

# RENEWAL AND ACCELERATION

*with Data*

August 10, 2022

Training for  
New Data  
Stewards



# Topics

- Who Reports The Data
- NDE Portal
- Data Collections/Consolidated Data Collections
- Student Data: ADVISER Person ID, ADVISER Validation
- Staff Data: NDE Staff ID, Staff Reporting, NSSRS Validations
- Bulletin
- NDE Main Website
- Service Desk
- Resources



# The Data Belongs to the Districts/Systems Used for Many Purposes

## Student Data

- Student and aggregate level, program data

## Staff Data

- Accreditation, Educator Certification, student/teacher connection

## Data use

- State and federal reporting
- State accountability/accreditation

## Why

- State and federal regulations



# Who Reports The Data

## Develop a Team

- Districts/systems should develop a team who work together to review data to make sure it has been reported correctly.
- Team should include:
  - Data Steward, Sped Director, Counselor, Principal, Superintendent, etc.
  - It is not the responsibility of just the Data Steward to report/review data
- The District Administrator does the final approval on all collections
  - Approval is done in the Fall (October) and at Year-end (June)
- FERPA (Family Education Rights and Privacy Act)
  - Districts/Systems should have annual FERPA training and maintain confidential information
  - Not all staff should have access to everything
  - FERPA Presentation Slides available May 11, 2022 webinar

<https://nedataconference.com/>





# NDE Portal

## Register for your own NDE Portal account

<https://portal.education.ne.gov/site/DesktopDefault.aspx?tabindex=0&tabid=1>

Do not give your login or password  
to others

Do not use other staff's login or  
passwords



**Portal Sign In** [Help](#)

Login ID:

Password:

 [Sign In](#)

 [Register](#)

 [Forgot Password](#)





# NDE Portal – Three Main Tabs



## Three main tabs in NDE Portal

- Data Collections
  - Consolidated Data Collection (CDC)
  - Standalone Collections
- Student & Staff (NSSRS)
  - ADVISER
  - Staff Reporting
- My Profile
  - Contact Information



# NDE Portal – Activation Codes

NDE does not give out activation codes

Contact portal District Administrator

- They are responsible for managing NDE Portal Users' Access

Each collection/report requires an activation code

- Not all staff at the district/system need access to all data

NOTE: Some collections may have multiple activations codes (Examples: ADVISER Validation, Consolidated Data Collection)





# NDE Portal – Help Tab



## Help tab topics

- Activation Codes
  - How to add/remove
- Setting up Portal Accounts
  - How to create a new portal account
- District Administrator Responsibilities
  - Who is the portal District Admin
  - What are they responsible for





# NDE Portal Account – Two Sections

## Collections

### Available

You have access to this online Collection.  
Please proceed by clicking on the name in Collec

Status	Activation Code(s)	Collection Name/Link
Available	<a href="#">Add/Remove</a>	<a href="#">Consolidated Data Collection (CDC)</a>

### Online

Enter your Activation Code for access to a collec

Status	Activation Code(s)	Collection Name
Closed		2015-2016 Part B Performance and Determination Report (ILCD)
Closed		2015-2016 Part C Performance and Determination Report (ILCD)
Closed		2018-2019 EBA Evidence Review
Closed		2019-2020 AQuESTT-EBA
Closed		Annual Financial Report - 2017-2018
Closed		Annual Financial Report - 2018-2019
Available	<a href="#">Add</a>	Annual Financial Report - 2019-2020
Available	<a href="#">Add</a>	Annual Financial Report - 2020-2021
Closed		Annual Financial Report - 2021-2022
Available	<a href="#">Add</a>	Census Report 2020 (Census)
Available	<a href="#">Add</a>	Census Report 2021 (Census)

## Available Section

- To update collection access (add additional UserType activation codes), click on [Add/Remove](#) to the left of the collection name

## Online Section

- Each collection has its own activation code (or codes)
- To add a new collection to account, click on [Add](#) to the left of the collection name





# Data Collections Tab



## Stand Alone Data Collections

- Consolidated Data Collection (CDC)
- Counselor and Library/Media Not Endorsed
- Exempt Schools - School District Report
- Nonpublic Curriculum Reporting System
- Teacher Vacancy Survey



# Consolidated Data Collections (CDC)

Home

User ID:

Current District:

School Year: 2021-2022

Admin Functions:

Change Districts ▼

Submit

Logout

## Open Collections:

CATEGORY	
FEDERAL	<a href="#">Nonpublic Federal P</a>
FEDERAL	<a href="#">Title I Nonpublic Con</a>
GENERAL	<a href="#">Days In Session/Inst</a>
GENERAL	<a href="#">Nebraska Education</a>
DISCIPLINE	<a href="#">Report of Suspensio</a>
FEDERAL	<a href="#">Annual Participation</a>
TRANSPORTATION	<a href="#">Pupil Transportation</a>
GENERAL	<a href="#">ESU/District/System</a>
GENERAL	<a href="#">Human Resources D</a>
GENERAL	<a href="#">Request To Submit C</a>
STAFF	<a href="#">Superintendent/ESU</a>
MIPS	<a href="#">Medicaid In Public S</a>
GENERAL	<a href="#">Graduation Cohort R</a>

\*Enter the collection to view submission status.

## Closed Collections:

CATEGORY	
GENERAL	Summer School Supplement
STAFF	Substitute Teachers
GENERAL	Two-Year New School Adjustment Applic
GENERAL	Student Growth Adjustment
FEDERAL	Title I Annual Caseload Count Of Childre
GENERAL	Estimated Expenditure for LEP and Pov
GENERAL	Elementary Site Allowance
GENERAL	Summer School Student Unit
GENERAL	Assessed Valuation and Levies
GENERAL	PK Instructional Program Hours/K Progr
STAFF	Non-Certificated Staff

- Home Button: Brings user back to this screen
- User ID: Displays user's Login ID
- Current District: Displays user's selected district
- School Year: Displays current school year
- Change Districts: User can change district/system if they have access to more than one district's/system's CDC collection





# Consolidated Data Collections (CDC)

[Click To View Previous Data](#)

[Click for Instructions](#)

[Click to view Calendar](#)

## Open Collections:

CATEGORY	COLLECTION
FEDERAL	<a href="#">Nonpublic Federal Programs Within Boundaries Consultation</a>
FEDERAL	<a href="#">Title I Nonpublic Consultation Form</a>
GENERAL	<a href="#">Days In Session/Instructional Program Hours</a>
GENERAL	<a href="#">Nebraska Education Profile (NEP) Information</a>
DISCIPLINE	<a href="#">Report of Suspensions/Expulsions</a>
FEDERAL	<a href="#">Annual Participation Report</a>
TRANSPORTATION	<a href="#">Pupil Transportation Report</a>
GENERAL	<a href="#">ESU/District/System/School Information Report</a>
GENERAL	<a href="#">Human Resources Director Contacts</a>
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>
STAFF	<a href="#">Superintendent/ESU Administrator Transparency Pay Act</a>
MIPS	<a href="#">Medicaid In Public Schools (MIPS)</a>
GENERAL	<a href="#">Graduation Cohort Resolution Request (Optional)</a>

\*Enter the collection to view submission status.

## Closed Collections:

CATEGORY	COLLECTION
GENERAL	Summer School Supplement
STAFF	Substitute Teachers
GENERAL	Two-Year New School Adjustment Application
GENERAL	Student Growth Adjustment
FEDERAL	Title I Annual Caseload Count Of Children In Local Institutions For Neglected Or Delinquent
GENERAL	Estimated Expenditure for LEP and Poverty
GENERAL	Elementary Site Allowance
GENERAL	Summer School Student Unit
GENERAL	Assessed Valuation and Levies
GENERAL	PK Instructional Program Hours/K Program
STAFF	Non-Certificated Staff

- Click To View Previous Data: Previous Years' Collections
- Click for Instructions: Instructions for navigating the CDC
- Click to view Calendar: CDC Calendar
- Open Collections: Collections currently open and due
- Closed Collections: Closed collection – no longer accessible





# Consolidated Data Collections (CDC)

Types of CDC collection activation codes

- All
- Approver
- General
- Staff
- Federal
- Transportation
- Discipline
- MIPS

## Open Collections:

CATEGORY	COLLECTION
FEDERAL	<a href="#">Nonpublic Federal Programs Within Boundaries Consultation</a>
FEDERAL	<a href="#">Title I Nonpublic Consultation Form</a>
GENERAL	<a href="#">Days In Session/Instructional Program Hours</a>
GENERAL	<a href="#">Nebraska Education Profile (NEP) Information</a>
DISCIPLINE	<a href="#">Report of Suspensions/Expulsions</a>
FEDERAL	<a href="#">Annual Participation Report</a>
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MIPS	<a href="#">Medicaid In Public Schools (MIPS)</a>
GENERAL	<a href="#">Graduation Cohort Resolution Request (Optional)</a>

\*Enter the collection to view submission status.

## Closed Collections:

CATEGORY	COLLECTION
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GENERAL	Summer School Student Unit
GENERAL	Assessed Valuation and Levies
GENERAL	PK Instructional Program Hours/K Program
STAFF	Non-Certificated Staff





# Consolidated Data Collections (CDC)

- Instructions available on each collection page
- Student level data is aggregate data
- Information entered online or file upload
- Collections must be completed, Submitted and Approved
  - Approval done only by the District Administrator

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A



# Data Collections - Standalone Collections

## **Counselor and Library/Media Not Endorsed**

- Identifies any guidance counselors or library/media specialists who are not currently endorsed in these areas but are serving in that capacity while enrolled in a program to complete their endorsements

## **Exempt Schools - School District Report**

- List of district's student applying for Exempt (Home) School

## **Nonpublic Curriculum Reporting System**

- Collects data for course codes assigned to instructional staff with NSSRS Position Codes of 1150, 1160, S-1161, S-1162, and 1170

## **Teacher Vacancy Survey**

- Gathers data relating to teacher supply

## **Many Others**





# Student & Staff(NSSRS) Tab



- ADVISER Person ID
- ADVISER Validation
- NDE Staff ID
- NSSRS Validation
- Staff Reporting



# ADVISER

## ADVISER

# Advanced Data Views Improving Student Educational Response

ADVISER Person ID: Create/Update Student IDs

ADVISER Validation: Student Data from SIS





# ADVISER Person ID

- All students need to have their Person ID# updated EVERY YEAR (in the Fall)
- Information can be entered online or upload file
- Can't find an ID#, Duplicate number or Shared ID's?
  - Any questions, contact the NDE Service Desk
  - Please avoid creating a duplicate ID for a student





# ADVISER Person ID



ADVISER Person ID

[INSTRUCTIONS](#)

[Logout](#)

[Home](#) [Assign](#) [Download](#) [Search](#)

- Instructions found within the collection
- Collection uses:
  - To assign Person ID# to new students
  - Search for a Person ID# for a student who has been in any Nebraska school
  - Track student history





# ADVISER Person ID

Home

Assign

Download

Search

Enter Online

Upload File

## Enter Online - Fields required \*

### GENERAL INFORMATION

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Preferred First Name	<input type="text"/>
Preferred Last Name	<input type="text"/>
Gender *	<input type="text"/>
Date of Birth *	<input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>

### ENROLLMENT INFORMATION

Grade *	<input type="text"/>
School *	<input type="text"/>
District	EXAMPLEVILLE PUBLIC SCHOOLS <input type="text"/>
District of Residence *	<input type="text"/>
School Year	2021-2022 <input type="text"/>
Local ID	<input type="text"/>





# ADVISER Person ID

Home

Assign

Download

Search

Enter Online

Upload File

## UPLOAD FILE

Select a file to upload:

Choose File No file chosen

Delimiter:

TAB

Qualifier:

TAB  
COMMA

First row contains headers?:

Yes

UPLOAD

## Upload a File

- Locate File on Local Computer
- Select Tab or Comma
  - Tab .tab
  - Comma .txt or .csv
- Select 'Yes' or 'No' for file contains headers
- File Format – See ADVISER Resources webpage:

<https://www.education.ne.gov/dataservices/adviser-resources/>





# ADVISER Person ID

Specific data fields from ADVISER Person ID are used to populate ADVISER Validation student demographic data

- ID#
- Student Name
- Date of Birth

If student name or birthdate in ADVISER Validation is different from what in the SIS, the data will need corrected in ADVISER Person ID and will automatically be corrected in ADVISER Validation



# ADVISER Validation

Information is entered into the Student Information System (SIS) by district and then submitted (synced/published) into ADVISER Validation

- Infinite Campus
- PowerSchool
- Synergy
- NebSIS
- GoEdustar
- JMC
- SRS



# ADVISER Validation

To view all data, multiple activation codes required

- District
- Program-Food Program
- Program-Special Education
- Program-Discipline

Most errors and verification reports will require 3 activations codes: District, Program – Special Education and Program – Food Service

Contact District Administrator to obtain the activation codes for the ADVISER Validation



# ADVISER Validation

ADVISER Validation is where the data that NDE has received from the SIS is validated

- Errors/Warnings
- Verification Reports
  - Reporting Windows
- Lookups
  - Enrollment
  - Student

## ADVISER Validation Guide

- <https://www.education.ne.gov/dataservices/adviser-resources/>
  - Locate under the ADVISER Validation section



# ADVISER Validation - Home Page



Logout



## Upper Right

- Hamburger Menu
- Logout

## Left - Menu

### ADVISER VALIDATION HOME

#### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

#### VERIFICATION REPORTS

- Students
- Staff
- District Admin Sign Off

#### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Programs Lookup

Current District: Exampleville Public Schools

Exampleville Public Sch

School Year: 2021-2022

2021-2022

## Adviser Validation Home

Domain	Error/Warning Count
COURSE SECTIONS / GRADES	0
SPECIAL EDUCATION	4
STUDENT DEMOGRAPHICS	0

HOME

ERRORS

Select

VERIFICATION REPORTS

LOOKUPS

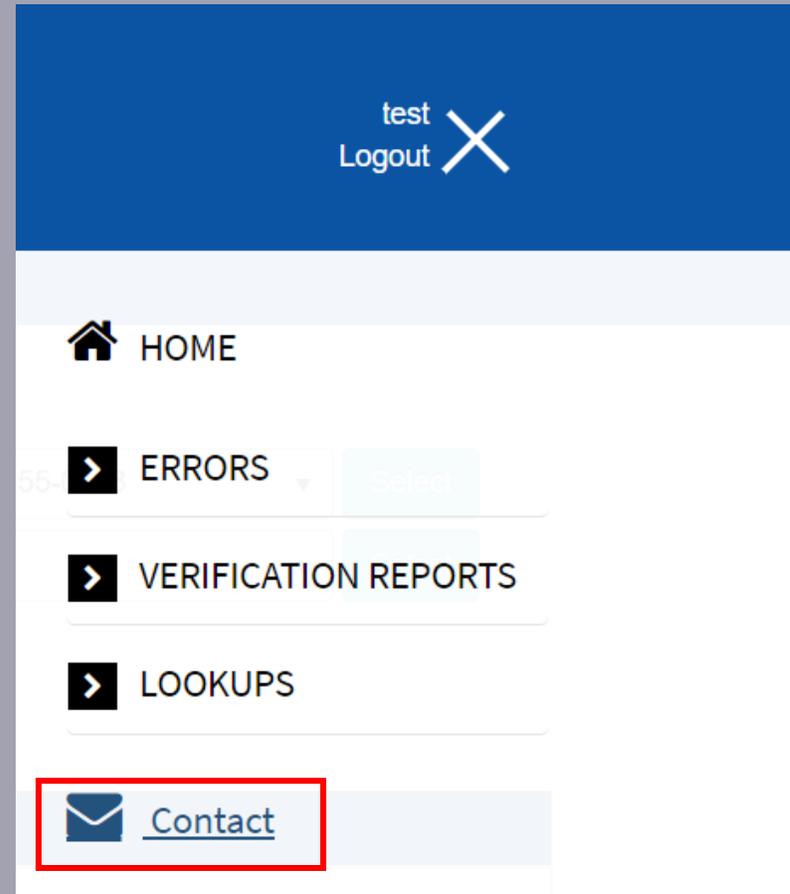
Contact



# ADVISER Validation Home Page

## Hamburger menu in upper right

- Same as menu on Home Page left except:
  - Contact
    - [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org)
    - Creates ticket for Service Desk



# ADVISER Validation – Errors & Warnings

## ADVISER VALIDATION HOME

1

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff
- District Admin Sign Off

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Programs Lookup

Current District: Exampleville Public Schools

Exampleville Public Schools

Select

School Year: 2021-2022

2021-2022

Select

## Adviser Validation Home

Domain	Error/Warning Count
COURSE SECTIONS / GRADES	0
SPECIAL EDUCATION	4
STUDENT DEMOGRAPHICS	0

## To View Errors

- 1 • Click on Review Errors in Menu
- 2 • Click on Error Domain

**NOTE:** If unable to click on the Domain, additional activation code for ADVISER Validation is needed



# ADVISER Validation – Errors & Warnings

[Back](#)

Showing results for Error Domain: [Special Education](#)

[Reprocess Special Education Errors](#)

Error #	Error Description	Error Count	Archive/Warning/Information Count
286	Special Education Setting Code Invalid for Part B at Beginning of School Year	1	0
546	Special Education Student Without A Special Education Exit Date Who Do Not Appear In Following School Year	3	0

## To View List of Students in Error

- Click on the number in the Error Count column

OR

- Click on the number in the Archive/Warning/Information Count column
  - If unable to click on the number, additional activation code for ADVISER Validation is needed
- Errors need to be fixed, Warnings need reviewed and fixed if needed



# ADVISER Validation – Errors & Warnings

[Back](#)

Showing results for Error Domain: [Special Education](#)

[Reprocess Special Education Errors](#)

Error #	Error Description	Error Count	Archive/Warning/Information Count
286	Special Education Setting Code Invalid for Part B at Beginning of School Year	1	0
546	Special Education Student Without A Special Education Exit Date Who Do Not Appear In Following School Year	3	0

## Back Button

- Back to Error Domain (Ex.: Special Education Domain)

## Reprocess Special Education Errors

- Reprocess only the Special Education Domain Errors



# ADVISER Validation – Errors and Warnings

## After Clicking on the Error Number

- Description of the Error and Possible Resolution
- List of Students with the Error displays below the description

### Critical Error Details

Back

#### 286: Special Education Setting Code Invalid for Part B at Beginning of School Year

Student is age 3 as of October 1st or ages 4-5 and should have a Setting Code valid for a student who is Part B Ages 3-5. Students age 5 who are in Kindergarten may have any Part B setting.

Reprocess Errors for (286)

Export to Excel

Student ID	Local ID	Last Name	First Name	Grade	Birth Date	Primary Setting Code	Primary Setting	Level Participation	Comments	
1234567890	Jones		David	HP	01/01/2021	14	Private School or Exempt (Home) School	IDEA Part B		<a href="#">Edit</a>
9876543211	Smith		Jaqueline	KG	01/01/2016	14	Private School or Exempt (Home) School	IDEA Part B		<a href="#">Edit</a>

1

1 - 2 of 2 items

New website to further explain ADVISER errors: <https://help.education.ne.gov/>



# ADVISER Validation – Lookups

## Enrollment Lookup by ID

- Displays student's entire Nebraska Public and Special Purpose School enrollment history

### ADVISER VALIDATION HOME

#### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

#### VERIFICATION REPORTS

- Students
- Staff
- District Admin Sign Off

#### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Programs Lookup

## STUDENT ENROLLMENT LOOKUP BY ID



Enter NDE Student ID

Submit

Reset

# ADVISER Validation – Lookups

## Student Lookup by ID

- Displays district/school individual student's records for selected school year

### ADVISER VALIDATION HOME

#### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

#### VERIFICATION REPORTS

- Students
- Staff
- District Admin Sign Off

#### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Programs Lookup

## STUDENT LOOKUP BY NDE ID



Submit

Reset

# ADVISER Validation Student Verification Reports

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

Students

Staff

District Admin Sign Off

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Programs Lookup

## STUDENT VERIFICATION REPORTS

General and Miscellaneous

Assessment

Career Education

Early Childhood

Enrollment

Graduation Cohort

Membership and Attendance

There are many categories of Student Verification Reports. These are just a few examples.



# ADVISER Validation Student Verification Reports

## STUDENT VERIFICATION REPORTS

### General and Miscellaneous

REPORT	DESCRIPTION	REVIEW
High Ability Learner Student List	High Ability Learner Eligible students and their High Ability Learner Participant and Honors or Advanced Placement statuses.	Year-End
Food Program Eligibility by Grade	Count of students reported as qualifying for free and/or reduced lunch.	Fall & Year-End
E-Rate Report	Documentation for the Schools and Libraries Erate Program of the Universal Service Fund. Users must have the Food Program access code entered in the NDE Portal to access this report.	Fall
Student Group Counts	Various student group counts	Fall & Year-End
Homeless	Students reported as Homeless	Year-End
Highly Mobile	Unduplicated list of all students, K-12, considered to be highly mobile reported at the district and school building level and school level reports that identify students by (a) intra-state transfers; (b) first time entrees; and (c) re-enrollees.	Year-End
Rule 18 Interim Program Roster	Students reported as attending Rule 18 Interim-Program Schools.	Year-End

Each report category will list:

- The report name
- A description of what's included in the report
- The time of year when the report should be reviewed



# ADVISER Validation – District Admin Sign Off

The District Administrator will need to review list of reports prior to approving the actively open collection.

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff

**District Admin Sign Off**

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by

## District Sign Off

Select Sign Off Name:

The collection window to sign off on will display here

Select

**Selected Sign Off:** The collection selected in the dropdown above with display here.

**Sign Off Open** Dates the collection will be open for approval display here.

### ***School Year* + *Title* Collection & Gun Free Schools Act Assurance**

By approving this collection I, as the district administrator or their designee, certify that to the best of my knowledge and belief the information herein submitted in this collection is true, complete and accurate. I understand and agree that the information herein submitted may be used by the Nebraska Department of Education, consistent with all applicable state and federal laws, for purposes of, but not limited to, public reporting and state aid calculations.

Final approval is needed when all Verification Reports have been reviewed and data is determined as final: Fall, Follow-up and Year End  
District Administrator ADVISER Validation Approval Process:

<https://www.education.ne.gov/dataservices/>



# ADVISER Validation Resources

- ADVISER Validation Guide
  - <https://cdn.education.ne.gov/wp-content/uploads/2020/10/ADVISER-Validation-Guide-Oct-2020.pdf>
- ADVISER Resources page
  - <https://www.education.ne.gov/dataservices/adviser-resources/>
- ADVISER Help Website
  - <https://help.education.ne.gov/>





# NDE Staff ID



NEBRASKA DEPARTMENT OF EDUCATION

NDE Staff ID

Helpdesk (888) 285-0556

NDE Staff ID

Current Login: **Ginny Carter** Location: [NDE \(99-0000-000\)](#)

- Individual
  - Staff Search
  - Add Staff
- Batch Process
  - Batch Upload
  - Batch Search
  - Download Cart
- Logoff
- Administration

Welcome to NDE Staff ID. This application's objective is to provide a Nebraska Dept. of Education's (NDE) assigned Staff ID for the reporting of data to NDE.

There are two methods of assigning a new or searching for an existing NDE Staff ID:

- **Individual process method:** Staff is searched and added individually.
- **Batch process method:** A file is uploaded to process multiple Staff ID assignments.

← Please choose an option at left to get started.

NDE Staff ID Documentation	
<a href="#">Staff ID User Guide</a>	8/5/2016

The NDE Staff ID collection is for creating new NDE Staff IDs or searching for existing ID's

In most cases, the Educator Certification system will create a new ID based on a Social Security Number search

If you create a new ID in NDE Staff ID, be sure to include the SSN





# Staff Reporting

Used to report District/System/ESU staff demographic and position assignment information

New activation code required annually

Each year, data from the prior year's collection is auto populated into the new year – key data points 'missing'

Data can be updated on an individual basis (by staff person) or by file upload (per district/system)

Data should be updated before 9/15 every fall and throughout the year thereafter (as staff changes occur)

Staff Resources page: <https://www.education.ne.gov/dataservices/staff/>





# Staff Reporting

**Online Entry** – review all fields to ensure correct data (even those which are prepopulated from previous years)

\*\*\*\*\*STAFF DEMOGRAPHICS INFORMATION\*\*\*\*\*

<u>NDE Staff ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Suffix</u>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<u>Gender</u>	<u>Hispanic</u>	<u>Race 1</u>	<u>Race 2</u>	<u>Race 3</u>	<u>Race 4</u>	<u>Race 5</u>	<u>Ed Attained</u>	<u>Para Assmnt Flag</u>	<u>Local Staff ID</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Contracted</u>	<u>Contract Date</u>	<u>Days Contracted</u>	<u>Dist/Syst Exp</u>	<u>Ttl Exp</u>	<u>Basic Salary</u>	<u>Add'l Comp</u>	<u>Benefits</u>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Subject Area</u>					<u>Electronic Mail Address</u>				
<input type="text"/>					<input type="text"/>				

\*\*\*\*\*POSITION ASSIGNMENT INFORMATION\*\*\*\*\*

Position Assignment Records for

Record Actions	Co-Dist-Sch	Controlling District	Position Assignment	FTE	Assignment Date	Completion Date
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	54-0501-002	00-0001	S-2138	50	2020-08-08	2021-07-31
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	54-0505-002	00-0001	S-2138	50	2020-08-08	2021-07-31
<input type="button" value="Add Record"/>	Pg. 1 of 1					





# Staff Reporting

**File Upload** – files (from prior year) can be downloaded, edited, then uploaded

**DEMOGRAPHICS File Naming Convention:** XX-XXXX\_Staff\_Demographics.zzz - where XX-XXXX is the County/District or System Number

**STAFF POSITION ASSIGNMENTS File Naming Convention:** XX-XXXX\_Staff\_Position\_Assignments.zzz - where XX-XXXX is the County/District or System Number

Upload the Staff Demographics and Staff Position Assignments data to the "staging files" by following the record layouts that are located under the "view record layout" buttons listed on this page.

Please note: The Staff Demographics file MUST be populated **BEFORE** uploading the corresponding Staff Position Assignments file. **Each time that a Staff Demographics file is uploaded to the demographics staging file, ALL existing demographic AND positions records for the ENTIRE district/system will be deleted first. ALWAYS submit/resubmit a complete data file for BOTH Staff Demographics AND Staff Position Assignments.** If you are only re-uploading the Staff Position Assignments file, the existing demographic records will remain as previously uploaded.

Also, please note: If you have a "header" record in the upload file, please check the "Check if Header Row is included in upload file (to skip processing 1st record)" checkbox below.

Only those records found to be error free will be moved from the "staging files" into the "final" staff files for the 2020-2021 school year.

[View Demographics Record Layout](#)

[View Positions Record Layout](#)

***Please do not interrupt the the upload process once started. It could take SEVERAL minutes depending on the file size and current usage.***

[Choose File](#) No file chosen

**Check if Header Row is Included in upload file (to skip processing 1st record)**

[Upload DEMOGRAPHICS Staging File](#)

[Upload POSITIONS Staging File](#)

[Main Form](#)

[Logout](#)

[Enter/Edit Data](#)

Note: Once a file is uploaded, all prior data is wiped from Staff Reporting





# Staff Reporting

**Staff Reporting is a 3-step process.**

**Step 1: Enter/Update Staff In Staff Reporting Collection**

- NDE will auto load most staff information from the previous year
- Data can be edited directly online **OR** a file can be downloaded, edited and uploaded again





# NSSRS Validation

## **Step 2: NSSRS Validation - Errors And Warnings**

- The day after submitting Staff Reporting data, review possible errors in **NSSRS Validation**
  - This is a separate collection
  - Located under the **Student & Staff** tab in the NDE Portal
  - Activation code UserType: Role-Staff Data Steward
- Review errors for **Staff**
- Make corrections in **Staff Reporting** collection
- After making corrections in **Staff Reporting**, Reprocess Errors in **NSSRS Validation** to see if errors clear. (Some corrections require an overnight process to clear.)





# NSSRS Validation

## **Step 3: Staff Verification Reports**

Review the following Verification Reports in **NSSRS Validation**:

- Current Certification Report
- Current Personnel Report
- Title I Paraprofessionals
- Teachers Assigned Out Of Endorsed Area or Level
- Staff Reporting for the GMS SPED IDEA Consolidated Application



# Due Dates are Due Dates

## Please refer to available calendars

- ADVISER Calendar
  - <https://www.education.ne.gov/dataservices/adviser-resources/>
- CDC Calendar
  - <https://www.education.ne.gov/dataservices/consolidated-data-collection-cdc/>



# NDE Bulletin How to Subscribe

## NDE Bulletin Website:

<https://www.education.ne.gov/bulletin/>

Click on envelope icon



Enter First Name, Last Name & Email Address

Uncheck box for 'Send me all items' and check box for preferred category

Send me all items

## Select how often to receive updates

- Right Away (recommended)
- Daily Digest
- Weekly Digest

## Check CAPTCHA box

## Click Subscribe & Close

NOTE: Need to resubscribe if email address changes





# NDE Main Website

<https://www.education.ne.gov/>

- Links to specific programs' websites
- Rules and regulations
- Information for Districts/Schools
- Information for Public

Nebraska Department of Education

I Am...

**NDE August 5 and 6 Board Meeting**

STATE BOARD OF EDUCATION INFORMATION

NOTIFICATIONS, AGENDAS, AND SUPPORT MATERIALS

WATCH

PUBLIC PARTICIPATION

AQuESTT  
Calendar  
Certificate Investigations  
Nebraska Commissioner of Education  
Contact





# NDE Service Desk

[ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org)

An email to this address automatically creates a ticket in the NDE Service Desk system and will be answered in the order in which they are received.

If the issue is related to the Student Information System (SIS), please contact the SIS support before contacting NDE Service Desk.





# Upcoming Workdays

**Watch for information regarding upcoming  
Workdays in the NDE Bulletin**

**OR**

**On the Help Website**

**at:** <https://help.education.ne.gov/knowledge-base/workdays/>



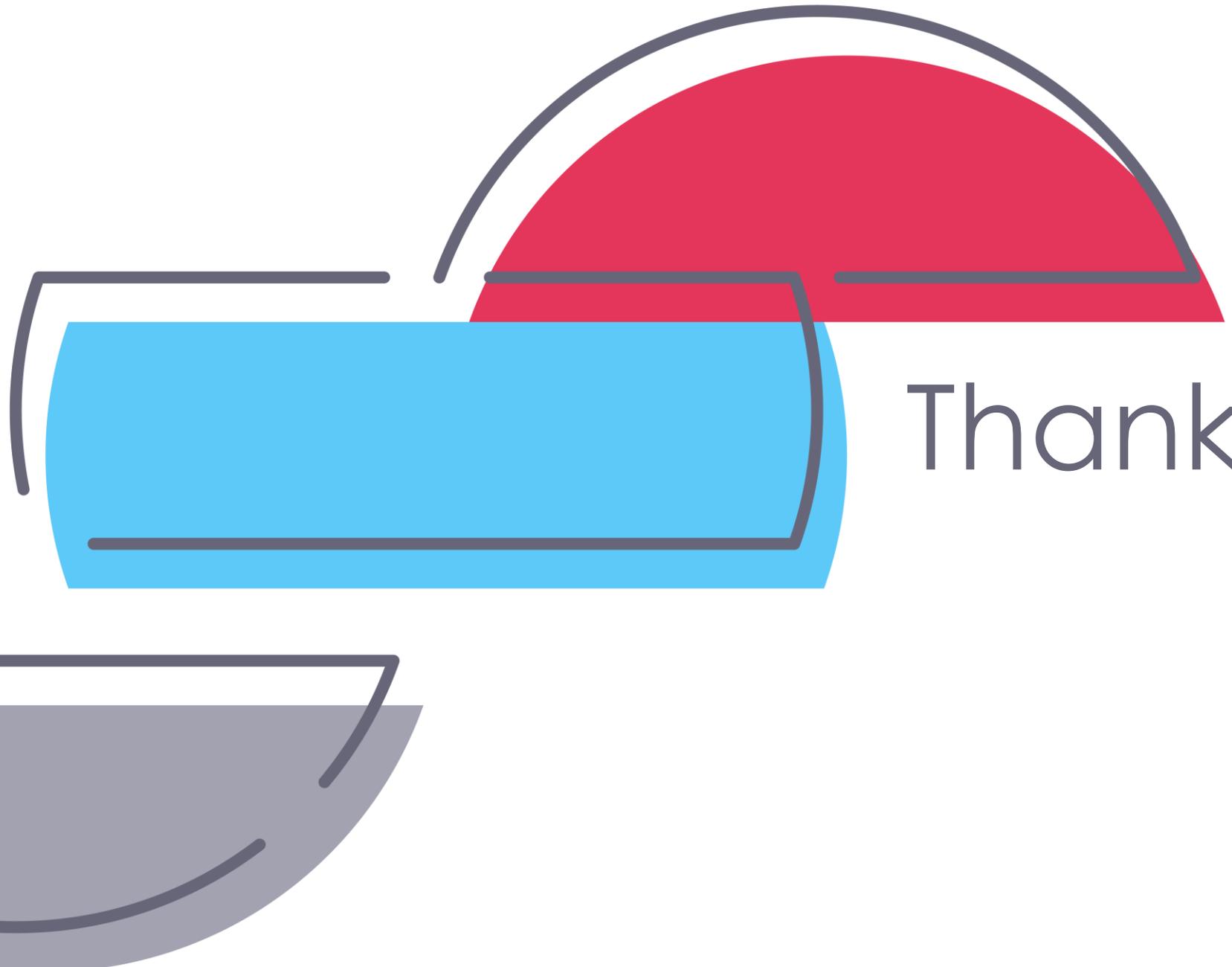


# Monthly Data Webinars

Register for future sessions and View on-demand videos from past webinars: <https://nedataconference.com/>

Second Wednesday of every month from 9:30 am – 11:30 am CDT





Thank You!!

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How often do you wish to receive updates?  
(this can be changed later)

Right Away  Daily Digest  Weekly Digest

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**CLOSE**



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