



NDE: Announcements/Reminders from School Finance & Organization Services (June 2026)

Due Dates/Dates of Importance

2026/27 Certification of Property Tax Request Authority (To be released at a later time in June)

A separate email will be sent out at that time.

Pupil Transportation Report (Legacy Portal Collection; Due June 15, 2026)

The Pupil Transportation Report is available as an online submission through the NDE Legacy Portal at <http://portal.education.ne.gov/>. The submission is due June 15, 2026.

Contact:

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

2026/27 School District Budget-Related Information

School District Budget / NDE Materials (available by June 22)

The Budget Text and instructions are now available. The Budget Form LC-2 will be available by June 22 on the NDE Portal - <http://portal.education.ne.gov/>.

School District Budget / APA Materials (available by June 22)

Materials from the APA will be available at http://www.auditors.state.ne.us/Budget_Info.html.

School Finance & Budget Webinar (Wednesday, June 24, 2026; 9:30 am - 12:00 pm CT)

School Finance and the APA's office will present information regarding the budget process, Annual Financial Reporting and State Aid. For more information and to participate, visit the FOS/Webinars website <https://www.education.ne.gov/fos/webinars/>.

Contacts:

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

Enrollment Option Rejection Report (Opens June 1; Due June 30, New Portal)

The Enrollment Option Rejection report has now moved to the New Portal (<https://newportal.education.ne.gov/home>). The purpose of the collection is to collect the number of applications received, approved, denied, and the reason(s) for denial. Applications received between June 1, 2025 through May 31, 2026 should be reported.

The following New Portal Roles automatically have access to the application: District Admin-Public, Proxy Admin-Public, Business Manager-Public District Admins, Proxy Admins, & Business Managers. If you do not have access, you will need to request access by logging into the New Portal, go to Profile > Requests and then request the “Enrollment Option Rejection Report-District” role (or your Superintendent can assign it to you directly).

Instructions on how to complete the submission can be found by clicking the “Instructions” button within the collection. If you have issues accessing the collection, be sure to clear your cache, close and reopen your browser, and then sign back into the collection.

Contacts:

- Kelsey Larsen at (402) 450-1418, kelsey.larsen@nebraska.gov; or
 - Michelle Cartwright at (402) 450-0867 or michelle.cartwright@nebraska.gov
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Upcoming

Pupil Transportation Zoom Group Meeting

- Tuesday, July 14, 2026 at 1:00 CT
- Zoom Meeting Link – <https://educationne.zoom.us/j/99579487637>

Contact:

- Stephanie DeGroot at (402) 540-0649 or stephanie.degroot@nebraska.gov
- Pupil Transportation webpage - <https://www.education.ne.gov/fos/pupil-transportation/>

Enrollment Option Program Application, Instructions and FAQ's

*** PENDING LEGISLATIVE UPDATES, THE REVISED DOCUMENTS WILL BE RELEASED MID-JULY ***

For current enrollment option information, visit <https://www.education.ne.gov/fos/enrollment-option-application-instructions-faqs/>.

Contacts:

- Kelsey Larsen at (402) 450-1418 or kelsey.larsen@nebraska.gov, or
- Michelle Cartwright at (402) 450-0867 or michelle.cartwright@nebraska.gov

2026/27 School District Budget-Related Information

New Superintendent Orientations

(Tuesday, July 21, 2026 and Thursday, July 23, 2026; 8:30 am-3:00 pm CT)

There will be two orientations for “new” superintendents, business managers and bookkeepers in July (see below). The focus of these orientations is to help individuals who are starting their first or completing their first year as a superintendent, business manager or bookkeeper become comfortable with the budget process and related school finance issues. Invitations and registration information will be sent directly to this group of “new” superintendents by the end of June; however, any superintendent, business manager or bookkeeper may register to attend these orientations. Further details are available on the New Superintendent Orientation website <https://www.education.ne.gov/fos/budgeting-school-district/new-supt-orientation/>.

Tuesday, July 21, 2026 (8:30-3:00)

- North Platte (ESU 16; 1221 W 17th St, North Platte, NE 69101)

Thursday, July 23, 2026 (8:30-3:00)

- Lincoln (NDE; 500 S 84th St, 1st Floor Board Room, Lincoln, NE 68510). It is recommended to attend in person, but if that is not possible, the July 23rd orientation will be available by zoom.

If you would like to attend the New Superintendent Orientation, send an email to Micki Iverson at micki.iverson@nebraska.gov.

Expenditure Exclusions Requiring State Board Approval

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

- Requests for the August 7, 2026 State Board Meeting must be received by July 20, 2026.
- Email exclusion requests to kelsey.larsen@nebraska.gov.

2026 School District Census Report (Note Change in Collection Due Date from July 10 to October 15)

Due to a recent legislative change, the School District Census Report will now be available starting September 1st with submissions due October 15, 2026. The census report collects the number of children ages 5-18 that reside within a school district’s boundaries *as of June 30*. Watch for more information in the September bulletin.

Contacts:

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

Information/Documents Recently Made Available

2025/26 School District Users' Manual & Master Code List (**Updated June 1, 2026**)

The Users' Manual and the Master Code List have been updated with the changes listed below. See page 4 of the Users' Manual for the complete list of updates for the 2025/26 reporting year.

- **Deleted:** 4524/6690 – Other Federal Non-Categorical Receipts/Expenditures
- **Deleted:** 461 – Tuition Other
- **Added:** 593 – Services Purchased from a Third-Party Independent Contractor

Reminder: The AFR Test File Upload Link will remain available until the official AFR collection window opens. Using this test link ensures your district is using the correct account codes, allowing for a seamless AFR submission process in October.

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

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.