



The Power of Data

2013 NDE Data Conference

Changes to NSSRS for the 2013-2014 School Year

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Data, Research & Evaluation



Session Agenda

- Student Template Changes
- Staff Template Changes
- Due Dates & Data Changes
- Upcoming Sessions
- Questions & Answers
 - Please hold questions until the end of the presentation.



Student Template Changes

- School of Membership Definition and Use
- Additional Key Fields Identified
- Prekindergarten Grade Level Descriptions
- School Enrollment: New Enrollment Code
- School Enrollment: Additional Guidance
- School Enrollment & Rule 2 Revision
- Special Education: Verified Disability Code
- Special Education: Exit Reason Guidance
- Programs Fact: Early Childhood Programs Code
- Title I Programs: New and Updated Field
- Language Codes Change
- Student Grades: Semester Codes



School of Membership

For most students, the School of Membership is the school where the student is enrolled for the majority of their instruction. For students attending a program (e.g. focus, Rule 18, ESU or alternative programs), the School of Membership is the school where the student would be enrolled either due to residence in the district or due to assignment.



School of Membership

- This Is:
 - A clarification of existing practice
 - Used throughout NSSRS Student templates
- This Is Not:
 - A new data element
 - A change in what to report – except Student Grades



School of Membership

- Templates Affected
 - Student/Student Snapshot
 - Student Summary Attendance
 - School Enrollment
 - **Student Grades**
 - Assessment Fact
 - Special Education Snapshot
 - Programs Fact

Key Fields

- Discovered two Key fields that had not been identified in the instructions correctly.
 - These fields were always key fields, but our instructions had not identified them as such.
- Assessment Fact
 - Test Date [Assessment Fact:Test Date (5)]
- Student Grades
 - School Number [Student Grades:Location Code (2)]

Prekindergarten Grade Level Descriptions

- **HK**
 - Prekindergarten (Less than full day)
 - Prekindergarten (Part day less than 6 hours)
- **PK**
 - Prekindergarten (Full day)
 - Prekindergarten (Full day 6 hours or more)

Prekindergarten Grade Level Descriptions

- Templates Affected
 - Student/Student Snapshot
 - Student Summary Attendance
 - School Enrollment

School Enrollment New Enrollment Code

- 209 Withdrawal from Mandatory Attendance
 - A student who has withdrawn from attendance pursuant to Nebraska Revised Statute 79-202. A signed withdrawal form must be on file at the district before this code is used.
 - Students reported as 209 Withdrawal from Mandatory Attendance will be treated the same as 202 Dropout for Graduation Cohort and Dropout purposes.
 - Form found on NDE Portal/Forms
 - Form Number 10-005
 - No longer need to send NDE a copy of form (Public schools)

School Enrollment Additional Guidance

- 103 Re-entry
 - Use of this code indicates the student has not received educational services in the interval after the withdrawal and before re-entering his/her school.
- 201 Transfer Out
 - A home-schooled student completing course work (done at the time of exit or at year-end).
 - A non-public student completing course work (done at the time of exit or at year-end).
 - A foreign-exchange student returning to his/her homeland (done at the time of exit or at year-end) if the student did not receive a regular high school diploma as determined by the district.

School Enrollment Additional Guidance

- 202 Drop Out
 - A student who withdrew for personal or academic reasons and does not have a signed Withdrawal from Mandatory Attendance form pursuant to Nebraska Revised Statute 79-202 on file with the district.

School Enrollment & Rule 2 Revision

OLD LANGUAGE

- 006.01 Membership. Students shall be counted in membership in their resident school district on the first day of their official enrollment. Official enrollment is determined by each school district's criteria for participation in classwork. A student is no longer a member of the school district when a transfer to another school district is effected or if he/she has been absent without an excuse from their school of attendance for more than 20 consecutive school days. The student that has been absent without an excuse for more than 20 consecutive days shall be removed from membership retroactive to the first day of absence.

School Enrollment & Rule 2 Revision

NEW LANGUAGE

- 006.01 Membership. Students shall be counted in membership in their resident school district on the first day of their official enrollment. Official enrollment is determined by each school district's criteria for participation in classwork. A student is no longer a member of the school district when a transfer to another school district is effected or if he/she has been withdrawn or graduated. The data from the Nebraska Staff and Student Record System is used to determine membership for individual districts.

School Enrollment & Rule 2 Revision

WHAT THIS MEANS

- Will not need to go back 20 days to remove from enrollment.
- Will still have to follow Dropout Guidance.
 - Student who is gone (not attending) and his/her status is unknown is still a Dropout.

School Enrollment Additional Information

- Dropout Guidance currently being revised
 - Add 209 Withdrawal from Mandatory Attendance
 - Additional changes from Federal Guidance
- Interstate Locator
 - NDE will be able to search for students in Iowa, Kansas and Missouri
 - Help find 205 Not Enrolled Eligible to Return, 202 Dropouts and No Shows
 - Keep Student Uniq-ID updated to help this process
 - Districts will be able to access results through NSSRS Validation website.

Special Education Verified Disability Code

- Verified Disability [Special Education Snapshot:Primary Disability Code (11)]
- Change in code descriptions, but no changes in the code set
- 01 Emotional Disturbance
 - Was Behavioral Disorder
- 16 Intellectual Disability
 - Was Mental Handicap

Special Education Exit Reason Guidance

- Exit Reason [Special Education Snapshot:Primary Exit Reason Code (52)]
- Added guidance to include appropriate Enrollment Codes to use when completing the School Enrollment Template

Special Education Exit Reason Guidance

Ages birth to three (Part C)
Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "N"

Code	Description	School Enrollment Code
1	Transferred to another school district	201 Transfer Out
6	Deceased	206 Deceased
9	Withdrawn by parent	205 Not Enrolled, Eligible to Return
12	Completion of the IFSP prior to the age of 3 years old	205 Not Enrolled, Eligible to Return (if student also exits PK)
13	Exit to other program, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services	205 Not Enrolled, Eligible to Return (if student also exits PK)
14	Exit with no referral, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services	205 Not Enrolled, Eligible to Return (if student also exits PK)
16	Moved out of state	201 Transfer Out
17	Attempts to contact parents unsuccessful	205 Not Enrolled, Eligible to Return

Special Education Exit Reason Guidance

Ages three to twenty-one (Part B)
Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y"

Code	Description	School Enrollment Code
1	Transferred to another school district	201 Transfer Out
2	Returned to full-time regular education program	N/A
3	Graduated with a regular high school diploma	203 Completer: Diploma
4	Graduated with a certificate of completion	204 Completer: No Diploma
5	Reached maximum age	208 Maximum Age
6	Deceased	206 Deceased
7	Dropped Out	202 Dropout or 205 Not Enrolled, Eligible to Return or 209 Withdrawal from Mandatory Attendance
11	Moved known to be continuing	201 Transfer Out

Special Education Exit Reason Guidance

Age twenty-two

Code	Description	School Enrollment Code
18	Student is 22 years or older	208 Maximum Age

Programs Fact: Early Childhood

- Head Start Indicator
- Programs Code [Programs Fact:Programs Code (5)]

Code	Description
ERLYCHLD	NDE Approved Early Childhood Education Program, not Head Start
ECHEADST	NDE Approved Early Childhood Education Program, Head Start <ul style="list-style-type: none"> • This code should only be used in districts that are a Head Start grantee, a Head Start delegate or have a partnership with a Head Start agency and serve Head Start children in a collaborative classroom. • Do not use for students with Participation Info Code [Programs Fact:Pgm Participation Info Code (18)] of EC0005.

New Code!

Title I Programs New and Updated Field

- Title I Counseling Social Work now two fields
- Title I Guidance Counseling
 - [Title I Programs:Title I Guidance Counseling (12)]
- Title I Social Work
 - [Title I Programs:Title I Social Work (27)]

Home Language Codes

- Deleted Code
 - 4280 Sumerian

Student Grades

- School of Membership not location the course was delivered.
- Issues determining “class” from Section Code
 - Create more options for semester code and
 - Use the system generated section code or district/system generated code that remains the same for every reporting period for that class.

Student Grades

- Semester[Student Grades:Supplementary Course Differentiator (22)]
 - Remove all current codes (0, 1, 2, 3, 4)
 - New Coding
 - Year-long
 - Semester
 - Quarter
 - Trimester
 - Hexster
 - Summer school

Student Grades

Code	Description	Course lasting approximately		
		180 days	36 weeks	All year
YL	Year-long course	180 days	36 weeks	All year
S1	First semester course	90 days	18 weeks	1/2 of the year
S2	Second semester course			
T1	First trimester course	60 days	12 weeks	1/3 of the year
T2	Second trimester course			
T3	Third trimester course			
Q1	First quarter course	45 days	9 weeks	1/4 of the year
Q2	Second quarter course			
Q3	Third quarter course			
Q4	Fourth quarter course			
H1	First hexter course	30 days	6 weeks	1/6 of the year
H2	Second hexter course			
H3	Third hexter course			
H4	Fourth hexter course			
H5	Fifth hexter course			
H6	Sixth hexter course			
SS	Summer school course			

Student Grades

- Examples
 - Year-long Algebra I course 110300, same teacher
 - First semester grading: semester code S1, section code 1A2B3C4D, Grade B
 - Second semester grading: semester code S2, section code 1A2B3C4D, Grade A
 - Year-long Algebra I course 110300, different teacher
 - First semester grading: semester code S1, section code 1A2B3C4D, Grade B, Mrs. Smith's NDE Staff ID
 - Second semester grading: semester code S2, section code 1A2B3C5E, Grade A, Mr. Green's NDE Staff ID

Student Grades

- Examples
 - Block Schedule Chemistry II 130302, same teacher
 - First semester grading: semester code Q1, section code 1234ABCD, Grade B
 - Second semester grading: semester code Q2, section code 1234ABCD, Grade A

NSSRS Staff Reporting

- Title I teachers should be coded as Collaborators (1180)
- Public districts will continue to report Title I teachers they are sending to serve nonpublic students.
- Do not report Postsecondary Teachers in NSSRS Staff Reporting, report in Student Grades only.
- Districts that provide distance learning will not have to report for districts they send to.
- ESU programs will continue to report staff as they have in the past, NO CHANGE. REMINDER to report center-based Early Childhood programs for all the districts they contract with.

NSSRS Staff Reporting

- New Special Program indicator M and change in 9
 - New: M – Title I Migrant Education Early Childhood for students ages 3-5 (not enrolled in Kindergarten)
 - Change: 9- Title I Migrant Education School Age for students ages 5 (enrolled in Kindergarten) through 21.

NSSRS Staff Reporting Issues

- Salary data, review instructions. Many staff records were reported with 0 benefits.
- Special Program Indicators are not being reported accurately. Ensure all staff whose positions are funded by special programs have:
 - a position assignment with the special program indicator
 - FTE appropriate for the program funding. Staff may have multiple assignments with FTE split between them.

NSSRS Validation

These are very important in assuring NDE has accurate data.

- Review and correct (if appropriate) Errors and warnings.
- Review and share Verification Reports with appropriate people.
- Review the System Lookups (i.e. Graduation Cohort Analysis Tool, Student Grades, etc.)

Verification Reports- Staff

Staff Reports		
Current Certification Report	View Report	The report includes staff reported with their certificate information at the time the report is run. The report includes all current certificates, endorsements and level of endorsement, and certificate expiration date (endorsement expiration date is shown if appropriate). If you have any questions, please contact Teacher Certification at 402-471-0739.
**Current Personnel Report	View Report	Staff Demographics and Staff Position Assignments for the selected school year need to have been uploaded.
Title I Paraprofessionals	View Report	The report includes staff with Assignment Code 9160 (Instructional Paraprofessionals) in a Schedule Title I program or those paid with Title I funds in a Targeted assistance program. This report displays paraprofessional's qualifications as to meeting the NCLB requirement of Qualified Title I Instructional Paraprofessionals. Please review and resolve any "No's" in the Non Qualified column. If you have any questions, please contact Title I at 402-471-2452.
**Teachers Assigned Out Of Endorsed Area or Level	View Report	NSSRS Student grades data using the NCLB Staff ID is checked with the Teacher Certification database to see if staff hold the appropriate endorsements and levels of endorsement to validate a district/system's compliance with Rule 10 or Rule 14 teacher endorsement percentages. Some teachers may be included in this report if they are monitoring an online course. This will be resolved in 2012-2013. If you have any questions, please contact Approval and Accreditation at 402-471-2444.
**NCLB Non Qualified	View Report	The No Child Left Behind (NCLB) Act set forth the goal that general education and special education public school teachers would be 100% NCLB Qualified in core academic areas. New-to-the-profession elementary teachers must take and pass the ECEEA (Elementary Education: Curriculum and Instruction Assessment) in order to be NCLB-Qualified in Nebraska. Please contact Adult Program Services, 402-471-4862 if you have any questions.
**Staff Reporting for the ONE SPED IDEA Consolidated Application	View Report	The NDE Office of Special Education requested this report to assist their staff in validating and approving district staff submitted on the ONE SPED IDEA Consolidated Application. The Qualified Indicator describes some staff being checked for certification based on SPED criteria for this report, others were checked for licensure, and others as sign language interpreters which were checked against an "approval" list. PLEASE NOTE: not all these staff will be reported on the ONE SPED IDEA Consolidated Application.
Student Grades	Teacher Courses	Student Grades, Student Snapshot, and School Enrollment Templates need to have been uploaded and NSSRS Staff Reporting entered for the selected school year.
	Teachers No Courses	These reports are processed on a nightly basis. Any updates to data used in these reports will not appear here until the following day.

Verification Reports - Student

Student Verification Reports

Report returned to web browser (can be printed or saved as PDF.)
 Report returned as Excel spreadsheet.
 Note: Reports preceded by ** cannot be returned in Excel format and will only appear in the web browser.

- General and Miscellaneous
- Assessment
- Career Education
- Early Childhood
- Enrollment
- Graduation Cohort
- Membership and Attendance
- Special Education
- State Aid
- Student Grades
- Title I

System Lookups

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\[Change District\]](#)
 Year: 2013-06-30 [\[Change Year\]](#) Us

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

Staff Verification Reports

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

Report returned to web browser (can be printed or saved as PDF.)
 Report returned as Excel spreadsheet.
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Current Certification Report	View Report	The report includes staff reported with their certificate information at the time the report is run. The report includes all current certificates, endorsements and level of endorsement, and certificate expiration date (endorsement expiration date is shown if appropriate). If you have any questions, please contact Teacher Certification at 402-471-0739.
**Current Personnel Report	View Report	Staff Demographics and Staff Position Assignments for the selected school year need to have been uploaded.

Lookups by ID

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\[Change District\]](#)
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Staff Verification Reports [Enrollment Lookup by ID](#)
[Expected Graduation Year](#)
[Student Lookup by ID](#)

Report returned to web browser (can be downloaded)
 Report returned as Excel spreadsheet

Notes: Reports preceded by ** cannot be returned in Excel format and will only appear in the web browser.

[Staff Reports](#)

Due Dates and Data Changes

- **DUE DATE:** A date when data must be submitted.
 - CDC – Collections need to be Submitted and Approved
 - 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.

DUE DATES & DATA CHANGES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MINIMUM TWO WEEK AUDIT WINDOW						
DATA CHANGES? REQUIRES SUBMISSION OF REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES (AVAILABLE IN THE CONSOLIDATED DATA COLLECTION)						

Due Dates and Data 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?**
 Requests to change data, after the Audit Window Close Date, require submission of **“Request to Submit Data Late or Make Data Changes”** available within the Consolidated Data Collection.

NSSRS Student Reporting Calendar

COLLECTION	COLLECTION WINDOW	AUDIT WINDOW
<input type="checkbox"/> 2012-2013 Follow-up Collection #1	August 15 – October 15	October 16 – October 31
<input type="checkbox"/> 2013-2014 Fall Collection		APPROVED
<input type="checkbox"/> Summer 2013 – 2013-2014 Collection	November 1 – November 15	November 16 – November 30
<input type="checkbox"/> 2012-2013 Follow-up Collection #2		APPROVED
<input type="checkbox"/> 2013-2014 Year End Collection	November 1 – June 16	June 17 – June 30
		APPROVED

Data Manager – Administrator Approval always required on the **Audit Window**

NSSRS Student Reporting Calendar

INTERIM DUE DATES FOR EXTRACTS	DATA DUE	EXTRACT DATE
2013-2014 Year-End Collection		
<ul style="list-style-type: none"> ▪ ELDA Labels ▪ NeSA Writing Labels 	December 2	December 3
<ul style="list-style-type: none"> ▪ NeSA Reading Labels ▪ NeSA Math Labels ▪ NeSA Science Labels 	January 31	February 3
<ul style="list-style-type: none"> ▪ Title III LEP and Immigrant Counts for district allocations for the 2014-2015 school year 	April 1	April 2

2013-2014 Instructions and Calendars

- 2013-2014 Student Template Instruction Manual
- 2013-2014 NSSRS Calendar
- 2013-2014 Staff Instruction Manual
 - Course Codes and Clearing Endorsements and additional documents
- 2012-2013 Post-School Survey Template Instruction Manual (no changes from previous year)

• <http://www.education.ne.gov/nssrs/Resources.html>

Additional Sessions

- Graduation Cohort – Get It Right!
 - 9:30 am - Crystal 4
- Graduation Cohort Help
 - 10:45 am, 12:45 pm, 2:00 pm – Ruby 5
- Student Grades – SOO much data
 - 9:30 am – Diamond 4
 - 2:00 pm – Crystal 4
- What is the Consolidated Data Collection
 - Request for Late Submission or Request to Change Data
 - 12:45 pm – Crystal 4

Questions?

Help

- NDE Helpdesk
 - nde.helpdesk@nebraska.gov
 - 888-285-0556
- Jill Aurand
 - jill.aurand@nebraska.gov
 - 402-471-3321
- Pam Tagart
 - pam.tagart@nebraska.gov
 - 402-471-4735