



ENROLLMENT ROSTER FILE UPLOAD INSTRUCTIONS

Updated: 5.15.2024

Questions? Email nde.nsweb@nebraska.gov



School Food Authorities (SFAs) who are unable to update their ADVISER/PersonID roster are asked to submit a file containing all enrolled students annually in June to the Direct Certification (DC) System. Starting in early July, matches between the uploaded file and DHHS database will appear on the Match List in the DC system.

PREPARING FILE

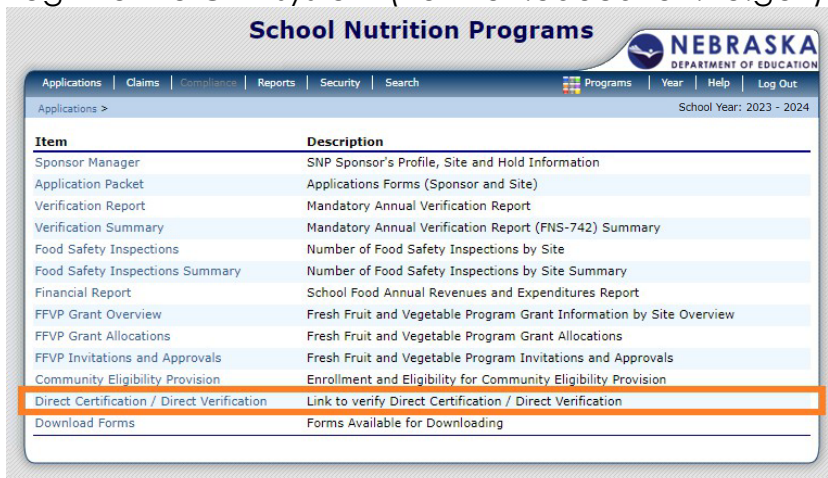
- Please utilize the [Enrollment Roster template](#) that includes the required columns and formatting.
- One or more excel files (.xls) can be uploaded into the Enrollment module.
- These files should contain all PK-12 students that are currently enrolled at your school district.

FORMATTING REQUIREMENTS

Column Number	Name	Data Format	Notes
1	School Building Number	Numeric (XXX)	Three digit school code
2	Local Student ID	Numeric (Optional)	
3	NDE Student ID	Numeric (10 digits)	NDE's unique state student ID, required for data verification.
4	Student Last Name	Alphanumeric	
5	Student First Name	Alphanumeric	
6	Student Gender	Alphanumeric (M or F)	Any data entered other than "M" or "F" (i.e. "Male" and "Female") will result in an upload error.
7	Student Birth Date	Alphanumeric (yyyy-mm-dd or m/d/yyyy)	Required for student matching.

UPLOAD LOCATION

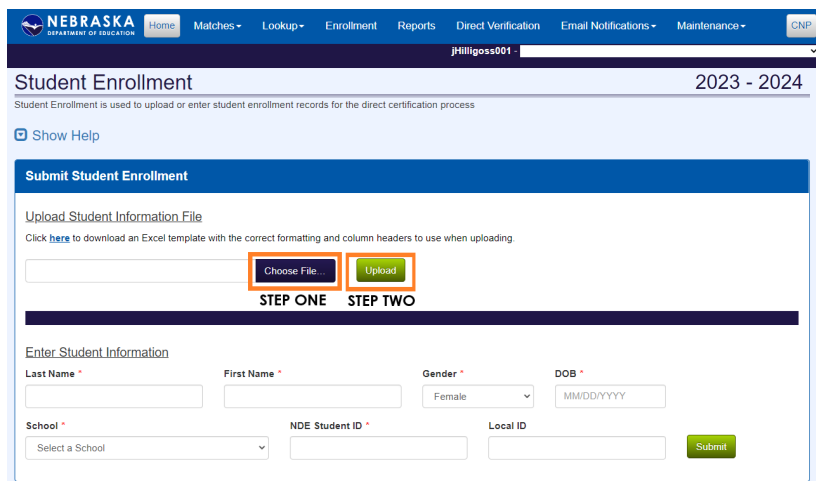
1. Login to the CNP system (nutrition.education.ne.gov) and navigate to the DC System.



2. Click on the Enrollment module or Enrollment box once in the DC System.



3. Choose File then Upload Enrollment Roster.



4. A successful upload results in student enrollment records populating at the bottom of the screen. This process sometimes takes a couple minutes. If records do not populate within 5 minutes, you will need to revise your file and re-upload.

Submitted Student Enrollment Records

School:

Showing 1 - 15 of 250 results

Submit Date	Last Name	First Name	Gender	DOB	School #	School Name	NDE Student ID	Local ID	Action
DATE	DOE	JANE	F	11/21/09	001	Town Public Schools	8888888888		Edit Delete
									Edit Delete
									Edit Delete
									Edit Delete

MATCH LIST ACCESS

Matches are made in an automated overnight process. Newly matched students will appear on the match list the next business day after they are successfully uploaded into the Enrollment tab.

1. Click on the Matches < Match List module or Match List box in the DC system.

Direct Certification System

Match List
Manage students directly certified for free or reduced price meal benefits
Last List Date: 5/17/2024

Student Lookup
Search for students that could be directly certified in Nebraska for the current school year

Enrollment
Upload or enter student enrollment records for the direct certification process

Direct Verification
Using Direct Verification may eliminate the need to request income verification from households

Possible Match List
Decide which students are eligible for free or reduced price meal benefits

Lookup Results
Review search results from Student Lookup to decide which students are directly certified for meal benefits

Reports
View available reports

Email Notifications
Turn On/Off notifications and manage contact list for individuals to receive emails from the Direct Certification System.

CONFIDENTIALITY NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

2. Use the "Search From" function to identify matches made within a specific time frame. The match list will include matched (directly certified) students and matched data including their name, qualifying program, list date of when match was made, etc.

Match List 2024 - 2025

Use the Match List to manage students directly certified for free or reduced price meal benefits during the current school year

[Show Help](#)

Search From: To:

Show 10 entries Showing 1 - 10 of 10 results

List Date	Quality	Last Name	First Name	Gender	DOB	School #	School	NDE Student ID	Local ID