2026-2027 NONPUBLIC SYSTEMS REPORTING GUIDANCE

This document is for Nonpublic Systems for the 2026-2027 school year. It should assist with data reporting requirements; including providing resources, context and additional support as needed.

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

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

THE NDE PORTAL - https://portal.education.ne.gov

The NDE Portal is a web interface which provides access to collections/applications where student, staff and aggregate data are reported.

Nonpublic Systems who submit data to the NDE should have NDE Portal accounts for as many school users as needed. **Each person at a Nonpublic System 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. (This also means that shared email accounts such as Principal@school.org are not allowable.)

Portal District Administrator Responsibilities - NDE Portal accounts are managed by a District Administrator. Nonpublic System District Administrators are typically a school Principal or Head Teacher. It is the District Administrator's responsibility to manage their System's individual access to collections/applications. This includes removing access from outgoing staff and providing/assigning access for new staff. New Portal District Administrators may find the following link helpful: https://help.education.ne.gov/knowledge-base/welcome-nonpublic-administrator/

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 are, can be found within the **Help** tab in the Legacy Portal.

New Portal – New Portal debuted in 2025. Login/account creation methods vary. Please review the New Portal FAQ at this website for more information on how to create an account and how access is managed: https://www.education.ne.gov/portal/

Transition of collections (Legacy) to applications (New) is ongoing. To determine which portal is utilized for the data submission requirement, utilize the Which Portal do I use? hyperlink on the portal home page.

Required Collections/Applications for Nonpublic Systems (Additional information related to each of these, can be found later in this Guidance):
ADVISER Person ID (student ID numbers)
District Contact Information (used to submit various school contacts; such as Head Teacher, Safety and Curriculum Contacts)
NDE Staff ID (staff ID numbers)
Staff Reporting (staff demographic and position assignment data)
NSSRS Validation (errors and reports specific to Staff Reporting data)
Consolidated Data Collection (CDC) (a collection of collections)
Nonpublic Textbook Loan (textbook loan program participation)

Teacher Vacancy Survey (used to determine teacher shortage areas)
Assurance Statement (to submit compliance with Rule 10 and 14 regulations)
Counselor and Library / Media Specialist Not Endorsed (identifies guidance counselors or library/media specialists who are not currently endorsed and their status toward endorsement)
Nonpublic Curriculum Reporting (courses teachers teach)
Pupil Transportation (transportation/bus information)

ADVISER Person ID – New Portal

(Automatically associated with District Admin-Nonpublic and Data Steward-Nonpublic roles; Single application access through ADVISER Person ID - District or ADVISER Person – District Read Only roles.)

Nonpublic staff will utilize the **ADVISER Person ID** application to obtain new NDE student ID numbers AND to update returning student data at the beginning of each school year.

Note: for the purpose of identifying students eligible for meal benefits through the Direct Certification system, NDE Nutrition Services recommends reporting the upcoming school year membership, to the best of their knowledge, as soon as possible on or before July 1 each summer. This helps ensure the Direct Certification match system has data on which to identify student matches.

Maintaining student data in the ADVISER Person ID application is important for matching student free and reduced-price meal benefit eligibility in the **Nutrition Services Direct Certification** system. It is also helpful in assisting district/system staff identify students who leave or transfer between schools.

All student ID numbers should be updated every year, for each student, at the beginning of the school year. Student information should also be updated throughout the school year, whenever a student's information changes.

Instructions for the **ADVISER Person ID** application are located within the Nonpublic Resources webpage https://www.education.ne.gov/dataservices/nonpublic/ and within the application itself.

Nutrition Services Direct Certification and Required Verification of Meal Applications for Nonpublic Schools
Direct Certification is required for all school districts/systems participating in the National School Lunch Program (NSLP). Participating Nonpublic schools must submit a current membership or roster list that contains all students enrolled in Grades PK-12 at least one time each school year. Membership or roster lists can be uploaded to the Enrollment screen of the Child Nutrition Program (CNP)/Direct Certification System or through the ADVISER Person ID application in the NDE Portal. Additionally, students who transfer into the school at any point during the school year must have their ID assigned/updated to the district/system in the ADVISER Person ID application.

School staff should regularly review the Direct Certification Match List and Possible Match List located in the CNP/Direct Certification System to identify students who are newly eligible for free or reduced-price meal benefits. If a student enrolls at a school, school staff can determine if the student is directly certified for free or reduced-price meals by entering the student's information into the Student Lookup screen in CNP/Direct Certification System: https://nutrition.education.ne.gov

More information about Direct Certification is located here: https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/direct-certification-and-direct-verification.
The Child Nutrition Program (CNP) system can be accessed at: https://nutrition.education.ne.gov.
If you have any questions, contact the Office of Nutrition Services at nde.nsweb@nebraska.gov.

District Contact Information – New Portal

(Automatically associated with District Admin-Nonpublic, Proxy Admin-Nonpublic and Data Steward-Nonpublic roles; Single application access through District Contact Information - District role.)

This application is used to collect contact information for Nonpublic School's primary school safety contact, the school's social media monitor contact and many other school contact types (examples include: Superintendent, Head Teacher, etc.). The application is open year-round so changes can be made as needed. Annual updates are requested every August.

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 https://www.education.ne.gov/dataservices/staff/ or within the collection itself.

Staff Reporting – New Portal

(Automatically associated with District Admin-Nonpublic and Proxy Admin-Nonpublic roles; Single application access through Staff Reporting - District role.)

Most employees of a Nonpublic System must be reported through Staff Reporting using Demographic and Position Assignment files or by individual entry. For specifics, please review the Staff Reporting Manual at the Staff Reporting Resources webpage listed above (or found within the application itself.) *Reminder: Substitute Teachers are reported in Staff Reporting.*

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.

Open: August
Statutory Due Date: September 15
Fall Due Date: October 31
Nonpublic Curriculum Extraction Date: mid-December
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 autoload all staff information from the previous year. This data can then be edited directly online (by individual staff person) **OR** through a file (containing all staff), which is downloaded, edited and uploaded again. Once data is updated, review the errors listed within the Enter/Edit function of the application.

Step 2: Errors and Warnings

NSSRS Validation – Legacy Portal

(One Time Activation Code – UserType: Role – Staff Data Steward)

Once Staff Reporting has been completed (and errors within it resolved), check the **NSSRS Validation** 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 application itself, if appropriate. After making corrections, Reprocess Errors (an option done through NSSRS Validation) to see if the error(s) clear. (Some errors 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. The report includes all current certificates, endorsements, levels of endorsement, and certificate expiration dates. Certification and Endorsement questions can be made to Educator Certification by emailing: NDE.TCertWeb@Nebraska.gov.

Current Personnel Report - This report lists all staff reported in the Staff Reporting application. This includes staff demographic and position assignments for the selected school year.

Teachers Assigned Out of Endorsed Area Or Level - This report verifies course data which has been entered into the **Nonpublic Curriculum Reporting System** (an application detailed later in this guidance) against the Educator Certification database, to ensure staff hold the appropriate endorsements and levels of endorsements to validate compliance with Rule 10 or Rule 14 teacher endorsement percentages. Questions about this report can be made directly to Accreditation at nde.accreditation@nebraska.gov.

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 UserType: Approver activation code to approve each collection after it is submitted. (The Approver activation code can also Submit each collection.)

Nonpublic System CDC Collections to be completed annually:
Nonpublic Membership Report (Nonpublic membership data)
Nonpublic High School Completer Report (Nonpublic graduates)
Days in Session/Instructional Program Hours (days in session by grade AND instructional program hours for KG, Elem and Secondary schools)
ESU/District/System/School Information Report (Nonpublic school information for the following school year)

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

Nonpublic Textbook Loan – New Portal

(Automatically associated with District Admin-Nonpublic, Proxy Admin-Nonpublic, Superintendent-Nonpublic and Data Steward-Nonpublic roles; Single application access through the Nonpublic Textbook Loan - District role.)

This application is used for Nonpublic Systems to indicate participation in (and request funding for) the textbook loan program for the upcoming school year.

Teacher Vacancy Survey 2026-2027 – Legacy Portal
(New Activation Code Every Year)

The annual Teacher Vacancy Survey collects statewide teacher vacancy information used to determine teacher shortage areas. This information is used to qualify content areas eligible for state and federal teacher loan forgiveness opportunities and to inform research regarding teacher supply and shortage initiatives. The collection opens and closes annually in October.

Assurance Statement – New Portal
(Automatically associated with District Admin-Nonpublic, Proxy Admin-Nonpublic and Superintendent-Nonpublic roles; Single application access through the Assurance Statement - District and Assurance Statement-Certificated Approver roles.)

All accredited school systems (Public and Nonpublic) are required to complete a Rule 10 or 14 Assurance Statement annually by November 1st. The Assurance Statement must be completed to reflect compliance or indicate areas of noncompliance as your school system starts the 2026-2027 school year.

Counselor and Library/Media Specialist Not Endorsed – New Portal
(Automatically associated with District Admin-Nonpublic and Proxy Admin-Nonpublic roles; Single application access through the Counselor and Library/Media Specialist Not Endorsed - District role.)

The Counselor and Library/Media Specialist Not Endorsed application is designed to identify guidance counselors and/or library and media specialists who have been reported in Staff Reporting as serving in that capacity, while not currently endorsed in those areas. Staff should be enrolled in a program to complete their endorsement. Nonpublic Systems will report the progress being made by the identified individuals, toward their completion of either the counselor or library/media specialist endorsement. The application typically opens in November and is available until June.

NOTE: The option for allowing individuals not properly endorsed to serve in either capacity is described in Rule 10, Section 007.04B Media/Technology Staff and Section 007.05D Guidance Staff. It requires each individual to be enrolled in and complete a minimum of 6 credit hours/year toward completion of their endorsement to use the position assignment code for that position in the Staff Reporting. K-12 and Secondary Systems required to complete the Counselor and Library/Media Specialists Not Endorsed application will be notified by Accreditation via email.

Nonpublic Curriculum Reporting – New Portal
(Automatically associated with District Admin-Nonpublic, Proxy Admin-Nonpublic and Data Steward-Nonpublic roles; Single application access through the Nonpublic Curriculum Report - District role.)

The Nonpublic Curriculum Reporting application collects course data for Nonpublic teachers – the courses which teachers teach. This data is used to determine compliance with Rules 10 and 14, Instructional Units, and percent of teachers teaching in their Endorsed Area. The application opens mid-January and is due February 28.

Course Codes & Clearing Endorsements information for 2026-2027 can be found here: https://coursecodes.education.ne.gov/.

Pupil Transportation – New Portal
(Automatically associated with District Admin-Nonpublic, Proxy Admin-Nonpublic and Data Steward-Nonpublic roles; Single application access through the Pupil Transportation-District role.)

The Pupil Transportation Report exists to collect transportation and bus information from all Nonpublic schools. All Nonpublic schools will need to complete the application, whether pupil transportation services are provided or not.

DUE DATES ARE DUE DATES

The NDE recommends all District/System Administrators and Data Stewards ensure processes are in place to validate and verify submitted data by indicated deadlines, so that the district/system is not harmed by a lack of data, incorrect data or inadequate review processes. 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 which 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 requires 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 contact the NDE Service Desk at NDE.ServiceDesk@Nebraska.gov