



ELEMENTARY CLASS SIZE

INSTRUCTION MANUAL

Nebraska Department of Education
Education Support Services
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509 -4987
(402) 471-3323
FAX: (402) 471-2486

These directions were last updated: March 7, 2012

GENERAL INSTRUCTIONS

SCOPE

This data collection is for Public districts only. This application is designed to collect the unduplicated count of students by school in kindergarten through grade 3 who **spend at least 50% of the school day in one or more classrooms** with a minimum of 10 students and a maximum of 20 students.

There are two reporting periods each year for this collection.

1. Fall collection is due in October and should be the number of students you included in the NSSRS October Student Snapshot. This can be located and validated by school using the NSSRS Validation, Verification Report called Membership by Grade, Race and Gender. Once the NSSRS Student Snapshot has been uploaded and the Elementary Class Size collection has been submitted through the CDC, check for any validation errors in the NSSRS Validation website.
2. Spring collection is due June 30 and should match your Average Daily Membership (calculated from data reported on the NSSRS Student Summary Attendance, final School Enrollment and Days In Session in the Consolidated Data Collection) by grade level, round to the nearest whole number. This can be located and validated by school by using the NSSRS Validation, Verification Report called Average Daily Attendance and Average Daily Membership. Once the NSSRS Student Summary Attendance and School Enrollment have been uploaded and the Days In Session completed and the Elementary Class Size collection has been submitted through the CDC, check for any validation errors in the NSSRS Validation website. NOTE: ADM is only updated nightly or on demand when “reprocess errors” is selected in the NSSRS Validation website. ADM data may be preliminary and subject to change.

SUBMISSION

Once you have completed entering data for Elementary Class Size, press the Submit button. After the data has been reviewed by the District Administrator, press the Approve button.

Press the **View Summary Report** button and print the report to make a copy for your files.

DUE DATE

Fall collection for Elementary Class Size is due on or before October 15th.

Spring collection for Elementary Class Size is due on or before June 30th.

NOTE: State law imposes financial penalties (the withholding of State Aid) on school districts failing to meet the filing deadlines for this report (see 79-528 R.R.S.)

ELEMENTARY CLASS SIZE

For each applicable attendance site, click on the **Edit** button and enter the following:

Total number of classrooms in each grade K-3.

Total number of students in each grade K-3.

- **Fall collection** should be the number of students you included in the NSSRS October Student Snapshot. This can be located and validated by school using the NSSRS Validation, Verification Report called Membership by Grade, Race and Gender.
- **Spring collection** should be the Average Daily Membership (calculated from data reported on the NSSRS Student Summary Attendance, final School Enrollment and Days In Session in the Consolidated Data Collection), by grade level round to the nearest whole number. This can be located and validated by school by using the NSSRS Validation, Verification Report called Average Daily Attendance and Average Daily Membership.

Total number of eligible classrooms with at least 10 students but not more than 20 students (i.e., classrooms with 9.89 or 20.01 students would not be eligible) for each grade K-3.

Total number of eligible students who spend at least 50% of the school day in one or more eligible classrooms for each grade K-3. If there are students who spend over 50% of their day in another class, note the number of students in the non-eligible students box and the specific situation that keeps the student out 50% of the eligible classroom in the comments section. An example is a special needs student who spends 50% or more of their time in a different room. The total of eligible students and non-eligible students should equal the total number of students.

Combined grades note: For those districts who have classrooms that combine grades, please designate the eligible classroom in one of the grades (i.e. if grades 1 and 2 are combined, report 1 eligible classroom in grade 1 and 0 eligible classrooms for grade 2) and report the students in the appropriate grades (i.e. 7 students in grade 1 and 8 students in grade 2—do not combine into one grade).

Comments. Include appropriate comments that will explain the data reported. There is a 700 character limit. This field can be left blank.

For example include comments regarding students who spend over 50% of their day in another class or grades that are combined.

Once you have finished entering information for each attendance site, click the **Update** button.

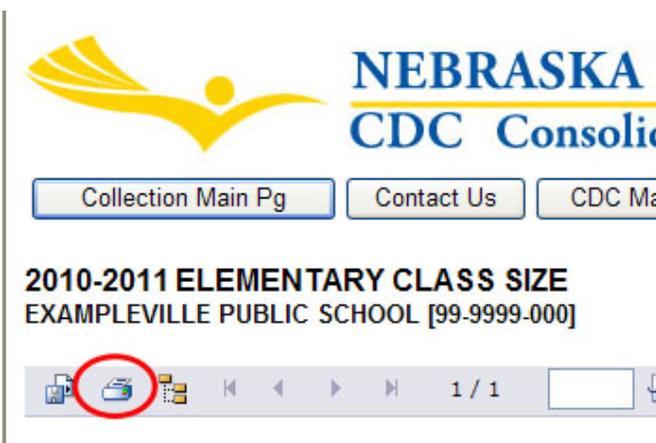
Click on the **View Summary Report** button to see a summary of the number of students who spend at least 50% of the school day in one or more classrooms with a minimum of 10 students and a maximum of 20 students for each grade.

Click on the **Submit** button when you are finished entering information.

Once the Administrator has reviewed the Elementary Class Size data, click the **Approve** button to submit the information to the Department.

PRINT/VIEW SUMMARY

To print the Summary page, click on the printer icon located on the toolbar of the Crystal Report you are viewing in the CDC. After clicking the “print” icon, you will get a pop-up window with “Print Options”. Follow the directions on the page and click on the “OK” button.



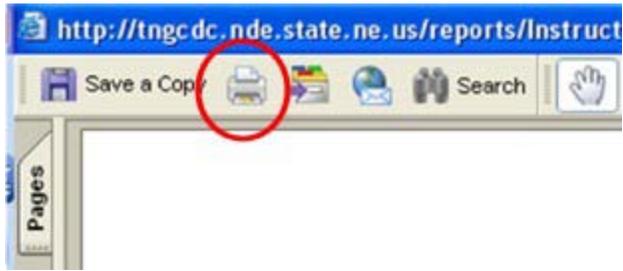
In order to get this pop-up window, you will need to make sure that all pop-up blockers on your browser are turned off.

To turn off pop-up blocker in IE, click “Tools” on the top toolbar and click on Pop-Up Blocker. Click on "Turn off Pop-Up Blocker".

To turn off pop-up blocker in Firefox, click “Tools” on the top toolbar,

“Options”. Go to the “Content” tab and uncheck the “Block Pop-up Windows” box.

Once you click on “OK” in the “Print Options” window, your data will be formatted for printing and another page will display showing you what your report will look like when printed.



Select the "Print" icon on the top toolbar of this page and you should get a print dialog box that will allow you to print this report.