



NEBRASKA

DEPARTMENT OF EDUCATION

Textbook Loan Program Frequently Asked Questions

Current as of 1/21/2025

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Participation In and Requesting Funding for the Textbook Loan Program

How can nonpublic schools participate in and request funding from the Textbook Loan Program?

An online submission will be available starting September 1 via the NDE Portal (<https://portal.education.ne.gov/>). The submission is due October 15. The purpose of the online submission is to inform the NDE if your school will be participating in and requesting funding for the textbook loan program for the next upcoming school year. Schools need to request an activation code from your portal District Administrator to gain access to the collection called “Nonpublic Textbook Loan Participation.” Since the funding allocation for the textbook loan program is done on an annual basis, nonpublic schools will need to complete the online submission every year.

How will allocations be calculated?

After the October 15 portal submission deadline, the NDE will divide the total amount of funds appropriated by the Legislature, less up to five percent for administrative costs, by the total membership reported on October 1 for all private schools to establish the per child allotment. To determine the allotment of funds, the NDE will multiply the per child allotment by the membership for each private school.

When will nonpublic schools be notified of the allocation of funds?

On or before November 30, the NDE will determine the allotment of funds for the upcoming academic year and notify nonpublic schools of their allocation amount.

If a nonpublic school does not utilize their full funding allocation for the year, will the unused monies be reallocated?

If a school does not use their full funding allocation for the year, there will be no reallocations of funding for the current year.

Designated Agent

Who is the designated agent?

Per the guidelines established in Rule 4, the designated agent is an administrator employed by a private school. Each school is responsible for collecting a signature from a parent or guardian that states that the school is acting as a designated agent on behalf of their child(ren). Suggested language for the designated agent form is included in Rule 4 section 005.01.

Do nonpublic schools need to have one designated agent form for each child or can schools have one designated agent form for the family?

One designated agent form for the family is permissible. However, the designated agent form must identify the names of each of the children the form applies to. Suggested language for the designated agent form is included in Rule 4 section 005.01.

Does a parent or guardian need to sign the designated agent form each year?

Provided that the nonpublic school participates in and requests funding from the Textbook Loan Program each year, a parent or guardian will need sign the designated agent form each year.

Can the designated agent form be electronic?

Yes, schools can utilize electronic designated agent forms.

How long do schools need to keep the designated agent forms?

Schools should keep the designated agent forms in conjunction with their document retention policy. If schools do not have a records retention policy in place, we suggest keeping the designated agents forms for five to seven years.

Ordering Materials

How will the instructional materials be ordered?

The ESUCC is partnering with the NDE for the Textbook Loan Program. The ESUCC will be placing the orders for the nonpublic schools for the Textbook Loan Program.

What materials are nonpublic schools allowed to order?

The textbook order may include textbooks, including digital, electronic, or online resources that are used as the main instructional materials for classroom instruction in required subjects. Subjects include language arts, social studies, sciences, math, career and technical education, world languages, visual and performing arts, and personal health and physical fitness.

Can nonpublic schools order digital materials?

Nonpublic schools can request to order digital materials. However, the purchase of digital content should be for the use in the academic year in which the funds have been allocated for.

Can nonpublic schools order multi-year digital subscriptions?

Yes. Treating the purchase of a digital subscription in the same manner as the purchase of a hardbound textbook is the best approach. A hardbound textbook is purchased with a one-time payment and is used for a number of years until it is replaced with a new version. The same would work for a multi-year digital subscription. The subscription would be paid for with a one-time payment and would be used for a number of years until a new subscription is purchased. The primary difference is that the life of the subscription is known at the outset. In addition, the ESUCC will need to receive assurances from designated agents prior to procuring a multi-year digital subscription that the represented private school will participate in the program and use the subscription for its duration.

How will the costs of shipping and handling be assessed?

The costs for shipping and handling will be assessed at the time of purchase. Should the total cost for the order, including shipping and handling, exceed the funding allocation, the ESUCC will modify the order to fit within the allocation for the school.

Can nonpublic schools request to order teacher resource materials with their textbook loan funding allocation?

Since this is a student textbook loan program, nonpublic schools cannot use funding from their allocation to purchase teacher resource materials.

Can nonpublic schools order Pre-K materials?

The textbook loan program is a K-12 program, therefore nonpublic schools are not allowed to use funding from the Textbook Loan Program for Pre-K materials.

Do nonpublic schools need to keep a list of the textbook and/or instructional materials that are purchased with textbook loan funds?

Since this is a textbook loan program, each nonpublic school is responsible for maintaining a list of the textbooks and/or instructional materials purchased with funds from the textbook loan allocation. In addition, all instructional materials purchased with textbook loan funds should be marked as “Property of the State of Nebraska.”

Important Dates for the Textbook Loan Program

September 1 – Nonpublic schools will need to notify the NDE if they plan to participate in and request funding from the Textbook Loan Program for the next academic year. The online submission will be available starting September 1 via the NDE Portal (<https://portal.education.ne.gov/>).

October 15 – Deadline for schools to indicate their participation via the NDE Portal for the next academic year.

November 30 – The NDE will share the allocations for each nonpublic school for the next academic year.

December 17 – The textbook order form will be ready for distribution by the ESUCC.

March–Please check with the ESUCC regarding a final date to submit an order.

May– Expected date of delivery of new materials for the upcoming academic year.