HR DIRECTOR CONTACT
INSTRUCTIONAL MANUAL

Nebraska Department of Education
Education Support Services
301 Centennial Mall South, P.O. Box 94987
Lincoln, NE 68509-4987
NDE Help Desk: 888-285-0556 or 402-471-3151

These directions were last updated on December 27, 2010.

GENERAL INSTRUCTIONS

HR DIRECTOR CONTACT
The collection for HR Director Contact(s) is found in the Nebraska Department of Education’s Consolidated Data Collection (CDC). Click on the “HR Director Contacts” link to enter the collection. (See Below)

SCOPE
This collection is for Public Districts only.

The Nebraska Department of Education developed the HR Director Contact(s) to collect name and email address for correspondence. The data is gathered with the purpose of using the email address for notices regarding teacher and administrative certificates, evaluation systems, surveys, and data. The contact listed may have a similar role to an HR Director.
The HR Director Contact(s) may be completed by the school district administrator, principal or human resources officer. Multiple contact persons and email addresses can be included. The phone number is optional.

Click on the collection link to begin. (See Below)

Then choose one of the two options. (See below)

If you choose the second option, you will be prompted to enter a name, email address and phone. Note: These fields are optional.
Once completed, click “Submit”.

DUE DATE
The HR Director Contact(s) is open all year-round.

DIRECTIONS
Complete the collection: HR DIRECTOR SURVEY. Refer to SCOPE above for requirements.

SAVING THE DATA
Clicking on the SUBMIT button at the bottom of the collection page will save your data. When the collection has been submitted, the system will automatically put a green checkmark in the Status column of the main page of the survey. An incomplete survey will display a red ‘x’. Your progress will be saved, and you can edit or update the contacts at any time until the due date (or when the collection closes).

SUBMISSION
The collection cannot be submitted until it is complete.

To submit your data to NDE, click the Submit button at the bottom of the main page of the collection. Changes including edit, additions, and deletes can be made at any time, including after any contacts have been submitted and approved.

After the data has been submitted, your district administrator can then approve the data.

NOTE: Only the person who is designated as the District/System Administrator in the CDC will see the Approve button in the box below the Submit button. The District/System Administrator can Submit and Approve the collection.

REPORT
There are no reports associated with this collection, as the contact is collected for NDE purposes only.