

**Data Conference 2011**  
**Nebraska Department of Education**  
**April 18-19**  
**Connecting Data Between NSSRS, Data Collections and State Aid**

*FORMULA STUDENTS CALCULATION*

( Fall Membership	x	ADM/FM Ratio	)	+	Contracted Out	=	Formula Students
( 348	x	1.0017304267	)	+	0	=	348.60
KDG Adjustment		( 2 students x .5 )				=	(1.00)
Early Childhood (003)		( 18 students x 422 hours / 1,032 hours x .6 )				=	4.42
<i>Total Formula Students</i>							<i>352.02</i>

State Formula Piece	NSSRS Template or Data Collection	Field	Other Info
Fall Membership (FM)	<b>October Student Snapshot:</b> Includes only those students enrolled on the last Friday in September.	Not applicable	<ul style="list-style-type: none"> <li>Includes grades Full-Day Kindergarten (FDK) - 6; 7-8; and 9-12</li> <li>The Fall Membership is adjusted based on the historical ratio of Average Daily Membership (ADM) to Fall Membership using the ratios from, 2007/08, 2008/09 and 2009/10</li> </ul>
Average Daily Membership (ADM)	<b>Student Summary Attendance</b>  <b>Days In Sessions/Instructional Program Hours (CDC)</b>	Days Present [Student Summary Attendance:Days Present (7)] Days Absent [Student Summary Attendance:Days Absent Total (8)]  Days in Session	<ul style="list-style-type: none"> <li>ADM = Aggregate Days in Membership/ Days in Session</li> <li>Used for recalculation of State Aid</li> </ul>
Contracted Out	<b>School Enrollment</b>	Enrollment Code [School Enrollment:Enrollment Code (7)] Residence Status [School Enrollment:Residence Status Code (10)]	<ul style="list-style-type: none"> <li>Enrollment code = 201 (transferred out)</li> <li>Residence status is = 5 (public district) or 7 (another state)</li> </ul>

Early Childhood	<b>Program Fact</b>  <b>PK Instructional Program Hours/K Program (CDC)</b>	School Number [Programs Fact:Location (2)] Participation Info Code [Programs Fact:Participation Info Code (18)]  Determines half and full day Kindergarten	<ul style="list-style-type: none"> <li>• Participation Info code = EC0002 or EC0004 for Qualified Early Childhood program eligible for state aid</li> <li>• Qualified Early Childhood Fall Membership is multiplied by the ratio of the planned instructional hours of the program divided by 1032 then multiplied by .6</li> </ul>
Option Students	<b>School Enrollment</b>	Enrollment Code [School Enrollment:Enrollment Code (7)] Residence Status [School Enrollment:Residence Status Code (10)]	<ul style="list-style-type: none"> <li>• Net Enrollment Option students (students opting in minus students opting out) as of the day of the fall membership count, multiplied by the statewide average Basic Funding per formula student (7,538.88)</li> <li>• Net Option Funding is equal to each Local System's: Net Enrollment Option Students X Statewide Average Basic Funding per formula student except that a Local System's Net Option Funding cannot be less than zero</li> </ul>

**Contract Student Definitions**

1. **Contracted Students:** A school board may admit nonresident students to the school district pursuant to a contract with the district where the student is a resident and shall collect tuition pursuant to the contract. District of membership is responsible to report.
2. **Contract out to another state:** This includes another Public District or Contract Service provider (does not include the Iowa School for the Deaf). District of residence is responsible to report contract out status.
3. **Contract out to a Contract Service Provider:** This includes an ESU Program or Contracted Service Provider, these entity's DO NOT report student data, therefore the district of residence must report.
4. **Contract out to Iowa School for the Deaf:** Student who attends Iowa School for the Deaf. District of residence is responsible to report.

**Options Definitions**

1. **Option School District:** Option school district means the public school district the parent chooses for their student to attend instead of his or her resident school district as per the Nebraska Enrollment Option Program.
2. **Option Student:** A student whose parents have chosen to attend an option school district, including a student who resides in a learning community and began attendance as an option student in an option school district in such learning community prior to the end of the first full school year for which the option school district will be a member of such learning community, but not including a student who resides in a learning community and who attends pursuant to section [79-2110](#) another school district in such learning community as per the Nebraska Enrollment Option Program.
  - a. For purposes of all duties, entitlements, and rights established by law, including special education as provided in section [79-1127](#), except as provided in section [79-241](#), option students shall be treated as resident students of the option school district.
3. **Resident School District:** The public school district in which a student resides or the school district in which the student is admitted as a resident of the school district pursuant to section [79-215](#).

# Validation Reports

Student Summary Attendance Record Look Up

Note the \*, this is saying your info doesn't match

## Student Lookups

- [Student Lookup by ID](#)
- [Student \(by demographics\)](#)
- [Enrollment Lookup by ID](#)
- [Student Summary Attendance](#)
- [Assessment Student](#)
- [Special Education Snapshot](#)
- [Programs Fact](#)

## Student Summary Attendance Record Lookup

Location:

Grade:

Results in Browser
  Results in Excel

Location ID	Location Name	Location Days In Session	Student ID	Local ID	Last Name	First Name	Grade	Enrollment Start Date	Enrollment End Date	Days Present	Days Absent	Days Enrolled	FTE Percent	*
001		171.0				Kevin	10	2008-08-13	2009-05-19	167.0	5.0	172.0	100	*
001		171.0				Joshua	10	2008-08-13	2009-05-19	170.0	2.0	172.0	100	*
001		171.0				Richard	10	2008-08-13	2009-05-19	150.5	21.5	172.0	100	*

A \* in the last column indicates that the student had more Days Enrolled than the student's location had Days In Session. When this occurs, the ADA and ADM calculations are adjusted as follows for that student:

ADA: Days Present = Days In Session - Days Absent  
 [Note: ADA = Days Present / Days In Session]

ADM: Days Enrolled = Days In Session  
 [Note: ADM = Days Enrolled / Days In Session]

<p>Program Fact Lookup</p>	<h3>Programs Fact Lookup</h3> <p>This page should be used to look up Programs Fact records. The "Reset Form" button should be used between requests.</p> <p>Type of Program: <input type="text" value="Early Childhood"/></p> <p>Location: <input type="text" value="Choose"/></p> <p>Participation Info Code: <input type="text" value="Choose"/></p> <p><input checked="" type="radio"/> Results in Browser <input type="radio"/> Results in Excel</p> <p><input type="button" value="Get Results"/> <input type="button" value="Reset Form"/></p>																								
<p>Student Lookup by NDE ID</p>	<h3>Student Lookup by NDE Student ID</h3> <p>NDE Student ID <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/></p>																								
<p>Enrollment Lookup by NDE State ID</p>	<h3>Student NSSRS Enrollment Lookup by NDE Student ID</h3> <p>NDE Student ID <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/></p>																								
<p>Student Demographics</p>	<h3>Student Lookup by Demographics</h3> <p>Template: <input type="text" value="October Student Snapshot"/></p> <p>Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select additional columns to report below (Columns On Report). Read the <a href="#">Instructions</a> for more information.</p> <table border="1"> <thead> <tr> <th>Field to Limit Results On (Check box, then make selection in next column)</th> <th>Field Selections</th> <th>Columns On Report</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Location School Enrollment: Location Code (2)</td> <td>BURWELL ELEMENTARY SCHOOL (003) BURWELL JR-SR HIGH SCHOOL (001) DISTRICT 70 ELEMENTARY SCHOOL (004) RICHLAND SCHOOL (002)</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Location Student / Student Snapshot: Location Code (2)</td> <td>BURWELL ELEMENTARY SCHOOL (003) BURWELL JR-SR HIGH SCHOOL (001) DISTRICT 70 ELEMENTARY SCHOOL (004) RICHLAND SCHOOL (002)</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Grade Level Student / Student Snapshot: Current Grade Level (10)</td> <td>Prekindergarten Half Day kindergarten Kindergarten 1ST</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Gender Student / Student Snapshot:</td> <td>Female Male</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td><input checked="" type="checkbox"/> Residence Status School Enrollment: Residence Status Code (10)</td> <td>4 - NCLB School Choice student 5 - Contracted Out 6 - Optioning In From Another District 7 - Contracted Out To Another State</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> District of Residence Student / Student Snapshot: District Code of Residence (117)</td> <td>58-0025 - LOUP COUNTY PUBLIC SCHOOLS 75-0100 - ROCK COUNTY PUBLIC SCHOOLS 88-0005 - ORD PUBLIC SCHOOLS 92-0045 - WHEELER CENTRAL SCHOOLS</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Full-Time Equivalency (FTE)</td> <td>FTE = 100</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Field to Limit Results On (Check box, then make selection in next column)	Field Selections	Columns On Report	<input type="checkbox"/> Location School Enrollment: Location Code (2)	BURWELL ELEMENTARY SCHOOL (003) BURWELL JR-SR HIGH SCHOOL (001) DISTRICT 70 ELEMENTARY SCHOOL (004) RICHLAND SCHOOL (002)	<input type="checkbox"/>	<input type="checkbox"/> Location Student / Student Snapshot: Location Code (2)	BURWELL ELEMENTARY SCHOOL (003) BURWELL JR-SR HIGH SCHOOL (001) DISTRICT 70 ELEMENTARY SCHOOL (004) RICHLAND SCHOOL (002)	<input type="checkbox"/>	<input type="checkbox"/> Grade Level Student / Student Snapshot: Current Grade Level (10)	Prekindergarten Half Day kindergarten Kindergarten 1ST	<input type="checkbox"/>	<input type="checkbox"/> Gender Student / Student Snapshot:	Female Male	<input type="checkbox"/>	<input checked="" type="checkbox"/> Residence Status School Enrollment: Residence Status Code (10)	4 - NCLB School Choice student 5 - Contracted Out 6 - Optioning In From Another District 7 - Contracted Out To Another State	<input type="checkbox"/>	<input checked="" type="checkbox"/> District of Residence Student / Student Snapshot: District Code of Residence (117)	58-0025 - LOUP COUNTY PUBLIC SCHOOLS 75-0100 - ROCK COUNTY PUBLIC SCHOOLS 88-0005 - ORD PUBLIC SCHOOLS 92-0045 - WHEELER CENTRAL SCHOOLS	<input type="checkbox"/>	<input type="checkbox"/> Full-Time Equivalency (FTE)	FTE = 100	<input checked="" type="checkbox"/>
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<input type="checkbox"/> Full-Time Equivalency (FTE)	FTE = 100	<input checked="" type="checkbox"/>																							

# Verification Reports

## Membership by Grade, Race and Gender

Date Printed: 4/15/2010  
 All Pre-K Students  
 K-12 Students with Full Time Equivalency (FTE) Greater Than 50%  
 Date as of: 10/1/2008

GRADE	American Indian/Alaska Native		Black, Not Hispanic		Hispanic		White, Not Hispanic		Total
	Female	Male	Female	Male	Female	Male	Female	Male	
PK	0	0	0	0	1	0	14	16	31
KG	1	0	0	0	0	0	13	14	28
01	0	0	0	0	0	0	13	7	20
02	0	0	0	0	0	0	9	18	27
03	0	0	0	0	0	0	12	8	20
04	0	0	0	0	1	0	12	11	24
05	0	0	1	0	0	0	13	12	26
06	1	0	0	0	0	0	11	11	23
07	0	0	0	0	1	0	10	12	23
08	0	0	0	0	0	3	9	16	28
09	0	0	0	0	0	1	18	18	37
10	0	0	0	0	0	0	8	17	25
11	0	0	0	0	1	0	11	19	31
12	0	0	0	0	0	0	14	16	30
<b>Total</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>167</b>	<b>195</b>	<b>373</b>

## Membership Report

### Select Report Level

District Report

School Report

### Select Snapshot Month

October Student Snapshot (Fall Membership Report)

Year-end Student Snapshot

[Display Report](#)

## Student Summary Attendance Records

Nebraska Department of Education  
**STUDENT SUMMARY ATTENDANCE DETAIL**  
 School Year: 2008-2009

DISTRICT:  
 LOCATION: . JR-SR HIGH SCHOOL (001)

**GRADE: 10**

STUDENT ID	LOCAL STUDENT ID	STUDENT LAST NAME	STUDENT FIRST NAME	ENROLLMENT DATES BEGIN	ENROLLMENT DATES END	DAYS PRESENT	DAYS ABSENT	DAYS ENROLL	FTE %
6277			Kevin	2008-08-13	2009-05-19	167.0	5.0	172.0	100
5818			Joshua	2008-08-13	2009-05-19	170.0	2.0	172.0	100
1906			Richard	2008-08-13	2009-05-19	150.5	21.5	172.0	100
<b>GRADE 10 TOTALS:</b>						<b>4,361.0</b>	<b>187.0</b>	<b>4,548.0</b>	

Average Daily Attendance and Average Daily Membership

	Aggregate Days Attendance All Students (Including Enrollment Option) (1 dec. place)	Aggregate Days Absence All Students (Including Enrollment Option) (1 dec. place)	Aggregate Days Membership (1 dec. place)	Days In Session (1 dec. place)	Average Daily Attendance (2 dec. places)	Average Daily Membership (2 dec. places)
	(1)	(2)	(3) = (1) + (2)	(4)	(5) = (1) / (4)	(6) = (3) / (4)
07	3,784.0	155.0	3,939.0	171.0	22.13	23.04
08	4,624.5	163.5	4,788.0	171.0	27.04	28.00
09	6,080.5	251.5	6,332.0	171.0	35.56	37.03

	Aggregate Days Attendance All Students (Including Enrollment Option) (1 dec. place)	Aggregate Days Absence All Students (Including Enrollment Option) (1 dec. place)	Aggregate Days Membership (1 dec. place)	Days In Session (1 dec. place)	Average Daily Attendance (2 dec. places)	Average Daily Membership (2 dec. places)
	(1)	(2)	(3) = (1) + (2)	(4)	(5) = (1) / (4)	(6) = (3) / (4)
PK	1,809.9	0.0	1,809.9	*	14.14	14.14
HK	56.4	2.4	58.8	*	0.58	0.60
KG	4,113.6	141.0	4,254.6	*	25.53	26.43
01	3,315.5	44.5	3,360.0	*	19.73	20.00

Contracted Out Students

**Contract Out Students** Count for State Aid Student and School Enrollment Templates for the selected school year need to have been uploaded.  
Current count

Nebraska Department of Education  
**CONTRACT OUT STUDENT LISTING**  
 School Year: 2008-2009

**FOR STATE AID COMPONENTS VERIFICATION**

DISTRICT:

<u>STUDENT ID</u>	<u>STUDENT NAME</u>	<u>BIRTHDATE</u>	<u>GENDER</u>	<u>GRADE</u>
5184	MCKENZIE	1997-02-26	Female	06
7803	MATTHEW	1993-11-17	Male	08
5924	CODY	1992-06-16	Male	10

TOTAL COUNT OF STUDENTS CONTRACTED OUT: **3**

Option Out Students

Option Out Students

October Snapshot

Student Template

October Student Snapshot and School Enrollment Templates from the optioning in districts for the selected school year need to have been uploaded. Use this report when verifying Option Out students for districts for the selected school year need to have been uploaded.

Nebraska Department of Education  
 OPTION OUT STUDENT LISTING  
 School Year: 2008-2009

Snapshot Date: 2008-10-01

DISTRICT: B

OPTIONING INTO: B

STUDENT ID	STUDENT NAME	BIRTHDATE	GENDER	GRADE	COUNT
		1994-11-15	Male	08	1
		1993-06-15	Male	09	1
COUNT OF STUDENTS OPTIONING OUT TO					2

OPTIONING INTO: C

STUDENT ID	STUDENT NAME	BIRTHDATE	GENDER	GRADE	COUNT
		2003-06-19	Female	KG	1
		1997-12-16	Female	05	1
		1996-03-10	Female	06	1
		1993-11-29	Female	09	
		1993-04-22	Male	09	2
		1990-09-10	Female	12	
		1991-01-11	Female	12	
		1990-11-18	Male	12	
		1990-09-12	Male	12	4
COUNT OF STUDENTS OPTIONING OUT TO					9

OPTIONING INTO: D

STUDENT ID	STUDENT NAME	BIRTHDATE	GENDER	GRADE	COUNT
		1998-12-24	Male	04	1
		1997-09-23	Female	05	1
		1994-07-13	Female	08	1
COUNT OF STUDENTS OPTIONING OUT TO					3

TOTAL COUNT OF STUDENTS OPTIONING OUT: 14

Student Group Counts ( provides information on Option In Students)

**General and Miscellaneous**

**\*\*Student Group Counts**

October Snapshot

Year-end Snapshot

Nebraska Department of Education  
**STUDENT GROUP COUNTS**  
School Year: 2008-2009

Student Snapshot - Snapshot Date: 2008-10-01

DISTRICT:

**Option In**

<i>Grade</i>	<i>Count</i>
KG	5
01	2
02	4
04	3
05	8
06	1
07	3
08	4
09	4
10	3
11	5
12	4
Total Option In	<u>46</u>

Option Out - See the "Option Out Students" Verification Report  
No Records For This Item



Early Childhood for State Aid

Early Childhood	
**Programs Fact - Early Childhood	<a href="#">View Report</a>
**Programs Fact - Early Childhood - For State Aid Purposes	<a href="#">View Report</a>

Date Printed: 5/5/2010

EARLY CHILDHOOD PROGRAM	CHILDREN LESS THAN 4 YEARS OLD ON 10/15/2009	CHILDREN 4 YEARS OLD ON 10/15/2009	TOTAL
Qualified NDE Grant Funded Early Childhood Ed Prog (EC0002)	6	11	17
Qualified NDE Approved Early Childhood Ed Prog (EC0004)	9	10	19
<b>DISTRICT TOTALS</b>	<b>15</b>	<b>21</b>	<b>36</b>

# CDC Reports

Days in Session/Instructions Program Hours  
District Summary Report

## 2008-2009 DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS

### DISTRICT SUMMARY REPORT

#### Days In Session

CODISTSCH	SCHOOL NAME	PK	K	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	171.0	
-001		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	171.0	171.0	171.0	171.0	171.0	165.0
-002		0.0	0.0	168.0	168.0	0.0	168.0	168.0	168.0	0.0	0.0	0.0	0.0	0.0	0.0
-003		128.0	164.0	168.0	168.0	168.0	168.0	168.0	168.0	0.0	0.0	0.0	0.0	0.0	0.0
-004		0.0	98.0	0.0	168.0	168.0	168.0	168.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

#### Instructional Program Hours

CODISTSCH	SCHOOL NAME	KINDERGARTEN	ELEMENTARY	SECONDARY
-001		0	0	1175
-002		0	1054	0
-003		900	1054	0
-004		657	1054	0

\*Instructional Hours are below the required amount (see instructions for more information).

[Print Page](#)

CDC- PK Instructional Program Hours/  
K Program Summary Report

**PK INSTRUCTIONAL PROGRAM HOURS/K PROGRAM**

**DISTRICT SUMMARY REPORT**

2009-2010

CODISTSCH	SCH NAME	PDWK	FDWK	PDYR	FDYR	KG PGRM	OTHER PGRM
001		0.00	0.00	0.00	0.00	No kindergarten program this year	
-003		14.00	0.00	469.00	0.00	All day every day	
-005		14.00	0.00	469.00	0.00	All day every day	
-002		14.00	0.00	469.00	0.00	All day every day	
-004		14.00	0.00	469.00	0.00	All day every day	
006		14.00	0.00	469.00	0.00	All day every day	

PDWK = Part-Day Week PK-K Instructional Program Hours  
 FDWK = Full-Day Week PK-K Instructional Program Hours  
 PDYR = Part-Day Year PK-K Instructional Program Hours  
 FDYR = Full-Day Year PK-K Instructional Program Hours

1. Common Mistakes

- a. When days enrolled (Student Summary Attendance) exceeds days in session
  - i. Days enrolled should be equal to or less than days in session
  - ii. Days enrolled is less than days in session
    - 1. This is okay for a single/small group of students
    - 2. When this happens to an entire grade, school or district you short yourself
- b. Contract Students are not reported correctly
- c. Option Students are not reported correctly
- d. Early Childhood participation info code is wrong
- e. Leadership does not review and look at info until it is too late or the auditor points it out that it is WRONG

# ALLOWANCES

Allowance	Data Collection	Other Information
Elementary Site Allowance	<ul style="list-style-type: none"> <li>• Elementary Site Allowance</li> <li>• ESU/District/System/School Information Report</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifying elementary attendance sites must offer all grades designated as elementary grades by the school district</li> <li>• Make sure you are entering the correct grades for each school on the ESU/District/System/School Information Report</li> </ul>
Class Size Allowance	<ul style="list-style-type: none"> <li>• Elementary Class Size</li> </ul>	<ul style="list-style-type: none"> <li>• Should reconcile to Average Daily Membership (Spring collection) or Fall Membership (Fall collection)</li> <li>• Differences should be explained in the comments section</li> <li>• NSSRS Validation error               <ul style="list-style-type: none"> <li>○ 471: Number of Students Submitted in the Elementary Class Size Collection and ADM should match</li> <li>○ 472: Number of Students Submitted in the <u>Fall</u> Elementary Class Size Collection and Membership should match</li> </ul> </li> </ul>
Instructional Time Allowance	<ul style="list-style-type: none"> <li>• Instructional Time</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional time should be calculated on a per full time student basis and should exclude extracurricular activities outside of the regular school day or time designated for students to eat lunch.</li> <li>• Passing time maybe counted</li> </ul>
Transportation Allowance	<ul style="list-style-type: none"> <li>• Pupil Transportation Report</li> <li>• Annual Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>• Calculated amount: Mileage obtained from the Pupil Transportation Report in the CDC</li> <li>• Actual Expense: Taken from AFR</li> </ul>
Poverty and LEP Allowance	<ul style="list-style-type: none"> <li>• GMS - LEP and Poverty Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Expenditures of the Poverty and LEP programs must exceed 117.65% of the allowance received or a correction will be calculated two years later</li> <li>• Make sure you are coding poverty and LEP expenditures correctly</li> <li>• Poverty or LEP expenditures reimbursed with SFSF or Ed Jobs money have specific accounts that should be used</li> </ul>
Teacher Education Allowance	<ul style="list-style-type: none"> <li>• NSSRS Staff Reporting               <ul style="list-style-type: none"> <li>○ Staff Assignment</li> <li>○ Education Attained</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Only teachers coded with the following codes are counted: 1150, 1160, 1161, 1162, 1163, 1164, 1170, and 1180</li> <li>• Verify the staff information on the fall personnel report , including the education level</li> </ul>