



Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509-4987
ADVISERHelp@Nebraskacloud.org

Instructions: February 13, 2023

Special Education Teacher Retention

Due Date: January 15

Audit Window Close Date: January 31 – *NOTE special due date for 2022-2023: March 31, 2023*

SCOPE

Report the reason why a Special Education Teacher that appeared within your district in Staff Reporting in the previous school year was not retained in the current school year’s Staff Reporting.

DIRECTIONS

Access

Accessing the Special Education Teacher Retention collection requires a Consolidated Data Collection (CDC) activation code – Staff, All, or Approver User Type. If access to the Consolidated Data Collection (CDC) in Data Collections is needed, an activation code will need to be obtained from the District Administrator.

Navigation

Shown upon entering the collection:

1. Reports button
2. Title
3. A list of teachers (automatically generated) that need a Reason to be selected
4. Save Data button, and
5. The Submit/Approve section (Only Approver User Types will see the Approve button)

1. Reports button

2. Special Education Teacher Retention

Special Education Teachers from Previous Year's Staff Reporting Who Have Not Been Reported in Current Year

Staff Name	NDE Staff ID	Position	Reason	Notes/Other Explanation
Smith, John	1234567890	S-1163 SPED Teacher Collaborating/Co-teaching - Special Education	Please select	
Jones, Julie	9876543210	S-1163 SPED Teacher Collaborating/Co-teaching - Special Education	Please select	

4. Save Data

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
	Not Approved	N/A	N/A
Print Page	Open Collection		

5. Submit/Approve section

Main Menu

Other menu items seen through the collection include:

1. Home – Return to the Consolidated Data Collections main page
2. Logout – Closes the current tab

Staff Included in the collection


7-1160 Teacher – Early Childhood Special Education
1161 SPED Teacher – Core Academic Subjects/Grading
1162 SPED Teacher – Core Academic Subjects/Alternate Standards/Assessment
1163 SPED Teacher – Collaborating/Co-Teaching
1164 SPED Teacher – Facilitator
1165 Teacher of the Visually Impaired
1166 Teacher of the Deaf or Hard of Hearing

The collection automatically pulls in a list of staff that were not retained each time it is opened by looking at the current year's Staff Reporting data and comparing it to the prior year's Staff Reporting. The staff shown are selected if they do not appear within your district this year at all, or not under any of the SPED Teacher position codes listed above.

NOTE: If a district hasn't finished their staff reporting entries for the current year, staff may be listed in this collection that don't belong – please finish the staff reporting for the year (including clearing the errors from the staff in the Staff Reporting app so that they appear green in the Staff Reporting menu).

To Complete

For each Special Education Teacher listed, select from the **Reason** drop down box the reason the teacher was not retained. Optionally, type additional notes or an explanation if needed.

Position	Reason	Notes/Other Explanation
S-1163 SPED Teacher Collaborating/Co-teaching - Special Education	<input type="text" value="Please select"/>  Please select	<input type="text"/>
S-1163 SPED Teacher Collaborating/Co-teaching - Special Education	Retirement Moved to Another District Changed to Another Position Disciplinary Issue Budget / Position Removed Contract Not Renewed Other (Please Explain)	<input type="text"/>

If all Special Education Teachers were retained in the current school year, districts may submit/approve an empty list, as shown below.

Reports

Special Education Teacher Retention

Special Education Teachers from Previous Year's Staff Reporting Who Have Not Been Reported in Current Year

There are currently no staff to display

Save Data

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
	Not Approved	N/A	N/A
Print Page	Open Collection		

Submit / Approve

After the data entry has been completed, click on the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

NOTE: Only the person designated as APPROVER (typically the District Administrator) in the CDC will see the APPROVE button in the box below the SUBMIT button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Service Desk and they will need to re-open the collection.