Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509-4987
NDE Service Desk: NDE.ServiceDesk@Nebraska.gov

Instructions updated: May 1, 2025

ESU/District/System/School Information Report

Due Date: June 15
Audit Window Close Date: June 30

SCOPE

The ESU/District/System/School Information Report collection is used to collect general information relating to a District/System. Information includes name, address, website, phone and any changes in District/System status, including school closure and grades instructed. As well, the collection is used to collect AQuESTT classification school type(s) and grade ranges if applicable.

The collection must be completed by all Public Districts, Nonpublic Systems, Special Purpose Schools, Interim Programs and Educational Service Units.

DIRECTIONS

Access

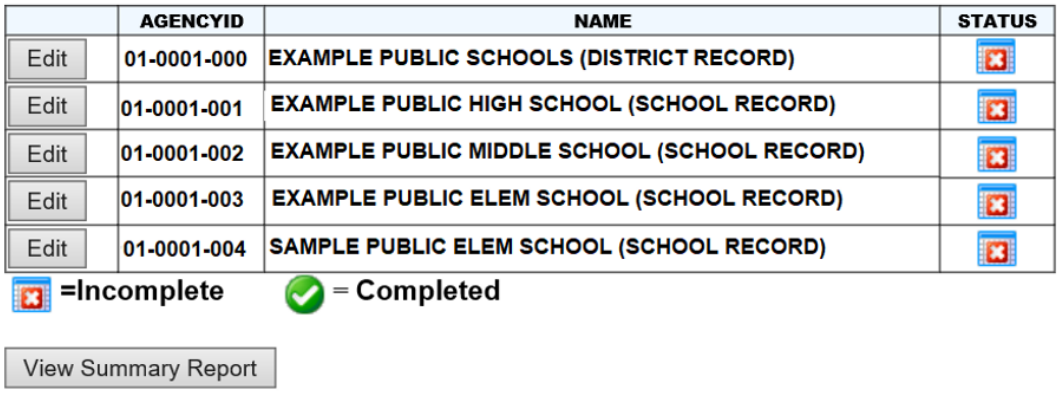
Accessing the ESU/District/System/School Information Report collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If the Consolidated Data Collection (CDC) is needed, obtain an activation code from the District Administrator. For further instructions, view the CDC Instructions document found here: https://www.education.ne.gov/dataservices/consolidated-data-collection-cdc/

Navigation

Upon entering the collection, the following is displayed

1. The Title and a Main Menu list of options

2. A list of the school(s) to report and their status and a View Summary Report button

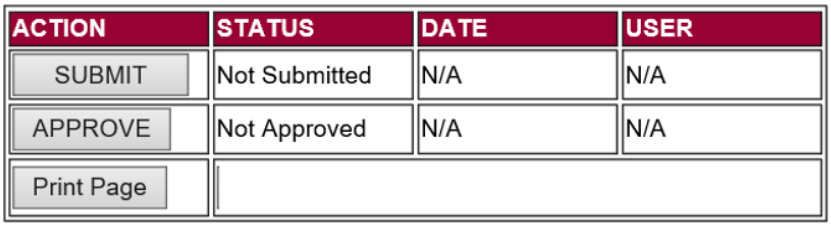


	AGENCYID	NAME	STATUS
Edit	01-0001-000	EXAMPLE PUBLIC SCHOOLS (DISTRICT RECORD)	
Edit	01-0001-001	EXAMPLE PUBLIC HIGH SCHOOL (SCHOOL RECORD)	
Edit	01-0001-002	EXAMPLE PUBLIC MIDDLE SCHOOL (SCHOOL RECORD)	
Edit	01-0001-003	EXAMPLE PUBLIC ELEM SCHOOL (SCHOOL RECORD)	
Edit	01-0001-004	SAMPLE PUBLIC ELEM SCHOOL (SCHOOL RECORD)	

=Incomplete = Completed

View Summary Report

3. The Submit/Approve section (Only Approver user types will see the Approve button)



ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

Main Menu

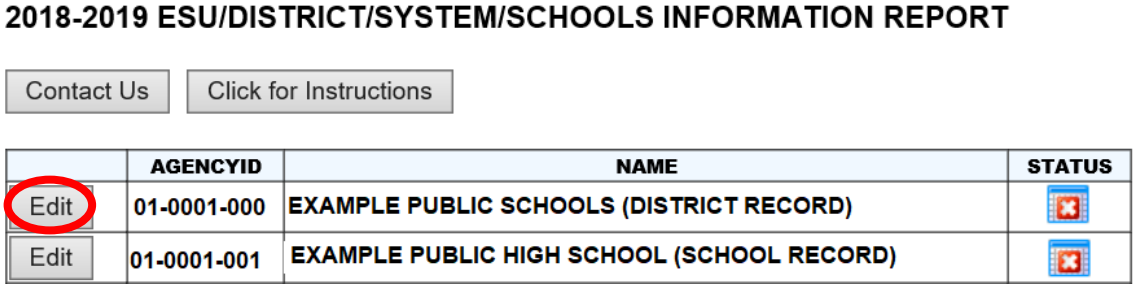
1. Contact Us – Lists NDE contacts to call or email if there are questions while completing the report
2. Click for Instructions – Opens this document

Other menu items seen through the collection include

1. Collection Main Page – Returns to the ESU/District/System/School Information Report collection main page
2. CDC Main Page – Returns to the Consolidated Data Collections main page
3. Logout – Closes the current tab and returns to the NDE Portal

To Begin

Complete District/System information per school. Select the **Edit** button.



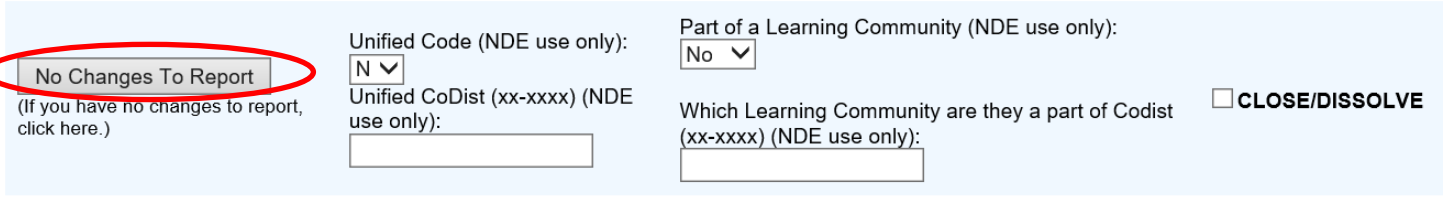
2018-2019 ESU/DISTRICT/SYSTEM/SCHOOLS INFORMATION REPORT

Contact Us Click for Instructions

	AGENCYID	NAME	STATUS
Edit	01-0001-000	EXAMPLE PUBLIC SCHOOLS (DISTRICT RECORD)	
Edit	01-0001-001	EXAMPLE PUBLIC HIGH SCHOOL (SCHOOL RECORD)	

New District/System/Location (School)
Contact the NDE Service Desk at NDE.ServiceDesk@Nebraska.gov to add a new District/System or a new location (School).

District Record
If no changes are necessary, simply select the **No Changes** to Report button.



Should changes be necessary, edit the information as needed.

Unified Code, Unified CoDist, Part of a Learning Community and Which Learning Community – NDE use only.
Close/Dissolve – Check box if the District/System will close or dissolve for the reporting school year.
ESU/District/System Name – Common name of the District/System, ESU or Interim Program. Pre-populated from previous year's submission.
County/District Number – Unique identifying number assigned by the NDE. This number cannot be changed.
Mailing Address – Mailing address for District. Pre-populated information from previous year's submission including City, Zip and 4 Digit Zip Extension.
Physical Address – Physical address of District. Pre-populated information from previous year's submission including City, Zip and 4 Digit Zip Extension.
Phone Number – District phone number. Pre-populated information from previous year's submission.
Fax Number – District fax number. Pre-populated information from previous year's submission.
Federal Tax ID Number – Federal Tax ID Number for District. Pre-populated from previous year's submission.
Website URL – The URL for the District's website. Pre-populated from previous year's submission.
Class of District – NDE use only. Nebraska school district/system classification. Pre-populated.

ESU: Political subdivisions that serve as intermediate level education service agencies for member school districts.

Public Class I: Any school district embracing territory having a population of fewer than one thousand five hundred (1,500) inhabitants that maintains both elementary and high school grades under the direction of a single school board.

Public Class II: Any school district embracing territory having a population of one thousand five hundred (1,500) or more but fewer than five thousand (5,000) inhabitants that maintains both elementary and high school grades under the direction of a single school board.

Public Class III: Any school district embracing territory having a population of five thousand (5,000) or more but fewer than two hundred thousand (200,000) inhabitants that maintains both elementary and high school grades under the direction of a single school board.

Public Class IV: Any school district embracing territory having a population of two hundred thousand (200,000) or more inhabitants with a city of the primary class within the territory of the district that maintains both elementary and high school grades under the direction of a single school board.

Public Class V: Any school district whose employees participate in a retirement system established pursuant to the Class V School Employees Retirement Act and which embraces territory having a city of

the metropolitan class within the territory of the district that maintains both elementary grades and high school grades under the direction of a single school board and any school district with territory in a city of the metropolitan class created pursuant to the Learning Community Reorganization Act and designated as a Class V school district in the reorganization plan.

Public Class VI: not used

Nonpublic: A private, denominational, or parochial system organized to provide instruction to students as authorized by Chapter 79 of the Reissued Revised Statutes of Nebraska.

Special Purpose (State Operated): A public system operated by a Nebraska state agency to provide instruction to students as authorized by Chapter 79 of the Reissued Revised Statutes of Nebraska.

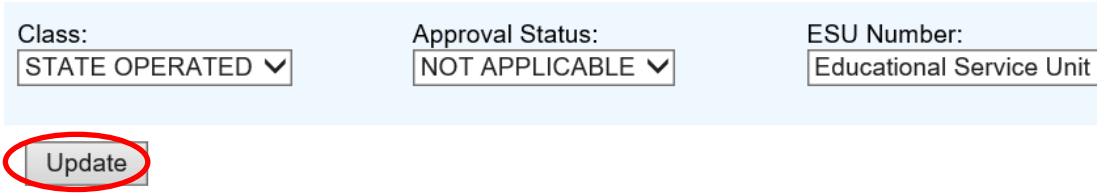
Interim Program: Programs run by county detention homes, public or private institutions not owned or operated by a school district, or juvenile emergency shelters providing twenty-four hour custodial care and approved under Rule 18.

Approval Status – NDE use only. Accredited, Approved or Not Applicable. Pre-populated from previous year's submission.

ESU Number – Educational Service Unit serving the District/System. Pre-populated from previous year's submission.

Planning Region – For NDE use only. Field not required for Nonpublic Systems.

Click the **Update** button when finished.



School Record

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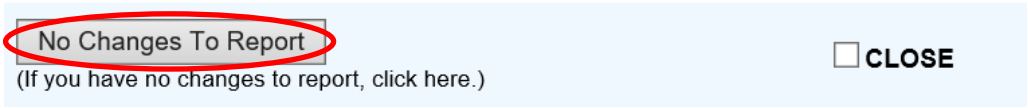


Should changes be necessary, edit the information as needed.

Close – Check this box if location (school) is closing.

School Name – Common name of the location (school). Pre-populated with previous year's submission.

County/District/School Number – Unique identifying number assigned by the NDE. This number cannot be changed.

Mailing Address – Mailing address of location (school). Pre-populated data from previous year's submission including City, Zip and 4 Digit Zip Extension.

Physical Address – Physical address of location (school). Pre-populated data from previous year's submission including City, Zip and 4 Digit Zip Extension.

Phone Number – Location (school) phone number. Pre-populated data from previous year's submission.

Fax Number – Location (school) fax number. Pre-populated data from previous year's submission.

Type of School – An entity which provides the array of educational opportunities required by law either directly or indirectly. Public and Special Purpose schools will report students in ADVISER and all schools will report staff data in the Staff Reporting System.

Not Applicable: This should be reported if the entity being reported is a program, not a school.

Pre-Kindergarten: An individual attendance center within a school system which provides education for students whose grade level is below Kindergarten.

Elementary: An individual attendance center within a school system which provides education for students whose grade level is in elementary grades. Elementary grades mean those grades designated by the school system as elementary, but not to include any above grade eight.

Middle: An individual attendance center within a school system which provides education for students whose grade level is in middle grades. Middle grades means grades designated by the school system as middle and may include any grades from four through nine.

High: An individual attendance center within a school system which provides education for students whose grade level is in high school grades. High school grades means grades 9 through 12 in a school system organized with a four-year high school and grades 10 through 12 in a school system organized with a three-year high school. School systems organized with a three-year high school may include the ninth grade in determining compliance with Rule 10/14.

Secondary: An individual attendance center within a school system which provides education for students whose grade level is in secondary grades. Secondary grades means those grades designated by the school system as secondary, but not to include any below grade seven.

Type of Program – Program in this case means a special or limited array of educational opportunities provided. Programs will report only staff data in the Staff Reporting System. Student data will be reported at the school of membership where the student is enrolled in or the school where the student's assessment results and/or graduation status will be reported. For example: students in an alternative program will be reported by the school the student would be attending if they were not participating in this program.

Not applicable: reporting for an entity that is a school, not a program.

Alternative: a program that addresses the needs of students that typically cannot be met in a regular school program. The program provides nontraditional education; serves as an adjunct to a regular school and includes that special category of program required by law to be provided for expelled students.

Special Education: a program that focuses primarily on serving needs of students with disabilities.

Focus: a program that does not have an attendance area which has a unique curriculum with specific learning goals or teaching techniques different from standard curriculum and/or provides an academic or social focus on a particular program (e.g., science/math, performing arts, gifted/talented, or foreign language).

In the Learning Community it may be a program whose enrollment is designed so that the socioeconomic diversity of the students attending the focus program reflects as nearly as possible the socioeconomic diversity of the student body of the learning community. The program may be the complete education program or part of the education program for participating students.

ESU Program: a program offered through the Educational Service Unit as a cooperative with their "member" districts. The students are reported at their resident district.

Interim: a program located in or operated by county detention homes, institutions and juvenile emergency shelters. Interim program schools are created to ensure continuity of instruction for students who cannot attend public schools for reasons of health or safety while in these temporary residential placements and to insure that such students may receive academic credit from the approved or accredited schools to which they will transfer in order to make continued progress toward grade promotion or graduation.

Nonpublic Systems will select "Not Applicable".

Interim Programs will select "Interim".

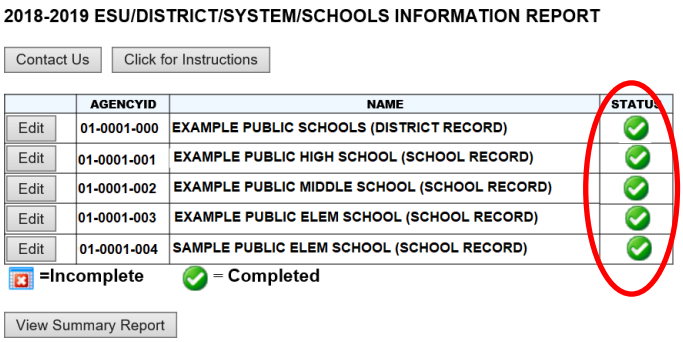
Educational Service Units will select "ESU Program".

Grades Instructed At This School – Grade levels instructed at this location (school). Pre-populated data from previous year's submission. Don't forget to mark Pre-Kindergarten if the District/System serves pre-kindergarten students in a Pre-K program or in the home.
Prior Year AQuESTT Classification School Type(s) & Grade Ranges – Data from prior reporting year listed. If district wishes to change these categorizations, describe the edits requested in the text box. (Public districts only.)
Virtual Status – Virtual status of the School during a normal school year. Pre-populated as No Virtual Instruction.

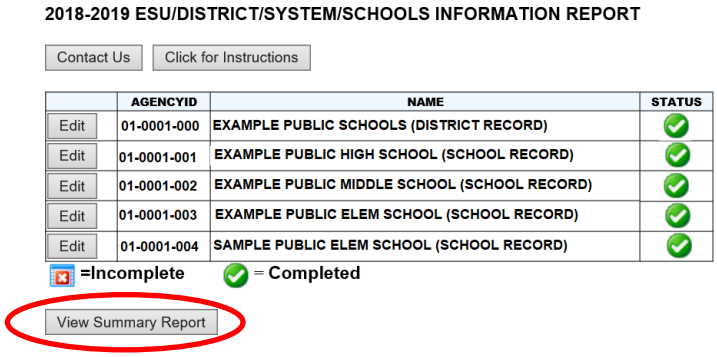
Exclusively Virtual: All instruction offered by the school is virtual. This does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All students receive all instruction virtually.
Primarily Virtual: The school's major purpose is to provide virtual instruction to students, but some traditional classroom instruction is also provided. Most students receive all instruction virtually.
Supplemental Virtual: Instruction is directed by teachers in a traditional classroom setting; virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual.
No Virtual Instruction: The school does not offer any virtual instruction. No students receive any virtual instruction.

Click the **Update** button when finished.

Finalize Data
To complete the collection, each school needs to have a green check mark under the Status column.

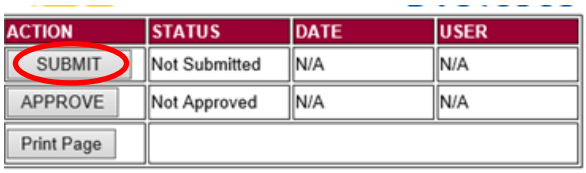


Once all schools have green check marks, click **View Summary Report** to download a printable copy of the report for district files.



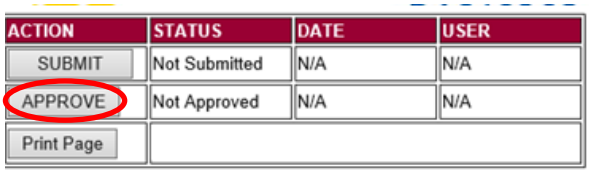
Submit / Approve

After data entry is complete, click the **SUBMIT** button, indicating the collection is ready to be reviewed by their District Administrator.



ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.



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Print Page			

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made. If changes are necessary after approval, please contact the NDE Service Desk as they will need to re-open the collection.