



Nebraska Department of Education  
PO Box 94987  
Lincoln, NE 68509-4987  
NDE Service Desk - [ADVISERHelp@Nebraskacloud.org](mailto:ADVISERHelp@Nebraskacloud.org)

Instructions updated: May 3, 2023

## **Report of Suspensions / Expulsions Nonpublic Systems**

Due Date: June 15  
Audit Window Close Date: June 30

### **SCOPE**

To assist with mandated state and federal reporting of Suspended and Expelled Students.

### **DIRECTIONS**

#### **Access**

Accessing the Report of Suspensions/Expulsions collection requires a Consolidated Data Collection (CDC) activation code – Discipline, All or Approver User Type. If a user does not have the Consolidated Data Collection (CDC) in Data Collections, they will need to obtain an activation code from their District Administrator. For further detailed access instructions, view the CDC Instructions found here:

<https://www.education.ne.gov/dataservices/consolidated-data-collection-cdc/>

## Navigation

Upon entering the collection, user will see


1. The Title
2. The Main Menu
3. Suspensions/Expulsions Information section
4. Summary Report button, and
5. The Submit/Approve area

### REPORT OF SUSPENSIONS/EXPULSIONS Nonpublic Districts

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Contact Us   Click for Instructions

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
None To Report	Edit	00-0000-000	SAMPLE NONPUBLIC SCHOOL	

 = Incomplete    = Completed

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View Summary Report

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

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## Main Menu

**Contact Us** - Shows a list of NDE contacts to call or email if you have any questions while completing the report.

**Click for Instructions** - Opens this document.

Other menu items seen through the collection include

**Susp./Expul. Main Page** – Returns user to collection main page


**CDC Main Page** – Takes user back to the Consolidated Data Collections main page



**Logout** – Closes the current tab and returns user to NDE Portal

## Suspensions/Expulsions Information

If the user has no data to submit for a location (school) in the district/system, click on the **None To Report** button next to the location (school).


Select a school to enter Suspensions/Expulsions Information



		CODISTSCH	NAME	PART 1 STATUS
<b>None To Report</b>	Edit	00-0000-000	SAMPLE NONPUBLIC SCHOOL	

 = Incomplete       = Completed

This will put a green check mark under the Part 1 column and will complete the submission for that particular location (school).


Select a school to enter Suspensions/Expulsions Information



		CODISTSCH	NAME	PART 1 STATUS
<b>None To Report</b>	Edit	00-0000-000	SAMPLE NONPUBLIC SCHOOL	

 = Incomplete       = Completed

If there is data to report, click on the EDIT button.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
<b>None To Report</b>	<b>Edit</b>	00-0000-000	SAMPLE NONPUBLIC SCHOOL	

 = Incomplete       = Completed

This will take the user to Part 1.1 Suspensions and 1.2 Expulsions.

### Part 1.1 Suspensions

Enter the total Number of Suspensions (Duplicated Count) and the Number of Students Suspended (Unduplicated Count) or leave prepopulated zeros if none.

NP 1.1 Suspensions	
Total Suspensions During The Past School Year	
Number of Suspensions (Duplicated Count)	Number of Students Suspended (Unduplicated Count)
<input type="text" value="0"/>	<input type="text" value="0"/>
Definition	
Suspension: A disciplinary action that results in the exclusion of a student from the school building for a specified period of time. This included both long-term and short-term suspensions. Report out of school suspensions only.	
Long-term suspension means the exclusion of a student from attendance in all schools within the system for more than five school days but less than twenty school days.	
Short-term suspension means the exclusion of a student from attendance in all schools within the system for a period not to exceed five days.	

### Part 1.2 Expulsions

Enter the total Number of Expulsions (Duplicated Count) and the Number of Students Expelled (Unduplicated Count) or leave prepopulated zeros if none to report.

NP 1.2 Expulsions	
Total Expulsions During The Past School Year	
Number of Expulsions (Duplicated Count)	Number of Students Expelled (Unduplicated Count)
<input type="text" value="0"/>	<input type="text" value="0"/>
Definition	
Expulsion: A disciplinary action that results in the exclusion from attendance in all schools within the system in accordance with section 79-283. [Ref..§ 79-256(2)] Include any students who had the disciplinary action of expulsion taken against them.	

When done entering data, click on **Save Changes on Page**. This will return the user to the Report of Suspensions/Expulsions Main Page.

When only green check boxes are in all columns user is finished entering data.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
<input type="button" value="None To Report"/>	<input type="button" value="Edit"/>	00-0000-000	SAMPLE NONPUBLIC SCHOOL	<input checked="" type="checkbox"/>

= Incomplete       = Completed

### Summary Report

When all data has been entered for each location (school) in the district/system, click the **View Summary Report** button to see a summary of the district/systems Report of Suspensions/Expulsion.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATUS
<input type="button" value="None To Report"/>	<input type="button" value="Edit"/>	00-0000-000	SAMPLE NONPUBLIC SCHOOL	<input checked="" type="checkbox"/>

= Incomplete       = Completed

This will take user to a summary report listing each of the items entered into the collection:

20XX-20XX REPORT OF SUSPENSIONS/EXPULSIONS FOR  
 SAMPLE NONPUBLIC SCHOOL [ 00-0000-000 ]  
[How to print this report](#)

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NEBRASKA DEPARTMENT OF EDUCATION  
 CONSOLIDATED DATA COLLECTION  
 REPORT OF SUSPENSIONS/EXPULSIONS  
 Summary Report  
 SAMPLE NONPUBLIC SCHOOL (00-0000-000)  
 For the 20XX-20XX School Year

Part 1.1 and Part 1.2 Number of Suspensions and Expulsions					
CODISTSCH	SCHOOL NAME	SUSPENDED DUPLICATED COUNT	SUSPENDED UNDUPLICATED COUNT	EXPULSION DUPLICATED COUNT	EXPULSION UNDUPLICATED COUNT
00-0000-000	SAMPLE NONPUBLIC SCHOOL	0	0	0	0

User may print a copy for future reference. Click the **How to Print this Report** link indicated above if further instruction is needed.

### Submit / Approve

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

ACTION	STATUS	DATE	USER
<b>SUBMIT</b>	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
<b>APPROVE</b>	Not Approved	N/A	N/A
Print Page			

NOTE: Only the person who is designated as APPROVER (typically the District Administrator or Superintendent) 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.