Changes to NSSRS for the 2013-2014 School Year

Jill Aurand & Pam Tagart
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)

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  - A student who has withdrawn from attendance pursuant to Nebraska Revised Statute 79-202.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)

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.

- 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.
Changes to NSSRS for the 2013-2014 School Year

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.

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 affected 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.

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.

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

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 Exit Reason Guidance

**Ages birth to three (Part C)**  

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>School Enrollment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transferred to another school district</td>
<td>201 Transfer Out</td>
</tr>
<tr>
<td>8</td>
<td>Suspended</td>
<td>205 Deceased</td>
</tr>
<tr>
<td>9</td>
<td>Withdrawal by parent</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Completion of the IFSP prior to the age of 3 years old</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Exit to other program, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Exit with no referral, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Moved out of state</td>
<td>201 Transfer Out</td>
</tr>
<tr>
<td>17</td>
<td>Attempts to contact parents unsuccessful</td>
<td></td>
</tr>
</tbody>
</table>

**Ages three to twenty-one (Part B)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>School Enrollment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transferred to another school district</td>
<td>201 Transfer Out</td>
</tr>
<tr>
<td>2</td>
<td>Returned to full-time regular education program</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Graduated with a regular high school diploma</td>
<td>203 Completer: Diploma</td>
</tr>
<tr>
<td>4</td>
<td>Graduated with a certificate of completion</td>
<td>204 Completer: No Diploma</td>
</tr>
<tr>
<td>5</td>
<td>Reached maximum age</td>
<td>208 Maximum Age</td>
</tr>
<tr>
<td>6</td>
<td>Deceased</td>
<td>206 Deceased</td>
</tr>
<tr>
<td>7</td>
<td>Dropped Out</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Moved known to be continuing</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Student is 22 years or older</td>
<td>208 Maximum Age</td>
</tr>
</tbody>
</table>

### Special Education Exit Reason Guidance

**Age twenty-two**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>School Enrollment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Student is 22 years or older</td>
<td>208 Maximum Age</td>
</tr>
</tbody>
</table>

### Programs Fact: Early Childhood

- **Head Start Indicator**
- **Programs Code**  
  Programs Fact:Programs Code (5)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>315</td>
<td>Not Approved Early Childhood Education Program, not Head Start</td>
</tr>
<tr>
<td>310</td>
<td>Not Approved Early Childhood Education Program, Head Start</td>
</tr>
</tbody>
</table>

- 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.

### Home Language Codes

- **Deleted Code**  
  - 4280 Sumerian

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**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)]

**New Code!**
Changes to NSSRS for the 2013-2014 School Year

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Course lasting approximately</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Year-long course</td>
<td>180 days, 18 weeks, 1/2 of the year</td>
</tr>
<tr>
<td>2</td>
<td>Second semester course</td>
<td>90 days, 12 weeks, 1/3 of the year</td>
</tr>
<tr>
<td>3</td>
<td>First semester course</td>
<td>60 days, 12 weeks, 1/3 of the year</td>
</tr>
<tr>
<td>4</td>
<td>First trimester course</td>
<td>30 days, 6 weeks, 1/6 of the year</td>
</tr>
<tr>
<td>5</td>
<td>Second quarter course</td>
<td>90 days, 6 weeks, 1/4 of the year</td>
</tr>
<tr>
<td>6</td>
<td>Third quarter course</td>
<td>45 days, 9 weeks, 1/4 of the year</td>
</tr>
<tr>
<td>7</td>
<td>Fourth quarter course</td>
<td>30 days, 6 weeks, 1/6 of the year</td>
</tr>
<tr>
<td>8</td>
<td>Fifth quarter course</td>
<td>15 days, 6 weeks, 1/12 of the year</td>
</tr>
</tbody>
</table>

Student Grades

• Examples
  □ Year-long Algebra I course 110300, same teacher
    • First semester grading: semester code S1, section code A2B3C4D, Grade A
    • Second semester grading: semester code S2, section code A2B3C4D, Grade B

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

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. REMINDER to report center-based Early Childhood programs for all the districts they contract with.
Changes to NSSRS for the 2013-2014 School Year

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

Verification Reports - Student

System Lookups
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 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

<table>
<thead>
<tr>
<th>COLLECTION</th>
<th>COLLECTION WINDOW</th>
<th>AUDIT WINDOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013 Follow-up Collection #1</td>
<td>August 15 – October 15</td>
<td>October 16 – October 22</td>
</tr>
<tr>
<td>2013-2014 Fall Collection</td>
<td>June 1 – June 16</td>
<td></td>
</tr>
<tr>
<td>Summer 2013 – 2013-2014 Collection</td>
<td>November 1 – November 15</td>
<td>November 16 – November 30</td>
</tr>
<tr>
<td>2012-2013 Follow-up Collection #2</td>
<td>November 1 – November 15</td>
<td>November 16 – November 30</td>
</tr>
<tr>
<td>2013-2014 Year End Collection</td>
<td>November 1 – June 16</td>
<td>June 17 – June 30</td>
</tr>
</tbody>
</table>

Data Manager = Administrator Approval always required on the Audit Window

NSSRS Student Reporting Calendar

<table>
<thead>
<tr>
<th>INTERIM DUE DATES FOR EXTRACTS</th>
<th>DATA DUE</th>
<th>EXTRACT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014 Year-End Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELDA Labels</td>
<td>December 2</td>
<td>December 3</td>
</tr>
<tr>
<td>NeSA Writing Labels</td>
<td>January 31</td>
<td>February 3</td>
</tr>
<tr>
<td>NeSA Reading Labels</td>
<td>January 31</td>
<td>February 3</td>
</tr>
<tr>
<td>NeSA Math Labels</td>
<td>January 31</td>
<td>February 3</td>
</tr>
<tr>
<td>NeSA Science Labels</td>
<td>January 31</td>
<td>February 3</td>
</tr>
<tr>
<td>Title III LEP and Immigrant Counts for the 2014-2015 school year</td>
<td>April 1</td>
<td>April 2</td>
</tr>
</tbody>
</table>
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](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