



REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES

INSTRUCTIONS

Nebraska Department of Education
Data Services
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509-4987
NDE Helpdesk (888) 285-0556
Fax: (402) 471-0774

These instructions were last updated: June 20, 2013

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:



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[Reports](#)

smartin
EXAMPLEVILLE
PUBLIC SCHOOL
[99-9999-000]

Year: 2012-2013

S:
Districts

Open Collections:

CATEGORY	COLLECTION
GENERAL	Request To Submit Data Late Or Make Data Changes

*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION
TRANSPORTATION	Pupil Transportation Report
GENERAL	Graduation Cohort Resolution Request (Optional)
GENERAL	Days In Session/Instructional Program Hours
ASSESSMENT	State Of The Schools Report
TITLE I	Annual Participation Report
GENERAL	Elementary Class Size
DISCIPLINE	Report of Suspension/Expulsions
GENERAL	Nebraska High School Completion Report

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.

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

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NDE FORM #02-069

[Home](#)

User ID: smartin
 Current District: EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

School Year: 2012-2013

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REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES

Starting the 2012-2013 School Year, any request to submit data late or make data changes to a NDE data collection after the due date or data audit window will be allowed through approval by NDE. To submit a request, click on the “Click To Submit Request” button below:

[Click To Submit Request](#)

Filter requests by school year: View All

		COLLECTION	AGENCYID	SCHOOL YEAR	DISTRICT CONTACT	REQUEST SUBMITTED	NDE REVIEWED	REQUEST STATUS	STATUS COMPLETED	NDE COMMENTS
Edit	Delete	ARRA ESEA Consolidated Application (GMS)	99-9999-000	2013	Sue Martin	1/25/2013	1/25/2013	Approved	1/25/2013	District was allowed to make changes to their collection past the deadline.
Edit	Delete	SPED Snapshot Year-End	99-9999-000	2013-06-30	Sue Martin	1/25/2013	1/30/2013	Approved	1/30/2013	The appeal was approved
Edit	Delete	Test Collection 80	99-9999-000	2013	Sue Martin	1/30/2013	1/30/2013	Denied	1/30/2013	The Appeal was denied
Edit	Delete	Test Collection 80	99-9999-000	2013	CDC DistrictTester	2/1/2013	2/1/2013	In Review		

[Print Summary](#)

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



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NDE FORM #02-069

REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES

EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

[How to print this report](#)

Navigation bar with page number 1 of 1, Page Width dropdown, Find | Next search, and icons for print, refresh, and back.

NEBRASKA DEPARTMENT OF EDUCATION
 CONSOLIDATED DATA COLLECTION
 REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES
 Summary of All Requests Submitted
 EXAMPLEVILLE PUBLIC SCHOOL (99-9999-000)

SCHOOL YEAR OF REQUEST: 2012-2013			
TYPE OF REQUEST: NDE Data Collection			
Collection:	Annual Participation Report (CDC)	Request Submitted to NDE:	6/20/2013
		Request Submitted by:	Sue Martin 402-471-2784 sue.martin@nebraska.gov
Request #:	138	Reason For The Request:	Our person that enters this data was out of the office for one month due to a family illness and they are the only person with access to this data.
		What Is Being Submitted Late or Changes That Need To Be Made:	We were unable to get the Annual Participation Report in the CDC entered before the Audit Window Close Date.
Action Date:		Request Status:	
		NDE Comments:	

6/20/2013 1:16:20 PM

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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:

NEBRASKA DEPARTMENT
Portal

Welcome :



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.

Step 3: 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.

Step 4: 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.**

Step 5: 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.

Step 6: 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.

NEXT STEPS

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.