NEBRASKA
DEPARTMENT OF EDUCATION

Nonpublic Textbook Loan Program
Frequently Asked Questions

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RESOURCES FOR ASSISTANCE OR QUESTIONS WITH APPLICATION:

- Nebraska Department of Education Textbook Loan Program contacts:
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Or Visit: Textbook Loan Program (Rule 4) – Nebraska Department of Education

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Frequently Asked Questions
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Participation in and requesting funding for the Nonpublic Textbook Loan Program:

What is the purpose of the Nonpublic Textbook Loan Participation Report?
The purpose of the Nonpublic Textbook Loan Participation Report is to inform NDE if your school will be participating in and requesting funding for the Textbook Loan Program for the upcoming school year.

How can nonpublic schools participate in and request funding from the Textbook Loan Program?
An online submission will be available starting September 1 via NDE New Portal (https://portal.education.ne.gov/). Submissions are due October 15.

Note: Since the funding allocation for the textbook loan program is done on an annual basis, nonpublic schools will need to complete the online submission every year.

Who has access to the NDE collection?
The following New Portal Roles will automatically have access to the application upon its move: District Admin-Nonpublic, Nonpublic Textbook Loan-District, and Superintendent-Nonpublic.

To request access, once logged in to the New Portal, go to Profile > Requests > select "Nonpublic Textbook Loan Participation" in both the Application and Role dropdowns menus, and then click Submit. (Superintendents and Proxies can also assign either of these roles to district staff, from their Admin Portal accounts.)

How will allocations be calculated?
After the October 15 submission deadline, NDE will divide the total amount of funds appropriated by the Legislature, less up to five percent for administrative costs, by the total membership reported on October 1 for all private schools to establish the per child allotment. To determine the allotment of funds, NDE will multiply the per child allotment by the membership for each private school.

When will nonpublic schools be notified of the allocation of funds?
On or before November 30, NDE will notify nonpublic schools of their allocation amount.

If a nonpublic school does not utilize their full funding allocation for the year, will the unused monies be reallocated?
No. If a school does not use their full funding allocation for the year, there will be no reallocation.

Designated Agent:

Who is the designated agent?
Per the guidelines established in Rule 4, the designated agent is an administrator employed by a private school. Each school is responsible for collecting a signature from a parent or guardian that states that the school is acting as a designated agent on behalf of their child(ren). Suggested language for the designated agent form is included in Rule 4 section 005.01.

Do nonpublic schools need to have a designated agent form for each child, or can schools have one designated agent form for the family?
One designated agent form for the family is permissible. However, the designated agent form must identify the names of each of the children the form applies to. Suggested language for the designated agent form is included in Rule 4 section 005.01.

Does a parent or guardian need to sign the designated agent form each year?
Yes. Provided that the nonpublic school participates in and requests funding from the Textbook Loan Program each year, a parent or guardian will need to sign the designated agent form each year.

Can the designated agent form be electronic?
Yes. Schools can utilize electronic designated agent forms.

How long do schools need to keep the designated agent forms?
Schools should keep the designated agent forms in conjunction with their document retention policy. If schools do not have a records retention policy in place, we suggest keeping the designated agents forms for five to seven years.

Ordering Materials:

How will the instructional materials be ordered?
The ESUCC is partnering with NDE for the Textbook Loan Program and will place orders for nonpublic schools.

What materials are nonpublic schools allowed to order?
The textbook order may include textbooks; including digital, electronic, or online resources that are used as the main instructional materials for classroom instruction in required subjects.

Subjects include language arts, social studies, sciences, math, career and technical education, world languages, visual and performing arts, and personal health and physical fitness.

Can nonpublic schools order digital materials?
Yes. Nonpublic schools can order digital materials. However, the purchase of digital content should be for the use in the academic year in which the funds have been allocated for.

Can nonpublic schools order multi-year digital subscriptions?
Yes. Treating the purchase of a digital subscription in the same manner as the purchase of a hardbound textbook is the best approach. A hardbound textbook is purchased with a one-time payment and is used for multiple years until it is replaced with a new version.

The same would work for a multi-year digital subscription. The subscription would be paid for with a one-time payment and would be used for multiple years until a new subscription is purchased. The primary difference is that the life of the subscription is known at the outset.

In addition, the ESUCC will need to receive assurances from designated agents prior to procuring a multi-year digital subscription that the represented private school will participate in the program and use the subscription for its duration.

How will the costs of shipping and handling be assessed?
The costs for shipping and handling will be assessed at the time of purchase. Should the total cost for the order, including shipping and handling, exceed the funding allocation, the ESUCC will modify the order to fit within the allocation for the school.

Can nonpublic schools request to order teacher resource materials with their textbook loan funding allocation?
No. Since this is a student textbook loan program, nonpublic schools cannot use funding from their allocation to purchase teacher resource materials.

Can nonpublic schools order Pre-K materials?
No. The Textbook Loan Program is a K-12 program, therefore nonpublic schools are not allowed to use funding from the Textbook Loan Program for Pre-K materials.

Do nonpublic schools need to keep a list of the textbooks and/or instructional materials that are purchased with textbook loan funds?
Yes. Since this is a Textbook Loan Program, each nonpublic school is responsible for maintaining a list of the textbooks and/or instructional materials purchased with funds from the textbook loan allocation. In addition, all instructional materials purchased with textbook loan funds should be marked as "Property of the State of Nebraska."

Guidelines for the retention of textbooks and unused inventory at the conclusion of the current school year:

At the end of the current school year, can a nonpublic school retain textbooks that were purchased with funds from the Textbook Loan Program?
Yes. Any nonpublic school that is participating in the Textbook Loan Program for the next school year, may retain any textbooks in their possession at the conclusion of the current school year.

At the end of the current school year, what should a school do with textbooks purchased with funds from the Textbook Loan Program that will not be used for the next school year?
The ESUCC is the third-party vendor for the Textbook Loan Program. On or before June 30 of each school year, schools are to submit a list of textbooks that were purchased with funds from the Textbook Loan Program to the ESUCC that will not be used for the upcoming school year. Within 30 days after the June 30 deadline, the ESUCC will provide guidance on how to proceed with the unused inventory.

How should schools report their unused inventory to the ESUCC?
Public and nonpublic schools can easily manage their unused inventory purchased through the Rule 4 Textbook Loan Program by visiting TEXTBOOK.ESUCC.ORG and signing in using their Nebraska Cloud Account. When a representative from the school logs into the Nebraska Textbook Loan System, they can view and post surplus items, including details like the title, ISBN number, and quantity.

To list surplus items, users simply click the "Show Surplus Items" button on the home screen to browse existing inventory. On the subpage, they'll find an "Add Surplus Item" button where it will then take the user to a page where they can input information about the surplus material. The system automatically tags each entry with the school's name/location, ensuring accurate and up-to-date listings. Schools can also edit or remove surplus items as needed. For further assistance or questions, please contact the Nebraska ESU Coordinating Council.

Important Dates for the Nonpublic Textbook Loan Program:

September 1: Nonpublic schools need to notify NDE if they plan to participate in and request funding from the Textbook Loan Program for the next academic year. The online submission will be available starting September 1 via NDE New Portal (https://portal.education.ne.gov/).

October 15: Deadline for schools to indicate their participation via NDE New Portal for the next academic year.

November 30: NDE will share the allocations for each nonpublic school for the next academic year.

December 7, 2026: The textbook order form will be ready for distribution by the ESUCC.

December 18, 2026 (9-10am CST): Textbook Loan Program Ordering Webinar

January 8, 2027 (1-2pm CST): Selecting High-Quality Instructional Materials Webinar

February 26, 2027 (9am-1pm CST): Live Ordering Support via Zoom

March 5, 2027 (9am-1pm CST): Live Ordering Support via Zoom

March 5, 2027: Anticipated Ordering Deadline

May – June: Expected delivery for the new academic year's materials.

June: Schools are to submit a list of the textbooks that were purchased with funds from the Textbook Loan Program to the ESUCC that will not be used for the upcoming school year.