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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td>Statewide Federal Programs Within State Boundaries Consultation</td>
</tr>
<tr>
<td>FEDERAL</td>
<td>Title I Nongrant Consultation Form</td>
</tr>
<tr>
<td>GENERAL</td>
<td>Statewide High School Consumer Report</td>
</tr>
<tr>
<td>MIPS</td>
<td>None</td>
</tr>
<tr>
<td>STAFF</td>
<td>Human Resources Director Contacts</td>
</tr>
<tr>
<td>GENERAL</td>
<td>Graduation Support Package Record (Optional)</td>
</tr>
</tbody>
</table>
Click on the collection link “xxxx-xxxx Human Resources Director Contacts” to begin.

Then choose one of the two options:
1. My District does NOT have...
2. My District has an HR Director...

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.*

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).

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 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.