School Enrollment and Uniq-ID: Recording Students Correctly; Plus Nebraska's Interstate Locator

Session Topics

- School Enrollment
- Dropouts
- Graduation Cohort
- Interstate Locator
- Uniq-ID
School Enrollment

- Why is it important to have accurate records?
- Errors in NSSRS
- Examples of errors
- How can we help each other out?

Why is it important to have accurate records?

- Having accurate records helps with State record keeping, District record keeping and School record keeping on students.
- Graduation Cohort is effected by incorrect enrollment records.
- Funding is effected by incorrect enrollment records.
## Enrollment Errors in NSSRS

- **Error #300** - More Than One Withdrawal Enrollment Code Using The Maximum Enrollment Date At The Same School And On The Same Day.
- **Error #344** - Missing Entry School Enrollment Record (Code 100, 101, 102 or 103)
- **Error #393** - Exited Student in October Snapshot
- **Error #430** - Transfer Out Enrollment Record Missing For Contracted Out Student
- **Error #438** - Intra-District Transfer Without A Following Entry Enrollment Record
- **Error #439** - No Current School Enrollment Record for a High School Student Enrolled In The Previous Year
- **Error #442** - Students with an entry School Enrollment record but do not appear in the October Student Snapshot (Fall Membership)
- **Error #460** - Student’s School Enrollment Records Show An “In” and “Out” Record On The Same Day.

## Enrollment Errors in NSSRS

- **Error #495** - “Not Enrolled, Eligible to Return” Not Found in Subsequent School Year
- **Error #498** - “Not Enrolled, Eligible to Return” or “Dropout” Found in the Subsequent School Year
- **Error #518** - Students who re-enrolled in any district after graduating with a regular high school diploma (203).
- **Error #519** - Students who are in fall membership in any district after graduating with a regular high school diploma (203).
- **Error #520** - Student Reported as 202 Dropout In More Than One District
- **Error #523** - Students In Grades K-8 Without Exit School Enrollment Record Who Do Not Appear In Following School Year
- **Error #524** - Student with enrollment record of 203 Completer: Diploma or 204 Completer: No Diploma was reported on School Enrollment with Grade Level of 8th grade or lower. (SCHOOL ENROLLMENT TEMPLATE)
- **Error #537** - Foreign Exchange Students with Exit Enrollment Codes other than 201 Transfer Out or 203 Completer Diploma
Examples of errors

Examples of errors
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How can we help each other out?

• If a student is transferring from another public district within the State if you cannot find a Unique ID for that student call the previous district. They have to have a number if they were at a previous Nebraska public district
• Check your records at the end of the school year and make sure you have an exit record for students not returning to the district (this does not mean changing schools within district, this is if they’re moving to a different district)
• Take the time to call the school the student is transferring to and verify the enrollment date for the student. Then use the date prior as your exit date.

INTERSTATE LOCATOR

1. What is Interstate Locator?
2. What States do we search?
3. Why is the use of Interstate Locator Important?
4. How do you see if you have students flagged in other states?
What is Interstate Locator?

- Nebraska is part of an Interstate Locator system which allows us to search for students who were previously enrolled in Nebraska schools to determine if they have subsequently enrolled in either Iowa or Kansas. The search criteria includes students that have a final status of ‘202 – Drop Out’, ‘205 – Not Enrolled Eligible to Return’ or ‘209 – Withdrawal from Mandatory Attendance’ as well as students without an exit school enrollment record who do not appear in the following school year.

What States do we search?

- Currently we only search on records for Iowa and Kansas. Missouri may be joining the group within the next few months for us to search in that state. We hope that in the future more states will join and we will be able to search for students within their records.
- Iowa and Kansas can currently search on our records. Information is not staying at other states. If there is a match the only thing that is returned to the other state is what state, Student name, Student birthdate, district enrolled, school and enrollment date for the student in the other state. We then go through to verify if there is a match.
Why is the use of Interstate Locator important?

- If we can locate a student that has enrolled in another state within the same school year as the withdrawal from Nebraska, we can then change the students record to an exit code of 201 – Transfer out. This will help districts with Graduation Cohort.

How do you see if you have students flagged in other states?

- Your District Administrator (Portal) will receive an email from Data, Research and Evaluation team letting you know to go out and check the NSSRS Validation website on the NDE Portal to check for students that have been located.
How to locate list of students?

- Log into the NDE Portal and go to the NSSRS Validation page.
- You will find a link at the top of the page if you have a student previously enrolled in your district located in another state.

There are two ways to find the list of students for your district. First way to find the list:

NSSRS Validation Home:
Data submitted for your district have triggered Errors and/or Warnings. Please Review Errors.

Students previously enrolled in your district have been located in another state. View a list of these students.

District Progress:
Window: TITLE I-FE AND LEP INMIGRANT COUNTS EXTRACT, 3RD STUDENT SUMMARY ATTENDANCE PERIOD, APRIL 1

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Count</th>
<th>Errors</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT</td>
<td>59,731</td>
<td>103</td>
<td>4</td>
</tr>
<tr>
<td>STUDENT SUMMARY ATTENDANCE</td>
<td>57,630</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
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- Click on the Student ID to view each student.

Students Located in Other States

Nebraska is part of an Interstate Locator system which allows us to search for students who were previously enrolled in Nebraska schools to determine if they have subsequently enrolled in either Iowa or Kansas.

Students listed below have been identified as having been enrolled at your district some time in the past and found in one of these states.

Click on the Student ID to view information on a student and print a report for your files. Once you have printed a report, click on Mark as printed for that student to indicate that the information has been retrieved. Students found in other states can be exited from your district as of the day before the entry date found (see the report for the student for this date.)

The following students have been found in other states.

<table>
<thead>
<tr>
<th>STUDENT ID</th>
<th>STUDENT NAME</th>
<th>SCHOOL</th>
<th>FOUND IN</th>
<th>FOUND AT DISTRICT NAME</th>
<th>FOUND AT SCHOOL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>G12345678</td>
<td>Smith, John</td>
<td>Happy Middle School (IA)</td>
<td>IOWA</td>
<td>College Comm School District</td>
<td>Prairie Point</td>
</tr>
</tbody>
</table>

Please print this report for your records.
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- After viewing the students report and printing the report for your records page back and click the “Mark as Printed” link.

- The second way to view reports is to go to Student Verification Reports, then go to “Students Found in Other States”.
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### Nebraska Student Unique Identifier

![Nebraska Student Unique Identifier](image)

### Student Search

**Student Information Screen**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Individual Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name, Address, Phone, Email</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade, Teacher, School</td>
</tr>
<tr>
<td>Age</td>
<td>Age, Birthdate, Gender</td>
</tr>
</tbody>
</table>

**Edit Student Button Screen**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Individual Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Grade, Teacher, School</td>
</tr>
<tr>
<td>Age</td>
<td>Age, Birthdate, Gender</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade, Teacher, School</td>
</tr>
</tbody>
</table>

![Student Search Interface](image)
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Enter Individual Student

Student Search
Search Individual Student
File Upload Tips:

• ALL students’ Unique ID’s must be Updated EVERY year to make the rest of this process less complicated.

• When uploading a file, the Student Unique ID Field is not required. This can be left blank.

• Carefully review “Near Matches”.

File Upload Tips, Continued

• Near Matches MUST be Resolved.

• Not Resolving or Canceling the Record from the batch does not update or assign an ID.

• “Assign Selected” means you are assigning the ID the system found to your student.

• “Download State ID” is when your upload is complete.
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Graduation Cohort

1. One Student
   One School
   One District

2. Cohort Graduation Checklist on NSSRS Resources Page

3. Check your data
   Check your data

Graduation Cohort

DON’T FORGET

STUDENT REPORTING

<table>
<thead>
<tr>
<th>DATES</th>
<th>2013-2014 (2014-06-30) TEMPLATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18 - October 15, 2014</td>
<td>2013-2014 Follow-up Collection#1</td>
</tr>
</tbody>
</table>
|                            | □ School Enrollment
|                            |   ○ 2013-2014 Dropouts
|                            |   ○ Summer 2014 Completers
|                            |   ○ Summer 2014 Inter-District Transfers                                                        |
|                            | □ Year-end Special Education Snapshot
|                            |   ○ 2013-2014, for the purpose of providing Exit Reason values that match Enrollment Code values provided on School Enrollment, Snapshot Date = ‘2014-06-30’ |

DATA USES

1. Cohort Graduation Rate and Dropout Rate calculations
2. Data used for Special Education Exiters
Graduation Cohort

GRADUATION COHORT ANALYSIS TOOL

Graduation Cohort Subgroup Analysis Data

Report Level: District
Graduation Cohort Year: 2013
Graduation Cohort Subgroup Category: ALL
Graduation Cohort Subgroup Category Description: ALL Students
Students: All Students in the Graduation Cohort Subgroup

<table>
<thead>
<tr>
<th>NDE Student ID</th>
<th>Local ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Enrollment Code</th>
<th>Enrollment Date</th>
<th>School Year</th>
<th>Location</th>
<th>Enroll Info</th>
</tr>
</thead>
</table>

Four Year Graduation Cohort Rate would have been 100%
### Included in Dropouts

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>202</td>
<td>208</td>
<td>209</td>
</tr>
<tr>
<td>Dropout</td>
<td>Maximum Age</td>
<td>Withdrawal from Mandatory Attendance</td>
</tr>
</tbody>
</table>

### Dropout Guidance

**A-3** Which students are reported as dropouts?

The following chart summarizes how to determine if a student is a dropout:

<table>
<thead>
<tr>
<th>Student Circumstances</th>
<th>Dropout?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Received a regular high school diploma or some other recognized credential such as a certificate of attendance.</td>
<td>No</td>
</tr>
<tr>
<td>2. Only attended summer school in this school district/system (i.e., was not enrolled during the regular school year).</td>
<td>No</td>
</tr>
<tr>
<td>3. Is not attending school but it is known that they are planning to enroll late (e.g., extended family vacation, seasonal work).</td>
<td>No</td>
</tr>
<tr>
<td>4. Transferred, enrolled in another public district or a nonpublic system; or charter school outside Nebraska.</td>
<td>No</td>
</tr>
<tr>
<td>5. Transferred, enrolled in early college (baccalaureate or associate’s program).</td>
<td>No</td>
</tr>
</tbody>
</table>
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NEBRASKA DEPARTMENT OF EDUCATION

Dropout Guidance

Guidance for Reporting Dropouts
Version 3.0
Updated January 2014
http://www.education.ne.gov/nssrs/Resources.html

Q & A

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Resources & Contact Us

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THANK YOU!