



SYSTEMS INVOLVED STUDENT REPORTING

VERSION 2.0
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PURPOSE

To provide information about Nebraska School District/System responsibilities related to data reporting for students who are Wards of the Court/State and for Systems Involved Students attending a Special Purpose School, Rule 18 Interim Program school, or Contracted Service Providers/Agencies. This document also includes reporting information for students attending the University of Nebraska High School.

- Who is responsible for reporting data about a student (and possible data necessary to be submitted);
- What district does student performance data become attached to for purposes of accountability and public reporting;
- Is my district responsible for reporting data relating to this student?
 - Questions to be asked to determine where student is enrolled;
 - How was the student placed in the facility – by Court, Parent, LEA, etc.?
 - Is the student a Ward of the State or a Ward of the Court?
 - Is there a DHHS Superintendent Letter for this student?

The scenarios and different situations among Nebraska schools are unique and diverse, so the information provided within this publication intends to provide clarity on some of those specific situations.

If there are additional situations not addressed in the document, please contact the NDE Service Desk at ADVISERHelp@Nebraskacloud.org for additional assistance.

DEFINITIONS

Attendance: Attendance is the time a student is present on days when school is in session. The attendance data is derived from the reported absence data and the calendar will be used to calculate average daily attendance.

Courses: Used to collect information regarding courses and teachers from students in grades prekindergarten through 12 completed during a particular school year.

Discipline: Data about student discipline incidents and the schools' disciplinary actions taken. Some discipline information is needed for state, federal, or CRDC reporting. Additional data may be displayed on the ADVISER dashboard.

District/System of Membership: The approved or accredited district/system where the student received the majority of their instruction – includes Public Districts, Nonpublic Systems and Special Purpose Schools.

District of Residence: The Public School District where the student resides. Resident shall mean a person who has his or her residence in a place. It should be noted that the Legislature has specifically provided in Neb. Rev. Stat. § 79-215 that, except as otherwise provided in § 79-215, a student is a resident of the school district where he or she resides and shall be admitted to any such school district upon request without charge.

Enrollment: A cumulative set of all students enrolled in a district/system at any time during the school year and represents a student's most current information.

Nebraska Department of Education Student ID: An NDE Student ID is required for all students attending or provided services from a Nebraska District/System. Student ID numbers can be found in the ADVISER Person ID collection in the NDE Portal.

Programs:

Early Childhood Education: A cumulative set of students; include all students served in the specified Early Childhood Education Program at any time during the school year.

Homeless Education: A cumulative set of students; include all students eligible for Homeless Education services at any time during the school year.

Rule 18 Interim-Program School: A cumulative set of students; include all students served by a Rule 18 Interim-Program School at any time during the school year.

Special Education Program: Collects data on students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP). This includes point in time count, October 1 each year and the year end, June 30 count.

Section 504 Program: An indication that a student is receiving services under Section 504 of the Rehabilitation Act of 1973; include all students receiving services at any time during the school year.

Title I Program: Collects information on a variety of Title I services a student may have received at any time during the school year.

For additional Program information, please see Section 8 in the ADVISER Data Elements document.

School Enrollment: Collects information on student enrollment events, both enrollment and withdrawal, during the school year.

School of Membership: For most students, the School of Membership is the school where the student is enrolled for the majority of their instruction. For students attending a program (e.g. focus, Rule 18, ESU, alternative programs, or career academies), the School of Membership is the school where the student would be enrolled either due to residence in the district or due to assignment.

School of Residence: The school where the student resides, based on boundaries established by the District of Residence. This field is only required for students with a Contracted In Residency Status.

School Year: June 30 is used as the logical representation of the end of a school year.

SPECIAL PURPOSE SCHOOLS

ENROLLED IN A SPECIAL PURPOSE SCHOOL

Condition: Student Enrolled at:

- **West Kearney High School**
- **West Hastings School (formerly Geneva North School)**
- **Pine Ridge Job Corps**
- **NCYF Community High School (Nebraska Correctional Youth Facility Community High School)**
- **(For the University of Nebraska High School see UNIVERSITY OF NEBRASKA HIGH SCHOOL conditions later in document)**

Special Purpose School is responsible for Assessment

Special Purpose School will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 100 District of Residence ≠ Special Purpose County District Number and should be reported as the Resident District County District Number Entry Type Enrollment Code = 102 – Transfer In Residency Status = 00 – Not Applicable
Attendance	Required for all students through grade 12
Courses	All grades through grade 12
Programs	Special Education and others as applicable
Discipline	All grades through grade 12

District of Residence will report:

Category	Data
Enrollment	Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 214 – Transfer Out to Special Purpose School Residency Status = 00 – Not Applicable
Programs	Special Education If Applicable – Exit Reason SPED11 – Transferred to another school district (Moved known to be continuing) Report the SPED exit only the first year that the student transfers to a Special Purpose School.

The Resident District is required to report the student(s) as above every year – similar to reporting students being Contracted Out. (This change went into effect in 2021-2022 and is intended to ensure that the resident district continues to be aware of their responsibility for these students.) If appropriate, and the student is released from the Special Purpose School, the student may return to their resident district. The student would then be a Transfer In.

For students with a verified disability, the Resident Public School District will work with the Special Purpose School to develop and implement the IEP. The Special Purpose school will report the Special Education Program data to ADVISER.

OPTIONED IN STUDENT PLACED IN SPECIAL PURPOSE SCHOOL

Condition: Student enrolled as an option student then subsequently placed in a Special Purpose School. (For University of Nebraska High School, see UNIVERSITY OF NEBRASKA HIGH SCHOOL conditions later in document.)

Special Purpose School is responsible for Assessment

Special Purpose School will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 100 District of Residence ≠ Special Purpose County District Number and should be reported as the Option In District County District Number Entry Type Enrollment Code = 102 – Transfer In Residency Status = 00 – Not Applicable
Attendance	Required for all students through grade 12
Courses	All grades through grade 12
Programs	Special Education and others, as applicable
Discipline	All grades through grade 12

Pursuant to section 79-235, option students must be treated as resident students for all purposes except for the limited exceptions provided in statute.

Option In District to report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 District of Residence ≠ Option In County District Number – Report the Option Out District of Residence County District Number Exit Withdrawal Type Enrollment Code = 214 – Transfer Out to Special Purpose School Residency Status = 00 – Not Applicable
Programs	Special Education – Reason Exited = SPED11 – Transferred to another school district (Moved known to be continuing)

Option In status is not cancelled; student can be transferred back into the option in district. Option In district will maintain any IEP and work with the Special Purpose School to provide the services. The Special Purpose school will report the Special Education Program data to ADVISER.

UNIVERSITY OF NEBRASKA HIGH SCHOOL – NOT RECEIVING SPECIAL EDUCATION SERVICES FROM DISTRICT OF RESIDENCE

Condition: Student enrolled full time at the University of Nebraska High School. UNHS is required to only report NEBRASKA RESIDENT STUDENTS. University of Nebraska High School will not report any data on students that are NOT Nebraska residents.

UNHS is responsible for Assessment for the Full-time students

University of Nebraska High School will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 100 District of Residence will be the student’s resident district Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable
Courses	Grade Level Appropriate
Program - Homeless	Others if applicable (Excluding Special Education)

District of Residence or District of Membership if student optioning in, will report as Transferred Out:

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 214 – Transfer Out to Special Purpose School Residency Status = 00 – Not Applicable
Programs	If Applicable – Exit from Special Education

UNIVERSITY OF NEBRASKA HIGH SCHOOL – RECEIVING SPECIAL EDUCATION SERVICES FROM DISTRICT OF RESIDENCE OR OPTION DISTRICT

Condition: Student enrolled at University of Nebraska High School and is receiving Special Education services from the District of Residence or District of Membership if student optioning in.

University of Nebraska will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency – UNHS will need to coordinate with the District of Residence for the FTE share District of Residence will be the student’s resident district Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable
Courses	Grade Level Appropriate
Programs	Homeless if applicable

District reporting Special Education services for student enrolled at University of Nebraska will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency – District will need to coordinate with UNHS for the FTE share District of Residence will be the student’s resident district Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable (Resident District) or 06 – Optioning in from another Nebraska public school district (Optioning District)
Courses	Grade Level Appropriate as applicable
Programs	Special Education

RULE 18 – INTERIM SCHOOL

ENROLLED IN A RULE 18 INTERIM PROGRAM SCHOOL

Condition: Student Enrolled in a Rule 18 Interim Program School

District of Residence (or District of Membership if student had been optioning in) is responsible for Assessment

District of Residence will report as follows (if student had been optioning in, District of Membership will report as follows):

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable
Attendance	Required for all students
Courses	Grades PK through 12
Programs	Interim (Rule 18) Program and other if applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

The Teacher of Record for the student's courses is the Rule 18 Interim Program school staff person teaching the course.

NOTE: If student was enrolled at a Nonpublic school prior to being enrolled in the Rule 18 facility, the Nonpublic school will not be reporting the student data. The Public District of Residence (or if the student had been optioning in, the District of Membership) will report the data as above.

WARDS OF THE COURT OR STATE

WARD OF THE COURT OR THE STATE – PLACED IN THE STUDENT’S RESIDENT DISTRICT

Condition: Student is Placed in a Foster Family Home Licensed or Approved by the Department of Health and Human Services or a Foster Home Maintained or Used Pursuant to Section 83-108.04 in the Same District Where They Resided When they Became a Ward of the Court or State.

District of Residence is responsible for the Assessment

District of Residence will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable
Attendance	Required for all students K-12. Required for HP/PK students who are attending center-based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

WARD OF THE COURT OR STATE – NOT PLACED IN THEIR RESIDENT DISTRICT

Condition: Student is Placed in a Foster Family Home Licensed or Approved by the Department of Health and Human Services or a Foster Home Maintained or Used Pursuant to Section 83-108.04 and Under Section 43-1311 or 43-1312 is Not Placed in their District of Residence, shall be Deemed a Resident of the District in Which the Foster Family Home or Foster Home is Located.

(This only applies if the student changes schools. If the student is placed in another district but continues to attend the same school, then their prior district would be responsible. It isn't placement here; it is whether they have changed schools.)

(Once a best interest determination is made, and if the student changes school districts, the district where the student became a ward will work with the receiving district, which is then considered the resident district, to transfer the SPED records and IEP/IFSP.)

Receiving District is responsible for Assessment

Receiving District will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency District of Residence should be the Receiving District's County District Number Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable
Attendance	Required for all students K-12. Required for HP/PK students who are attending center-based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	If applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

Pursuant to 79-215(9), the resident district would be where the student was attending when he or she was made a state ward unless the student is in a foster home and the student transfers to the school district where the foster home is located. Once the student is attending the school where the foster home is located, that district becomes the resident district and therefore would report the

Rule 18 information.

This is true regardless of where the parent or guardian is residing. For additional information see: <https://www.education.ne.gov/wp-content/uploads/2017/07/residency-ward.pdf>. Should the Rule 18 facility encounter difficulty with determining the resident district please contact the NDE Helpdesk.

Sending District will transfer the student out.

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 213 – Transfer Out to a Nebraska Public School Residency Status = 00 – Not Applicable
Program	If Applicable – Special Education – Reason Exited = SPED11 – Transferred to another school district (Moved known to be continuing)

WARD OF THE COURT OR STATE PLACED IN A RESIDENTIAL INSTITUTION IN THE RESIDENT DISTRICT, WHICH MAINTAINS A SPED PROGRAM APPROVED BY NDE AND NOT OWNED BY THE DISTRICT IN WHICH THE STUDENT RESIDED AT THE TIME THEY BECAME A WARD.

District of Residence is responsible for Assessment
District of Residence will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency District of Residence = County District Number Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable
Attendance	Required for all students PK through 12
Courses	Grades PK through 12
Programs	Special Education and others if applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

District of Residence will maintain and report the SPED record.

WARD OF THE COURT OR STATE – PLACED IN A GROUP HOME WITH NO EDUCATION PROGRAM – NOT IN THE RESIDENT DISTRICT

Condition: Student is NOT Placed in a Foster Home or Foster Family Home Licensed or Approved by DHHS or a Foster Home Maintained or Used Pursuant to Section 83-108.04. Student placed in a Residential Setting, not in the Resident District. Contact the NDE Service Desk with questions or to help determine if this is applicable to student reporting situation.

Receiving District is responsible for Assessment

Students will be transferred out of the district they had attended previous to becoming a ward and/or their District of Residence where they became a ward (Sending District). The resident district the student was attending when they were made a ward remains the resident district even though they have been “transferred out”.

The Resident District where the student became a ward will work with the receiving district on providing SPED services and development of the IEP/IFSP.

Receiving District (District of Membership) will transfer the student in:

Category	Data
Enrollment	With appropriate Full Time Equivalency District of Residence where the student became a Ward ≠ County District Number and should be the Sending District's County District Number Entry Type Enrollment Code = 1XX Residency Status = 09 – Ward of the State/Court Assigned to a Residential Setting
Attendance	Required for all students K-12
Courses	Grades K through 12
Programs	Special Education and Others if applicable
Discipline	Grades K-12

Sending District will transfer the student out.

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 213 – Transfer Out to a Nebraska Public School Residency Status = 00 – Not Applicable
Program	If Applicable – Special Education – Reason Exited = SPED11 – Transferred to another school district (Moved known to be continuing)

STUDENTS BEING SERVICED BY A CONTRACTED SERVICE PROVIDER

This may include students parentally placed in a residential setting operated by a service provider which is certified or licensed by the Department of Health and Human Services. Provisionally approved service providers must follow [92 NAC 51 – 013](#). A Contracted Service Provider is an entity that serves students but is not a Rule 18 Interim Program or Special Purpose School. CSP's do not report data to NDE. For examples, see the Special Education Contracted Service Provider website: <https://spedcsp.education.ne.gov/Search>

CONTRACTED OUT TO A CONTRACTED SERVICE PROVIDER

Condition: Student NOT in Membership at Resident District, is Contacted Out to an Entity that does not Report Data.

District of Residence **OR** if student is optioning in, District of Membership is responsible for Assessment

District of Residence will report **OR** if student is optioning in, District of Membership will report as follows:

Category	Data
Enrollment	With appropriate Full Time Equivalency District of Residence = County District Number Entry Type Enrollment Code = 1XX Residency Status = 00 – Not Applicable
Attendance	Required for all students K-12. Required for HP/PK students who are attending center-based Rule 11 Early Childhood Programs (Early Childhood ADVISER codes 01-05). Optional for all other HP/PK students and HP/PK students receiving only SPED services.
Courses	Grades PK through 12
Programs	Special Education and others if applicable
Discipline	Grades K-12, and Special Education Students ages 3-5

CONTRACTED OUT TO AN ENTITY IN ANOTHER STATE (PUBLIC DISTRICT OR CONTRACTED SERVICE PROVIDER)

Condition: Student NOT in Membership at Resident District, Attends Another Public District or Contracted Service in Another State. (For students enrolled at Iowa School for the Deaf, see Who Reports What.)

District Responsible for Assessment = Not Applicable

District of Residence will report as follows:

Category	Data
Enrollment	With Full Time Equivalency = 0 Exit Withdrawal Type Enrollment Code = 217 – Transfer Out to Another State / Country Residency Status = 07 – Contracted out to another state
Programs	If Applicable - Special Education Reason Exited = SPED11 – Transferred to another school district (Moved known to be continuing) Report the SPED exit only the first year that the student transfers to a Special Purpose School.

DO NOT report additional student data. The student will remain in the district's Student Information System as they must be reported as above each year they are Contracted Out. If they are residing in Nebraska and continue to be a Nebraska resident but are attending a program in another state, then they would continue to be the responsibility of the resident district.

APPENDIX A – SYSTEMS INVOLVED

Special Purpose Schools

Nebraska Department of Correction Services (NDCS)

28-0602 – NCYF Community High School (Nebraska Correctional Youth Facility) – Omaha and Lincoln

Nebraska Department of Health and Human Services – Office of Juvenile Services (YRTC)

01-0600 – West Hastings School – Hastings (formerly Geneva North School)

10-0600 – West Kearney High School – Kearney

Other

23-0601 – University of Nebraska High School – Lincoln

23-0601 – Pine Ridge Job Corps – Chadron

Rule 18 Interim Schools

Interim Program Schools: Juvenile emergency Shelters

28-4005-004 – Boys Town Intervention and Assessment School – Boys Town
Boys Town Intervention and Assessment Program

Interim Program Schools: Juvenile Detention Centers

28-4007 – Douglas County Youth Center – Omaha

55-4002 – Pathfinder Education Program – Lincoln
Lancaster County Youth Services

59-4001 – Northeast Nebraska Juvenile Services, Inc. – Madison

77-4002 – Patrick J. Thomas Juvenile Justice Center – Papillion

Interim Program Schools: Residential Programs

28-4015 – Residential Treatment Center (RTC) School – Omaha
Alegent / Immanuel Hospital RTC

28-4005-001 – Boys Town RTC School – Boys Town
Boys Town Residential Treatment Center

28-4005-005 – Boys Town Interim-Program School – Boys Town
Boys Town Child & Adolescent Psychiatric Center

55-4003 – Child Guidance School – Lincoln
HopeSpoke Therapeutic Group Home

55-4005 – Nebraska Youth Academy – Lincoln
Lincoln Regional Center – Whitehall Campus

55-4001 – Morton School – Lincoln
Lincoln Regional Center – Whitehall Campus

28-4004 – NOVA Alternative School – Omaha
NOVA Treatment Community

Interim Program Schools: Group Homes

28-4021 – Omaha Home for Boys School – Omaha
Omaha Home for Boys

28-4008 – Uta Halee Academy – Omaha
Rite of Passage

Other

Accredited Nonpublic School – Residential Program

28-0703 – Boys Town Schools – Boys Town
28-0703-001 – Boys Town High School (grades 7-12)
28-0703-002 – N H Wegner School (grades 4-8)

Contracted Service Provider Entity

95-0317 – Boys Town National Research Hospital – Omaha

For additional Special Education Contracted Service Providers see:

<https://spedcsp.education.ne.gov/Search>

APPENDIX B - RESOURCES

Ward/Non-Ward Resources

Below are two guidance documents to help districts in understanding their obligations to students who are wards or non-wards.

[Residency Guidance: Wards](#)

[Residency Guidance: Non-Wards](#)

Additional Resources

[Rule 10](#) - REGULATIONS AND PROCEDURES FOR THE ACCREDITATION OF SCHOOLS

[Rule 17](#) - REGULATIONS GOVERNING THE APPROVAL OF ALTERNATIVE SCHOOLS, CLASSES, OR PROGRAMS FOR EXPELLED STUDENTS

[Rule 18](#) - INTERIM-PROGRAM SCHOOLS IN COUNTY DETENTION HOMES, INSTITUTIONS, AND JUVENILE EMERGENCY SHELTERS

[Rule 19](#) - REGULATIONS REGARDING SCHOOL ENROLLMENT

[ADVISER Data Guidance](#) including ADVISER Data Elements and Who Reports What

APPENDIX C – CHANGE SUMMARY

Version 2.0 – December 2022

1. Purpose language revised
2. WARD OF THE COURT OR STATE – PLACED IN A GROUP HOME WITH NO EDUCATION PROGRAM – NOT IN THE RESIDENT DISTRICT – Condition revised
3. UNIVERSITY OF NEBRASKA HIGH SCHOOL – RECEIVING SPECIAL EDUCATION SERVICES FROM DISTRICT OF RESIDENCE OR OPTION DISTRICT – Condition revised to add Option In
4. Appendix A – School Names and Numbers revised
5. Appendix B – Additional Resources added