



ELEMENTARY SITE ALLOWANCE

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: August 22, 2011

GENERAL INSTRUCTIONS

SCOPE

This data collection is for public systems only.

A qualifying elementary attendance site shall be an elementary attendance site, in a district with multiple elementary attendance sites, which does not have another elementary attendance site within seven miles in the same school district or which is the only public elementary attendance site located in an incorporated city or village. In addition, each district shall determine which grades are considered elementary site grades, except that all grades designated as elementary site grades shall be offered in each elementary attendance site. Preference of attendance site cannot be indicated by the school board or any school district administrator for students to attend different elementary attendance sites depending on their elementary site grade level. For the school fiscal year for which aid is being calculated and for each of the five school fiscal years preceding the school fiscal year for which aid is being calculated and elementary site grades shall not include grades nine, ten, eleven, or twelve. Also, the primary elementary site shall be the elementary attendance site to which the most formula students are attributed in the district and shall not be a qualifying elementary attendance site.

To complete the form select a qualifying elementary attendance site from the drop down box. **Note: the primary elementary attendance site will be one of the options but it should not be selected as it is not a qualifying elementary attendance site as noted above.** Verify the elementary attendance site building number is correct that automatically populates when a qualifying elementary attendance site is selected. Determine if the qualifying elementary attendance site is the only elementary attendance site in the incorporated city/village and mark "Yes" or "No." Next, you will select the closest elementary attendance site to the qualifying elementary attendance

site. **Note: the same next closest elementary attendance site may be selected multiple times.** Verify the elementary attendance site building number is correct that automatically populates when a next closest elementary attendance site building is selected. Enter in the distance between elementary attendance sites to the closest hundredth of a mile and click on the “SAVE” button to save the information. Complete each of these steps for all qualifying elementary attendance sites. When you are finished, click on the “Form Completed” button to return to the main page.

SUBMISSION

Once you have completed entering data for the Elementary Site Allowance, press the Submit button. After the data has been reviewed by the District Administrator, press the Approve button. In order to “Submit” the data, you must have either completed the form or checked the box on the main page of the collection, stating that you are not eligible or would not like to be considered.

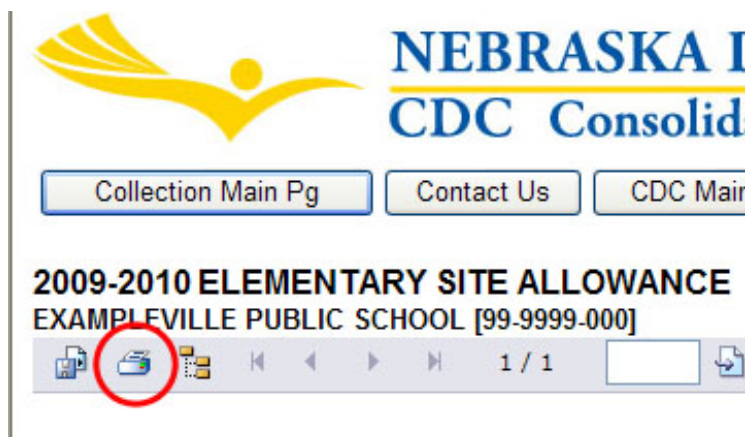
Press the **View/Print Summary Report** button and print the report to make a copy for your files.

DUE DATE

The Elementary Site Allowance is due on or before October 15th.

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.

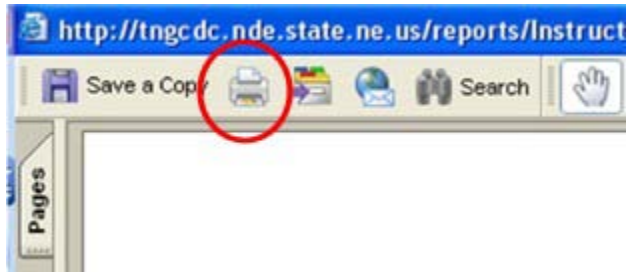


In order to get this pop-up window, you will need to make sure that all pop-up blockers on your browser are turned off.

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 Popup 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.