2023-2024 NSCAS Roster Review Process in ADVISER Validation

Contents

Roster Population for Each Assessment

NSCAS Growth (NWEA) includes students:
1. Grades 03 – 08
2. FTE of 51% or more

NSCAS Alternate (DRC) includes students:
1. Alternate Assessment **MUST** be checked **YES** within the Special Education Information of the individual student's record in ADVISER Validation.
2. Grades 03 – 08 and high school third-year cohort (Cohort Year = **2025**)
3. FTE of 51% or more

NSCAS ACT (ACT) includes students:
1. In their high school third-year cohort level (Cohort Year = **2025**)
2. FTE of 51% or more

Instructions to Run & Review the NSCAS Roster Reports in ADVISER Validation

Run the Reports

The district's data steward can assist in running these reports if the DAC does not have access to ADVISER Validation.
1. Log into the NDE Portal: https://portal.education.ne.gov/site/DesktopDefault.aspx
2. Click on the Student & Staff (NSSRS) tab
3. Click on ADVISER Validation
4. Enter your district and appropriate school year (2023-2024) and click "Select"
5. Click on Students under VERIFICATION REPORTS
6. Click on Assessment (gray tab)
7. Click on the "**NSCAS Growth Roster**" or "**NSCAS Alternate & ACT Rosters**" (should be BLUE with correct ADVISER rights)
   a. The NSCAS Growth Roster report may take a few minutes to populate, depending on your district student count.

b. **For the NSCAS Alternate & ACT Rosters report**, select the appropriate test in the Assessment dropdown for the test roster you want to review and click View Report.

8. A list of students will appear. It is recommended to download the file, click on the Export icon and export your list into a csv file.

Key Data to Review

1. Correct grade level or high school third-year cohort level:
    a. Students in grades 3 – 8 are expected to take the NSCAS Growth or NSCAS Alternate assessment.
    b. **ALL** High School students with a 2025 cohort year are expected to take the NSCAS ACT or NSCAS Alternate assessment.
2. Full-Time Enrollment (FTE) percentage:
    a. Students with an FTE of 50% or less are exempt from summative assessment testing.
    b. Students with an FTE of 51% or more are expected to take one of the summative assessments.
3. The students eligible to take the NSCAS Alternate assessment must have the Alternate Assessment field checked "YES" under the Special Education Information within the students' individual record in ADVISER.

4. Review the **Who Reports What Guideline** and the **Systems Involved Student Reporting** on the ADVISER Resources webpage under ADVISER Data Guidance. This provides guidance to ensure your district is including all the students the district is responsible for, such as students participating in a Special Purpose School, Rule 18 Interim Program Schools, or other alternate program.

Steps to Make Corrections

1. Corrections should be made in your district SIS and/or SRS systems and published to ADVISER Validation. ADVISER Person ID corrections (name and DOB) must be made within the students' Person ID record.
2. If data in ADVISER does not match SIS/SRS data and not sure why – submit a ticket to your SIS/SRS customer service to review the data bridges. The NDE Service Desk (ADVISERHelp@nebraskacloud.org) can also assist with ADVISER data elements.
3. NSCAS policy questions can be directed to Maggie Sis at Margaret.Sis@nebraska.gov
4. NDE will also review the roster files, and Maggie will contact the district with specific questions if any anomalies are found.

Corrections *after* January 08, 2024

Corrections must be made in your district SIS/SRS, published to ADVISER Validation, *as well as within the appropriate assessment testing system*!

SPED and FRL Access in ADVISER Validation

If the DAC is unable to run the roster reports, it may be due to the lack of access to SPED and FRL data. Ask your district's Admin (Superintendent) for an access code for each category of data (SPED and FRL) in addition to your existing ADVISER Validation access code to run the roster reports. Below are the steps to obtain and activate the SPED and FRL codes:

DISTRICT ADMIN (Superintendent):

1. Once logged into the NDE Portal click on the District Admin tab
2. Choose Collection "ADVISER Validation"
3. A table will appear, copy the code for the **Program-Food Program** (FRL) and the code for **Program-Special Education** (SPED) and send these codes to the DAC.

DAC:

1. Once logged into the NDE Portal click on the Student & Staff (NSSRS) tab
2. Click on Add/Remove for ADVISER Validation
3. Paste the codes (one at a time) in the Activation Code box & click

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Alternate Assessment Flag in ADVISER Validation

How-To video for coding Alternate Assessment field in SRS: https://youtu.be/O5xxgdf_7pg

Snap-shot of where this field is within a student's SPED record in ADVISER Validation:

SPECIAL EDUCATION INFORMATION		
Begin Date: 07/01/2021	Verified Disability: 16 - Intellectual Disability	
Level of Program Participation: IDEA Part B	Special Education percentage: 0	Placement Type: 0 - Not Applicable - Does not attend a Nonpublic School
Related Services: 1 - Occupational Therapy, 3 - Speech-Language Therapy	Setting: 22 - Public School - Inside regular class less than 40% of the day	Alternate Assessment: Yes
Exit Reason:	Exit Date:	Modified Date: 09/23/2021 19:44:18
Initial SPED Date: 03/28/2016	SPED Hours Per Week:	Schools Hours Per Week:

SRS Helpdesk information:

SRS Helpdesk How-To Links: https://nebraska.jitbit.com/helpdesk/KB/Category/117062-srs

srshelp@esucc.org
402-597-4994

Exempt (Home) School Students

New in 2023-2024 is the Exempt Schools – School District Report within ADVISER Validation under Verification Reports/Students/Enrollment. The Superintendent should also have access to the Exempt Schools – School District Report within the Data Collections area of the NDE Portal for submission status of the exempt (home) school Students.

Refer to the Who Reports What available on the ADVISER Resources webpage under ADVISER Data Guidance for coding instructions for these students.

Once you see a "submitted" or "pending" status on the report the district can move forward with a 205-enrollment exit code in the district SIS/SRS/ADVISER. With the 205 code and an effective date in ADVISER Validation, this will remove the students from the assessment rosters.

English Language Learners

All EL students must participate in one of the NSCAS Assessments in grades 3 - 8 and third-year high school cohort.

> • In Year 1: students are included in participation calculations, but results are excluded on the English language arts and math assessments in the state accountability system.
> • In Year 2: students are included in participation calculations and results are used in growth measures but not achievement indicators in the state accountability system.
> • In Year 3: students are included in all accountability calculations.

EL Conversion Guidance for the NSCAS Growth: 2023-2024 NSCAS Growth EL Status Guidance

Expected Graduation Year (Cohort Year)

Students in their third-year high school cohort year (Cohort Year = **2025**) are expected to participate in the NSCAS ACT or the NSCAS Alternate Assessment.

Guidance for Graduation Cohort Version 5.0.0 (NDE is working on updating this guide.)

Snip-shot from the ADVISER Data Elements 2023-2024 v8.0

> **EXPECTED GRADUATION YEAR (GRADUATION COHORT YEAR)**
> Use: | | Dashboard | X | State Reporting | | CRDC |
> Resource: /StudentEducationOrganizationAssociation/CohortYears/SchoolYear
> Definition: This field should typically be reported as four years from the Fall the student entered ninth grade for the first time. All students who enroll in a district in grades 9, 10, 11, and 12 (including Foreign Exchange Students) must be assigned an Expected Graduation Year. Once a student's cohort year has been set through this field, any changes to the expected graduation year in subsequent school years will not affect the official cohort year. Students are expected to participate in the "11th grade" NSCAS statewide assessment one year before their assigned cohort year.
>
> Example: If the student is a first time 9th grader in 2017-2018, the student's cohort is 2021 (2017 + 4). When the school year is 2020-2021 and it is determined the student will not graduate until 2022, if the district changes the Expected Graduation Year to 2022 the cohort year will remain 2021.
>
> **EXPECTED GRADUATION YEAR: COHORT YEAR TYPE**
> Use: | | Dashboard | X | State Reporting | | CRDC |
> Resource: /StudentEducationOrganizationAssociation/CohortYears/CohortYearTypeDescriptor
> Definition: The type of cohort year. For the Expected Graduation Year, the Cohort Year Type should be submitted as Ninth Grade in the first year the student's Expected Graduation Year has been identified and in each subsequent school year, regardless of the student's grade level. This field is sometimes supplied by the SIS vendor, in which case it would not need to be entered by the district.
>
> **CODE/DESCRIPTION**
>
> Ninth Grade

If the Cohort is incorrect the district data steward should submit a **Graduation Cohort Resolution Request** through the CDC for review - mention this is for ACT Statewide Assessment. Cohort year is determined when a student first becomes a ninth grader. How fast/slow the student earns credits does not change the cohort.

ADVISER Validation Error Codes

A district should run regular data quality checks throughout the school year to ensure student data accuracy.

District data stewards should download a student csv file from ADVISER Person ID to compare to a district SIS csv file to compare names and DOBs.

District data stewards should review the following ADVISER Validation error codes and know what corrections need to be made in your district **SIS/SRS** to be published into ADVISER Validation. Corrections to these errors will help make the roster file data more accurate.

Error Code	Error Name	Error Level	Error Description
306	Grade Level Reported for a Student Is Outside the Grade Range of the Reporting School	Critical Error	The grade level being reported for a student in school enrollment with the most recent date is outside the grade range for the school listed in the reporting school field. Please make the correction in your SIS to either the student's grade level or the reporting school in which the student is enrolled and resubmit the data to ADVISER.
712	Invalid Reporting School	Critical Error	The Reporting School reported in a School Enrollment record for a student is invalid because it is not within your district, or it is a non-reportable program/school. The reporting school must be a valid school building recognized by NDE within your district.
716	Student Demographics Record Missing for Student Enrolled in District	Critical Error	A student has a School Enrollment record within your district, but the student's Demographics record has not been reported for your district.
730	Student has Over 100% Total FTE Across Multiple Districts	Error	Student has over 100% FTE reported across all School Enrollment records, including other Districts. Please verify FTE and enrollment records for the student.
740	Student in Fall Membership at Multiple Districts	Error	A K-12 student is listed in the Fall Membership count of multiple districts (the student has at least 51% FTE as of October 1st in two or more districts). Please verify the FTE and enrollment records for the student.
743	No Race Reported for Student	Critical Error	No race codes were submitted in a student's demographic record. Please submit at least one race.
758	Student with No Course Sections	Error	A currently enrolled student is not associated with any course sections (these students are also listed in the Students No Courses verification report). Courses are required for all enrolled students except those who are (1) Special Education students with a Nonpublic Placement Type or Education Setting, (2) Prekindergarten Special Education students without an Early Childhood program record, (3) Early Childhood program students with an Early Learning Setting code of 06, 07 or 08, and (4) Nonpublic students receiving targeted Title I services. Please add the missing Student Section Association or program records.

778	Grade Level Reported for a Student is Outside the Grade Range of Their Enrolled School	Error	The grade level reported for a student's school enrollment with the most recent date is outside the grade range for their enrolled school. Please make the correction in your SIS to either the student's grade level or school building in which the student is enrolled and resubmit the data to ADVISER.
781	Student Age Out of Expected Range for Grade Level	Warning	The student's age (determined by the date of birth in ADVISER Person ID) as of 12/31 this school year, is not in the typically expected range of the grade level reported in the student's ADVISER enrollment record. This data may be valid, so the warning archived or ignored. If the data is incorrect, please update the student's birth date in ADVISER Person ID or correct the Grade Level reported through your SIS.