

NSSRS 101

Nebraska Student & Staff Record System

Nebraska Department of Education



Ginny Carter
Ginger Lippold
Denise Schuyler



NEBRASKA DEPARTMENT OF EDUCATION

Outline

- The Stakes are High
- Collaboration, Communication and Teamwork
- District Administrator Responsibilities
- Tour of the NDE Portal
- Student Unique ID's
- Getting the Data in...Validating the Data
- Support

The Stakes are HIGH

- Funding
 - State and Federal
 - Program \$\$\$
 - Special Education, Title I, Perkins and Early Childhood
- Accreditation
 - Meeting Rule 10 or Rule 14



Student and Staff Data

STAFF and STAFF ASSIGNMENT:

- Qualified Teacher/Certification
- Approval & Accreditation

STUDENT:

- Assessment/AYP/PLAS
- Curriculum



What's In It For You?

- Morale and Media
 - Published Data
 - State of the Schools Report
 - AYP
 - NePAS
- Services Provided
- Community Development



301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska

Collaboration

Communication

Teamwork



NEBRASKA DEPARTMENT OF EDUCATION

It's the Way Education Does Business

- Whose Data is It?
 - The District Owns the Data
- Whose Job is It?
 - Data Quality is Everyone's Job
- What are the attributes of good Data?
 - Timely
 - Scheduled
 - Accurate
 - Secured and Confidential



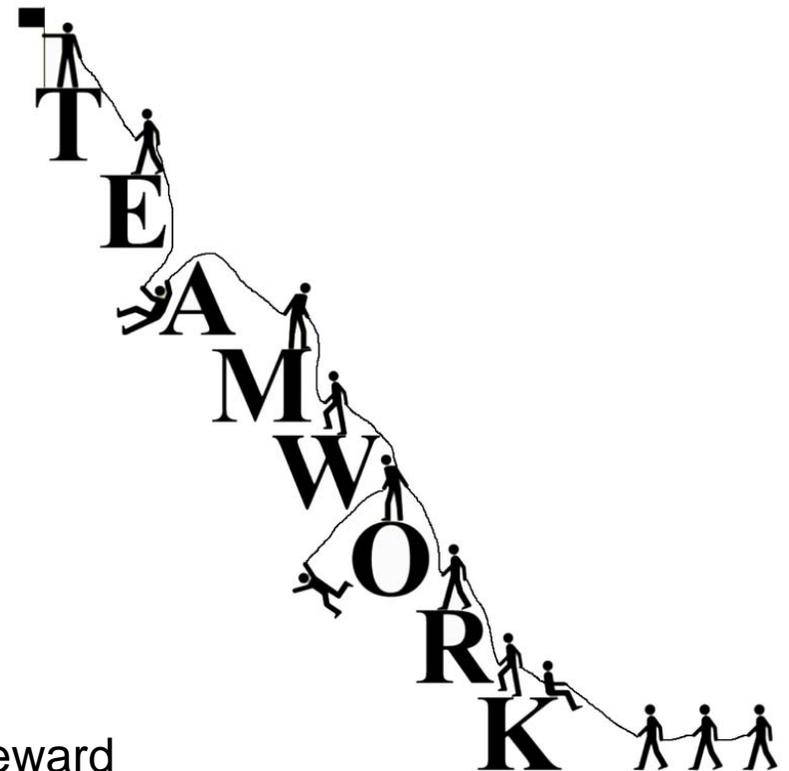
Safety in Numbers - Create a Team

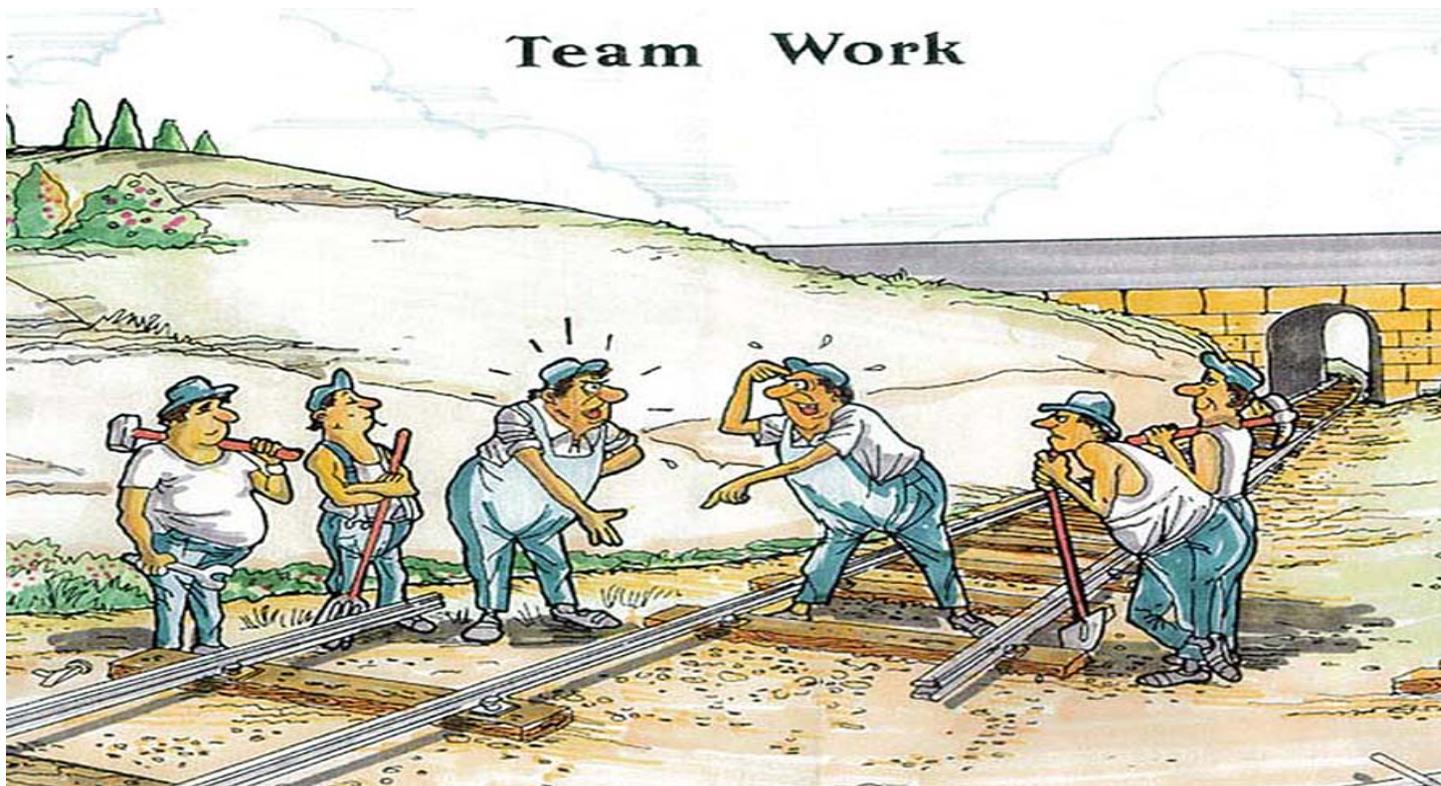
- Members of Team
 - Standing Team (Leadership, including Data Steward)
 - Full Team (includes all contributing data owners)
- Regular Time(s) to Meet and Communicate
- Appropriate levels of Access:
 - SIS
 - Portal
- Team Review of Data
 - Pre Submission Audit of data
 - Post Submission Audit of data (Validation/Verification) – *before Collection Approval*



It Takes a Team...

- Office Staff
- Parent/Guardian and Students
- Teachers
- ELL Director
- SPED Director
- Guidance Counselor
- Gifted Coordinator
- Food Program Coordinator
- Superintendent
- Building Principals
- Federal Programs (Title Programs)
- Curriculum Director
- Assessment Coordinator
- Early Childhood Director
- Technology Staff
- Consolidated Data Collections (CDC) Steward
- Human Resources
- Business Manager
- Other





Data Quality Cultures Take Leadership

PROACTIVE MEASURES
VALUE-ADD ACTIVITY
ROLE-MODELING



NEBRASKA DEPARTMENT OF EDUCATION

Nebraska Department of Education

301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska

District Administrator

Portal Access

Calendars



NEBRASKA DEPARTMENT OF EDUCATION

District Admin Responsibility

- District Admin Login/Password
- District Admin Tab
- Keeper of the Activation Codes for all collections
- Select and Assign Appropriate Roles Activation Codes
- Select and Assign Appropriate Modifier(s)



Tasks

[Help](#)

Collection Activation Codes

[Help](#)

Collection Activation Codes

Administrator Reports

This page provides District Administrators with the Activation Codes and Users for Data Collections.

Choose Collection: 

[What are the different UserTypes?](#)

Choose District:

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, Upper Case letter O's, or Upper Case letter L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

Collection Activation Codes

[Help](#)

This page provides District Administrators with the Activation Codes and Users for Data Collections.

Choose Collection: 

[What are the different UserTypes?](#)

Choose District:

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, Upper Case letter O's, or Upper Case letter L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

Consolidated Data Collection (CDC)

[Re-Load List](#)

Code	DistrictID	District	UserType	Users	Administrator Only	Instructions
j1b78913x	46-0001-000	WILLIAMSBURG DISTRICT	GENERAL	Multiple	False	View
<i>Training</i>	<i>Training ID</i>	<i>Training Title</i>				
<i>Training</i>	<i>Training ID</i>	<i>Training Title</i>				
<i>Training</i>	<i>Training ID</i>	<i>Training Title</i>				
Code	DistrictID	District	UserType	Users	Administrator Only	Instructions
a1b7845th	46-0001-000	WILLIAMSBURG DISTRICT	ASSESSMENT	Multiple	False	View
<i>Training</i>	<i>Training ID</i>	<i>Training Title</i>				

Tasks

[Help](#)

Administrator Reports

[Collection Activation Codes](#)

Administrator Reports

Choose Report:

Choose District: | | [View Report](#)

of 3

Collection	User Name	User Type	Date User was Added
Annual Financial Report – 2009-2010		Districts	9/28/2010
		Districts	10/1/2010
Annual Financial Report – 2010-2011		Districts	10/17/2011
		Districts	10/13/2011
Application for IDEA "Base/Preschool Enrollment Poverty Allocation"			
		IDEA Base User	1/31/2011



NSSRS Validation Security Options

- Roles
 - Predefined set of data access
 - Differentiated between student and staff
- Modifier
 - Provides additional data views via:
 - Student Lookups
 - Verification Reports



If your role is:	You will get access to:	Potential Individual Modifiers:
Student Data Steward	<ul style="list-style-type: none"> ○ All Student Error information <i>except</i> Free & Reduced Lunch ○ All Student Verification Reports <i>except</i> Free & Reduced Lunch ○ All Tools ○ Assessment data ○ Special Education data 	<ul style="list-style-type: none"> ○ Free & Reduced Lunch Program
Basic Student	<ul style="list-style-type: none"> ○ All Student Error information <i>except</i> Free & Reduced Lunch, Special Education and Assessment ○ All Student Verification Reports <i>except</i> Free & Reduced Lunch, Special Education and Assessment ○ Enrollment Lookup by ID ○ Expected Graduation Year Lookup ○ Programs Fact ○ Student Summary Attendance 	<ul style="list-style-type: none"> ○ Free & Reduced Lunch Program ○ Special Education Program ○ Assessment Program ○ Reprocess Errors ○ Student Demographics ○ Graduation Cohort Analysis Tool ○ Student Lookup by ID
Staff Data Steward	<ul style="list-style-type: none"> ○ All Staff Error information ○ All Staff Verification Reports ○ Reprocess Errors Tool 	
Basic Staff	<ul style="list-style-type: none"> ○ All Staff Error information ○ All Staff Verification Reports 	<ul style="list-style-type: none"> ○ Reprocess Errors Tool

Safeguard Sensitive Data to Guarantee Privacy and Confidentiality

“A data handler does not have the right to look at her neighbor’s child’s grades simply because she has access privileges to student information.”

“Legitimate Educational Interests”



https://portal.education.ne.gov



NEBRASKA DEPARTMENT OF EDUCATION

Portal

Helpdesk (888) 285-0556

| [Portal Home](#) | [Site Help](#) |

The NDE Portal is experiencing some intermittent problems with our internet provider.

[Home](#) [Forms](#) [Viewer Links](#) [Help](#)

Portal Sign In

[Help](#)

Collection Announcements

[Help](#)

Login ID:

Password:

Extract Due Date: April 1, 2014

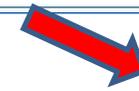
(1) STUDENT TEMPLATE: Extract for **10/1/14**

[Register](#)

There are three ways to contact the NDE Helpdesk. All three ways get to the same place, so PLEASE ONLY USE ONE OF THE FOLLOWING OPTIONS. Multiple requests may delay our response as we coordinate all requests. (1) Submit a "Helpdesk Request" from the NDE Portal. (2) Call the NDE Helpdesk at (888) 285-0556. (3) Email the NDE Helpdesk at helpdesk@nde.ne.gov.



NEBRASKA DEPARTMENT OF EDUCATION



NEW Helpdesk Request

- Home
- Data Collections
- GMS
- Student & Staff (NSSRS)
- District Admin
- My Profile
- Forms
- Viewer Links
- Help

Related Links

- [US Dept of Education](#)
- [NE Dept of Education](#)
- [NCES](#)

Collection Announcements

Extract Due Date: April 1, 2014

(1) STUDENT TEMPLATE: Extract for Title III LEP and Immigrant date is April 2, 2014. (2) STUDENT SUMMARY ATTENDANCE TEMPLATE used for State Aid Calculation. Audit Window August 2-15.

How to contact the NDE Helpdesk

There are three ways to contact the NDE Helpdesk. All three ways are listed in the FOLLOWING OPTIONS. Multiple requests may delay our response.



Student and Staff Record System

Available You have access to this online System. Please proceed by clicking on the name in Name/Link column.

Status	Activation Code(s)	Name/Link
Available	Edit/Remove	NSSRS Data Manager

Online Enter your code for access to a system by clicking on 'Add' under Req

Status	Activation Code(s)	Name
Offline		NDE Staff ID
Offline		NDE Staff ID Download
Offline		NSSRS Administration (Delete Tool)
Available	Add	NSSRS Validation
Offline		Postsecondary Data Manager
Offline		ReportNet
Offline		Student Unique Identifier (Uniq-ID)

NSSRS Secured Information Website

State Student Record System Information

Activation Code

This Activation Code is available from your District Administrator. District Administrators, [click here](#) for Activation Codes. [What are the different UserTypes?](#)

Agency ID	Name	UserType
-----------	------	----------

NDE Bulletin

NSSRS Data Manager

NSSRS Validation

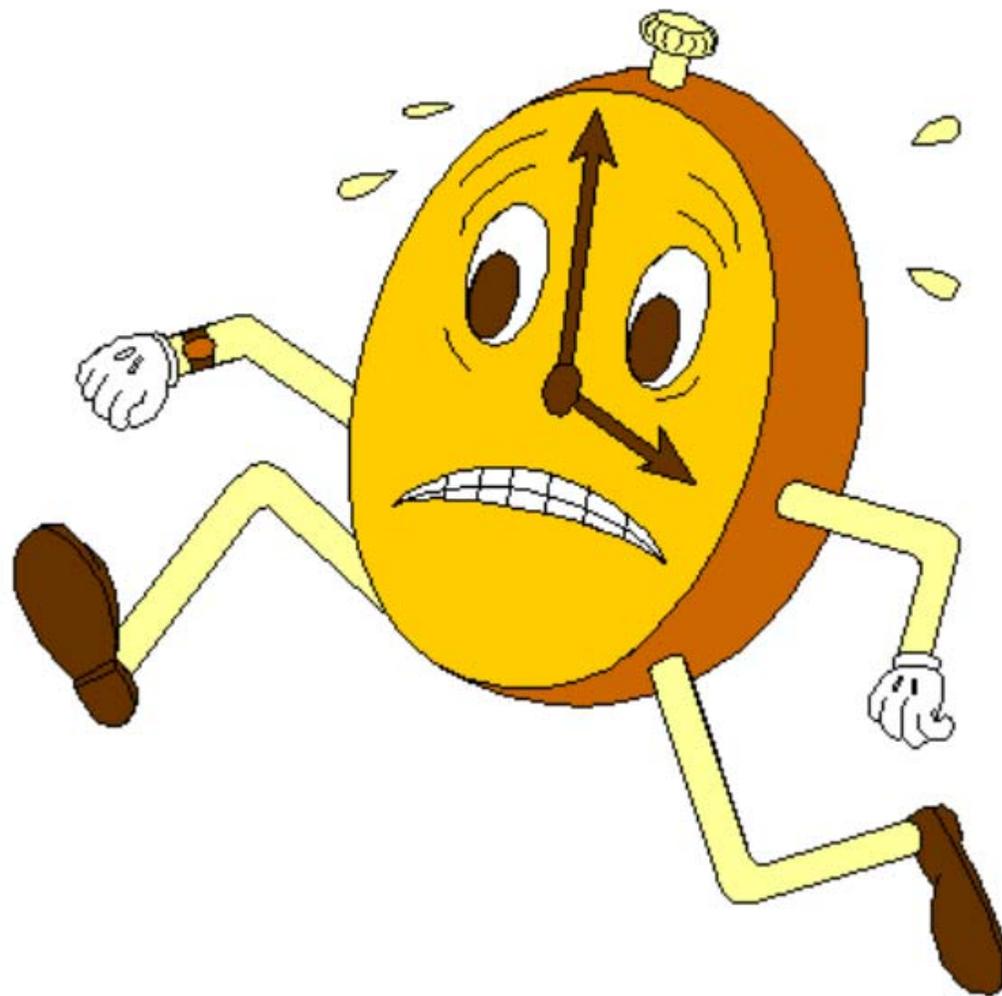
NSSRS Secure Information Website

Consolidated Data Collection (CDC)

Student Unique Identifier

NonPublic Curriculum





NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Calendar

2013-2014 NSSRS Calendar, with 2012-2013 Follow-up Collections
 Nebraska Department of Education
 Nebraska Student and Staff Record System (NSSRS)

<http://www.education.ne.gov/nssrs>
 Updated 8/19/2013

DATES	2013-2014 (2014-06-30) TEMPLATES	DATA USES
November 1, 2013 - June 16, 2014	<p>2013-2014 Year End Collection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student ² <input type="checkbox"/> Student Grades <ul style="list-style-type: none"> ○ Courses completed during regular school year <input type="checkbox"/> Student Summary Attendance (2014-03-16 through Last Day of School) ^{1,6} <input type="checkbox"/> School Enrollment (2013-2014 Completers) <input type="checkbox"/> Year-end Special Education Snapshot (Snapshot Date = '2014-06-30') ^{4,5} <input type="checkbox"/> Assessment Fact for National Assessment Instrument student results (Reading and Math) ² <input type="checkbox"/> Title I Programs <input type="checkbox"/> Programs Fact: Career Education ³ <input type="checkbox"/> Programs Fact: Early Childhood <input type="checkbox"/> Programs Fact: Homeless <input type="checkbox"/> Programs Fact: Interim <input type="checkbox"/> Post School Survey 	<ul style="list-style-type: none"> ¹ Data used for State Aid Calculation ² State of the Schools Report ³ Carl D. Perkins Career and Technical Education Act Report ⁴ Extract for Medicaid in Public Schools (MIPS) 24th day of each month ⁵ Data used for Special Education Exiters ⁶ Data used for Excessive Absenteeism Quarterly Count



CDC Calendar



NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

COLLECTION NAME	ENTITIES WHO REPORT	DUE DATE	NDE FORM NUMBER	COLLECTION DESCRIPTION
ARRA Section 1512 Reporting	Public ESU	October January April July	NDE 03-086	Collects ARRA Reporting Data on jobs saved or created and vendor information. There will be four different reporting periods.
Annual Participation Report	Public ESU	6/30	NDE 04-001	Title I Part A School-wide Projects and/or Targeted Assistance Schools Title I Part A Funded Staff Neglected/Delinquent Homeless – Unaccompanied
Nonpublic High School Completer Report	Nonpublic	6/30	NDE 02-043	The Nonpublic Completer Report is for each nonpublic system that has the potential of serving students in grade 12.
Days In Session/Instructional Program Hours	Public Nonpublic State Operated	6/30	NDE 02-066	Days in session by grade. Instructional program Hours –KG, Elem & Sec. Also included in this collection is Pre-K instructional hours for qualified early childhood education programs by attendance site which was removed from the Early Childhood Instructional Program Hours collection – 2010 .
ESU/District/System/Schools Information Report	Public Interim Programs Nonpublic State Operated ESU	6/30	NDE 02-038	Collects demographic data for ESUs, Districts, Systems and Schools for the next school year.

Master Calendar

Official Nebraska Government Website

NEBRASKA DEPARTMENT OF EDUCATION Languages | Text +/- Search

Home State Board Portal **Master Calendar** Departments & Programs: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

NEBRASKA DEPARTMENT OF EDUCATION
301 Centennial Mall South P.O. Box 94987 Lincoln, Nebraska 68509 402-471-2295

Select View: Month | Week | Day | List | Event Type | RSS | Home

Applications & Collections

Select View Applications & Collections March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24 Week 9 10-001 Commissioner's Office	25	26	27	28 02-015 Nonpublic Curriculum Report 08-021 Cooperative Arrangements Form 08-023 Biennial Course Form 12-014 Adult Education	1 28-035 Financial Services	2
3 Week 10	4	5 CNP Nutrition School Lunch	6	7	8	9



NEBRASKA DEPARTMENT OF EDUCATION

Local Computer



Student Information System (SIS)



NSSRS



Change Management

- SIS is the Mother
 - SIS Updates and Patches
 - SIS Corrections – Clean Source
- Updates and Corrections
 - Changes in Instructions/Guidance/Data Elements
 - Availability of next years instructions documents
- Supporting Policy and Procedure
 - Is it Current?
 - Authenticating Documentation
 - Intake Process – Make or Break!!



Nebraska Student and Staff Record System

<http://www.education.ne.gov/nssrs>

STUDENT

Templates Instruction Manual

STUDENT AND STUDENT SNAPSHOT

- * County District Number [Student:District Code (1)]
- School Number [Student:Location Code (2)]
- * School Year [Student:School Year Date (3)]
- * NDE Student ID [Student:Student ID (4)]
- Middle Initial [Student:Middle Initial (9)]
- Grade Level [Student:Current Grade Level (10)]
- Birthdate [Student:Birth Date (14)]
- Gender [Student:Gender Code (15)]



Nebraska Department of Education

301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska

Nebraska Student

Unique Identifier



NEBRASKA DEPARTMENT OF EDUCATION

Student Unique Identifier

STUDENT UNIQUE IDENTIFIER (Uniq-ID)
Steps to assigning NDE Student ID's
<http://www.education.ne.gov/nssrs>

Version 7.0 - Updated December 23, 2013

This document is to help you assign NDE Student ID's to all of your students. All students in Pre-Kindergarten – Grade 12 and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need a NDE Student ID. This document provides information on the following topics.

- 1. Log into the NDE Portal**
- 2. How to Upload your information with a Batch File.**
- 3. How to Create your Batch File.**
- 4. Validating the data.**
- 5. Verifying the status of the validation.**
- 6. Reviewing the outcome of NDE Student ID assignment.**
- 7. Downloading NDE Student IDs.**
- 8. Enter Individual Student**
- 9. Student Search**



Student Uniq-ID

- **Every** student must have a unique ID number
- Two ways to enter information into Student Uniq ID to Assign NDE ID's—
 - Upload a Batch File - Upload all of your students in one file.
 - Enter Individual – Enter individual students one at a time.



Student Uniq-ID



NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Uniq-ID Helpdesk (888) 285-0556

State ID Home ? ! Current Login: Location:

MENU

- Upload Batch File
- Enter Individual Student
- Student Search
- Batch Search
- Extract & Download Batch
- Download By Location
- Exit Application

ADMIN MENU

- Change District

Submission Type: Processing Stage: Sort:

From: To:

District: School:

Find Batch:

Upload Date	Batch Info	District	School	Status	Record Count	Next Action
04/04/2013	<input type="text" value="138258"/>		0000	ID Assigned.	1	<input type="button" value="Download State ID"/>
03/25/2013	<input type="text" value="138048"/>		0000	ID Assigned.	1	<input type="button" value="Download State ID"/>
03/25/2013	<input type="text" value="138046"/>		0000	ID Assigned.	1	<input type="button" value="Download State ID"/>

Displaying 1 to 3 of 3



Student Uniq-ID

- Two options to upload a batch file

Basic	Advanced
<p>Header Record and Trailer Record are required for the Basic upload on.</p> <p>Example Header: TH 04/12/2013 12:15:00 12345 delimited=0X2C</p> <p>Example Trailer: TT 12345 25165</p>	<p>No Header Record and Trailer Record are required for Advanced upload.</p>
<p>Detail Record is required for Basic and Advanced upload. Detail Record =16 fields</p>	<p>Detail Record is required for Basic and Advanced upload. Detail Record =16 fields</p>



Student Uniq-ID - Validating the Data

Validate Data				
Current Login: gcarter Location: 99-9999-Exampleville School District				State ID Home
Upload Date	Batch Info	Status	Record Count	Next Action
09/16/2007	198	Data Validation is in progress.	In Progress	Check for completion later.

File Upload Failed Message

Upload Batch File				
Current Login: gcarter Location: 99-9999-Exampleville School District				State ID Home
Upload Date	Batch Info	Status	Number of Records	Next Action
		File Upload failed for the following reasons: Version is not valid. Extract date is not valid. Extract time is not valid. The record count in the trailer record of the uploaded file is incorrect. The record count must equal the total number of records in the file, including the header and trailer. Record(s) does not contain all fields on 3 line(s): 2,3,4		Upload New File



Student Unique-ID – Fix Data Errors

The screenshot shows a web application interface. On the left is a menu with options like 'Upload Batch File', 'Enter Individual Student', 'Student Search', 'Batch Search', 'Extract & Download Batch', and 'Exit Application'. Below the menu is an 'ADMIN MENU' with options like 'Batch Manager', 'Change District', and 'Current Users'. The main area contains filters for 'Submission Type' (All), 'Processing Stage' (All), and 'Sort' (Upload Date Desc). There are date pickers for 'From' (08/30/2007) and 'To' (09/29/2007), and a 'Find Batch' search box. Below these is a table with columns: 'Upload Date', 'Batch Info', 'Status', 'Record Count', and 'Next Action'. The table has one row with values: '09/29/2007', '213', 'Data Validation Incomplete. Fix Data Errors', '1', and a button labeled 'Fix Errors' which is circled in red.

Upload Date	Batch Info	Status	Record Count	Next Action
09/29/2007	213	Data Validation Incomplete. Fix Data Errors	1	Fix Errors

After clicking on “Fix Errors”, the next screen will display a list of students that have errors that need to be fixed. Click on the “Edit” button to choose the record to review to make the necessary corrections.

The screenshot shows the 'Fix Errors' screen. At the top, it says 'Current Login: gcarter Location: 00-0000-NEBRASKA DEPARTMENT OF EDUCATION' and has a 'State ID Home' button. Below that are two buttons: 'Cancel All Checked Records' and 'Cancel All Error Records For This Batch'. There is a table with columns: 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Date Of Birth', and 'Gender'. The table has one row with values: 'Smith', 'Joe', 'D', 'Jr', and 'Male'. The 'Edit' button in the 'Next Action' column is circled in red. At the bottom, it says 'Displaying 1 to 1 of 1' and has navigation buttons: 'First', 'Prev', 'Next', 'Last'.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	Next Action
Smith	Joe	D	Jr		Male	Edit

The application will notify you of the data errors by displaying a message directly below the field.

Student Unique-ID – Fix Data Errors

Update the information on the screen and then click on “Update Student Records”.

Fix Errors

Current Login: gcarter Location: 00-0000-NEBRASKA DEPARTMENT OF EDUCATION [State ID Home](#)

Edit Student Record
Any corrections to data should also be made in your local Student Information System

* First Name: Joe	Middle Name: D	* Last Name: Smith	Suffix: Jr
* Gender: Male	* Date Of Birth: mm / dd / yyyy * Invalid:Invalid Date	* Ethnicity: White (Not Hispanic)	* Sch. Code: 001 * Invalid:Not Authorized
* Res District: 99-9999	SSN: - - -	* Local Student ID: 123	* Grade: * Invalid
* District: 99-9999 * Invalid	* School Year: 2008		

* Required Fields [Update Student Record](#) [Cancel Student Record](#) [Back To Fix Error List](#) Records Remaining to Fix :1

After all validation errors are addressed, either by fixing or canceling the student record, the screen below displays NDE Student ID assignment can now be started. Click on “Assign State ID”.

Upload Date	Batch Info	Status	Record Count	Next Action
09/16/2007	198	Data Validation Complete. Ready to Assign State IDs	1	Assign State ID

If the applications does not find any Near Matches, the Status for the batch will be “ID Assigned” and the Next Action will be “Download State ID”.



Student Unique-ID – Resolve Near Matches

If the system finds students included in your file that match records already in the database, the system displays a message that you have ‘Near Matches/Duplicates Found’. Click on the “Resolve Near Matches”.

State ID Home Current Login: 0009admn Location: 0009-Allentown School District

MENU
Upload Batch File
Enter Individual Student
Student Search
Batch Search
Extract & Download Batch
Claiming Process
Exit Application

Submission Type: All Processing Stage: Resolve Near Matches Sort: Upload Date Desc

From: 05/22/2006 To: 06/21/2006

Find Batch:

Upload Date	Batch Info	Status	Record Count	Next Action
06/20/2006	165	Near Matches / Duplicates Found	310	<input type="button" value="Resolve Near Matches"/>
06/20/2006	140	Near Matches / Duplicates Found	977	<input type="button" value="Resolve Near Matches"/>
06/20/2006	128	Near Matches / Duplicates Found	7	<input type="button" value="Resolve Near Matches"/>
06/20/2006	1U6	Near Matches / Duplicates Found	2	<input type="button" value="Resolve Near Matches"/>

Displaying 1 to 4 of 4

Resolve Near Matches / Duplicates

Current Login: 0009admn Location: 0009-Allentown School District

Select All in Page

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Res District Code	
<input type="checkbox"/>			RR		08/14/1990	FEMALE	0009	0101	0009	<input type="button" value="Review and Select"/>
<input type="checkbox"/>			QW		10/02/1994	FEMALE	0009	0101	0009	<input type="button" value="Review and Select"/>
<input type="checkbox"/>			QB		06/26/1991	MALE	0009	0101	0009	<input type="button" value="Review and Select"/>



Student Unique-ID – Resolve Near Matches

All fields in which the information differs between the two students are highlighted in yellow.

	Student Record being reviewed.	Master Student Record [State ID:]
Birth Date:	10/12/2006	10/12/2006
Gender:	Female	Female
Enrollment Status:	Not Present	Not Present
School Name:	PUBLIC SCHOOLS ELEMENTARY SCHOOL	PUBLIC SCHOOLS ELEMENTARY SCHOOL
Grade:	Kindergarten 2013	Kindergarten 2013
Admission Date:	03/26/2013	06/25/2012
Effective Date:	03/26/2013	03/26/2013
Unique ID:	2617235424;	Please note that the information for this ID has changed after application created this near match/duplicate.
Resolution:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Assign Selected"/> <input type="button" value="Create New ID"/> <input type="button" value="Cancel Record"/> <input type="button" value="Return to List of Near Matches"/>		



Student Uniq-ID – Enter Individual Student

Enter Individual Student

Current Login: gcarter Location: 00-0000-NEBRASKA DEPARTMENT OF EDUCATION State ID Home

Student Data Entry

General Information		Enrollment Information	
First Name:*	<input type="text"/>	Grade:*	<input type="text"/>
Middle Name:	<input type="text"/>	School:*	<input type="text"/>
Last Name:*	<input type="text"/>	District:*	<input type="text"/>
Suffix:	<input type="text"/>	Res District:*	<input type="text"/>
Gender:*	<input type="text"/>	School Year:*	<input type="text"/>
Date Of Birth:*	<input type="text"/>	Local ID:*	<input type="text"/>
Ethnicity/Race:	<input type="text"/>		
SSN:	<input type="text"/>		
State ID:	<input type="text"/>		

All red starred fields must be entered. The “Clear’ button will remove all values from the fields. After entering the student’s information, users can click ‘Assign State ID”.

Assign ID				
Current Login: gcarter Location: 99-9999-Exampleville School District				State ID Home
Upload Date	Batch Info	Status	Record Count	Next Action
09/29/2007	<input type="text" value="207"/>	ID Assigned. New ID Created for the Student is 141-516-7834. Click here to download records.	1	Enter Another Student



Student Uniq-ID

Student Search

Student Information Screen

Search Individual Student

Current Login: dschuyler Location: 55-0001-LINCOLN PUBLIC SCHOOLS
 State ID Home

Student Information: [State ID : 889-869-3184] Created: 11/06/2012

General Information		Enrollment Information	
First Name:	Mickey	Grade:	PK
Middle Name:		School Code (xxx):	054 CAMPBELL ELEMENTARY SCHOOL
Last Name:	Mouse	District Code (xx-xxxx):	55-0001 LINCOLN PUBLIC SCHOOLS
Suffix:		Resident Dist (xx-xxxx):	55-0001 LINCOLN PUBLIC SCHOOLS
Gender:	MALE	Sch Yr:	2013
Date Of Birth:	01/02/2010	Local ID:	123
Ethnicity/Race:			
SSN:	Not Present		

Batch Information	
Last Batch #:	31
Last Updated:	11/06/2012
Update Ref #:	2533

Edit Student
Back To Search Results

Edit Student Button Screen

Edit Student

Current Login: dschuyler Location: 55-0001-LINCOLN PUBLIC SCHOOLS
 State ID Home

Student Information

General Information		Enrollment Information	
First Name:*	<input type="text" value="Mickey"/>	Grade:*	Prekindergarten (Full Day) ▾
Middle Name:	<input type="text"/>	School Code (xxx):*	054
Last Name:*	<input type="text" value="Mouse"/>	District Code (xx-xxxx):*	55-0001
Suffix:	<input type="text"/>	Resident Dist (xx-xxxx):*	55-0001
Gender:*	MALE ▾	School Year:*	2013
Date Of Birth:*	01 ▾ / 02 ▾ / 2010 ▾	Local ID:*	<input type="text" value="123"/>
Ethnicity/Race:	<input type="text"/>		
SSN:	Not Present		
State ID :	8898693184		

* Required Fields
Update Student Record
Back To Search Results



Nebraska Department of Education

301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska

The Process

Getting Data In



Validation

Approval



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Data Manager

Data Submission

[Home](#)

[Upload](#)

[File Manager](#)

[Batch Manager](#)

[Data Approval](#)

External Links

[NSSRS Documents](#)

[NDE Portal Login](#)

System Messages

Date	Subject	Message
2008-04-24	REMINDER	You are logged into the TRAINING environment.

Open Collections

Collection	Description
2012-13 Follow-up #1	2012-2013 Follow-up Collection #1
1213 Follow Audit #1	2012-2013 Follow-up Audit #1
2012-13 Follow-up #2	2012-2013 Follow-up Collection #2
2013-14 Year-End	2013-2014 Year-End Collection

Upload Files

Data Collection:

File 1:

File/All files within Zip file contain headers

File 2:

File/All files within Zip file contain headers



NSSRS Data Manager

File Manager

Uploaded Files [Search](#)

File Status:
 From:
 To:

<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time	Status
<input type="checkbox"/>	246498	2013-14 Year-End	09-0010_STUDENT_201403191514.CSV	2014-03-19 15:17	

Batch Manager

Batches [Search](#)

**
 Date From:
 Date To:
 Batch Status:

<input type="checkbox"/>	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status
<input type="checkbox"/>	150183	Data Load	Automatically created batch by user nde_...	2014-03-24 04:41	Complete	
<input type="checkbox"/>	150182	Data Load	Automatically created batch by user nde_...	2014-03-24 01:35	Complete	
<input type="checkbox"/>	150176	Data Load	Automatically created batch by user nde_...	2014-03-23 04:39	Complete	



Validation

Multiple Detailed and Multiple Aggregate Reports Available for Data Quality Validation & Verification



NSSRS VALIDATION



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] ([Change District](#)) **Current User:** gcarter
Year: 2014-06-30 ([Change Year](#)) **User Access:** [NDE Super User](#)

[Home](#) | [Errors](#) | [Verification Reports](#) | [Lookups by ID](#) | [System Lookups](#) | [Data Downloads](#) | [Admin](#) | [Exit](#)

NSSRS Validation Home

District Progress:
Window: TITLE III AND LEP IMMIGRANT COUNTS EXTRACT, 3RD STUDENT SUMMARY ATTENDANCE PERIOD, APRIL 1

Template Name	District Count	Districts with Errors	Districts with Warnings	Districts Not Submitted
STUDENT	254	137	19	0
STUDENT SUMMARY ATTENDANCE	253	28	0	1

Change Window:
Choose

[District Progress Help \(pdf\)](#)



NEBRASKA DEPARTMENT OF EDUCATION



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2014-06-30 [\(Change Year\)](#)

Current User: gcarter
User Access: [NDE Super User](#)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Admin](#) [Exit](#)

NSSRS Validation Home

- [Review Errors](#)
- [Reprocess Errors](#)
- [Error Summary](#)

Error Listing

Error Category	Errors	Warnings
EARLY CHILDHOOD	13	0
GRADUATION COHORT	1	0
STATE AID	1660	0





NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)

Year: 2014-06-30 [\(Change Year\)](#)

Current User: gcarter

User Access: [NDE Super User](#)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Admin](#) [Exit](#)

NSSRS Validation Home

- [Student](#)
- [Staff](#)

General and Miscellaneous

[Assessment](#)

[Career Education](#)

[Early Childhood](#)

[Enrollment](#)

[Graduation Cohort](#)

[Membership and Attendance](#)

[Special Education](#)

[State Aid](#)

[Student Grades](#)

[Title I](#)





NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2014-06-30 [\(Change Year\)](#)

Current User: gcarter
User Access: [NDE Super User](#)

[Home](#) | [Errors](#) | [Verification Reports](#) | [Lookups by ID](#) | [System Lookups](#) | [Data Downloads](#) | [Admin](#) | [Exit](#)

NSSRS Validation Home

Student

Staff

Current Certification Report

Current Personnel Report

Title I Paraprofessionals

Teachers Assigned Out Of Endorsed Area or Level

NCLB Non Qualified

Staff Reporting in the GMS SPED IDEA Consolidated Application

Student Grades



NEBRASKA DEPARTMENT OF EDUCATION



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2014-06-30 [\(Change Year\)](#)

Current User: gcarter
User Access: [NDE Super User](#)

[Home](#) | [Errors](#) | [Verification Reports](#) | [Lookups by ID](#) | [System Lookups](#) | [Data Downloads](#) | [Admin](#) | [Exit](#)

NSSRS Validation Home

- Enrollment Lookup by ID
- Expected Graduation Year
- Student Lookup by ID





NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2014-06-30 [\(Change Year\)](#)

Current User: gcarter
User Access: [NDE Super User](#)

[Home](#) | [Errors](#) | [Verification Reports](#) | [Lookups by ID](#) | [System Lookups](#) | [Data Downloads](#) | [Admin](#) | [Exit](#)

NSSRS Validation Home

- Graduation Cohort Analysis Tool
- Programs Fact
- Special Education Snapshot
- Student by Demographics
- Student Grades
- Student Summary Attendance
- Accountability Count Verification



NEBRASKA DEPARTMENT OF EDUCATION



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2014-06-30 [\(Change Year\)](#)

Current User: gcarter
User Access: [NDE Super User](#)

[Home](#) | [Errors](#) | [Verification Reports](#) | [Lookups by ID](#) | [System Lookups](#) | [Data Downloads](#) | [Admin](#) | [Exit](#)

NSSRS Validation Home

Student Clearinghouse

ACT Data



NEBRASKA DEPARTMENT OF EDUCATION



NEBRASKA DEPARTMENT OF EDUCATION

NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)

Year: 2014-06-30 [\(Change Year\)](#)

Current User: g

User Access: [NDE Super](#)

- Home
- Errors
- Verification Reports
- Lookups by ID
- System Lookups
- Data Downloads
- Admin
- Exit

NSSRS Validation Home



NEBRASKA DEPARTMENT OF EDUCATION

Validation/Verifications need to talk to CDC




NEBRASKA DEPARTMENT OF EDUCATION
NSSRS Validations

Current District: [\(Change District\)](#)
Year: 2013-06-30 [\(Change Year\)](#) Current User: [Data Steward](#)
User Access: [Data Steward](#)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Exit](#)

Student Verification Reports



NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

[Click for Instructions](#) [Click to view Calendar](#) [Reports](#)

[Home](#)

User ID: vetterka
Current District: NE DEPT OF EDUCATION
School Year: 2012-2013

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
ASSESSMENT	State Of The Schools Report	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Teacher and Principal Evaluation Survey	N/A	N/A	06-14-2013	06-30-2013
GENERAL	Human Resources Director Contacts	N/A	N/A	06-30-2013	07-31-2013
GENERAL	Graduation Cohort Resolution Request (Optional)	N/A	N/A	06-30-2013	07-31-2013
STAFF	Substitute Teachers	N/A	N/A	06-14-2013	06-30-2013
FINANCIAL	School Age Final Financial Report (FFR)	N/A	N/A	10-15-2012	05-31-2013

*Enter the collection to view submission status.



NEBRASKA DEPARTMENT OF EDUCATION

Collection Approval

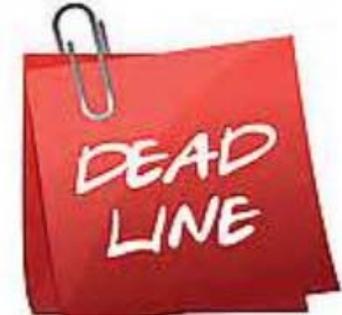
- Purpose: Superintendent's (District Admin) Digital Signature
- Signifies Approval of Data for State and Federal Use
- Locks Data (*)
- Done at the completion of Validation and Verification Activities
- Found within "Data Manager"

(*) Can be unlocked prior to close of Audit Window



Due Dates

DUE DATE: Is the date when the data must be submitted.



CDC – Collections must be Submitted

NSSRS – All required templates must be submitted during the collection window

AUDIT WINDOW CLOSE DATE: The Audit Window allows District and NDE staff to review the submitted data and make necessary adjustments. **Districts must ensure final approval occurs during the Audit Window.**

CDC – Collections must be approved locally on or before the Audit Window Close Date

NSSRS – Collections must be approved locally on or before the Audit Window Close Date.

After the Audit Window Closes the data becomes available for official reports and calculations.



Make Changes

- **Need to make changes BEFORE the Audit Window Close Date and you have already approved?**

Contact the NDE Helpdesk at 888-285-0556 or nde.helpdesk@nebraska.gov

- **Need to make changes AFTER the Audit Window Close Date?**

After the Audit Window Close Date, requires submission of “Request to Submit Data Late or Make Data Changes” available within the CDC.



301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska



NEED HELP?

Who Do You Call?



NEBRASKA DEPARTMENT OF EDUCATION

Instructions and Guidance Documents

<http://www.education.ne.gov/nssrs>

or

[NSSRS Secure Information Website](#) via the Portal

- Template Instructions for data requirements by field
- “Who Reports What”
- Guidance documents
- Course Codes and Clearing Endorsements Document



NDE Helpdesk

There are **three ways** to contact the NDE Helpdesk with questions. All three ways get to the same place, so please only use one of these options.

1. **Helpdesk Request** - submit from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Main Portal Page. This will be the fastest way to get your request to the NDE Helpdesk.
2. **Email**: nde.helpdesk@nebraska.gov
3. **Call Toll Free**: 888-285-0556 Please leave your full name, organization, call back number and a brief description of your question.



NDE Research Analysts

- Matt Heusman...402.471.3696
 - ESUs 4, 5, 6, & 9
 - Rachael LaBounty...308.631.5117
 - ESUs 13, 15, 16 & 17
 - Kathy Vetter...308.730.1949
 - ESUs 10 & 11
 - NDE Helpdesk – 888-285-0556
 - ESUs 1, 2, 3, 7, 8, 18 & 19
-
- WORKDAYS @ ESU – Contact your ESU for specific dates.
 - SPECIAL PROGRAM EVENTS
 - TRAINING: CENTRALIZED AND ON-LOCATION





Please complete your feedback form.

