



Nebraska Department of Education  
 Teacher Certification  
 301 Centennial Mall South, P.O. Box 94987  
 Lincoln, NE 68509-4987  
 NDE Help Desk: 888-285-0556

These directions were last updated on April 11, 2018.

**HR DIRECTOR CONTACT**

**DUE DATE**

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

**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.

**INSTRUCTIONS**

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



[Click To View Previous Data](#) [Click for Instructions](#) [Click to view Calendar](#) [Reports](#)

[Home](#)

User ID: nkohles  
 Current District: NE DEPT OF EDUCATION  
 School Year: 2017-2018

Open Collections:

CATEGORY	COLLECTION
FEDERAL	<a href="#">Nonpublic Federal Programs Within Boundaries Consultation</a>
FEDERAL	<a href="#">Title I Nonpublic Consultation Form</a>
GENERAL	<a href="#">Nonpublic High School Completer Report</a>
MIPS	<a href="#">Medical Inpatient Services (MIPS)</a>
STAFF	<a href="#">Human Resources Director Contacts</a>
GENERAL	<a href="#">Graduation Conflict Resolution Request (Optional)</a>

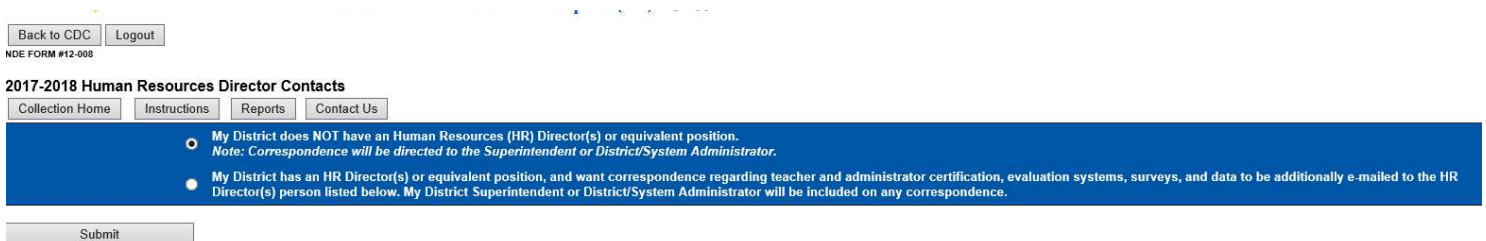
Click on the collection link “xxxx-xxxx Human Resources Director Contacts” to begin.



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

Then choose one of the two options:

1. My District does NOT have...
2. My District has an HR Director...



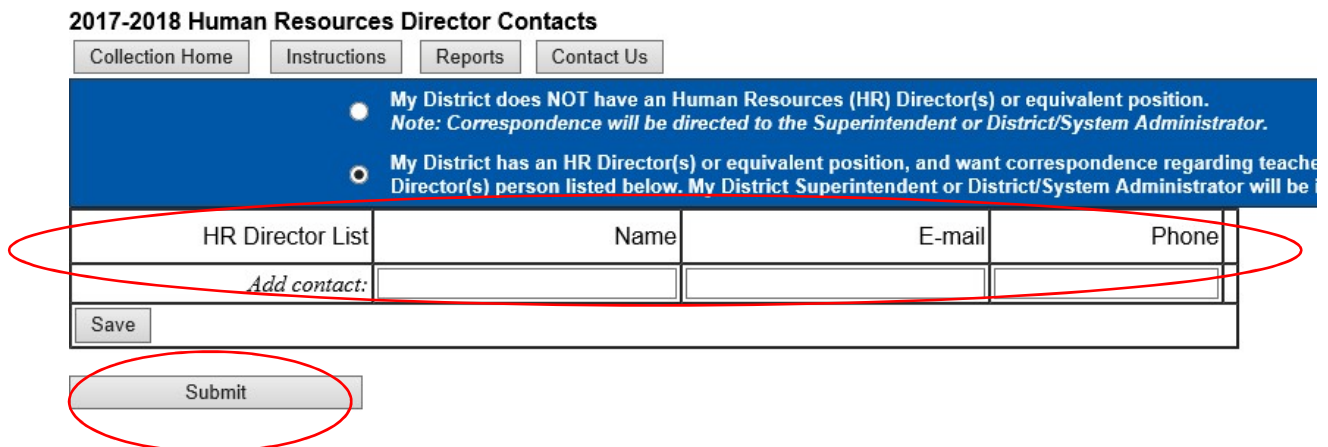
My District does NOT have an Human Resources (HR) Director(s) or equivalent position.  
*Note: Correspondence will be directed to the Superintendent or District/System Administrator.*

My District has an HR Director(s) or equivalent position, and want correspondence regarding teacher and administrator certification, evaluation systems, surveys, and data to be additionally e-mailed to the HR Director(s) person listed below. My District Superintendent or District/System Administrator will be included on any correspondence.

Submit

If you choose the second option, you will be prompted to enter a name, email address and phone.

*Note: All fields are required except for Phone.*



HR Director List	Name	E-mail	Phone
Add contact:			

Save

Submit

Once completed, click “Submit”.


## SAVING THE DATA



Clicking the “Submit” button at the bottom of the collection page will save your data. When the collection has been saved, 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’. You can edit or update the contacts at any time until the due date (or when the collection closes).

**2017-2018 Human Resources Director Contacts**

Collection Home   Instructions   Reports   Contact Us

Click on the link below to complete or edit the contact:

	STATUS
<a href="#">2017-2018 Human Resources Director Contacts</a>	

 = Incomplete    = Completed

[Create Email to all HR Directors](#)

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>	<input type="button" value="Open Collection"/>		

## 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.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>	<input type="button" value="Open 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 it.

**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 information is collected for NDE purposes only.