



## NDE: Announcements/Reminders from School Finance & Organization Services (May)

### Upcoming Due Dates/Dates of Importance

#### Pupil Transportation Report (Opening May 1/CDC Collection; Due June 15, 2025)

The Pupil Transportation Report is available beginning May 1 as an online submission through the NDE Portal - CDC at <http://portal.education.ne.gov/>. The submission is due June 15, 2025.

#### NEW REQUIREMENTS:

- ✚ **Must Upload Annual / 80 Day Inspection forms to the collection – 2024-25 School Year.**
  - *Inspection report & findings for **All** vehicles used to transport students*
  - *Keep your detailed repair paperwork on file at the district, in the event further inquiry is requested by the NDE.*
- ✚ **Must Upload Proof of Mileage Driven - 2024-2025 School Year**

*Through testing with several school districts, we have discovered most districts/systems already have a program in place for keeping track of mileage through an excel spreadsheet, google document, or pupil transportation software.*

  - ***If you have a system in place - Upload this report.***
  - ***If you do not have a system in place - Use the attached excel spreadsheet for your upload.***
    - *Do not upload pre-trip inspection reports or mileage logbooks*
    - *Districts/Systems must keep mileage logbooks, pre-trip, post trip, annual inspection, and a log of routes driven, on file for all vehicles used to transport students for at least 5 years, in the event the NDE requests further detail for auditing purposes.*

#### NSTA Conference for Pupil Transportation

- Friday, May 30, 2025, 8:00-4:00 – Holiday Inn Express, Kearney
- [2025 Summer Conference Registration](#)

Pupil Transportation Website: <https://www.education.ne.gov/fos/pupil-transportation/>

#### Contact:

- Stephanie DeGroot at (402) 540-0649 or [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov)

## Exempt (Home) Schools (Rule 13)

### 2024/25 School Year (Discontinue Accepting Submissions Effective 5:00 p.m. CT today, May 1, 2025)

The Exempt School Program Office will discontinue accepting 2024/25 online and paper submissions effective 5:00 p.m. CT today, Thursday, May 1, 2025.

### 2025/26 School Year:

The 2025/26 filing information will be available in June 2025. Exemption election submissions are due annually by July 15. Schools will be able to access their district's 2025/26 Exempt Schools – School District Report via the ADVISER Validation website beginning in August. More information will be provided in the August bulletin.

#### Program Contacts:

- Beth Bolte & Micki Iverson
- Email: [nde.exemptschool@nebraska.gov](mailto:nde.exemptschool@nebraska.gov)
- Phone: (402) 471-0336
- 2024/25 Exempt Schools – School District Report: ADVISER Validation website, located on the NDE Portal (<https://portal.education.ne.gov>)
- Exempt School Program website: <https://www.education.ne.gov/fos/exempt-schools/>

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## Information/Documents Recently Made Available

### Federal ESSER Reporting

The U.S. Department of Education has discontinued annual performance reporting (APR) for ESSER and, as a result, we will not collect APR data for FY 2024 and any years after. The FY 2023 re-open originally planned for later this year is also discontinued.

For further documentation, please refer to the [ESSER Reporting Updates – 4/10/2025](#).

### E-Rate Information

As an E-Rate best practice, ensure you obtain the packing slip and tracking information for any equipment purchased. Often, the packing slip is discarded with the box(es) and other packaging. Please instruct the person installing the equipment to provide you with this documentation. Retaining these records alongside the vendor quote and invoice facilitates a smoother and more efficient reimbursement process.

Before leaving the district, an **outgoing Superintendent** should:

1. Designate a new Account Administrator for E-Rate in EPC if you currently hold this role. It is challenging to change Account Administrators after departure.
2. Verify, sign, and submit the application for distance education courses through NVIS if your district participates in this program. Please check with your ESU DL Coordinator if you need assistance.

#### Contact:

- Chris Struebing at (402) 314-4201 or [christina.struebing@nebraska.gov](mailto:christina.struebing@nebraska.gov)

## 2025/26 Indirect Cost Rates

Indirect Cost Rates (ICR) have been calculated for the 2025/26 year. Due to excessive rates and in accordance with Federal Regulations and guidance, NDE has capped the Restricted and Unrestricted ICRs for some ESUs and Districts.

Unless a lower rate was calculated, the following caps have been applied for the 2025/26 school year:

### Restricted Indirect Cost Rate

- ESU 8%
- District 8%

### Unrestricted Indirect Cost Rate

- ESU 13.41%
- District 15.29%

An ESU/District may request a lower Indirect Cost Rate than what has been certified. Send new rate requests to one of the contacts listed below by June 1<sup>st</sup>.

Official Certification of Indirect Cost Rates are posted here: <https://sfos.education.ne.gov/indirectcost/>

For questions or to request a lower rate contact:

- Stephanie DeGroot at (402) 540-0649 or [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov); or
- Kelsey Larsen at (402) 450-1418 or [kelsey.larsen@nebraska.gov](mailto:kelsey.larsen@nebraska.gov)

## 2025/26 School District Budget-Related Information

### Expenditure Exclusions Requiring State Board Approval

The expenditure exclusions requiring State Board Approval, due dates for succeeding State Board meetings, and template letters are available on the School District Budgeting webpage at <https://www.education.ne.gov/fos/budgeting-school-district/>.

- Requests for the June 6, 2025, State Board Meeting must be received by May 19, 2025.
- Email exclusion requests to [kelsey.larsen@nebraska.gov](mailto:kelsey.larsen@nebraska.gov).

### Related Materials

A Budget Timeline is available on the School District Budgeting webpage at <https://www.education.ne.gov/fos/budgeting-school-district/>. The remaining materials will be available on or before July 1<sup>st</sup>.

### Dates for School District Budget Preparations

Dates related to the 2025/26 school district budgeting process are available (including dates for the School Finance Webinar, New Superintendent Orientations, and budget assistance) at <https://www.education.ne.gov/fos/budgeting-school-district/schoolfinancebudgetassistance/>.

Contacts:

- Stephanie DeGroot at (402) 540-0649 or [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov)
- Kelsey Larsen at (402) 450-1418 or [kelsey.larsen@nebraska.gov](mailto:kelsey.larsen@nebraska.gov)

**2024/25 School District Users' Manual/Master Code List (May Update)**

The Users' Manual and the Master Code List have been updated for the 2024/25 reporting year. See page 4 in the Users' Manual for updates.

**\*\*Reminder\*\*** The AFR Test File Upload Link will continue to be available until the AFR collection opens. Using the test link will confirm the district is using correct account codes that will pass through the AFR submission process in October.

Visit the AFR homepage for all information: <https://www.education.ne.gov/fos/annual-financial-report-school-district/>

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**This bulletin is sent monthly to ESU administrators, and public school superintendents and business managers. A copy of the most recent bulletin is available on the [FOS website](#). Please forward this email to all appropriate personnel so they are aware of this information.**