



# **NONPUBLIC CURRICULUM REPORTING SYSTEM 2023-2024**

**Replaces: Curriculum Report (NDE02-015)**

**Version 15.0 – January 20, 2024**

**DUE DATE: February 28, 2024**

**AUDIT WINDOW CLOSE: March 15, 2024**

This instruction manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 14, 21, and 24 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Please refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

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## GENERAL INSTRUCTIONS

The **Nonpublic Curriculum Reporting System** is a separate application from the **Staff Reporting System**, but they are connected. The Nonpublic Curriculum Reporting System relies on data submitted in the Staff Reporting System. Staff Demographic and Staff Position Assignment records determine which staff need a curriculum report. (Check the **NSSRS Validation** collection **Verification Report: Current Personnel Report** to ensure staff are reported correctly.)

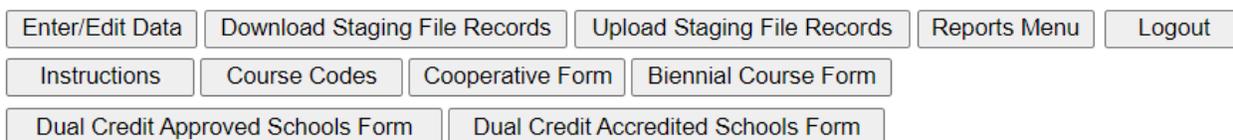
The **Nonpublic Curriculum Reporting System** is for Nonpublic systems. See 92NAC10-003.08C and 92NAC14-004.01G.

The Nonpublic Curriculum Reporting System is located under the **Data Collections** tab in the NDE Portal. A new activation code is required to add the collection to the NDE Portal account each school year. The District Administrator will need to provide the activation code to the staff who will be completing the collection.

Once the collection is activated and opened, the Main Form displays:

The Non-Public Curriculum Reporting System collects data for course codes assigned to instructional staff with NSSRS Position Codes of 1150, 1160, S-1161, S-1162, and 1170 during the 2021-22 School Year.

Report data is used to confirm compliance with Rule 10 Accredited Schools regulations and Rule 14 Approved Schools regulations. Specifically, the data entered is monitored for High School Instructional Unit Totals and Properly Endorsed Staff Percentages at the Elementary and Secondary grade levels.



**Enter/Edit Data** – This is the online data entry page. Staff are updated on an individual basis. This process is recommended for smaller systems (verse the alternative file download/upload method).

**Download Staging File Records** – Download last year’s information (if this year’s data has not been uploaded yet) or get the current information after the upload is complete. The downloaded file can be updated, renamed with the appropriate naming convention, and uploaded.

**Upload Staging File Records** – Provides information about uploading a file and the upload function. It is suggested medium to large systems use this option, since entering data online may be more time-consuming.

**Reports Menu** – A copy of the current curriculum report will display, which can then be saved to a local computer and/or printed out.

**Logout** – Exits the application.

**Instructions** – This instruction manual.

**Course Codes** – The **Course Codes and Clearing Endorsements** website.

**Cooperative Form** – The Cooperative Arrangements Counted for High School Instructional Program form.

**Biennial Course Form** – The Biennial Courses Counted for Accreditation form.

**Dual Credit Approved Schools Form** – The Rule 14 Dual Credit – Nonpublic Approved Schools form.

**Dual Credit Accredited Schools Form** – The Rule 10 Dual Credit – Accredited Schools form.

Additional Nonpublic related guidance can be found here:

<https://www.education.ne.gov/dataservices/nonpublic/>

## Important Dates

Due Date: February 28, 2023

Audit Window Close: March 15, 2023

## SCOPE

Each staff person reported as a “teacher” in the Staff Reporting System (Position Assignments) will need courses reported which they are teaching. If the teacher does not have any courses to report, update the Staff Reporting System Position Assignments with the updated staff assignment. The Staff Position Assignment Codes for teachers reportable in the Nonpublic Curriculum Reporting System are:

X-1150 – Head Teacher

X-1160 – Teacher

S-1161 – SPED Teacher Teaching core Academic Subjects/Grading

S-1162 – SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment

X-1170 – Teacher – Facilitator

**All teachers** need to report curriculum data. The course information must be reported for each section of each course taught. Do not combine sections which have the same course code unless they make up a yearlong course. Be sure to report the minutes per session and sessions per year based on the instruction the students receive. If it is a year-long course, be sure to report semester code 3 with the appropriate number of sessions.

**Semester Codes** – report the appropriate code indicating when the course is offered and the length of the course:

1 – One semester or shorter course beginning during the 1st semester

2 – One semester or shorter course beginning during the 2nd semester

3 – Yearlong course

## REPORTING TEACHERS

### Secondary and Middle School Teachers

For online entry, a record for each teacher will display. If a teacher is not listed, check the **NSSRS Validation** collection, **Verification Report: Current Personnel Report** to ensure staff are reported correctly.

Teachers who had curriculum reported in the prior year will have data available for edit. If the courses are the same for the current year (with the same minutes per session, sessions per year and semester code), update the number of students in each course. Delete any courses no longer valid for the current year. Add courses as appropriate.

### Secondary and Elementary Special Education Teachers

For online entry, a record for each Special Education Teacher reported with the Staff Position Assignment S-1161 and S-1162 will display. If the courses reported are the same for the current year (with the same minutes per session, sessions per year and semester code), update the number of students in each course. Delete any courses no longer valid for the current year. Add courses as appropriate.

### Elementary Teachers

For online entry, a record for each teacher will display. Teachers teaching an elementary self-contained class will use course code 180000: with the appropriate Grade Taught Code, Special Course Indicator: 0, Semester Code: 3, Minutes per session might be 360 (for a 6.5-hour day, 30-minute lunch), Sessions per Year: the number of days school is in session, and the total number of students in the class. If the students are birth to kindergarten and served in the home, you may also use course codes 180005 [Home-Based Program (NonSPED)] or 194000 (Special Education In-Home Setting).

Teachers teaching specific subjects (i.e., PE, Music, Art, Math or Science) will report those specific courses.

**Example 1:** Four 5<sup>th</sup> Grade teachers combine elementary self-contained with departmentalized teaching.

All four teachers have a home room for 3 hours per day and will report course code 180000 Self-Contained, Grade Taught Code=05, Minutes per Session=180, Sessions per Year=177, semester Code=3 and number of students.

The additional course(s) are reported as follows:

- Teacher A teaches Math to four groups of students. Course code 112800 Mathematics-Middle Grades/Junior High I, Grade Taught Code=05, Minutes per Session=50, Sessions per Year=177, Semester Code=3 and number of students. This class will be repeated four times because of the separate groups of students coming in.

**Teacher A example**

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
<b>Self-Contained</b>	<b>180000</b>	<b>05</b>	<b>0</b>	<b>3</b>	<b>180</b>	<b>177</b>	<b>20</b>	<b>0</b>
<b>Math Middle Gr /JR High I</b>	<b>112800</b>	<b>05</b>	<b>0</b>	<b>3</b>	<b>50</b>	<b>177</b>	<b>15</b>	<b>0</b>
<b>Math Middle Gr /JR High I</b>	<b>112800</b>	<b>05</b>	<b>0</b>	<b>3</b>	<b>50</b>	<b>177</b>	<b>20</b>	<b>0</b>
<b>Math Middle Gr /JR High I</b>	<b>112800</b>	<b>05</b>	<b>0</b>	<b>3</b>	<b>50</b>	<b>177</b>	<b>12</b>	<b>0</b>
<b>Math Middle Gr /JR High I</b>	<b>112800</b>	<b>05</b>	<b>0</b>	<b>3</b>	<b>50</b>	<b>177</b>	<b>18</b>	<b>0</b>

- Teacher B teaches English/Language Arts to four groups of students. Course code 050800 Reading-Middle Grades/Junior High I, Grade Taught Code=05, Minutes per Session=50, Sessions per Year=177, Semester Code=3 and number of students. This class will be repeated four times because of the separate groups of students coming in) see similar example Teacher A above).
- Teacher C teaches Science to four groups of students. Course code 130801 Science-Middle Grades/Junior High I, Grade Taught Code=05, Minutes per Session=50, Sessions per Year=177, Semester Code=3 and number of students. This class will be repeated four times because of the separate groups of students coming in (see similar example Teacher A above).
- Teacher D teaches Social Studies to four groups of students. Course code 150011 Social Studies-Middle Grades/Junior High I, Grade Taught Code=05, Minutes per Session=50, Sessions per Year=177, Semester Code=3 and number of students. This class will be repeated four times because of the separate groups of students coming in (see similar example Teacher A above).

**Example 2:** Another teacher (with multiple grades) teaching self-contained. The teacher below has a 3<sup>rd</sup> grade home room for 5 hours per day, every day. The teacher also teaches a math class to 4<sup>th</sup> graders 30 minutes every day and a science class to 5<sup>th</sup> graders once a week for 30 minutes.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
<b>Self-Contained</b>	<b>180000</b>	<b>03</b>	<b>0</b>	<b>3</b>	<b>300</b>	<b>180</b>	<b>20</b>	<b>0</b>
<b>Math MiddleGr/ JR High I</b>	<b>112800</b>	<b>04</b>	<b>0</b>	<b>3</b>	<b>30</b>	<b>180</b>	<b>10</b>	<b>0</b>
<b>Science Middle Gr/ JR High I</b>	<b>130801</b>	<b>05</b>	<b>0</b>	<b>3</b>	<b>30</b>	<b>36</b>	<b>15</b>	<b>0</b>

**Courses Being Taught by a Substitute**

A substitute teacher cannot be the teacher of record, even if filling in long-term for an unfilled position. Therefore, these courses should be reported to a teacher of record’s curriculum report.

### Courses Being Taught by a New Hire

The new hire must be reported in the Staff Reporting System with Staff Demographics and Staff Position Assignments before they show up in the Nonpublic Curriculum Reporting System. After processing overnight, the new hire should be listed in the Nonpublic Curriculum Reporting System, where their data can be edited. The course code will display as 000000 and needs to be updated to the appropriate course code (along with all other information). Add courses as applicable.

### Courses Being Taught by Educational Service Unit (ESU) Staff or Staff Coming from Another District/System (Working in Your System)

Report the course codes which the staff are teaching in the appropriate system. If these staff do not appear in the curriculum report, verify they were reported correctly in the Staff Reporting System. Review the **NSSRS Validation Verification Report: Current Personnel Report** and work with the ESU or district/system to get them reported in the Staff Reporting System if they aren't already.

### Staff Not Displayed in the Nonpublic Curriculum Reporting System

If a teacher is not listed, check the **NSSRS Validation Verification Report: Current Personnel Report** to ensure staff have been reported correctly. If staff were not reported correctly, update the Staff Reporting System. The next day the Nonpublic Curriculum Reporting System will reflect the change.

### Staff Reported as Teachers who are not Teaching

If a teacher is not teaching any courses, update their assignment code in the Staff Reporting System to accurately reflect their assignment. If a staff member shows up on the list who is not a teacher, update the Staff Position Assignments in the Staff Reporting System to accurately reflect their assignment. The next day the Nonpublic Curriculum Reporting System will reflect the change. Do not delete an assignment unless it was reported in error. If an assignment changes, record a completion date in Staff Position Assignments for the assignment and add the new assignment.

## INFORMATION FOR REPORTING COURSES

### Reporting Instructional Units for Courses not Taught by School Staff Personnel

In order to obtain Instructional Units for courses not taught by personnel employed by the school, certain courses must be reported on specialized forms – see below. These forms are found under corresponding buttons on the **Main Form** page of the report. These completed forms should be mailed to: Nebraska Department of Education, Accountability, Accreditation, and Program Approval, PO Box 94987, Lincoln, NE 68509 and are due with the same due date as the Nonpublic Curriculum Reporting System. Contact the Accreditation Office at the Nebraska Department of Education if there are questions about completing these forms at (402) 471-2444.

<b><u>COURSE TYPE</u></b>	<b><u>REPORT ON FORM #</u></b>
Biennial Courses Counted for Accreditation.....	NDE 08-023
Cooperative Arrangements Counted for High School Instructional Program.....	NDE 08-021
Dual Credit for Accredited Schools.....	NDE 08-070
Dual Credit for Approved Schools.....	NDE 08-071

### Reporting Interactive/Web-Based Distance Learning Courses

These instructions pertain only to those courses received from other districts or agencies.

If students in a distance learning class are receiving college credit only, do **NOT** include the course in the Nonpublic Curriculum Reporting System. (**Reminder:** All courses provided for high school credit only or for dual credit must be taught by a teacher holding a Nebraska Teaching Certificate pursuant to State Statute 79-802.)

#### For ALL Classes from the University of Nebraska High School – (SCI Code 2)

- Complete the curriculum report for the local certificated teacher monitoring the course
- Enter a **2** in the column for Special Course Indicator Code
- Assignment Code [Staff Position Assignments: Position Assignment Code (11)] will be X-1170

#### For Interactive Distance Learning (Two-Way Synchronous Interactive Audio-Video Courses) – (SCI Code 4)

- Report the course on the curriculum of the teacher who is delivering the course

**NOTE:** If the school receives an interactive class from another district/system, and the staff (teacher) does not show in the curriculum data:

- If the system has a certificated teacher monitoring the class, include the class on the teacher curriculum report with the **4** in the Special Course Indicator
- If the system does not have a certificated teacher monitoring the course, contact the Office of Accountability, Accreditation, and Program Approval.

#### For Web-Based Distance Learning Courses (Asynchronous courses, i.e., Plato, NovaNet, OdysseyWare, etc.) – (SCI Code 5)

- Report the course in the Nonpublic Curriculum Reporting System of the monitoring teacher

**NOTE:** Only certificated staff may monitor web-based courses. If an administrator or guidance counselor is assigned as a monitor for the course, assignment must be reported in the Staff Reporting System and the staff member's record will appear in the Nonpublic Curriculum Reporting System the next day. The Staff Position Assignment should also reflect a facilitating/monitoring assignment as a percentage of the individual's total assignment. For instance, on the Staff Position Assignments record, the monitoring administrator or counselor must be coded as a 0-1170 for a percentage of his/her assignment.

- Enter a **5** in the column for Special Course Indicator Code
- Complete the rest of the course information

#### High School Courses in The Same Subject Area, Same Classroom, Same Time

Rule 10 (92NAC10-004.04C2) allows High Schools to count instructional units for two courses in the same subject area, in the same classroom, at the same time, if the courses are primarily individualized, wherein all students do independent projects or practice.

**Example:** Art III is a semester course for the 10<sup>th</sup> and 11<sup>th</sup> grade students, Art IV is for independent projects and the courses are taught in the same classroom at the same time.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
ART III	020300	39	0	1	50	90	4	0
ART IV	020400	12	0	1	50	90	2	0

### Reporting Title Migrant Education

If a Special Program Indicator Code of 9 (Title I Migrant Education) was used in the Staff Reporting System, use the courses listed under the Title I Section of Course Codes and Clearing Endorsements.

### Team Teaching

Courses delivered through team teaching should be reported as follows:

The efforts of each teacher involved in team teaching should be reported by each teacher using an appropriate course code.

**Example:** Two teachers are team teaching an American History class. Each teacher handles a separate but contributory portion:

Teacher A – Political Movements

Teacher B – The Wars

There are 33 students in the class, the teachers will report the same course code, same minutes per session, same sessions per year but divide the number of students.

### Teacher A's Report

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
AMER HIST	150820	41	0	1	50	54	16	0

### Teacher B's Report

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
AMER HIST	150820	41	0	1	50	54	17	0

## GUIDANCE FOR SPECIAL EDUCATION TEACHERS

### Special Education Teacher – Core Academic Subjects/Grading – Position Assignment Code S-1161

The S-1161 teacher is responsible for all aspects of academic content instruction for special education students based on Nebraska Content Standards. Special education teachers who teach core academic subjects to students with disabilities and are responsible for assigning the students' grades must demonstrate content knowledge in the subjects and at the grade level they teach. These assignments are to be reported at the **GRADE**-level of the students. Special education teachers with FTE in Staff Position Assignment Code of **S-1161** must report classes for said portion of FTE. Course codes are listed in the Course Codes and Clearing Endorsements document starting in the Special Education section. The course descriptions were designed to encompass a broad scope of instruction and specific academic content classes for staff coded as S-1161. The course codes for classes for this position assignment code begin with **19** and end with **15**.

### Special Education Teacher – Core Academic Subjects/Alternate Standards/Assessment – Position Assignment Code S-1162

The S-1162 teacher instructs students with the most significant disabilities. These students' academic and functional performance significantly impedes their participation in the general education curriculum even with modifications and accommodations. These assignments are to be reported at the **GRADE**-level of the students. Special education teachers with FTE in Staff Position Assignment Code of **S-1162** must report classes for said portion of FTE. Course codes are listed in the Course Code and Clearing Endorsements document starting in the Special Education section. The course descriptions were designed to encompass a broad scope of instruction and specific academic content classes for staff coded as S-1162. The course codes for classes for this position assignment code begin with **19** and end with **30**.

### Special Education Teacher – Collaborative/Co-Teaching – Position Assignment Code S-1163

The S-1163 teacher delivers instruction based on curriculum adopted by the school system to address Statewide Standards. This includes co-teaching, joint planning and academic content with departmental support, based on system curriculum requirement/guidelines. The special education teacher has access to ongoing support from consultation with appropriately endorsed general education staff.

Responsibilities may include adjusting the learning environment, modifying instructional methods, adapting curriculum, using positive behavioral supports and interventions, designing, and implementing appropriate accommodations, and other activities to meet students' needs.

These special education teachers should be reported via the Staff Reporting System with a Staff Position Assignment Code of S-1163. **No Curriculum Report will be required for an S-1163 Staff Assignment.**

### Special Education Teacher/Facilitator – Position Assignment Code S-1164

The S-1164 teacher facilitates instruction provided through alternate delivery systems such as web-based courses (NovaNet, Plato, etc.), alternate programs and other similar circumstances. These special education teachers are to be reported via the Staff Reporting Systems with a Staff Position Assignment Code of S-1164. In these situations, the special education teacher serves as a facilitator of the instruction and is not directly responsible for designing, delivering, or assessing instruction. **No Curriculum Report will be required for an S-1164 Staff Assignment.**

## Reporting Examples for Special Education Teachers

Refer to Course Codes and Clearing Endorsements, Special Education Classes.

### Example 1: Staff Position Assignments Code S-1161

- Special Education staff reported in Staff Reporting System with a Staff Position Assignment code of S-1161 who is teaching Special Education Math to 24 students in grades 9 and 10. This is a year-long course, 50 minutes per session, every day.
- The staff member is also teaching a Special Education Language Arts course to 20 students in grade 9. This is a year-long course, 50 minutes per session, every day.
- And this staff is teaching a Special Education Independent Living course to 25 students in grades 9 through 12. This is a year-long course, 50 minutes per session, every day. **Note:** Use course titles with PAC 1161.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
SE Math	191115	36	0	3	50	180	24	0
SE Lang Arts	190515	09	0	3	50	180	20	0
SE Ind Liv	192015	38	0	3	50	180	25	0

### Example 2: Staff Position Assignments Code S-1162

- Special Education staff reported in Staff Reporting System with a Staff Position Assignment Code of S-1162 who is teaching Independent Living Skills to 15 students in grades 9 through 12. This is a year-long course, 50 minutes per session, every day.
- The staff member is also teaching a Special Education Exploratory Science class and an essential Language Arts class to 8 students in grades 9 and 10. Both courses are yearlong, 50 minutes per session, every day. **Note:** Use course titles with PAC 1162.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Student	Dual Credit Students
SE Funct	192000	38	0	3	50	180	15	0
SE Science	191330	36	0	3	50	180	8	0
SE Lang Arts	190530	36	0	3	50	180	8	0

## ADDITIONAL INFORMATION

### Printing a Work Copy of the Nonpublic Curriculum Report

This is not required but may be helpful. To print a copy of the curriculum report (by location/school), click the **Enter/Edit Data** button. Select the school for which you want to print a report. Click the **Create School Report** button. The report will display a print option. Click the printer icon to print. **NOTE:** If you do this function before editing or uploading data, the errors will be included in the report BUT they will not be annotated.

### NSSRS Validation – Verification Reports

The **NSSRS Validation** collection is located in the **Student & Staff (NSSRS)** tab of the NDE Portal. The **Teachers Assigned Out of Endorsed Area or Level** report should be reviewed regularly, as the percentage of endorsed teachers will affect compliance with Rule 10 or Rule 14. This report is updated nightly to reflect any changes made by Education Certification or to the Staff Reporting System the day before. Another helpful report is the **Current Personnel Report**, referred to several times within this manual.

## ONLINE DATA ENTRY

The Nonpublic Curriculum Reporting System online data entry option is pre-populated with teachers from the Staff Reporting System – Staff Position Assignments = X-1150, X-1160, S-1161, S-1162 and X-1170 (X = Special Program Indicator). If the teacher reported curriculum data in the prior year, this data will be shown for editing (unless an upload has been attempted and wiped the data out for the whole district).

New teachers will also be listed, but they will show **Curriculum Record(s) with 0 Students Exist\*\*\*** and all fields will show as 0. The one course displayed (00000) will need to be edited and other courses taught need to be added, including additional required data fields.

If the curriculum data is pre-populated, the Total Students field will display 0 and needs to be updated. Be sure to verify Minutes per Session and Sessions per Year – as these may have changed year over year. Once editing is completed, click **Update**. This needs to be done for each course for each teacher in the school.

If a course is listed and the teacher is no longer teaching it, delete the course. If a teacher has added a course which is not pre-populated, add the course and complete all fields.

An error (such as **Invalid Curriculum Records Exist in at least one District/System** listed below), might be due to a staff member not being reported in the Staff Reporting System correctly. The staff member may have been reported at the district level (000) instead of the school level (ex. 001). All staff names may be green, but a staff member is missing from the report.

Select District/System: 28-0723 ST PATRICK'S CATHOLIC SCHOOL | Select School: 28-0723-001 ST PATRICK'S CATHOLIC ELEM SCH - Grades PK-08

Invalid Curriculum Records Exist in at least one District/System | All Curriculum Records are Valid

Teachers cannot be added or deleted within the Nonpublic Curriculum Reporting System itself. If these issues exist, check the **NSSRS Validation** collection, **Verification Report: Current Personnel Report** to ensure staff have been reported correctly. If staff were not reported correctly, update the Staff Reporting System. The Nonpublic Curriculum Reporting System will reflect the change the following day.

Refer to the **Course Codes and Clearing Endorsements** website (<https://coursecodes.education.ne.gov/>) and the **Course Code List** (under the corresponding button on the **Main Form** page) for more detailed information on each field to be reported.

**Online Entry Instructions**

1. Click **Enter/Edit Data**

The Non-Public Curriculum Reporting System collects data for course codes assigned to instructional staff with NSSRS Position Codes of 1150, 1160, S-1161, S-1162, and 1170 during the 2021-22 School Year.

Report data is used to confirm compliance with Rule 10 Accredited Schools regulations and Rule 14 Approved Schools regulations. Specifically, the data entered is monitored for High School Instructional Unit Totals and Properly Endorsed Staff Percentages at the Elementary and Secondary grade levels.

Enter/Edit Data | Download Staging File Records | Upload Staging File Records | Reports Menu | Logout

Instructions | Course Codes | Cooperative Form | Biennial Course Form

Dual Credit Approved Schools Form | Dual Credit Accredited Schools Form

2. Select District/System: If submitter is responsible for more than one System (users will need the specific activation code for each system they are responsible for), each System should display in the drop-down menu. Users will select and complete the report for each System one at a time. They will also Select School one school at time.

**NEBRASKA DEPARTMENT OF EDUCATION**  
Nonpublic Curriculum Report

Select District/System: 99-9999 EXAMPLEVILLE NONPUBLIC SYSTEM | Select School: 99-9999-001 EXAMPLEVILLE NONPUBLIC SYSTEM - Grades K-08

3. Select the teacher to be edited.

Invalid Curriculum Records Exist in at least one District/System | Invalid Curriculum Records Exist in at least one School

Select Desired Staff Member: Abrams, Alfred - No Curriculum Records Exist\*\*\*

Staff Curriculum Errors Exist in the Selected School

Curriculum Records for: Abrams, Alfred (NDE StaffID: 9876543219)

All teachers have associated courses. If course information cannot be reported, it is likely their assignment code needs to be changed in the Staff Reporting System).

**NOTE:** Only five courses are shown on the screen. If more than five courses were reported in the previous year, select the next page to complete the teacher’s form. It will show Page 1 of X on the screen.

Add Record
Pg. 1 of 2

Page : 1 2

4. Records

a. **Add Record** – Adds a course to the current selected teacher.

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
Edit Delete	180000	22	0	3	380	175	3	2
Add Record	Pg. 1 of 1							

Several drop-down menus will be displayed. Select the appropriate option within each. Click **Insert**, then **Cancel** (when finished).

Course Code  Grade Taught Code

Special Course Indicator Code  Semester Code  Minutes per Session  Sessions per Year  Total Students  Dual Credit Students

Insert Update Cancel

The previous page will display all the courses added.

b. **Edit** – Edits the existing course data reported for the teacher.

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
Edit Delete	180000	22	0	3	380	175	3	2
Add Record	Pg. 1 of 1							

This will display pre-populated data. Any of these fields can be edited. Once edits are complete, click **Update** and then **Cancel** to close the Edit screen.

Course Code  Grade Taught Code

Special Course Indicator Code  Semester Code  Minutes per Session  Sessions per Year  Total Students  Dual Credit Students

Insert Update Cancel

c. **Delete** – Deletes the course code reported for the selected teacher. When clicking the **Delete** button for a course code, a box will appear asking for confirmation to delete the record. Click **OK** to delete the course or **Cancel** to go back.

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
Edit Delete	180000	22	0	3	380	175	3	2
Add Record	Pg. 1 of 1							

Rerun Edit Checks Main Form Create School Rpt Logout

Message from webpage

Are you sure you want to delete this record?

OK Cancel

5. Rerun Edit Checks - Once all teachers' records at a school have been edited/added/deleted, click on the **Rerun Edit Checks** button to make sure all teachers for the selected school have been updated.

Curriculum Records for: **Abrams, Alfred** (NDE StaffID: 9876543219)

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	180000	22	0	3	380	175	3	2
<input type="button" value="Add Record"/>	Pg. 1 of 1							

Once the Rerun Edit check is run, the staff should all now display in **green** text (or black, but not **red**). Additionally, each staff should have the **All Curriculum Records Valid** message beside their name.

Select District/System:  Select School:

**All Curriculum Records are Valid** **All Curriculum Records are Valid**

Select Desired Staff Member:

**All Staff Curriculum Records in this School are Valid**

Curriculum Records for: **Abrams, Alfred** (NDE StaffID: 9876543219)

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	180000	22	0	3	380	175	19	0
<input type="button" value="Add Record"/>	Pg. 1 of 1							

6. Create School Report - A printable copy of the Nonpublic Curriculum Report is available for each teacher, at each school.
  - a. Click the **Enter/Edit Data** button on the **Main Form** page
  - b. Select the school for which a copy is to be printed
  - c. Click on the **Create School Report** button

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	180000	22	0	3	380	175	19	0
<input type="button" value="Add Record"/>	Pg. 1 of 1							

7. Possible Online Validations – Error Message will Display in a Popup Window
  - a. **Semester Code – Error – Semester Code must be 1-3.** The only valid codes for this field are 1, 2 or 3. Click **OK** and enter the appropriate Semester Code. Click **Update**.
  - b. **Grade Taught Code – Error – Invalid Grade Taught Code for this School.** The grade taught code is out of the grade range for this school. Click **OK** and select the appropriate Grade Taught Code. Click **Update**.
  - c. **Sessions Per Year – Error – Sessions per Year must be 1-800.** The data entered is 0 or more than 800. Click on **OK** and enter the appropriate Sessions per Year. Click **Update**.

- d. **Minutes Per Session – Error – Minutes per Session must be 1-800.** The data entered is 0 or more than 800. Click on **OK** and enter the appropriate Minutes per Session. Click **Update**.

**Note:** When using online entry, if a course code of “000000” is displaying, this could indicate:

1. The course code reported in the previous year is no longer valid. Update the course code appropriately, **OR**
2. This might indicate a new teacher was reported in the Staff Reporting System Position Assignments and they have no previous curriculum data. This record will need to be edited with the appropriate course information.

## DOWNLOAD STAGING FILE RECORDS

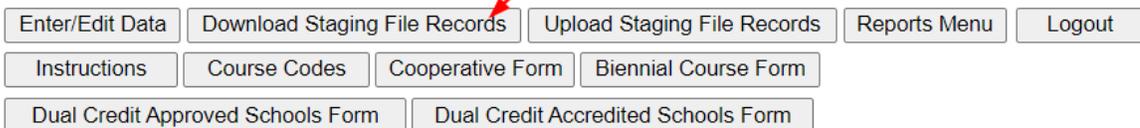
The **Download Staging File Records** button will provide a file of last year’s curriculum records in a .csv format to use as a starting point in creating a new file for the current year’s collection to make changes/additions and deletions. The file can only be downloaded **UNTIL** an upload has been attempted in the Nonpublic Curriculum Reporting System because when uploading a new file, the data is overwritten. If last year’s file is downloaded, save it (under another name) and create a second copy to update.

### Download Instructions

1. Click the **Download Staging File Records** button

The Non-Public Curriculum Reporting System collects data for course codes assigned to instructional staff with NSSRS Position Codes of 1150, 1160, S-1161, S-1162, and 1170 during the 2021-22 School Year.

Report data is used to confirm compliance with Rule 10 Accredited Schools regulations and Rule 14 Approved Schools regulations. Specifically, the data entered is monitored for High School Instructional Unit Totals and Properly Endorsed Staff Percentages at the Elementary and Secondary grade levels.



2. In the **Select District/System** drop down box, the system name should display
3. Click on the **Download Staging File Records** button

You may download last year's curriculum records (in a .csv file) to use as a starting point in creating a new file for this year's collection. Once the information has been updated, you may then use the "upload" feature in this system to upload this year's file to the Curriculum "staging file".

**Important notes to consider:**

Records downloaded will be those that currently reside in the "staging file". Any records that have been updated using the "Entry/Edit" process or all records that were processed during the most recent "upload" (including any errors, if any) will be downloaded.

Do NOT open this file in Excel. Go to <http://www.education.ne.gov/nssrs> for instructions listed under Quick Reference Guides. Steps to Open .txt or .csv file in Microsoft Excel.

Curriculum Records are initiated with total students = 0. Each of these values must be entered.

Curriculum records that are not valid for this year must be deleted.

Check the minutes per session and sessions per year values and adjust if necessary.

If a course code is not valid for the current school year, it is initiated with a value of 000000 in the course code. This record must either be deleted, or the correct course code and other fields must be completed.

Each "New Hire" will be populated with ONE curriculum record with zeros in the Course code, grade\_taught, SCl, Semester, Minutes Per Session, Sessions Per Year and Total Students fields. This record will need to be edited and any additional curriculum records for the individual will need to be inserted.

Select District/System

99-9999 EXAMPLEVILLE NONPUBLIC SYSTEM

Download Staging File Records Main Form Logout

4. A file will be created and appear under the **Click on the link below to download the file**. The file will be a randomly named file with a .csv extension.

Select District/System

99-9999 EXAMPLEVILLE NONPUBLIC SYSTEM

Click on the link below to download and save the file to your computer

Note: The file name is randomly generated when initially created. Feel free to rename it to something more meaningful when saving it to your computer.

[wd0m4lslgdxcj0zod4imf4v.csv](#)

Download Staging File Records Main Form Logout

5. Click on the link and a box will appear to **Open, Save or Save as**
6. Click on **Save or Save as**. Another box will display asking where the file is to be saved. When saving the file to a location on the local computer where it will easily be found, the file can be renamed to something more manageable as a .csv file.
7. To edit this file, follow the instructions for importing a .txt or .csv file into Microsoft Excel; **Steps for Importing Files Into Excel**. The instructions can be found [here](#) or <https://www.education.ne.gov/dataservices/adviser-resources/#1546957288911-d2c163ae-b069>, under the **Reference Guides** section.
8. Updates can then be made to the information in the file for the current school year
9. Once all the data has been updated, save the file as a .csv or .tab delimited file and follow the **Upload Instructions**.

**Note:** There are added fields at the end of this file with the teacher's name. These fields will be ignored in the upload; therefore, you do not have to remove them prior to uploading. The names were added to help edit the file.

## FILE SPECS

The Nonpublic Curriculum Report contains one record for every course a teacher teaches or monitors/facilitates. Records include:

### Record Number (1)

Report a sequential number, starting with 1 for every record in the file. This number is used to identify unique courses with the same course code.

### County (2)

This is the 2-digit number identifying the county the System headquarters is located in. This is the first two digits of the County District School Number (XX-9999-999). Include leading zeros.

### District (3)

The 4-digit number assigned to the system. This is the middle four digits of the County District School Number (99-XXXX-999). Include leading zeros.

### School (4)

The 3-digit number assigned to the school within the system. This is the last three digits of the County District School Number (99-9999-XXX). Include leading zeros. This number should not be 000 (system level). Teachers must be assigned to schools.

### NDE Staff ID (5)

Provide the 10-digit NDE Staff ID to identify the teacher. This same ID is used to report the staff member in the Staff Reporting System.

### Course Code (6)

Provide the 6-digit code identifying the course. Include leading zeros. Valid course codes can be found at the Course Codes and Clearing Endorsement website: <https://coursecodes.education.ne.gov/>.

After consulting the Course Codes and Clearing Endorsements website, if unable to associate a course with one of the defined course codes, the course codes title as **Other** provided under the subject area are available for use. **(These course codes should be used only after all other possibilities have been examined as they do not count toward Graduation Requirement credits.)**

### Grade Taught Code (7)

Provide the grade level or grade range of the students taking the course. Use the narrowest grade range covering all the students in the class. Include leading zeros.

For special education courses, report the student's actual grade level not the highest instructional level.

Review the students within each course and report the appropriate grade range.

Code	Description	Code	Description
01	1 <sup>st</sup> Grade	29	Grades 5-8
02	2 <sup>nd</sup> Grade	30	Grades 6-7
03	3 <sup>rd</sup> Grade	31	Grades 6-8
04	4 <sup>th</sup> Grade	32	Grades 7-8
05	5 <sup>th</sup> Grade	33	Grades 7-9
06	6 <sup>th</sup> Grade	34	Grades 7-12

07	7 <sup>th</sup> Grade	35	Grades 8-9
08	8 <sup>th</sup> Grade	36	Grades 9-10
09	9 <sup>th</sup> Grade	37	Grades 9-11
10	10 <sup>th</sup> Grade	38	Grades 9-12
11	11 <sup>th</sup> Grade	39	Grades 10-11
12	12 <sup>th</sup> Grade	40	Grades 10-12
14	Grades PK-2	41	Grades 11-12
15	Grades PK-3	42	Grades K-2
16	Grades PK-6	43	Grades K-3
17	Grades PK-8	44	Grades K-6
18	Grades 1-2	45	Grades K-8
19	Grades 1-3	46	Grades PK-1
20	Grades 2-3	47	Grades PK-4
21	Grades 2-4	48	Grades PK-5
22	Grades 3-4	49	Grades PK-7
23	Grades 3-5	50	Grades K-1
24	Grades 4-5	51	Grades K-4
25	Grades 4-6	52	Grades K-5
26	Grades 4-8	53	Grades K-7
27	Grades 5-6	97	PK-K
28	Grades 5-7	98	Prekindergarten
		99	Kindergarten

**Special Course Indicator (8)**

Use this field to indicate if the course is a special course meeting the criteria below. Most courses will be coded with a zero. **Systems should only use these codes for courses received.** See further instructions below:

Code	Description
0	Not applicable (used for most courses)
2	University of Nebraska High School (either print-based or web-based courses)
4	Interactive Distance Learning (Synchronous Course)
5	Web-Based Distance Learning (Asynchronous Course)
6	Iowa School for the Deaf

**Semester Code (9)**

Report the code to indicate when the course is offered and the length of the course.

Code	Description
1	One semester or shorter course beginning during the 1 <sup>st</sup> semester
2	One semester or shorter course beginning during the 2 <sup>nd</sup> semester
3	Yearlong course

**Minutes per Session (10)**

Provide the average number of minutes the class meets during the entire school year (excluding summer school), and not merely the number of minutes regularly scheduled on a normal school day. Consider schedule changes (i.e., early dismissal, parent-teacher conferences, school improvement activities, shortened schedules).

**Example:** School is in session with teachers and students for 180 days. The regular class periods are 50 minutes in length. A simple calculation of instructional units would generate 10.0 instructional units (180 days x 50 minutes = 9,000 minutes/900 minutes).

However, the school schedules the regular length period only Monday through Thursday of each week. On Fridays, the school has periods of only 40 minutes and early dismissals for a variety of varied reasons throughout the year. The average number of minutes each week is computed as follows:

Monday through Thursday: 4 x 50 minutes = 200 minutes  
 Fridays: 40 minutes  
 Total 240 minutes each week  
 Average minutes per session is 240/5 or 48 minutes

In this example, put 48 in **Minutes per Session** (not 50). Early dismissals may result in a shortage of instructional units in required courses. The example shown above would generate only 9.6 instructional units, not 10.0.

**Sessions per Year (11)**

Provide the number of times the class is scheduled to meet during the entire school year (excluding summer school). Count the number of days/times the class is scheduled to meet during the year on the official school calendar. REMEMBER the number of days in each semester may be different. Be sure you have the correct number of sessions for each semester.

**Total Students (12)**

Provide the total number of students enrolled in the course. For first semester courses, only report the total number of students as of the last class session. Report students in second semester and yearlong courses as of the reporting date.

**Dual Credit Total Students (13)**

Provide the total number of students earning both high school and postsecondary credit. If students are reported, this field should be less than or equal to the **Total Students** field (12). This field will be pre-populated with zero on the existing records but will need to be entered on any new courses added.

**Example:** There are 10 students in grades 11 and 12 taking a College Marketing for the Entrepreneur course (Course Code 032603). Of those 10 students, 5 of them are receiving dual credit for the course. This class meets 50 minutes per session and 180 sessions per year. This is a year-long course.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Sessions Per Year	Total Students	Dual Credit Students
Col Mrkg	032603	41	0	3	50	180	10	5

## Upload Record Layout

The file should be prepared as a comma separated value file (.csv) or (.tab) in the following format, be sure to include leading zeros if appropriate:

1 Record Number	Numeric(5)	This must be a sequential number. Start with 1. Unique within the file submitted.
2 County	Char(2)	2-digit NDE assigned county number. Must include leading zeros.
3 District	Char(4)	4-digit NDE assigned system number. Must include leading zeros.
4 School	Char(3)	3-digit NDE assigned school number. Must include leading zeros.
5 NDE_Staff_ID	Char(10)	Report the 10-digit NDE Staff ID assigned to the teacher and reported in Staff Reporting System.
6 Course_Code	Char(6)	See Course Codes and Clearing Endorsements for appropriate course codes.
7 Grade-Taught_Code	Char(2)	See page 27 for appropriate codes.
8 Special_Course_Indicator_Code	Char(1)	0-Not Applicable (used for most courses) 2-UNL Independent Study High 4-Interactive Distance Learning 5-Web-Based Distance Learning
9 Semester_Code	Char(1)	1 - 1 <sup>st</sup> semester 2 - 2 <sup>nd</sup> semester 3 - All-year course
10 Minutes_Per_Session	Numeric(3)	Range 1-800
11 Sessions_Per_Year	Numeric(3)	Range 1-800
12 Total_Students	Numeric(3)	Range 1-999
13 Total_Students Dual Credit	Numeric(3)	Range 1-999

## UPLOAD STAGING FILE RECORDS

### File Contents

A data file must include curricula for **ALL** schools/locations within the system for **ALL** teachers reported in the Staff Reporting System with Staff Demographics and Staff Position Assignments with assignment codes of X-1150 – Head Teacher, X-1160 – Teacher, S-1161 – SPED Teacher/Core Academic Subjects/Grading, S-1162 – SPED Teacher/Core Academic Subjects/Alternative Standards/Assessment, and X-1170 – Teacher-Facilitator.

### File Name

File Name must be XXXXXX\_Curriculum\_YYYYMMDD (XXXXXX = County System number with no dash).

### File Format

File Format should be prepared as a comma separated value (.csv) or a tab separated value (.tab). The file must contain a field called Record Number beginning with 1 and followed in sequence for each record. **(Check box if header record is included.)** Note: some fields include leading zeros.

## Upload Instructions

1. Click the **Upload Staging File Records** button

The Non-Public Curriculum Reporting System collects data for course codes assigned to instructional staff with NSSRS Position Codes of 1150, 1160, S-1161, S-1162, and 1170 during the 2021-22 School Year.

Report data is used to confirm compliance with Rule 10 Accredited Schools regulations and Rule 14 Approved Schools regulations. Specifically, the data entered is monitored for High School Instructional Unit Totals and Properly Endorsed Staff Percentages at the Elementary and Secondary grade levels.

Enter/Edit Data Download Staging File Records **Upload Staging File Records** Reports Menu Logout

Instructions Course Codes Cooperative Form Biennial Course Form

Dual Credit Approved Schools Form Dual Credit Accredited Schools Form

2. Click on the **Browse** button to locate the file to be uploaded. When the file to be uploaded has been located, select the file by highlighting it.

Your file should be prepared as a comma separated value file (.csv) or tab delimited (.tab) file and be in the following format:

1 Record Number	Numeric(5)	This must be a sequential and unique number, starting with 1 for the first record
2 County	Char(2)	2 digit NDE assigned county number - Must include leading zeros
3 District/System	Char(4)	4 digit NDE assigned district number - Must include leading zeros
4 School	Char(3)	3 digit NDE assigned school number - Must include leading zeros
5 NDE_Staff_ID	Char(10)	10 digit NDE assigned Staff ID number - Must include leading zeros
6 Course_Code	Char(6)	See the Course Codes & Clearing Endorsement document for appropriate codes - Must include leading zeros
7 Grade-Taught_Code	Char(2)	See the Nonpublic Curriculum Manual - Must include leading zeros
8 Special_Course_Indicator_Code	Char(1)	See the Nonpublic Curriculum Manual
9 Semester_Code	Char(1)	See the Nonpublic Curriculum Manual
10 Minutes_Per_Session	Numeric(3)	Range 1-800
11 Sessions_Per_Year	Numeric(3)	Range 1-800
12 Total_Students	Numeric(3)	Range 1-999
13 Dual_Credit_Students	Numeric(3)	Range 0-999

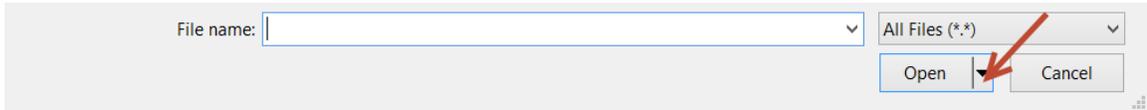
*Please do not interrupt the the upload process once started. It could take SEVERAL minutes depending on the file size and current usage*

Browse...

Check if Header Row is Included in upload file (to skip processing 1st record)

Upload Staging File Main Form Logout

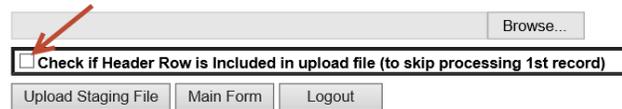
3. Click **Open**



4. Check the box if a header record is included

8	Special_Course_Indicator_Code	Char(1)	See the Nonpublic Curriculum Manual
9	Semester_Code	Char(1)	See the Nonpublic Curriculum Manual
10	Minutes_Per_Session	Numeric(3)	Range 1-800
11	Sessions_Per_Year	Numeric(3)	Range 1-800
12	Total_Students	Numeric(3)	Range 1-999
13	Dual_Credit_Students	Numeric(3)	Range 0-999

*Please do not interrupt the the upload process once started. It could take SEVERAL minutes depending on the file size and current usage*



5. Click on the **Upload Staging File** button. A box will appear on the screen with a message **Loading Please Wait** until the file has been uploaded. Depending on the size of the file, this could take several minutes. Do not click anywhere else until this box is no longer visible.

8	Special_Course_Indicator_Code	Char(1)	See the Nonpublic Curriculum Manual
9	Semester_Code	Char(1)	See the Nonpublic Curriculum Manual
10	Minutes_Per_Session	Numeric(3)	Range 1-800
11	Sessions_Per_Year	Numeric(3)	Range 1-800
12	Total_Students	Numeric(3)	Range 1-999
13	Dual_Credit_Students	Numeric(3)	Range 0-999

*Please do not interrupt the the upload process once started. It could take SEVERAL minutes depending on the file size and current usage*

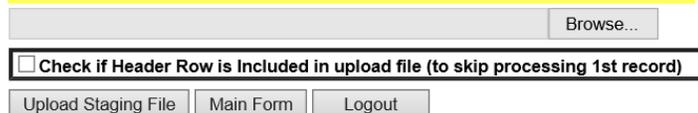


6. If receiving the error message, **The first 6 Characters of the Upload File Name must match a Co/Dist that is valid for this Portal User**, check to see if the file has a header record first and delete it or check the box to annotate a header record is included. If there is not a header record, check to be sure the correct County District number has been entered. Update the file appropriately and start at Step 5 again.

7. Error messages in red will indicate:
- a. Total Number of Records Processed
  - b. Total Number of Errors Found
  - c. Number of Records with NO Errors
  - d. Total Number of Records WITH Errors

*Please do not interrupt the the upload process once started. It could take SEVERAL minutes depending on the file size and current usage*

**Total Number of Records Processed - 33 : Total Number of Errors Found - 43**  
**Number of Records with NO Errors - 0 : Total Number of Records WITH Errors - 33**



8. Below these messages is the **Upload Errors** box. The **Upload Errors** box will display the record number, the number of fields in error for the associated record, along with a description of the errors. All errors must be corrected in the source data file and a new upload done until all errors are resolved. Each time a file is uploaded it must be a **complete** file for the system. Each time a file is uploaded, **all** data from the previous upload is deleted.

Browse...

Check if Header Row is Included in upload file (to skip processing 1st record)

Upload Staging File    Main Form    Logout

Record No: 1, Fields in Error: 6, Error Description(s): Invalid Total Students, Unknown Course Code, Invalid Grade Taught Code for Teaching, Unknown Semester Code, Minutes Per Session Out Of Range, Sessions Per Year Out Of Range

Record No: 2, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 3, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 4, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 5, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 6, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 7, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 8, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 9, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 10, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 11, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 12, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 13, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 14, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 15, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 16, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 17, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 18, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 19, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 20, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 21, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 22, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 23, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 24, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 25, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 26, Fields in Error: 6, Error Description(s): Invalid Total Students, Unknown Course Code, Invalid Grade Taught Code for Teaching, Unknown Semester Code, Minutes Per Session Out Of Range, Sessions Per Year Out Of Range

Record No: 27, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 28, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 29, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 30, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 31, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 32, Fields in Error: 1, Error Description(s): Invalid Total Students

Record No: 33, Fields in Error: 1, Error Description(s): Invalid Total Students

9. Once the file has been successfully uploaded with no errors, the data can be reviewed in the online entry.
10. Click on the **Select Desired Staff Member** drop down menu to display all teachers reporting at the selected school. Once all errors have been resolved, all staff should be shown in **green** text (or black text but not **red**) and each staff should have the **All Curriculum Records Valid** message beside their name.

Select District/System    Select School

99-9999 EXAMPLEVILLE NONPUBLIC SYSTEM    99-9999-001 EXAMPLEVILLE NONPUBLIC SYSTEM GRADES PK-08

All Curriculum Records are Valid    All Curriculum Records are Valid

Select Desired Staff Member

ABRAMS, ALFRED - All Curriculum Records Valid

All Staff Curriculum Records in this School are Valid

Curriculum Records for: Abrams, Alfred (NDE StaffID: 9876543219)

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
Edit    Delete	180000	22	0	3	380	175	19	0
Add Record	Pg. 1 of 1							

Rerun Edit Checks    Main Form    Create School Rpt    Logout

11. If desired, print a copy of the completed report.

## APPENDIX – CHANGE SUMMARY

### Version 15.0

January 20, 2024

- Grammar & Format Corrections
- Took out reference to: *A course with zero students cannot be counted for instructional units; therefore, the course must be deleted and not reported.*

### Version 14.0

January 20, 2022

- Removed School Year references
- Grammar & Format Corrections
- Removed Change Summary for Versions 12.0 and prior

### Version 13.0

January 18, 2022

- Updated School Year Dates to 2021-2022
- Grammar & Format Corrections