



Rule 18 Interim Program Reporting Guidance 2026-2027 School Year



This document is for Rule 18 Interim Program Schools for the 2025-2026 school year. It should assist with data reporting requirements, including providing resources, context, and additional support as needed.

THE NDE BULLETIN - www.education.ne.gov/bulletin

The NDE Bulletin is a subscription email notification system used to communicate with districts/systems related to data collections, programs, and processes at NDE. Subscribers receive notifications based on the frequency they subscribe to. Email notifications are sent only once, though the information is posted on the NDE Bulletin website until it expires.

THE NDE PORTAL - portal.education.ne.gov

The NDE Portal is a web interface that provides access to collections where students, staff, and aggregate data are reported.

Rule 18 schools that submit data to the NDE should have NDE Portal accounts for as many school users as needed. **Each person at Rule 18 who is responsible for a portion of data submission should have their own portal account**, including their own Login ID and Password; credentials to the NDE Portal should not be shared.

Portal District Administrator Responsibilities

A District Administrator manages NDE Portal accounts. Rule 18: District Administrators are typically the school Principal or Head Teacher. It is the District Administrator's responsibility to manage their System's individual access to collections. The District Administrator provides access for each user's appropriate reporting responsibilities.

Legacy Portal

Legacy Portal is NDE's original portal for data submissions. Detailed instructions on how to create a Legacy Portal account and what activation codes can be found within the **Help** tab in the Legacy Portal.

Legacy Portal contact information should be kept up to date, as this is how the NDE staff keep in contact with Rule 18 facilities. This information can be updated on the **My Profile** tab.

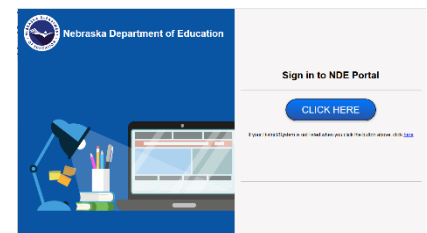
District Administrator Responsibilities, located in the legacy portal's **Help** tab, is a guide for Portal District Administrators. It includes information on how to add and remove collections from a portal account, where to view and manage existing staff access, and instructions for removing users from collections.

New Portal

A New Portal debuted in Spring/Summer 2025 and is still in development, though officially open for select data submissions. Login/account creation methods vary. Please review the **New Portal FAQ** on this website for more information on how to create an account and how access is managed: www.education.ne.gov/portal

Transition of collections (Legacy) to applications (New) is ongoing.

To determine which portal is used for the data submission requirement, use the "Which Portal do I use?" Hyperlink on the portal home page: portal.education.ne.gov



Collections/Applications for Rule 18 Interim Programs

(Additional Information Related to Each of These Can Be Found Later in This Guidance.)

- District Contact Information
(Used to Submit Various School Contacts, Such As Head Teacher, Safety and Curriculum Contacts)
- ADVISER Person ID (Student ID Numbers)
- ADVISER Validation (Enrollment Lookup by ID For Resident District Data)
- NDE Staff ID (Staff ID Numbers)
- Staff Reporting 2025-2026 (Staff Demographic and Position Assignment Data)
- NSSRS Validation (Errors and Reports Specific to Staff Reporting Data)
- Consolidated Data Collection (CDC) (Collection of Collections)

District Contact Information

- New Portal automatically associated with District Admin-Rule 18 and Data Steward-Rule 18 roles; Single application access through District Contact Information - District role.
- This application is used to collect contact information for various Rule 18 contacts, including Head Teacher, etc. The collection is open year-round so changes can be made as needed. Annual updates are requested every August.

ADVISER Person ID

- New Portal automatically associated with District Admin-Rule 18 and Data Steward-Rule 18 roles; Single application access through ADVISER Person ID - District or ADVISER Person – District Read Only roles.
- Rule 18 staff can use the **ADVISER Person ID** application to search for NDE student ID numbers.

ADVISER Validation - Legacy Portal (One-Time Activation Code)

- This collection can be used to look up student enrollment records by Resident District (LOOKUPS>Enrollment Lookup by ID).

NDE Staff ID – Legacy Portal (One-Time Activation Code)

- The **NDE Staff ID** collection is for creating new NDE Staff ID's or for searching for existing IDs. Instructions for the **NDE Staff ID** collection are located on the Staff Reporting Resources webpage www.education.ne.gov/dataservices/staff or within the collection itself.

Staff Reporting – Legacy Portal (New Activation Code Every Year)

Most employees of the Rule 18 Interim Program must be reported through Staff Reporting using the Staff Demographics and Staff Position Assignments file specifications or by individual entry. For specifics, please review the Staff Reporting Manual at the Staff Reporting Resources webpage listed above (or found within the collection itself). *Reminder: Substitutes are reported within the Staff Reporting collection.*

Staff Reporting has varying deadlines throughout the school year - see below. Additions/Changes should be reported as they occur and are due at the end of the year, which is June 30. Changes are not allowed after the June 30 deadline.

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|---|-------------------------------------|
| • Open: August 1 | • Fall Due Date: October 31 |
| • Statutory Due Date: September 15 | • Year-End Due Date: June 30 |

Staff Reporting is a **three-step** process. Completing all three steps will ensure accurate staff data reporting.

Step 1: Enter and Update Staff

NDE will auto-load all staff information from the previous year. This data can then be edited directly online (by individual staff member) **OR** through two files (containing all staff), which are downloaded, edited, and uploaded again. Once data is updated, review the errors listed within the Enter/Edit function of the collection.

Step 2: Errors and Warnings

NSSRS Validation – Legacy Portal (One-Time Activation Code – User Type: Role – Staff Data Steward). Once Staff Reporting has been completed (and errors within it resolved), check the **NSSRS Validations** collection for errors the following day. If errors exist, resolve them by reviewing the error description for the next steps. Most errors can be resolved by updating data within the Staff Reporting collection itself, if appropriate. After making corrections, Reprocess Errors (an option done through NSSRS Validation) to see if they are clear. (Some corrections require an overnight process to clear.)

Step 3: Staff Verification Reports

Within **NSSRS Validation**, there are Verification Reports. Review the following:

Current Certification Report

This report includes all staff reported in Staff Reporting and their certificate information (at the time the report is run). The report includes all current certificates, endorsements, levels of endorsement, and certificate expiration dates. Certification and Endorsement questions can be directed to Educator Certification by emailing: nde.tcertweb@nebraska.gov.

Current Personnel Report

This report lists all staff reported in the Staff Reporting collection. This includes staff demographics and position assignments for the selected school year.

Consolidated Data Collections (CDC) – Legacy Portal (One-Time Activation Code(s) for each different type of collection.)

The Consolidated Data Collection (CDC) is a collection of collections. Each collection has a two-step approval process:

1. The data is submitted.
2. The data is approved. The District Administrator will need the User Type: Approver activation code to approve each collection after it is submitted. (The Approver activation code can also submit each collection.)

Rule 18 Interim Program CDC Collections to be completed annually:

*ESU/District/System/School Information Report

(Rule 18 Interim Program information for the following school year)

Keep an eye on the [NDE Bulletin](#) and the Which Portal Do I Use? document.

A calendar (including open, close, and audit window dates) for all CDC collections can be found on the CDC Resources page: www.education.ne.gov/dataservices/consolidated-data-collection-cdc

**This collection may be moved out of the CDC into an independent application in the New Portal as the 25-26 school year progresses.*

DUE DATES ARE DUE DATES

The NDE recommends that all District/System Administrators and Data Stewards ensure processes are in place to validate and verify submitted data by indicated deadlines, so that a lack of data, incorrect data, or inadequate review processes does not harm the district/system. This may require the District/System Administrators to assist the Data Steward in the verification process, as it is simply too much to ask one person to catch all inaccuracies that may exist in all data sets.

Due Date: A date when data must be submitted.

Audit Window Close Date: The Audit Window allows District/System and NDE Staff to review the submitted data and make necessary adjustments. Districts must ensure final approval occurs before the end of the Audit Window.

Need to make changes AFTER the Audit Window Close Date?

Requests to change data after the Audit Window Close Date require submission of a formal late request. This request should be made ONLY after consultation with an NDE Program Specialist **AND** if an exceptional reason for missing the deadline has occurred. The request is made through the Request to Submit Data Late or Make Data Changes collection, available in the Consolidated Data Collection (CDC).

QUESTIONS

Please get in touch with the NDE Service Desk at NDE.ServiceDesk@Nebraska.gov

The official version of the rule is available on the [Nebraska Secretary of State's Rules and Regulations](#) webpage. Users should scroll to the appropriate Rule to locate the specific section they are seeking. Updated PDFs are posted to their website approximately five days after rule changes take effect. Please be advised that the Nebraska Department of Education no longer hosts or publishes the rules on its website.

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