

# District Contact Information App

July 12, 2023



# New District Contact Info App

- NDE is currently building an updated **District Contact Information (DCI)** app for the NDE Portal for collecting contacts from districts
- Replaces the old portal app with more features and more types of contacts:



Please Select a Contact Category:

Please Select

- Please Select
- CurriculumContacts
- SafetyContacts



# New District Contact Info App

District Contact Information [Instructions](#)

## Contacts

Location EDUCATIONAL SERVICE UNIT 01 (00-0001-000) ✕ ▼

Contact Area --Select Contact Area-- ✕ ▲

Enter First Name or Last Name to Search

Add a Contact

Export to Excel

--Select Contact Area--  
--Select Contact Area--  
Administration  
Assessment

Agency ID	Contact Type	Position Title	First Name	Last Name	Title	Suffix	Email	Work Phone	Cell Phone	UpdatedBy	LastUpdated
00-0001-000	ESU Chief Administrator	Assistant	Mary	Krotha2	Sr		mary.yeruva@nebraska2.gov	234-345-6789	123-324-5459	maryy	07/05/2023 14:02:00 PM

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- Multiple contact types, filter by area or text
- Export to Excel
- Contacts can be located at either districts or school buildings
- Can be used by ESUs, public districts, nonpublics, ESUs, and possibly more



# New District Contact Info App

UpdatedBy	LastUpdated	Approved By	Approved Date	Action
maryy	07/05/2023 14:02:00 PM			<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">Approve</a>

- Any district user with the portal activation code can enter contacts
- Some contact types must be approved by the portal District Administrator in order to be considered finalized (such as the DAC District Assessment Contact)
- Some contact types can have multiple entries at a location but others will only allow one at a time (one Superintendent at a district office, one Principal at a school building)
- App will be available for updates anytime year round, not separated into school years



# New District Contact Info App

## Contact Form

Contact Type  
District Assessment Contact (DAC) x ▾

Location  
x ▾

Position Title

FirstName

LastName

Title

Suffix

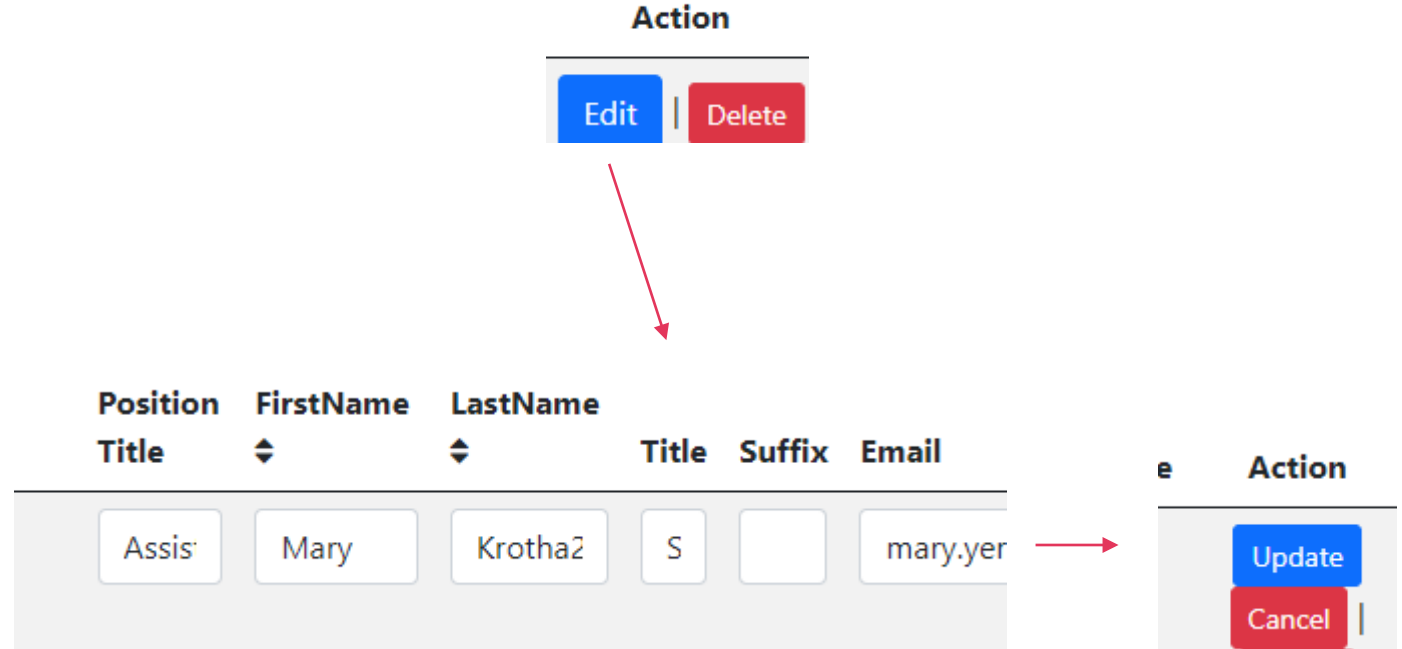
Email address

WorkPhone

CellPhone

Cancel Save

- “Add a Contact” screen vs. “Edit” button





# Contact Types

- These Contact Types are planning to be included at launch
  - Safety Contact (was part of old app)
  - Curriculum Contact (was part of old app)
  - Superintendent/ESU Chief Admin/Principals
    - This allows us to capture these changes easily over the summer without the additional steps needed for Staff Reporting
    - These staff must continue to be reported in Staff Reporting app like normal however
  - Assessment related contacts
    - DAC, TC (ACT Test Coordinator), NTAC (NSCAS Technical Assessment Contact)
    - Will replace PDF forms, must be approved by District Administrator



# Future Plans for New DCI App

- NDE planning to finish and **release the app before the end of July 2023**
  - Check the [NDE bulletin](#) for news and instructions
- Have identified several other new or existing contacts being collected within other NDE offices, details still being worked out for these:
  - Human Resources Director
  - Social Media Monitor
  - Behavioral Health Contact (new from [LB852](#))
  - Continuous Improvement Contact
  - Perkins Contact
  - Intervention Project Manager
  - Rule 18 Educational Liaison

# Thank You For Joining!

Any questions or suggestions for the new app? Please submit through the Zoom Q&A window now or by email

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NDE Service Desk – [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org)