



NEBRASKA

DEPARTMENT OF EDUCATION

2023/24 Exempt Schools – School District Report Status Descriptions / Coding for Enrollment Current as of 09/19/2023

The following is an excerpt from the “Who Reports What” manual, available at <https://www.education.ne.gov/dataservices/adviser-resources>.

Parents or legal guardians notified the school district they are filing for an exemption election. The school district should check the Exempt Schools – School District Report Starting with the 2023-2024 school year, this report is available via the ADVISER Validation website, located on the NDE Portal (<https://portal.education.ne.gov>). Once in the ADVISER Validation website, navigate to Verification Reports – Students, click on the **Enrollment** category, then select the **Exempt Schools – School District Report**. District staff who do not have access to the ADVISER Validation website should contact their District Administrator for the appropriate activation code.

IF Submitted/Pending NDE Review:

The student should remain in enrollment until the Exempt Schools – School District Report shows the student with a status of Submitted. The student’s enrollment code reported is 205 (not enrolled eligible to return), using the date the Exempt Schools – School District Report shows the student as having a “Submitted” filing. The district **will not** continue to report the student absent. Review turnaround time is typically several weeks if the filing is complete. See Under NDE Review, Exempt Date, or Filing is Incomplete below. Do not report the student as a 216 (transfer out) until there is an exempt date (see Exempt Date section below).

IF Submitted/Under NDE Review:

NDE is awaiting further information from the parents/legal guardians before the review can be completed. The student’s enrollment code reported is 205 (not enrolled eligible to return), using the date the Exempt Schools – School District Report shows the student as having a “Submitted” filing. See Exempt Date or Filing is Incomplete below. Note: The filing could be in this status for several weeks; do not contact the parent regarding status during this time. If the requested information is not received, the school will be officially notified (see Filing is Incomplete below).

Exempt Date:

Once the filing has been reviewed and found to be complete, the status of the submission will show an Exempt Date next to the student’s date of birth. As of the Exempt Date, the student can be reported as a 216 (transfer out), using the Submitted Date as the exit date.

- All families receiving exempt status will receive a letter signed by the Commissioner of Education “acknowledging” their choice to receive exempt status (exempt schools are acknowledged only, *they are not approved or disapproved*). An Acknowledgement Letter is issued only if the submission is complete. Exempt status must be renewed annually by July 15th.

Filing was Incomplete. School has been notified:

IF a filing is under “Submitted/Under NDE Review” and subsequently the parents/legal guardians have not responded to NDE’s requests for information, the resident district Superintendent will be notified of noncompliance (as per Section 006 of Rule 13 - <https://www.education.ne.gov/nderule/exempt-schools/>). On the Exempt Schools – School District Report, the student will show as deactivated with the notation “Filing is incomplete. School has been notified.” Add the student back into the district’s student information system for follow-up related to truancy as per the district policy. Showing the student with enrollment code 205 (Not Enrolled Eligible to Return).

Cancelled:

Prior to NDE’s processing, the submission has been cancelled due to various reasons; e.g. duplicate submission (filed online and by paper), parents changed their mind, etc. Check the Exempt Schools – School District Report and if there isn’t an active application, the student should remain enrolled and if the student is not attending school, the student should be reported as absent.

Deactivated:

Student and/or school record has been deactivated for various reasons (family moved, change of enrollment status, etc). The deactivated reason will show next to the student’s name in the “student deactivated” column.

Refer to the “Who Reports What” manual for guidance for the following scenarios.

- Exempt School/Home School Student – Previously Enrolled in a Public School
- Exempt School/Home School Student – Receiving Services at the Public School
- Exempt School/Home School Student – Not Previously Enrolled in a Public School
- Exempt School/Home School Student – Attends a Public School on a Part-Time Basis
- Exempt School/Home School Student – Not Taking Any Classes or Receiving any Services from the Public School

Related Notes:

Remember that until NDE processes an exemption election filing, the initial data included in your district report may not be accurate.

Changes in the report are reflected in real time; the status shown is the current status.

Once a filing is submitted through the Nebraska Exempt School online system, they will appear on the Exempt Schools – School District Report.

Paper filings received by NDE via regular mail or drop-off only (faxes and emails are not accepted), are typically entered within 2 business days; other than during the summer months, which could take up to 10 business days. As of 09/19/2023, only single family paper filings received through 07/18/2023 have been logged.

- All (online & paper) exemption filings are effective upon receipt by NDE (the “Submitted” date). This means the parents or legal guardians do not have to wait to begin homeschooling until the filing is reviewed (refer to Rule 13, Section 005). However, if upon review by NDE of the filed materials it is discovered the filing is incomplete or improper, parents/legal guardians are notified and have a stated time by which it must be completed or corrected to be effective.

If a particular student or family is not listed at all, they may not have filed with NDE, or the filing has not yet been logged (see note above). The student should remain enrolled and if the student is not attending school, the district will report the student absent, if the student is of mandatory attendance age.

For students who are part of the Enrollment Option Program, and the parents are homeschooling these students, they will be listed on the Resident district's report only. The Resident & Option districts need to communicate this information to each other. The option should be cancelled as well.

If, after reviewing the report, there is a family listed that does not reside in your school district or if you have other questions, send an email to nde.exemptschool@nebraska.gov. Include in the email the name of the student, date of birth, name of the parents, and the address. Be sure to identify your school district in the email as well.

Contact Information:

- Exempt Schools – School District Report (districts access the ADVISER Validation website via the NDE Portal to view this report): <https://portal.education.ne.gov>
- Exempt School Program website: <https://www.education.ne.gov/fos/exempt-schools/>
- Exempt School Program email: nde.exemptschool@nebraska.gov
- Questions about the NDE Portal or Enrollment reporting can be directed to the NDE Service Desk:
 - By email: ADVISERHelp@nebraskacloud.org