Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509-4987
NDE Service Desk - ADVISERHelp@Nebraskacloud.org

Instructions updated: Feb. 15, 2023

Nonpublic Federal Programs Within Boundaries Consultation

Due Date: May 1
Audit Window Close Date: May 15

SCOPE
Every Public district in Nebraska which has one or more Nonpublic systems located within the Public School District's geographic boundaries must complete this form. A form will need to be completed for each Nonpublic system geographically located within the Public School District attendance area to document that the Nonpublic system was consulted regarding potential participation in a Federal program. It is the responsibility of the Public School District to submit this completed form to the Nebraska Department of Education.

DIRECTIONS
Access
Accessing the Nonpublic Federal Programs within Boundaries collection requires a Consolidated Data Collection (CDC) activation code – Federal, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.

1. Log into the NDE Portal at https://portal.education.ne.gov

2. Click on the blue **Data Collections** tab

3. Click on the **Consolidated Data Collection (CDC)** link

4. From the Open Collections list, choose **Nonpublic Federal Programs Within Boundaries Consultation**

Navigation

Upon entering the collection, you will see

1. A Main Menu list of options
2. The Title
3. A Download All Nonpublic Forms button
4. A list of the school(s) to report and their status
5. A View Summary Report button
6. An Assurances section, and
7. The Submit/Approve section (Only Approver user types will see the Approve button)

Contact Us	Instructions	← **1**

NDE #34-014

2 →

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms ← **3**

4 →

		NPAGENCYID	NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	00-0701-000	NONPUBLIC EXAMPLE SCHOOL A	❌
Enter Data	Download Form	00-0702-000	NONPUBLIC EXAMPLE SCHOOL B	❌

View Summary Report ← **5**
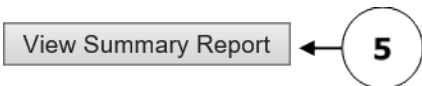
6 →

ASSURANCES *(Assurances must be agreed to before submitting this collection)*

☐ The Public District verifies that they have the Nonpublic System authorized signatures on file. The public district will retain all completed NDE Form 34-014 from the Nonpublic System at the Public District for a minimum of 6 years. Forms may be requested from NDE.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

← **7**

Main Menu

1. Contact Us – Lists NDE contacts to call or email if you have questions while completing the report
2. Click for Instructions – Opens this document

Other menu items seen through the collection include

3. Collection Main Page – Returns user to Nonpublic Federal Programs within Boundaries Consultation
4. collection main page
5. CDC Main Page – Takes user back to the Consolidated Data Collections main page
6. Logout – Closes the current tab and returns user to NDE Portal

Process
1. Download forms to be used in consultation with the Nonpublic system(s).
2. Public district representative consults with the Nonpublic system(s) representative(s).
3. After completion of the Nonpublic consultation itself, the Public district will enter data from the form in the Federal Programs within Boundaries Nonpublic Consultation collection in the CDC.
4. Public district submits and approves by due date, and audit window period is allowed for corrections.
5. Public districts keep the paper forms used in the consultation, with the original signatures, on file at the district for 6 years (for audit purposes).

Only Public districts that have Nonpublic systems geographically located within the Public School District's attendance area will need to complete this collection. If you are not one of these districts, you will see a notification within the collection and are not required to complete it.

NDE #34-014

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms
This district is not required to report data

View Summary Report

A list of all Nonpublic systems that the Public district must consult with will display in a table on the main page of the collection.

NDE #34-014

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms

		NPAGENCYID	NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	00-0701-000	NONPUBLIC EXAMPLE SCHOOL A	❌
Enter Data	Download Form	00-0702-000	NONPUBLIC EXAMPLE SCHOOL B	❌

Download all NP Forms
Prepopulated forms are available for download by the Public district to use when consulting with the Nonpublic system(s) geographically located in the Public School District. Forms are in PDF format and can be downloaded and/or printed.

Select the **Download all NP Forms** button.

NDE #34-014

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms

		NPAGENCYID	NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	00-0701-000	NONPUBLIC EXAMPLE SCHOOL A	❌
Enter Data	Download Form	00-0702-000	NONPUBLIC EXAMPLE SCHOOL B	❌

A new screen will open including instructions for how to print.

User can also download the individual form for each Nonpublic system by selecting the **Download Form** button next to the district name.

NDE #34-014

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms		NPAGENCYID	NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	00-0701-000	NONPUBLIC EXAMPLE SCHOOL A	❌
Enter Data	Download Form	00-0702-000	NONPUBLIC EXAMPLE SCHOOL B	❌

Note: Complete, signed forms will remain on file at the Public district for 6 years. NDE may ask to see these forms at any time, including during ESEA monitoring.

Entering the form data into the collection

Upon completion of the consultation, the Public district will enter the information from the form into the collection.

Click the **Enter Data** button next to the appropriate Nonpublic system.

NDE #34-014

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms		NPAGENCYID	NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	00-0701-000	NONPUBLIC EXAMPLE SCHOOL A	❌
Enter Data	Download Form	00-0702-000	NONPUBLIC EXAMPLE SCHOOL B	❌

General Public and Nonpublic information is displayed.

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION
EXAMPLE PUBLIC SCHOOL [00-0000-000]
Consultation is for School Year 2018-2019 Allocations

NONPUBLIC SYSTEM INFORMATION 00-0701-000	
Nonpublic Example School (00-0701-000) 123 Main Street Anytown, NE 00000	Total Nonpublic Membership: 97

There are 3 sections to complete:
1. Formula Federal Programs
2. Competitive Federal Programs
3. Certification Signatures

Section 1: Formula Federal Programs

1. FORMULA FEDERAL PROGRAMS						
A Federal Program	**B** Public Dist Receives Allocation	**C** Nonpublic System Consulted	**D** Nonpublic System Participating	**E** Nonpublic EL Number Enrolled	**F** Nonpublic Immigrant Number Enrolled	**G** Comments
Title II, Part A - Supporting Effective Instruction	⦿ Yes	⦿ Yes	⦿ Yes ○ No			
*Title IV, Part A- Student Support and Academic Enrichment *See Instructions for more info.*	⦿ Yes	⦿ Yes	○ Yes ⦿ No			
Title I, Part C - Migrant Education		⦿ Yes	○ Yes ⦿ No			
Title III, Part A - English Language Acquisition	**Consultation REQUIRED for these grants as eligible recipients are not yet known**	⦿ Yes	○ Yes ⦿ No	0		
Title III, Part A - Immigrant Education		⦿ Yes	○ Yes ⦿ No		0	

Column A – Federal Program
The form(s) should be used to document consultation with Nonpublic systems only for the *formula* Federal programs listed in this column. This includes:

   Title II Part A – Supporting Effective Instruction
   Title IV, Part A – Student Support and Academic Enrichment
   Title I, Part C – Migrant Education
   Title III, Part A – English Language Acquisition
   Title III, Part A – Immigrant Education

Other Federal programs contain their own provisions for the equitable participation of Nonpublic system students and teachers and have separate reporting requirements.

Column B – Receives Allocation
All Public districts in Nebraska are eligible to receive Title II, Part A and Title IV, Part A allocations; therefore, the form has been prepopulated with **Yes**. The remaining grant programs listed are all subject to eligibility requirements and consultation is required in the event the Public district would receive a grant.

Column C – Nonpublic System Consulted
For each Federal program listed in column A, mark **Yes** to indicate the Nonpublic system was consulted regarding potential participation in that program.

Column D – Nonpublic System Participating
For each Federal program listed in column A indicate whether the Nonpublic system will participate in that program.

Column E – Nonpublic EL
If the Nonpublic system has checked Yes in Column D and is/will be participating in the Title III English Learners program, enter the number of English Learner (EL) students enrolled in the Nonpublic system.

Column F – Nonpublic Immigrant
If the Nonpublic system has checked Yes in Column D, enter the number of Immigrant students enrolled in the Nonpublic system.

   An immigrant is defined as youth and individuals who
      a. are age 3 through 21;

  b. were not born in any State; and

  c. have not been attending one or more schools in any one or more States for more than 3 full
   academic years.

The term "State" means each of the 50 States, the District of Columbia, and the Commonwealth of
Puerto Rico.

Section 2: Competitive Federal Programs

2. COMPETITIVE FEDERAL PROGRAMS - To be completed by the public district as part of the application for each program, as part of a grant proposal, AND/OR if the public district is the recipient of an on-going multi-year grant.						
A	B	C	D	E	F	G
Federal Program	Receives Grant	Nonpublic System Consulted	Nonpublic System Participating	Nonpublic LEP Number	Nonpublic Immigrant Number	Comments
Title IV, Part B - 21st Century Community Learning Centers	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No			

If a Public School District submits a Title IV, Part B 21st Century Community Learning Center (21st CCLC)
competitive grant proposal or is the recipient of an ongoing multi-year 21st CCLC grant, this form must be used
to document consultation with the Nonpublic systems located within the Public School District's geographic
boundaries and submitted as part of that submission to NDE.

Section 3: Certification Signatures

3. CERTIFICATION SIGNATURES		
This is to certify that a consultation occurred between a representative of Adams Central Public Schools [01-0090-000] and Zion Lutheran Elementary Sch (01-0705-000)		Date of Consultation:
As Indicated by the Nonpublic School Representative: I agree with the equitable and effective programs that will be implemented based on this consultation:		○ Yes ○ No
Typed/Printed Name of Public School Representative:	Public Representative's Title:	Public District Representative's Telephone Number:
Signature of Public School Representative kept on file at the Public District.	Public Representative's Email:	Date Public Representative Signed:
Typed/Printed Name of Nonpublic System Representative:	Nonpublic Representative's Title:	Nonpublic Representative's Telephone Number:
Signature of the Nonpublic System Representative kept on file at the Public District	Nonpublic Representative's Email:	Date Nonpublic Representative Signed:
NOTE: NDE requires form with original signatures be kept on file at the Public District for 6 years. Forms may be requested from NDE.		
Save Form		

Please type or print names, titles, phone numbers and e-mail of the Public District and Nonpublic system
representatives.

The Nonpublic school representative is to mark the Yes/No box on the paper form to indicate agreement/non-
agreement regarding program to be implemented based on consultation.

Click on **Save Form** to save data entered on the page.

REMEMBER: Complete, original, signed forms must remain on file at the Public District for 6 years. NDE may
ask to see these forms at any time, including during ESEA monitoring.

Finalize Data

In order to complete the collection, each school will need to have a green check mark under the Status column.

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms		NPAGENCYID	NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	00-0701-000	NONPUBLIC EXAMPLE SCHOOL A	✅
Enter Data	Download Form	00-0702-000	NONPUBLIC EXAMPLE SCHOOL B	✅

View Summary Report

Once all schools have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for your files.

NONPUBLIC FEDERAL PROGRAMS WITHIN BOUNDARIES CONSULTATION

Download All NP Forms		NPAGENCYID	NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	00-0701-000	NONPUBLIC EXAMPLE SCHOOL A	✅
Enter Data	Download Form	00-0702-000	NONPUBLIC EXAMPLE SCHOOL B	✅

View Summary Report

Before Submitting the Form, be sure to read the Assurances indicated and check the box.

ASSURANCES (Assurances must be agreed to before submitting this collection)

☐ The Public District verifies that they have the Nonpublic System authorized signatures on file. The public district will retain all completed NDE Form 34-014 from the Nonpublic System at the Public District for a minimum of 6 years. Forms may be requested from NDE.

Submit / Approve

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Administrator.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.