REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES

INSTRUCTIONS

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DUE DATE

The Request To Submit Data Late Or Make Data Changes is open year around. Requests for all valid school years will be done through this collection.

SCOPE

A request to submit data late or make data changes may be completed by Public, Nonpublic, ESU's, State Operated, Interim and Postsecondary districts/systems that need to submit data or make changes to data after a collection due date or after a data audit window has been closed due to "extenuating circumstances". To clarify, data should be submitted to NDE by the "Due Date", but changes can be made to data any time before the "Audit Window Close Date" without submitting a request through this system.   Examples of "extenuating circumstances" would be natural disasters, medical emergencies, other. Only requests with legitimate extenuating circumstances will be reviewed. All requests will be completed through this collection. Requests will apply to all Nebraska Department of Education collections that are currently submitted through the NDE Portal.

DIRECTIONS FOR COMPLETING THE ON-LINE REQUEST

The "Request To Submit Data Late or Make Data Changes" collection is found in the Consolidated Data Collection in the NDE Portal under the Data Collections tab. User will need to have General, All or District/System Admin user type for the CDC. Upon entry into the CDC, click on the "Request To Submit Data Late or Make Data Changes" link in the Open Collections grid:

MAIN PAGE OF THE COLLECTION

To complete the request, user will click on the "Click To Submit Request" button. All previously submitted requests will show in a grid on the page. If no requests have been made, a message will display.

Once a request is submitted, it will show in a grid. The grid will show all requests submitted, along with the status of the request. The grid can be sorted by clicking on the column headings and filtered by school year.

Click on the "Print Summary" button to display a report of ALL requests submitted.

REQUESTS FORM

On entry into the Requests Form, the contact information will be pre-populated based on your NDE Portal account. If the information pre-populated is not accurate, you will need to go to the home page of the portal and click on "My Profile" tab and make the necessary changes:

Step 1: To submit a request, select the "Type of Data Collection". All data collections available will be collections found in the NDE Portal. "Type of Data Collection" include: NDE Data Collections; NSSRS Templates and GMS Applications. You must select a type of collection before continuing.

Step 2: Select the school year of the request. Only school years beginning with the 2012-2013 school year will be available.

<u>Step 3</u>: Select the collection. Collections in this dropdown box are associated with the type of collection you selected in step 1 and are valid collections for the school year selected in step 2.

<u>Step 4</u>: Indicate what is being submitted late or the changes that need to be made. **NOTE: Changes can be made to data any time before the audit window close date without having to make a request through this system.**

<u>Step 5</u>: Indicate the reason for the request. Provide detailed information on why data was late or needs changed. Only requests with legitimate extenuating circumstances will be reviewed. Examples of "extenuating circumstances" would be illness, death, fire, flood, computer failure, etc.

<u>Step 6</u>: Click on the "Submit Request" button

After the "Submit Request" button is clicked, you will automatically be redirected to the main page of the collection and will be able to see the request in the grid. You will also get an e-mail from NDE stating that the request was received. If the user entering the request is not the Portal District/System Administrator, the administrator will also receive an e-mail regarding the request.

You may make changes to your request or delete the request as long as final action by NDE has not been taken.

<u>NEXT STEPS</u>

NDE will review the request. Anytime there is a status change on the request, an e-mail will be sent to the Request Contact and the District/System Administrator, if the administrator is not the request contact. If an "Approved" decision has been made by NDE, you will be contacted by the NDE Helpdesk to make changes to your data, as necessary.