

Open Date: September 1
Due Date: October 15
Audit Due Date: October 31
Reporting Date: June 30

SCOPE

The School District Census Report (NDE 02-023) is required for all public-school districts by Nebraska State Statutes 79-524 R.R.S., 79-528 R.R.S., and 79-578 R.R.S. The School District Census Report provides the Department of Education with a count of children ages 5 - 18 that reside in a school district as of June 30. This information is used in the calculation of state and county funding sources distributed to school districts, such as State Apportionment and county fines/license fees.

Please Note: Inaccurate information could adversely affect the reimbursement amount the district receives. If there is a significant change from year to year, please be sure to double-check your numbers for accuracy and reasonableness.

The School District/System Census Report will open on September 1st in the NDE Legacy Portal. Census data must be submitted no later than October 15th.

***Submission of the Census Report is through the NDE Legacy Portal -
Hard Copies Will Not Be Accepted***

DIRECTIONS

- Compile a list of the actual number of children ages 5 to 18 that **reside in the district as of June 30th**. (This information must be categorized by county based on the child's physical address).
- If your district received territory (valuation) from a dissolved, merged, or unified district, include the children residing on the property that is now part of the district.
- **Include** in your district's Census Report children who are:
 - ✓ Option out of your district
 - ✓ Are attending an accredited or approved private school
 - ✓ Non-public school
 - ✓ Are attending exempt schools (homeschooled)
 - ✓ Contracting out to a different district
 - ✓ Wards of the state/court or in a Rule 18 program – residing or not residing in the district
 - ✓ Attending/not attending the district *if guardian is resident of the district*
 - ✓ Living with guardians other than parent *if guardian is a resident of district*

NOTE: Do **not** rely solely on the student information included on the "Exempt Schools – School District Report" available in the NDE Legacy Portal. There may be other families in your district that are homeschooling who did not file with NDE or other school-age children in the home that are not included on the "Exempt Schools – School District Report."

- **Do not include** in your district's Census Report students who are:
 - ✓ Optioned into your district
 - ✓ Contracting into the district

DIRECTIONS FOR ACCESSING THE CENSUS COLLECTION

Access the Census Collection by logging into the NDE Legacy Portal at <http://portal.education.ne.gov>

1. If you have an existing Portal Account, enter your Login, Password, and click "Sign in." If you do not have an existing Portal Account, click "Register", and complete the steps listed.
2. Click on the red tab named, "Data Collection." Under the "Online" section of Data Collections, click the link "Add" next to "Census Report Year (Census)."
3. Key the Activation Code you received from your District Administrator into the box and click the "Add" button.
4. Click on the link "Return to Previous Page."
5. Click on the link "Census Report Year" under the "Available" Section.

DIRECTIONS FOR ENTRY AND SUBMISSION

1. Click on the district's number from the list of districts for which you are completing the Census.

School District/System Census Report

2026

Select DataYear

20262027 ▼

Editable DataYear: 20262027

District Name	District #	Status
ANSLEY PUBLIC SCHOOLS	21-0044-000	Initial

2. Confirm the counties listed for your district are correct. If not, email ADVISERHelp@nebraskacloud.org.

3. Click the “Edit” button in the Action box to enter data for each age.
 - For comparison purposes, the prior year’s census information will appear in red for each age group in each county. This will assist in identifying possible key entry errors.

Co #	Co Name	Action
10	BUFFALO	Edit Prior Year
21	CUSTER	Edit Prior Year
Age Group Totals:		

4. Click the “Save” button to retain information for the county.

Co #	Co Name	Action
10	BUFFALO	Save Cancel Prior Year

5. Repeat steps 3 and 4 for each county listed.
6. Upload your supporting documentation as a **single PDF**.

Supporting Documentation

Upload supporting document as a single PDF.

Select File:

No file chosen

Description (optional):

Note: The system generated “School District Census Report” is **not** a valid form of supporting documentation.

7. Before submitting, compare the current year's census information with the district's prior year census information displayed at the bottom of the page, making necessary corrections as needed.

1. Review Comparison info provided below to confirm current year census is correct:

- District Total Census
- County Total Census

2. When each county census has been completed, click "Submit Census Data" button.

County Total Census			
County	Total Current	Total Prior	% Difference
BUFFALO	0	0	0.00
CUSTER	200	203	-1.48
TOTAL	200	203	-1.48

8. After you have reviewed the Census Summary, click the "Submit Census Data" button.

Submit Census Data

Data cannot be modified once the "Submit Census Data" button is clicked.

9. After submission, the census data is locked, and changes cannot be made to the collection.

NOTE: To request the collection be unlocked, contact one of the Program Contacts below.

10. After submitting your district's census information, be sure to save & print a hard copy of the Census Report for the district files.

Print

Please remember to print the report for your records.

To request an unlock of the collection contact one of the program contacts listed below.

Program Contacts:

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