



NONPUBLIC CURRICULUM REPORTING SYSTEM 2025-2026

Replaces: Curriculum Report (NDE 02-015)

Version 17.1 – February 25, 2026

DUE DATE: February 28, 2026

AUDIT WINDOW CLOSE: March 15, 2026

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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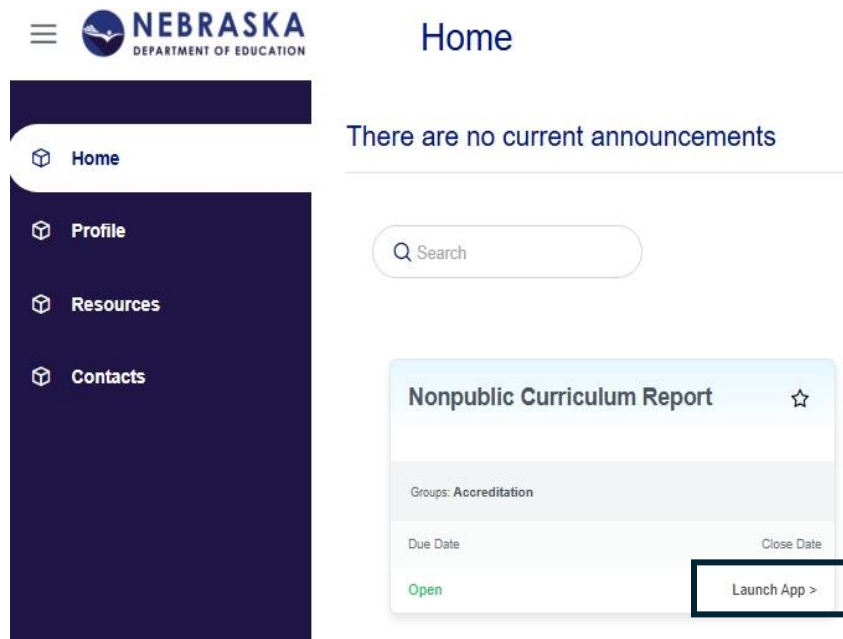
GENERAL INSTRUCTIONS

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.)

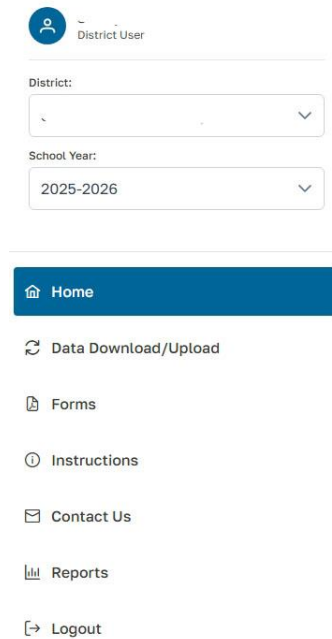
The **Nonpublic Curriculum Reporting System** is for Nonpublic systems. See 92NAC10-003.08C and 92NAC14-004.01G.

The Nonpublic Curriculum Reporting System is in the New NDE Portal located in the “Home” section of your account. If you do not have access to the application, you will need to make a request for access in the “Profile” section of your New NDE Portal account.

Upon entering the New NDE Portal (“Home” section), locate the application tile called Nonpublic Curriculum Report. Click on “Launch App >” located in the bottom right corner of the tile.



Once the application opens, a menu appears on the left-hand side of the screen.



Home – Information about the Nonpublic Curriculum Reporting System, Submission Status, and Curriculum Entry.

Data Download/Upload – Download previous year's data, or upload curriculum data files.

Forms – View and download supplemental forms required for curriculum reporting.

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

Contact Us – Contact information for assistance.

Reports – Generate and download curriculum reports.

Logout – Leave the application.

Additional Nonpublic related guidance can be found here:

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

Additional Staff Reporting related guidance can be found here:

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

IMPORTANT DATES

Due Date: February 28

Audit Window Close: March 15

SCOPE

Each staff member reported as a “teacher” in the Staff Reporting System will need courses reported for which they are teaching. If the teacher does not have any courses to report, update the Staff Reporting System Position Assignment 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 year-long course. Be sure to report the minutes per session and sessions per year based on the instructions 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

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

Secondary and Middle School Teachers

Teachers who had curriculum reported in the prior year will have data available for editing. 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 that are 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 be displayed. 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 that are no longer valid for the current year. Add courses as appropriate.

Elementary Teachers

For online entry, a record for each teacher will be displayed. 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 on those specific courses.

See teacher examples on the next pages.

Example 1: Four 5th 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 1 WITH A SCREENSHOT

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

SAMPLES WITHOUT SCREENSHOTS

- **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 3rd grade home room for 5 hours per day, every day. The teacher also teaches a math class to 4th graders 30 minutes every day and a science class to 5th 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
Self-Contained	180000	03	0	3	300	180	20	0
Math MiddleGr/ JR High I	112800	04	0	3	30	180	10	0
Science Middle Gr/ JR High I	130801	05	0	3	30	36	15	0

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 adding the new hire to Staff Reporting, and allowing the system to process 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 on 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 should 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 in Staff Reporting unless it is reported in error. If an assignment changes, record a completion date in Staff Reporting Staff Position Assignments for the past assignment and add the new assignment as a new Position Assignment record.

INFORMATION FOR REPORTING COURSES

Reporting Instructional Units for Courses Offered with No Students Enrolled

To obtain Instructional Units for courses offered by personnel employed by the school with no students enrolled, the course will be reported to the teacher with the zero enrollment course box selected. This is reportable through direct Curriculum Entry only and not available through a file upload.

Reporting Instructional Units for Courses not Taught by School Staff Personnel

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 the corresponding buttons on the Forms 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 at (402) 471-2444, if there are questions about completing these forms.

<u>COURSE TYPE</u>	<u>REPORT ON FORM #</u>
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 and 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 a 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, a teacher assignment must be reported for those monitors in the Staff Reporting System and the staff member's record will appear in the Nonpublic Curriculum Reporting System the next day as a teacher. 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 10th and 11th 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
ARTIII	020300	39	0	1	50	90	4	0
ARTIV	020400	12	0	1	50	90	2	0

Reporting Title I 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 impede 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 – Collaborating/Co-Teaching – Position Assignment Code S-1163

The S-1163 teacher delivers instructions 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 requirements/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 the Staff Reporting System with a Staff Position Assignment code of S-1161 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.

- 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 the Staff Reporting System with a Staff Position Assignment Code of S-1162 who teach 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

*See Chart on the following page

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 it may be helpful. Click Reports from the main menu to export a spreadsheet of the data. Complete the required dropdowns and click the “View Report” button. The next screen will display the report. To export the data, click the green “Export CSV” button located at the top of the report.

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 in the **Student & Staff (NSSRS)** tab of the Legacy NDE Portal. The **Teachers Assigned Out of Endorsed Area or Level** verification 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 verification report is the **Current Personnel Report**, referred to several times within this manual.

CURRICULUM 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 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.

A District-Wide Validation Error will display stating the total number of staff members with errors, along with breaking it down by school:

The screenshot shows two validation error messages. The first is a yellow box with an information icon, titled "District-Wide Validation Errors". It states "2 of 2 school(s) have errors (23 total staff members)" and lists "Schools with errors:" with two bullet points: "School A (12 staff)" and "School B (11 staff)". The second is a pink box with a warning icon, titled "Staff Curriculum Errors Exist in the Selected School", stating "12 of 12 staff members have validation errors".


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 Codes (in the Forms section) to match courses with the correct codes

Form Name	Description	Actions
 Course Codes	Course Codes & Clearing Endorsement Document	 Open

Curriculum Entry Instructions

- 1) In the application, select “District” *(If submitter is responsible for more than one System, as users will have access to 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.)*

 NDE Administrator

District:


- 2) Confirm the “School Year” is appropriate

School Year:

- 3) Select “Home” on the main menu

 Home

 Data Download/Upload

 Forms

4) Scroll to the “Curriculum Entry” section

Curriculum Entry

District-Wide Validation Errors
2 of 2 school(s) have errors (23 total staff members)
Schools with errors:
•
•

Select School
Select School

Selecting a school loads available staff members.

Select Staff Member
Select Staff Member

Staff status and validation errors are announced when you make a selection.

5) Select the school, if not populated. *(The submitter can only work on one school at a time.)* To change schools, click the down arrow at the end of the box.

Select School
Select School

Selecting a school loads available staff members.

6) Select the staff member to be edited by clicking in the box for a list of names to appear and clicking on the staff member’s name.

Select Staff Member
Select Staff Member

Staff status and validation errors are announced when you make a selection.

a) The staff member information will populate in another box below, including the following information:

- i) Staff member’s name
- ii) NDE Staff ID
- iii) Total number of curriculum records
- iv) Rows displaying the individual course data

*Screenshot on the next page

CURRICULUM RECORDS **4**

Curriculum records for Bahrij, Steven W.

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code(1, 2, or 3)	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students	Zero Enrollment
Edit Delete	110300	08	0	3	54	173	0	0	No
Edit Delete	110306	40	0	3	54	173	0	0	No
Edit Delete	111200	09	0	3	54	173	0	0	No
Edit Delete	111300	41	0	3	54	173	0	0	No

[+ Add Record](#) Pg. 1 of 1

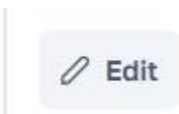
NOTE: All teachers have associated courses. If a teacher is not listed, it is likely their assignment code needs to be changed in the Staff Reporting System.

Updating Course Records

Each course record needs to be reviewed and updated for each teacher.

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code(1, 2, or 3)	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students	Zero Enrollment
Edit Delete	110300	08	0	3	54	173	0	0	No

1) Click the “Edit” button



2) Review the Course Code

Course Code *

030501 - ACCOUNTING 1
▼

a) If the Course needs to be updated, select the down arrow at the end of the row to select a new course code

- i) Search by typing course name or course code
- ii) Scroll down to find the appropriate course code

3) Review the Grade Taught Code

Grade Taught Code *

11 - 11TH GRADE

- a) If the Grade Taught Code needs to be updated, select the down arrow at the end of the row and scroll down to select the appropriate grade level
- b) Click on the grade level

4) Review the Special Course Indicator Code

Special Course Indicator Code

0 - N/A

- a) If the Special Course Indicator Code needs to be updated, select the down arrow at the end of the row, scroll down to select appropriate code
- b) Click on the code

5) Review the Semester Code

Semester Code *

3 - Full Year

- a) If the Semester Code needs to be updated, select the down arrow at the end of the row, scroll down to select appropriate code
 - b) Click on the code
- 6) If the course was offered and no students enrolled for the course, click the box to allow for the course to be included in the Instructional Units calculations.

Mark as a zero enrollment course (no students registered for this class)

Check this box if no students signed up for this class, allowing 0 for Total Students.

7) Review the Minutes per Session

Minutes per Session *

340

- a) If the Minutes need to be updated, delete the number
- b) Type in the new number

8) Review the Sessions per Year

Sessions per Year *

- a) If the Sessions number needs to be updated, delete the number
- b) Type in the new number

9) In the Total Students section, type in the number of students in the course. **Note:** If the course is marked as zero enrollment, this field will default to zero.

Total Students *

10) In the Dual Credit Students section, type in the number of students receiving dual credit for the course

Dual Credit Students

11) Click the green “Update” button



Note: If there is a validation error in this section, a message will populate across the screen stating which section needs to be reviewed.

The validation error “**Curriculum Record(s) with 0 Students Exist**” will not be resolved until the rerun validation error button is selected.

Adding Course Records

- 1) Click the green “+ Add Record” button



- 2) Add Course Code to Course Code section

Course Code *

- a) Searching by typing course name or course code
 - b) Scroll down to find the appropriate course code
- 3) Add Grade Taught Code by selecting the down arrow at the end of the row and clicking on the grade level

Grade Taught Code *

- 4) Review the Special Course Indicator Code

Special Course Indicator Code

- a) If needs to be updated, select the down arrow at the end of the row
 - b) Scroll down to select appropriate code
 - c) Click on the code
- 5) Add the Semester Code by selecting the down arrow at the end of the row and clicking on the appropriate code

Semester Code *

- 6) If the course was offered and no students enrolled for the course, click the box to allow for the course to be included in the Instructional Units calculations.

Mark as a zero enrollment course (no students registered for this class)

Check this box if no students signed up for this class, allowing 0 for Total Students.

- 7) Type in the minutes (1-800) for the course section in the Minutes per Session section

Minutes per Session *

1-800

- 8) Type in the number of sessions (1-800) for the school year in the Sessions per Year section

Sessions per Year *

1-800

- 9) Type in the number of students (1-999) in the course in the Total Students section. Note: If the course is marked as zero enrollment, this field will default to zero.

Total Students *

1-999

- 10) Type in the number of students (0-999) taking dual credit for the course in the Dual Credit Students section

Dual Credit Students

0-999

- 11) Click the green “+ Insert” button.

+ Insert

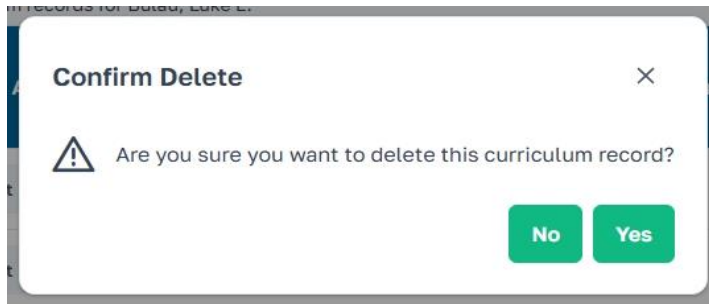
Note: If there is a validation error in this section, a message will populate across the screen stating which section needs to be reviewed.

Deleting a Course

- 1) Click the red “Delete” button in the course row that you want deleted



- 2) Read the confirmation message.



- a) If you want to delete, click the green “Yes”
 - i) This action will delete the course record row
- b) If you don’t want to delete, click the green “No”
 - i) This action will cancel the action and leave the course record in the row.

Rerun the Validation Errors

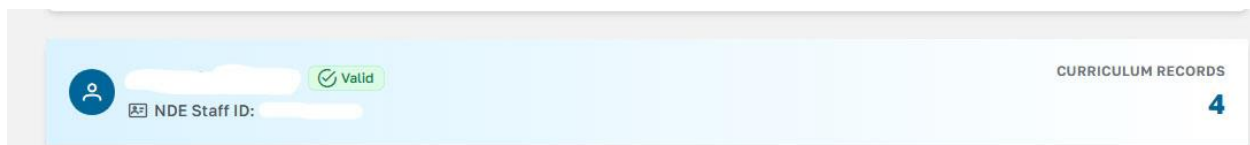
As you complete the updates for each staff person, rerun the validation errors by clicking the “Rerun Validation for XX” button located below the “Select Staff Member” section.

Select Staff Member

Staff status and validation errors are announced when you make a selection.



When the process has completed, and all course data is updated for the staff person, their name will display a green “Valid” indicator.



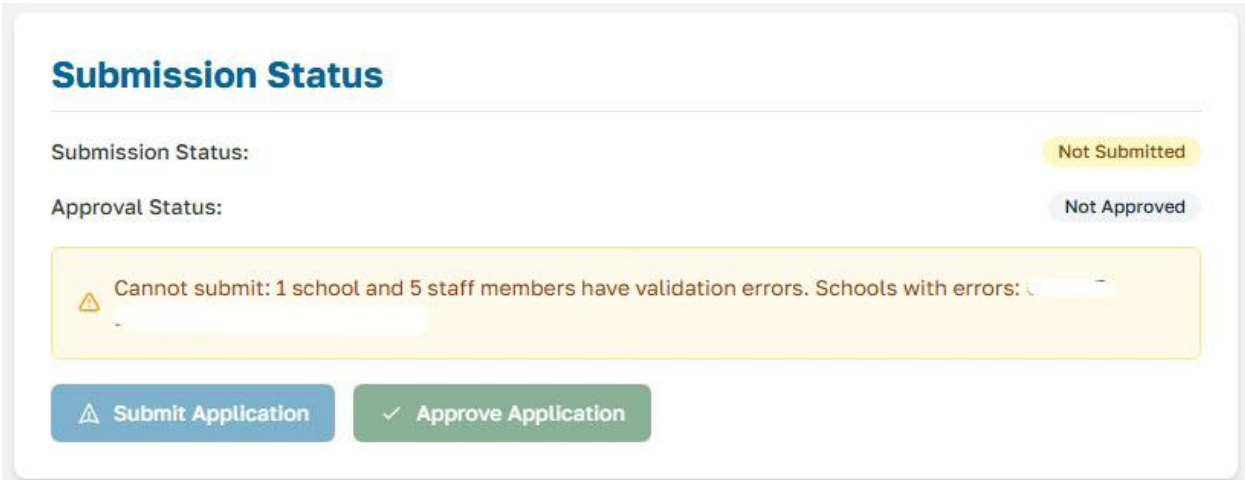
When all errors have been corrected, for all staff, the status information in the Curriculum Entry section will display green.

Curriculum Entry

- ✔ All Schools in District Pass Validation
All 1 school(s) are ready for submission
- ✔ All Staff Curriculum Records are Valid
All 18 staff members passed validation

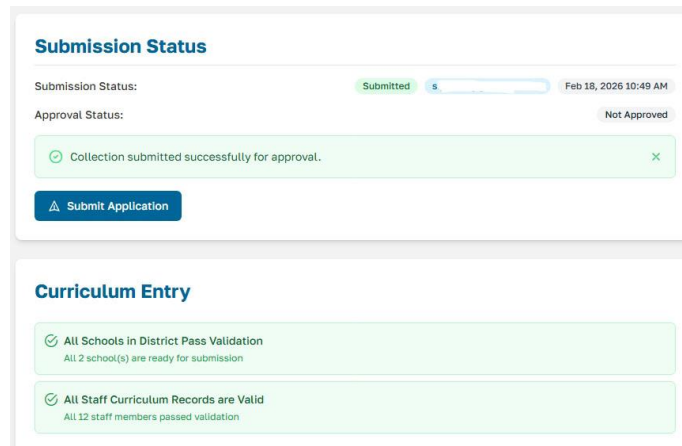
SUBMISSION STATUS

This application requires both submission and approval.



Submitting the Application

When “Curriculum Entry” is green and states “All Schools in District Have Passed Validation” along with “All Staff Curriculum Records are Valid”, the blue “Submit Application” button will be available to anyone with access to the application.



Approving the Application

Only portal District Admins will be able to click the green “Approve Application” button. The administrator will review and give final approval for the application to be submitted to NDE.

*See screenshot on next page.

Submission Status

Submission Status: Submitted [dropdown] Jan 26, 2026 1:33 PM

Approval Status: Not Approved

[Submit Application](#) [Approve Application](#)

The application is not considered final until the Submission Status is both Submitted and Approved.

Submission Status

Submission Status: Submitted [dropdown] Jan 27, 2026 6:54 PM

Approval Status: Approved [dropdown] Jan 27, 2026 6:54 PM

When the application has been approved, the data in the application can no longer be modified. If data needs to be modified, and the application is still open for edits, please contact the NDE Service Desk at NDE.ServiceDesk@Nebraska.gov.

DATA DOWNLOAD/UPLOAD

Data Download/Upload is an **option** in the menu, which provides a file of last year's curriculum records in Excel (xlsx) format. It can be used as a starting point in creating a new file for the current year (in order to make changes/additions and deletions).

The file can only be downloaded UNTIL an upload has been attempted in the Nonpublic Curriculum Reporting System. **Once a new file is uploaded, all prior data is overwritten.** If last year's file is downloaded, save it (under another name) and create a second copy to update.

Data Download / Upload

Download previous year's data, or upload curriculum data files.

[Download](#) [Upload](#)

Curriculum Data

You may download last year's curriculum records (in Microsoft Excel format) to use as a starting point in creating a new file for this year's collection

[Download](#)

Download Information

Data Formats

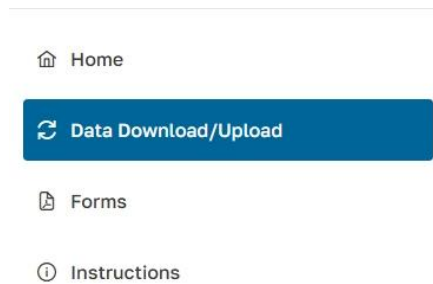
- ✓ Excel (.xlsx) - Curriculum data download format

Usage Tips

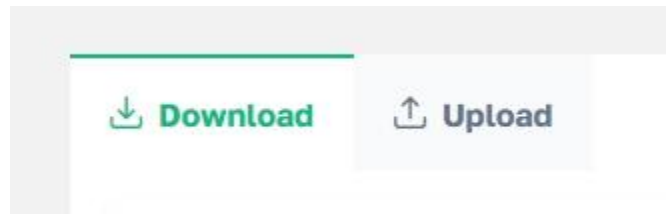
- 💡 Download last year's data as a starting point
- 💡 Review forms before entering data

Download

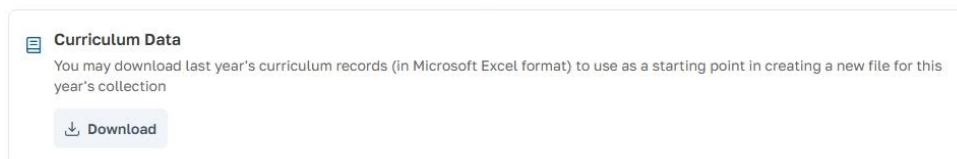
1) In the main menu, select “Data Download/Upload”



2) Select the “Download” tab



3) Click the “Download” button



4) The Excel will populate on your computer in your downloads folder

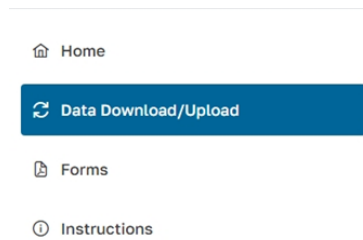
Note: There are added fields at the end of this file with the teacher's name. These fields will be ignored in the upload; therefore, you do not have to remove them prior to uploading. The names were added to help edit the file.

Upload

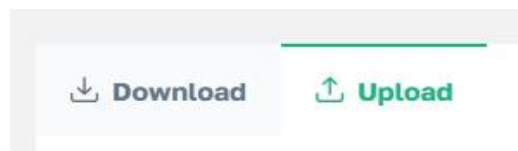
The “Upload” section will accept Excel (.xlsx, .xls) and CSV files. The maximum file size is 10 MB. For best results, use the “Download” feature to get the file from the previous school year, to be utilized as a template. All data in the file is validated before being imported into the application. File template details can be found in Appendix A.

NOTE: Uploading a new file will replace the existing data displayed in the application.

- 1) In the main menu, select “Data Download/Upload”

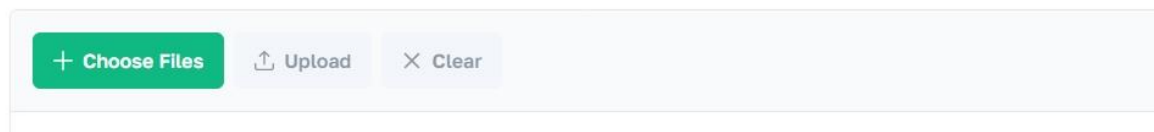


- 2) Select the “Upload” tab



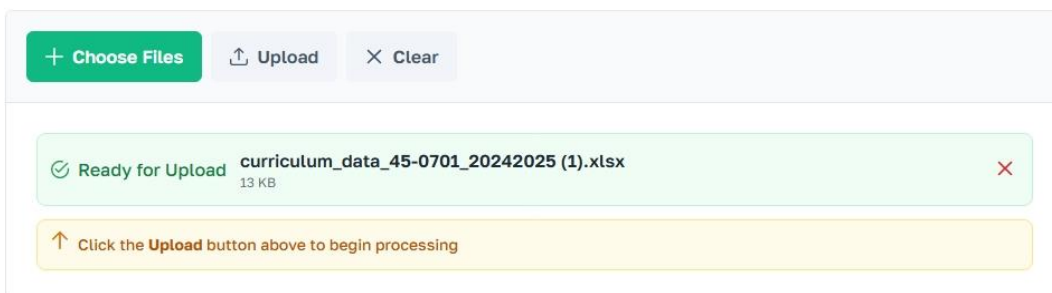
- 3) Click the “+ Choose Files” button

Upload curriculum data. Supports Excel (.xlsx, .xls) and CSV files.



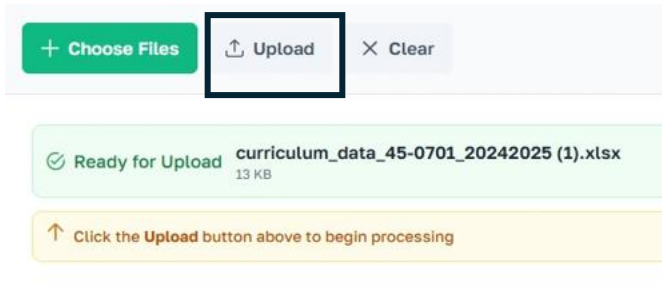
- 4) Select the file from your computer

- 5) A file status displays:

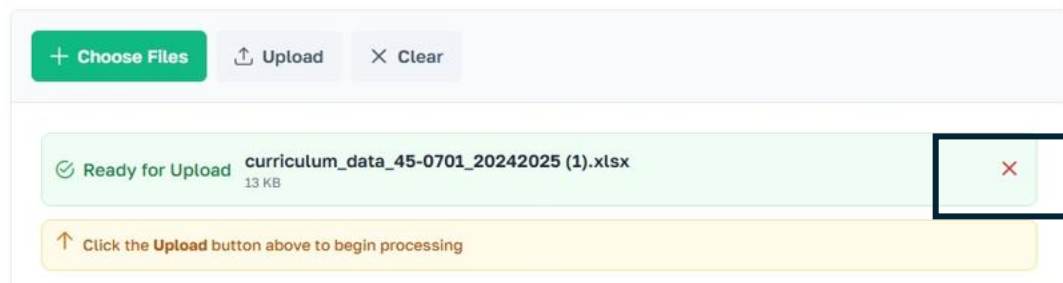


- a) Ready for Upload: green message stating the file is ready to be uploaded.

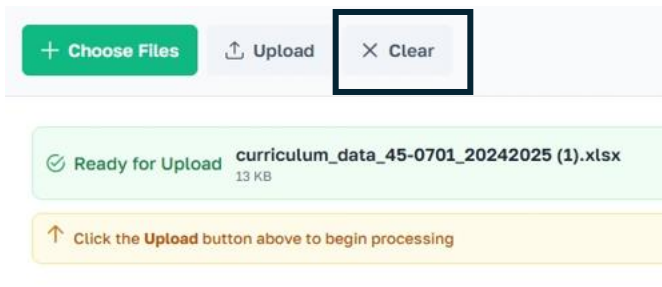
b) Click the “Upload” button next to the “+ Choose Files” button to process the Upload.



c) If you would like to remove the file, click the red “X” at the end of the “Ready to Upload” message.



OR select the “X Clear” button



6) File Validation Results - this screen will display the following:

File Validation Results
curriculum_data_..._20242025 (1).xlsx

Total Rows: **103** Valid Rows: **0** Invalid Rows: **103** Status: **HAS ERRORS**

Error Summary by Type

Numeric Values: **107** Course Attributes: **2** Grade Information: **2**

Row-by-Row Validation Results

Row #	Status	County	District	School	Staff ID	Course Code	Grade	Special Ind.	Semester	Minutes	Sessions	Students	Dual Credit	Errors
1	Invalid			001		033000	12	0	3	54	173	0	0	Total Students must be between
2	Invalid			001		033422	08	0	2	54	91	0	0	Total Students must be between
3	Invalid			001		033501	07	0	1	54	81	0	0	Total Students must be between
4	Invalid			001		151200	12	0	3	54	173	0	0	Total Students must be between

File contains errors. Review and fix before uploading.

Cancel Proceed with Upload

- a) File Name: Displays under the title “File Validation Results”
- b) Total Rows: Number of rows in the file
- c) Valid Rows: Number of rows which passed the validation process
- d) Invalid Rows: Number of rows which didn’t pass the validation process
- e) Status: Displays “Has Errors” (or “Valid”)
- f) Error Summary by Type: A summary of errors by specific type
- g) Row-by-Row Validation Results: A detailed description of each row with status and error details

7) If you have validation errors, click “X Cancel”.

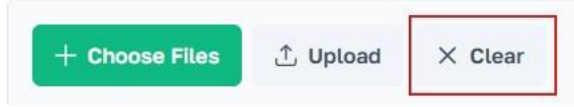


- a) Remove the current file attached in the application, by clicking the red “X” at the end of the “Ready to Upload” message

Ready for Upload curriculum_data_..._20242025.xlsx 9.77 KB

Click the Upload button above to begin processing

b) OR select the “X Clear” button.



c) Update the file according to the validation errors and re-upload the revised file.

8) When the Validation Results display “Valid”, click the “Proceed with Upload” button.

File Validation Results
curriculum_data_..._20242025 (1).xlsx

Total Rows: **103** Valid Rows: **103** Invalid Rows: **0** Status: **VALID**

Row-by-Row Validation Results

Row #	Status	County	District	School	Staff ID	Course Code	Grade	Special Ind.	Semester	Minutes	Sessions	Students	Dual Credit	Errors
1	Valid			001		033000	12	0	3	54	173	10	0	No errors
2	Valid			001		033422	08	0	2	54	91	10	0	No errors
3	Valid			001		033501	07	0	1	54	81	10	0	No errors
4	Valid			001		151200	12	0	3	54	173	10	0	No errors
5	Valid			001		320100	07	0	2	30	10	10	0	No errors
6	Valid			001		320101	10	0	2	54	87	10	0	No errors
7	Valid			001		320101	12	0	2	54	87	10	0	No errors

All validations passed. Ready to upload.

Cancel **Proceed with Upload**

9) It may take a few seconds for the file to upload into the application. When the file is uploaded, you will get a confirmation screen.

curriculum_data_..._20242025 (1).xlsx Jan 23, 2026, 10:42 AM

Upload Successful

Records Processed 103	Records Inserted 0
Records Updated 0	Records with Errors 0

Upload completed successfully

10) In the main menu, select “Home”:



11) Scroll down to “Curriculum Entry” to confirm the valid status for the district and schools.

Curriculum Entry

✔ All Schools in District Pass Validation
All 2 school(s) are ready for submission

✔ All Staff Curriculum Records are Valid
All 12 staff members passed validation

APPENDIX A: UPLOAD FILE DETAILS

Template for File Upload

In the Data Download/Upload section, the school has the option to download an Excel file of previous school year's data. This file can be utilized as a template to create a file for uploading the current school year's data. For step-by-step Download and Upload instructions, please see the "Data Download/Upload" section in this guide.

File Layout Details

The Excel file contains one record for every course a teacher teaches or monitors/facilitates in the previous school year. The header row of the file is explained with the column letter/number displayed behind the title of the column.

Record Number (A/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 (B/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 (C/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 (D/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 school.

NDE Staff ID (E/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 (F/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 titled **Other** (within each 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 (G/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 st Grade	30	Grades 6-7
02	2 nd Grade	31	Grades 6-8
03	3 rd Grade	32	Grades 7-8
04	4 th Grade	33	Grades 7-9
05	5 th Grade	34	Grades 7-12
06	6 th Grade	35	Grades 8-9
07	7 th Grade	36	Grades 9-10
08	8 th Grade	37	Grades 9-11
09	9 th Grade	38	Grades 9-12
10	10 th Grade	39	Grades 10-11
11	11 th Grade	40	Grades 10-12
12	12 th Grade	41	Grades 11-12
14	Grades PK-2	42	Grades K-2
15	Grades PK-3	43	Grades K-3
16	Grades PK-6	44	Grades K-6
17	Grades PK-8	45	Grades K-8
18	Grades 1-2	46	Grades PK-1
19	Grades 1-3	47	Grades PK-4
20	Grades 2-3	48	Grades PK-5
21	Grades 2-4	49	Grades PK-7
22	Grades 3-4	50	Grades K-1
23	Grades 3-5	51	Grades K-4
24	Grades 4-5	52	Grades K-5

25	Grades 4-6	53	Grades K-7
26	Grades 4-8	97	PK-K
27	Grades 5-6	98	Prekindergarten
28	Grades 5-7	99	Kindergarten
29	Grades 5-8		

Special Indicator (H/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 (I/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 st semester
2	One semester or shorter course beginning during the 2 nd semester
3	Yearlong course

Minutes per Session (J/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 (K/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 (L/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 Count (M/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.

*Screenshot on the following page

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

Staff Last Name (N/14)

The staff member's last name. This field will be ignored in the upload; therefore, you do not have to remove prior to upload. The name was added to help edit the file.

Staff First Name (O/15)

The staff member's first name. This field will be ignored in the upload; therefore, you do not have to remove prior to upload. The name was added to help edit the file.

NOTE: 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
- X-1170 – Teacher-Facilitator

File Layout

Column	Field Name	Required	Character Length	Notes	Sample Data
A [1]	Record Number	Yes	5	Start with 1	1
B [2]	County	Yes	2	Must include leading zeros	01
C [3]	District	Yes	4	Must include leading zeros	0999
D [4]	School	Yes	3	Must include leading zeros	001
E [5]	NDE Staff ID	Yes	10		999999999
F [6]	Course ID	Yes	6		033000
G [7]	Grade Taught	Yes	2	Must include leading zero	02
H [8]	Special Indicator	Yes	1		0
I [9]	Semester Code	Yes	1		3
J [10]	Minutes per Session	Yes	3	Range from 1-800	54
K [11]	Sessions per Year	Yes	3	Range from 1-800	154
L [12]	Total Students	Yes	3	Range from 1-999	10
M [13]	Dual Credit Counts	Yes	3	Range from 1-999	5
N [14]	Staff Last Name	No			Smith
O [15]	Staff First Name	No			John

APPENDIX B-CHANGE SUMMARY

Version 17.1

February 25, 2026

- Courses without students can now be reported. See Reporting Instructional Units for Courses Offered with No Students Enrolled
- Removed Change Summary for Versions 13.0 and 14.0

Version 17.0

January 22, 2026

- Updated to reflect transition into New Portal, including a modernized application
 - Removed any references to the Legacy NDE Portal
 - General and Printing Instructions
 - Renamed Online Entry to Curriculum Entry
 - Rename DOWNLOAD STAGING FILE RECORDS to Data Download/Upload
 - Renamed Upload Record Layout to File Layout
 - Removed Upload Staging File Records
- Added Collection Status section with information and details
 - Approving and submitting
- Moved File Specs to Appendix A: Upload File Details

Version 16.0

January 20, 2025

- Grammar & Format Corrections

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.