Consolidated Data Collection

ESU/DISTRICT/SYSTEM/SCHOOL INFORMATION REPORT

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Click on the EDIT button for each location (ESU/District/System/School) and complete each Information Form.

Once you have finished entering information, click the UPDATE button. After updating data, you automatically return to the ESU/District/System/Schools Information Form main page. A check mark will display, indicating that you have completed data for that location.

When you have completed entering data for each location in your district/system, you can click on the View Summary Report button to see a summary of what was submitted for all locations.

SUBMISSION

Upon completing data for all locations, click on the Submit button. This will acknowledge that you have completed the data and it is ready for review by your District/System Administrator.

Once the District/System Administrator has reviewed the ESU/District/System/School Information Report data, the District/System Administrator can click on the Approve button to submit the information to NDE.

Once the collection has been approved, you will no longer be able to make changes. If changes need to be made, you will need to contact the Helpdesk at (888) 285-0556 to re-open the collection.

Press the View Summary Report button and press the Print Page button to make a copy for your files.

NOTE: Only the person who is designated as District/System Administrator for the ESU/District/System/School Information Report Collection in the CDC system will see the Approve button in the box below the Submit button. The District/System Administrator can Submit and Approve the collection.

DUE DATE
The ESU/District/System/School Information report is due on or before June 15. Audit Window Close Date is June 30.

**SCOPE**
This collection is to be completed by Public Districts, Non Public Systems, Special Purpose Schools (State-Operated), Interim Programs and Educational Service Units.

**ADD NEW DISTRICTS/SYSTEMS:**
If you need to add a new District/System, contact Ginny Carter at (402) 471-2369 or by e-mail at ginny.carter@nebraska.gov.

**ADD NEW LOCATION (SCHOOL):**
If you need to add a new location (school), contact Ginny Carter at (402) 471-2369 or by e-mail at ginny.carter@nebraska.gov.

**DISTRICT/SYSTEM FORM:**

**No Changes to Report Button**
If you have no changes to report in any of the data elements, click the “No Change To Report” button.

**Close/Dissolve**
Check if your District/System will dissolve/close for the reporting school year.

**ESU/District/System Name**
Common name of the District/System, ESU or Interim Program. Pre-populated from the previous year submission.

**County/District Number**
Number assigned by the Nebraska Department of Education. This number cannot be changed.

**Mailing Address**
Pre-populated information from the previous year submission.

**Physical Address**
Pre-populated information from the previous year submission.

**Phone Number**
Pre-populated information from the previous year submission.

**Fax Number**
Pre-populated information from the previous year submission.

**Federal Tax ID Number**
Pre-populated information from the previous year submission.
Website URL  New for 2017-2018 school year
Provide the URL for your district’s website.

Class of District
Verify the existing information or select new class of district.

Public Class II – includes any school district embracing territory having a population of one thousand inhabitants or less that maintains both elementary and high school grades under the direction of a single school board.

Public Class III – includes any school district embracing territory having a population of more than one thousand and less than one hundred fifty thousand inhabitants that maintains both elementary and high school grades under the direction of a single school board.

Public Class IV – includes any school district embracing territory having a population of one hundred thousand or more inhabitants with a city of the primary class within the territory of the district that maintains both elementary and high school grades under the direction of a single school board.

Public Class V – includes any school district embracing territory having a population of two hundred thousand or more inhabitants with a city of the metropolitan class within the territory of the district that maintains both elementary grades and high school grades under the direction of a single school board.

Nonpublic – a private, denominational, or parochial system organized to provide instruction to students as authorized by Chapter 79 of the Reissued Revised Statutes of Nebraska.

Special Purpose (State-Operated) – a public system operated by a Nebraska state agency to provide instruction to students as authorized by Chapter 79 of the Reissued Revised Statutes of Nebraska.

Interim Program – programs that are run by county detention homes, public or private institutions not owned or operated by a school district, or juvenile emergency shelters providing twenty-four hour custodial care and approved under Rule 18.

Approval Status
Pre-populated information from the previous year submission. AC = Accredited, AP = Approved.

ESU Number
Educational Service Unit that serves the District/System.

Planning Region
This field is not required of nonpublic systems. If a change is necessary in this field, please contact Ginny Carter (402) 471-2369 or by e-mail at ginny.carter@nebraska.gov

SCHOOL FORM:
No Changes to Report Button
If you have no changes to report in any of the data elements, click the "No Change To Report" button.

Close
Mark this box if you are closing a location (school).

School Name
Common name of the location (school). Pre-populated with the previous year submission.

County/District/School Number
Number assigned by NDE. This number cannot be changed.

Mailing Address
Pre-populated data from the previous year submission.

Physical Address
Pre-populated data from the previous year submission.

Phone Number
Pre-populated data from the previous year submission.

Fax Number
Pre-populated data from the previous year submission.

Type of School
An entity which provides the array of educational opportunities required by law either directly or indirectly. Schools will report students in the Nebraska Student Record System (NSSRS) and staff data in the Nebraska Staff Reporting System.

Not Applicable: This should be reported if the entity you are reporting on is a program not a school.

Pre-Kindergarten: An individual attendance center within a school system which provides education for students whose grade level is below Kindergarten.

Elementary: An individual attendance center within a school system which provides education for students whose grade level is in elementary grades. Elementary grades mean those grades designated by the school system as elementary, but not to include any above grade eight.

Middle: An individual attendance center within a school system which provides education for students whose grade level is in middle grades. Middle grades means grades designated by the school system as middle and may include any grades from four through nine.
High: An individual attendance center within a school system which provides education for students whose grade level is in high school grades. High school grades means grades 9 through 12 in a school system organized with a four-year high school and grades 10 through 12 in a school system organized with a three-year high school. School systems organized with a three-year high school may include the ninth grade in determining compliance with Rule 10/14.

Secondary: An individual attendance center within a school system which provides education for students whose grade level is in secondary grades. Secondary grades mean those grades designated by the school system as secondary, but not to include any below grade seven.

Type of Program
Program means a special or limited array of educational opportunities provided. Programs will report only staff data in the Nebraska Student and Staff Record System (NSSRS). Student data will be reported at the school of membership where the student is enrolled in or the school where the student’s assessment results and/or graduation status will be reported. For example; students in an alternative program will be reported by the school the student would be attending if they were not participating in this program.

Not applicable means you are reporting for an entity that is a school not a program.

Alternative means a program that addresses the needs of students that typically cannot be met in a regular school program. The program provides nontraditional education; serves as an adjunct to a regular school and includes that special category of program required by law to be provided for expelled students.

Special Education means a program that focuses primarily on serving needs of students with disabilities.

Focus means a program that does not have an attendance area which has a unique curriculum with specific learning goals or teaching techniques different from standard curriculum and/or provides an academic or social focus on a particular program (e.g., science/math, performing arts, gifted/talented, or foreign language).

In the Learning Community it may be a program whose enrollment is designed so that the socioeconomic diversity of the students attending the focus program reflects as nearly as possible the socioeconomic diversity of the student body of the learning community. The program may be the complete education program or part of the education program for participating students.

ESU Program means a program offered through the Educational Service Unit as a cooperative with their "member" districts. The students are reported at their resident district.

Interim means a program located in or operated by county detention homes, institutions and juvenile emergency shelters. Interim-program schools are created to ensure continuity of instruction for students who cannot attend public schools for reasons of health or safety while in these temporary residential placements and to insure that such students may receive academic
credit from the approved or accredited schools to which they will transfer in order to make continued progress toward grade promotion or graduation.

**Nonpublic Systems will select “Not Applicable”**.

**Interim Programs will select “Interim”**.

**Educational Service Units will select “ESU Program”**.

**Grades Actually Instructed At This School**

Pre-populated data from the previous year submission. Check all grades that are actually instructed at this location (school). Don’t forget to mark pre-kindergarten if your District/System serves pre-kindergarten students in a Pre-K program or in the home.