on the child's physical address.
- If your district received territory (valuation) from a dissolved, merged, or unified district, include the children residing on the property that is now part of the district.
- Include in your district's resident children who are:
 - ✓ optioning out of the district
 - ✓ attending an accredited or approved private school
 - ✓ non-public school
 - ✓ attending exempt schools (home schooled)
 - ✓ contracting out to a different district
 - ✓ wards of the state/court or in a Rule 18 program - residing or not residing in the district
 - attending/not attending the district – *if guardian is resident of the district*
 - ✓ a student living with guardian other than parent *if guardian is a resident of district*
- Do not include in your district's Census Report students who are:
 - ✓ Optioning into the district
 - ✓ Contracting into the district

Accessing Census Collection through the NDE Portal

Log into the NDE Portal at <http://portal.education.ne.gov>

1. If you have an existing Portal Account, enter your Login and Password and click “Sign in.” If you do not have an existing Portal Account, click “Register” and complete the steps listed.
2. Click on the red tab named, “Data Collection.” Under the “Online” section of Data Collections, click the link “Add” next to “Census Report 2022 (Census).”
3. Key the Activation Code you received from your District Administrator into the box and click the “Add” button.
4. Click on the link “Return to Previous Page.”
5. Click on the link “Census Report 2022” under the “Available” Section.

Completing the Census Collection:

1. Click on the district number(s) from the list of districts for which you are completing the Census.
 - *Confirm the counties listed for your district are correct. Contact us if you see an issue.*
2. Click the green “Key Enter or Edit District’s Collection” button.
 - *For comparison purposes, the prior year’s census information appears for each age group in each county. This will assist in identifying possible key entry errors.*
3. Enter the Census Data for each age group. A “0” must be entered for any age group with no children – *blank cells are not accepted.*
4. Click the “Save” button to retain information for the county.
5. Repeat steps 2 through 4 for each county listed.
6. ***Before submitting, compare the 2022 census information entered with the district’s prior year census displayed at the bottom of the page to help assure information is accurate.***
 - ***Review the Census Summary before completing the final submission. Make necessary corrections as needed.***
 - ***When you have reviewed the Census Summary, click the “Submit Census Data” button.***
7. After submission, census data is locked, and changes cannot be made unless the collection is unlocked.
8. After submitting your district’s census information, be sure to save & print a hard copy of the Census Report for the district files.
9. To request an unlock of the collection contact one of the program contacts listed below.

Due Date:

- Submit census data no later than July 10.
- Data Audit Window for the Census data will re-open from July 11 to July 20 for districts to make any needed corrections. ***July 20 is the final deadline.***

Program Contacts:

- Michelle Cartwright at michelle.cartwright.gov or 402-450-0867
- Stephanie DeGroot at stephanie.degroot@nebraska.gov or 402-540-0649