



GRADUATION COHORT RESOLUTION REQUEST (Optional)

INSTRUCTIONS

Nebraska Department of Education
Data Services
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Lincoln, NE 68509-4987
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These instructions were last updated: March 18, 2011

DUE DATE

The Graduation Cohort Resolution Request is an optional form that is open year around. The school year for this request is from August 1st through July 31st.

SCOPE

This request is optional and may be completed by school districts that need to correct Cohort data submitted on the NSSRS Student template through the NSSRS. This request can be for multiple school years.

DIRECTIONS FOR COMPLETING THE ON-LINE REQUEST

MAIN PAGE OF THE REQUEST

To complete the request, user will need to complete the Contact Information:

Person to Contact Regarding This Request: Please enter first and last name.

Phone Number: Enter complete phone number: (XXX) XXX-XXXX OR XXX-XXX-XXXX

E-mail: Provide email where you can be reached.

Best Available Time to Reach Contact: Day and/or Time

Regional NDE Trainer: Enter if you know who your NDE Trainer is.

Click on **“Save Contact”**

COMPLETE REQUEST – Click here to submit students for review.

The main page of this request will show all students that the district has submitted for review.

SELECT ACTION – Under “Select Action”, select the action from the drop down list you would like taken. There are four different actions associated with this form:

1) Correct The Graduation Cohort Year (Expected Graduation Year)

(To correct Validation Error #432, #437, #440, #443 and #447)

Select Action:

*School Year:	*NDE Student ID:	*Student First Name:	*Student Last Name:
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*School Number:	*Grade:	*Reported Cohort Year:	*Updated Cohort Year:
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
*Student Template Batch:	*Reason/Validation Error:		
<input type="text"/>	<input type="text"/>		<input type="button" value="Save"/> <small>*Required Field</small>

School Year: Enter the school year that you are requesting the change for.

NDE Student ID: Enter the Student’s ID#.

Student’s First Name: Enter student’s first name.

Student’s Last Name: Enter student’s last name.

School Number: 3-digit school number (location code).

Grade: Select grade for this student (the grade for the school year identified above).

Reported Cohort Year: Enter the Cohort Year reported.

Updated Cohort Year: Enter the Cohort Year that you want to update this record to.

Student Template Batch: Enter the Batch # (from the NSSRS Data Manager) that this record was originally uploaded in. (See instructions on how to find Batch number at the end of this document).

Reason/Validation Error: Provide information on why you are requesting this change.

CLICK ON THE “SAVE” button to submit this request.

2) Delete Record In The Student Template To Correct The Graduation Cohort Year.

(To correct Validation Error #432, #437, #440, #443 and #447)

Select Action:

*School Year:	*NDE Student ID:	*Student First Name:	*Student Last Name:
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>
*School Number:	*Grade:	*Reported Cohort Year:	*Updated Cohort Year:
--Select--	--Select--	--Select--	--Select--
*Student Template Batch:	*Reason/Validation Error:		
<input type="text"/>	<input type="text"/>		Save *Required Field

School Year: Enter the school year that you are requesting the change for.

NDE Student ID: Enter the Student’s ID#

Student’s First Name: Enter student’s first name.

Student’s Last Name: Enter student’s last name.

School Number: 3-digit school number (location code).

Grade: select grade for this student (the grade for the school year identified above).

Reported Cohort Year: Enter the Cohort Year reported.

Updated Cohort Year: Enter the Cohort Year that you want to update this record to.

Student Template Batch: Enter the Batch # (from the NSSRS Data Manager) that this record was originally uploaded in. (See instructions on how to find Batch number at the end of this document).

Reason/Validation Error: Provide information on why you are requesting this change.

CLICK ON THE “SAVE” button to submit this request.

3) Create The School Enrollment Record For A Student In A Graduation Cohort.

(To correct Validation Error #64, #65, #299, #438 and #439)

Select Action:

*School Year:	*School Number:	*County/District Number:	*NDE Student ID:
--Select--	--Select--		<input type="text"/>
**Student First Name:	*Student Last Name:	*Grade:	*Residence Status:
<input type="text"/>	<input type="text"/>	--Select--	Not applicable
Enrollment Date:	*Enrollment Code:	*Reason/Validation Error:	
<input type="text"/> (Format: yyyy-mm-dd)	--Select--	<input type="text"/>	Save *Required Field

School Year: Enter the school year that you are requesting the change for.

School Number: 3-digit school number (location code)

NDE Student ID: Enter the student’s ID#.
Student’s First Name: Enter student’s first name.
Student’s Last Name: Enter student’s last name.
Grade: Select grade for this student (the grade for the school year identified above).
Resident Status: Select the Residence Status from the dropout menu.
Enrollment Date: Enter the Enrollment date (Format: yyyy-mm-dd)
Enrollment Code: Select the Enrollment Code from the dropout menu.
Reason/Validation Error: Provide information on why you are requesting this change.

CLICK ON THE “SAVE” button to submit this request.

4) Delete The School Enrollment Record For A Student In A Graduation Cohort.

(to correct Validation Error #299 and #300)

Select Action: Delete The School Enrollment Record For A Student In A Graduation Cohort

*School Year:	*School Number:	*County/District Number:	*NDE Student ID:
--Select--	--Select--		
*Student First Name:	*Student Last Name:	*Grade:	*Residence Status:
		--Select--	Not applicable
*Enrollment Date:	*Enrollment Code:	*Reason/Validation Error:	
(Format: yyyy-mm-dd)	--Select--		

Save
*Required Field

School Year: Enter the school year that you are requesting the change for.
School Number: 3-digit school number (location code)
NDE Student ID: Enter the student’s ID#.
Student’s First Name: Enter student’s first name.
Student’s Last Name: Enter student’s last name.
Grade: Select grade for this student (the grade for the school year identified above).
Resident Status: Select the Residence Status from the dropout menu.
Enrollment Date: Enter the Enrollment date (Format: yyyy-mm-dd)
Enrollment Code: Select the Enrollment Code from the dropout menu.
Reason/Validation Error: Provide information on why you are requesting this change.

CLICK ON THE “SAVE” button to submit this request.

After completing the information required and clicking on the “Save” button. The data will then be populated in the appropriate table below.

You must enter an action for each change request. For instance, if you need to correct the expected Graduation year for Susie Thomas, and you also need to have a school enrollment record deleted for

her, you would need to enter her under “Correct the Expected Graduation Year (EGY)” and also under “Delete the School Enrollment Record For A Student In A Graduation Cohort”.

Updates can be made to the data submitted through the request by clicking on the “Edit” button next to the student’s name in the appropriate table. If it is discovered that a student does not need reviewed, it can be deleted by clicking on the “Delete” button.

Once all data is entered, NDE will review the requests. Once action by NDE has been completed, students cannot be edited or deleted.

The main page of this request will show all students submitted and NDE’s review status.

Click on the “View Summary” button at the bottom of the main page to view a list, in printable form, of all students submitted during the current school year for review.

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To Find Batch Number of file uploaded

Go to NDE Portal - - Student & Staff (NSSRS) blue tab. - - NSSRS Validation (Screen shot below)

In the bottom left corner, is where you can select the year you want to look at.

Admin Functions:

Change Years
[Submit](#)

Under the **Student Lookups** in the left column, select “**Student Lookup by ID**”.
 Enter student’s Uniq ID#.

[Home](#)

Current District: NEBRASKA
 DEPARTMENT OF EDUCATION
 [00-0000]
Year: 2011-06-30

[Review Errors](#)
[Reprocess Errors](#)
[Verification Reports](#)
[Error Summary](#)

Student Lookups
[Enrollment Lookup by ID](#)
[Expected Graduation Year](#)
[Student Lookup by ID](#)
[Assessment Student](#)
[Graduation Cohort Analysis Tool](#)

NSSRS Validation Home NSSRS Validations Header image

District Progress:
Window: DUE JUNE 30

Template Name	District Count	Districts with Errors	Districts with Warnings	Districts Not Submitted
STUDENT	256	33	34	0
SCHOOL ENROLLMENT	256	84	14	0
STUDENT SUMMARY ATTENDANCE	1	0	0	255
ASSESSMENT FACT	1	1	0	255
ASSESSMENT RESPONSE	1	0	0	255
PROGRAMS FACT - EARLY CHILDHOOD	177	0	0	79
PROGRAMS FACT - CAREER EDUCATION	2	0	0	254
PROGRAMS FACT - HOMELESS	3	0	0	253
PROGRAMS FACT - INTERIM	2	0	0	254
TITLE I PROGRAMS	3	0	0	253

You can find the Batch Number of each template here. (See screen shot below).

Student Lookup by NDE Student ID

Lookup results for NDE Student ID: XXXXXXXXXX

[Return to Lookup Page](#)

STUDENT DEMOGRAPHICS

DEMOGRAPHIC	STUDENT TEMPLATE	OCTOBER SNAPSHOT	YEAR END SNAPSHOT
LAST NAME	LName	LName	
FIRST NAME	FName	FName	
MIDDLE INITIAL			
GENERATION CODE (SUFFIX)			
LOCAL STUDENT ID	12345	12345	
LOCATION	YOUR SCHOOL	YOUR SCHOOL	
FULL-TIME EQUIVALENCY (FTE)	100	100	
GRADE LEVEL	08	08	
BIRTHDATE	1994-11-01	1994-01-01	
GENDER	Female	Female	
HISPANIC INDICATOR	No	No	
RACE 1	White	White	
REPORTING RACE	White	White	
HOME OR NATIVE LANGUAGE	English	English	
LEP ELIGIBILITY	No	No	
LEP PARTICIPATION	No	No	
LEP DURATION	6 - Not an LEP student	6 - Not an LEP student	
ENGLISH LANGUAGE PROFICIENCY	Not Applicable	Not Applicable	
IMMIGRANT INDICATOR	Not an Immigrant	Not an Immigrant	
FOREIGN EXCHANGE STUDENT	No	No	
EXPECTED GRADUATION YEAR	2015	2015	
DISTRICT OF RESIDENCE	99-9999	99-9999	
SINGLE PARENT	No	No	
HIGH ABILITY LEARNER ELIGIBILITY	No	No	
HIGH ABILITY LEARNER PARTICIPANT	No	No	
HONORS OR ADVANCED PLACEMENT	No	No	
NONPUBLIC TARGETED ASSISTANCE	No	No	
SECTION 504	No	No	
FOOD PROGRAM ELIGIBILITY	Not Eligible for Free or Reduced meals	Not Eligible for Free or Reduced meals	
BATCH	12345 (2010-09-28)	67890 (2010-09-28)	

SCHOOL ENROLLMENT

SCHOOL	ACTIVITY DATE	ENROLLMENT DATE	ENROLLMENT CODE	GRADE LEVEL	RESIDENCE STATUS	BATCH
Your School	2010-08-19	2010-08-19	100 - Still Enrolled	08	0 - Not Applicable	876951 (2010-09-28)

STUDENT SUMMARY ATTENDANCE [No Records for this Student](#)