



## **NonPublic Dropout Report**

### **INSTRUCTIONS**

Nebraska Department of Education  
Data, Research and Evaluation  
301 Centennial Mall South, PO Box 94987 - Lincoln, NE 68509-4987  
NDE Helpdesk (402) 471-3151 or 1-888-285-0556

These instructions were last updated: August 10, 2016

**DUE DATE:** October 15

**AUDIT WINDOW CLOSE DATE:** November 2

### **SCOPE**

This collection is for NonPublic systems that have the potential of serving students in grades 7-12 and is located under the Data Collections tab – Consolidated Data Collections in the NDE Portal. NonPublic systems will report students by grade, gender and race/ethnicity.

### **GENERAL INFORMATION**

#### **JUSTIFICATION**

**79-527. Dropouts; long-term suspension, expulsion, or excessive absenteeism; contact with law enforcement officials; report to Commissioner of Education; required; copy to learning community coordinating council.**

- The superintendent or head administrator of a public school district of a nonpublic school system shall annually report to the Commissioner of Education in such detail and on such date as required by the commissioner the number of students who have dropped out of school...

#### **COMPLETION**

This data collection is intended to be completed at the system level (superintendent or principal's office). You do not need to send a printed copy of this report to the Nebraska Department of Education but may print a copy for your files.

## **Reporting Requirements by Race/Ethnicity**

A student should be reported in **one** Race/Ethnicity category. See Race/Ethnicity descriptions in Appendix A.

- If the student is Hispanic, the student should be included in the FHI (Female Hispanic) or MHI (Male Hispanic) category even if the student has another race.
- If this student is multiracial **but not Hispanic**, the student should be counted in the FMU (Female Multi-Race) or MMU (Male Multi-Race) category.
- If the student can be associated with one race category and **is not Hispanic**. Report in that category. Please click on the link to Ethnicity Definitions Help Screen (at the top of the page) for the other category definitions. NOTE: some categories have changed.
- The amounts across the Race/Ethnicity categories should add up to your total dropouts for that grade.

If you have any questions regarding reporting under the new Race and Ethnicity categories, please refer to the publications NDE has provided at <http://www.education.ne.gov/nssrs/resources.html> under Program-specific Information, Race and Ethnicity.

## **DIRECTIONS FOR COMPLETING THE ONLINE SUBMISSION**

Select NonPublic Dropouts and click on the **Click to Complete Form** button.

1. The grid is pre-populated with zeros and if the system has **No dropouts** for the selected school year (listed at the top), click on the **Mark Complete** button and then click on **Finished**. This will return you to the collection main page. Click on **Submit** and **Approve**.
2. If the system has dropouts to report for the selected school year, click on the **Click to Complete Form** button.
3. Enter data into the appropriate gender and race/ethnicity categories, by grade.  
Click on the link to **Ethnicity Definitions** Help Screen (at the top of the page) for a complete description of the abbreviated column headings. Also, see hint (above the grid): hover over the column headings to get a brief description.
4. Click on the **Update** button to save the data that has been entered.
5. When data entry has been completed, click on the **Mark Complete** button (Note: INCOMPLETE, changes to COMPLETE). Click the **Finished** button to return to the collection main page.
6. Click on **View/Print Summary Report** to print a copy for your file.
7. After viewing/printing report, click on **Collection Main Page** button to return to the Collection Main Page.

## **SUBMISSION**

After you have completed entering data and have marked the collection complete, click on the **SUBMIT** button, this will indicate that the collection is ready to be reviewed by your System Administrator.

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

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

NOTE: Only the person who is designated with the appropriate activation code as System Administrator for the nonpublic dropout collection in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The System Administrator can submit and approve the collection.

## **DEFINITIONS and EXAMPLES**

### **Dropouts:**

All school districts and systems must apply a uniform definition to ensure comparable, consistent data statewide. The following are standard dropout definitions for all state and federal reporting.

### **A Dropout IS an individual who:**

For purposes of this collection, a dropout is a student in grades 7-12 who:

- was enrolled in school at some time during the school year and was **not** enrolled on the last Friday in September of the following school year, **or**
  - was **not** enrolled on the last Friday in September of the school year although was expected to be in membership (i.e., was not reported as a dropout the year before), **and**
  - has **not** graduated from high school or completed a state or district–approved educational program, **and**
  - did **not** meet any of the following exclusionary conditions:
    - transfer to another public school district, private school, or state-operated or district-approved educational program;
    - temporary school – recognized absence due to suspension or illness; or
    - death.
- The phrase “**graduated from high school or completed**” means individuals who graduated from high school or completed some other education program that is approved by the state or local education agency.

- The phrase “**state or district-approved education program**” means one that leads to the receipt or formal recognition of completion from school authorities. It may **INCLUDE** special education programs, home-based instruction, and programs administered by a secondary education agency (but **NOT** adult or postsecondary education).
- To determine whether the exclusionary condition of “**transfer to another ...**” applies; a transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. Systems are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.

**A Dropout IS NOT an individual who:**

- Transferred to another public school district, private school, home school (Rule 12 or Rule 13), state or district approved education program:  
 A state or district approved program means one that leads to the receipt of formal recognition of completion from school authorities. It may **INCLUDE** special education programs, home-based instruction, and programs administered by a secondary education agency (but **NOT** adult or postsecondary education).
- Temporary absence due to suspension, expulsion, or verified legitimate approved illness
- Death

**SCHOOL YEAR:**

A **school year** is defined as the 12-month period of time beginning with the normal opening of school in the fall.

**SUMMER DROPOUTS:**

These are students who completed the previous school year (2015-2016) but who failed to enroll by the last Friday in September, 2016. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completed the 10<sup>th</sup> grade in 2015-2016 but who has not re-enrolled by the last Friday in September 2016 and doesn’t show up the entire year will be reported as an 11<sup>th</sup> grade dropout in the fall of 2016 for the 2016-2017 school year.

**EXAMPLES:**

Each school system is responsible for compiling and maintaining a record of all students who leave school from the first day of school through the entire year.

**PLEASE NOTE:** Students who fail to report for the opening of school should be reported as dropouts from the grade and school year for which they did not complete.

A student who takes summer school to receive credit to complete a grade but does **NOT** finish summer school and does **NOT** report in the 2016-2017 school year for the grade they did not complete is considered a dropout for the grade not completed in 2015-2016.

*Example: Sally is taking summer school in 2016 to receive credit for one class to complete the 10<sup>th</sup> grade for the 2015-2016 school year. Sally does **not** complete summer school and does not report for the 10<sup>th</sup> grade in 2016-2017. Sally is considered a dropout of 10<sup>th</sup> grade for the 2015-2016 school year.*

- A student enrolled during 2015-2016, but did not complete the 2015-2016 school year and did **not** enroll for 2016-2017 is a dropout for 2015-2016.

*Example: Ann drops from 11th grade in April, 2016, and does not enroll in August, 2016 . She is an 11<sup>th</sup> grade dropout for the 2015-2016 school year.*

- A student enrolled during 2015-2016, did not complete the 2015-2016 school year but **did** enroll for 2016-2017 is **not** a dropout.

*Example: David leaves the 9th grade in April, 2016. He re-enrolls in the 9th grade in August, 2016, David is **not** considered a dropout for 2015-2016.*

### **MEMBERSHIP:**

The count of students on the current roll of the district/system as of the last Friday in September that actually provide more than 50 percent of the student's instruction. A student may be carried on the roll of only one school district/system at a time.

### **DETERMINING STUDENT STATUS:**

The following pages provide more specific guidance in applying the dropout definition and making appropriate status classifications of students as either dropouts or other students who leave school.

<b>A Student Who:</b>	<b>Dropout?</b>
Graduated or received some other recognized credential, such as a certificate of attendance.	No
Enrolled in adult education or some type of program whose education services do not lead to a diploma or other credential recognized by the state.	Yes
Only attended summer school in this school district/system (i.e., was not enrolled during the regular school year).	No
Left school without diploma or other certification after passing the age which the district was required to provide a free, public education.	Yes
Died.	No
Is gone (not attending) ; status is unknown.	Yes
Moved to another district/system in this or some other state, not known to be in school.	Yes
Moved out of the United States, enrollment status not known.	No
Transferred, enrolled in another public school, a private school, or charter school.	No
Transferred, enrolled in home schooling.	No
Transferred, enrolled in early college (baccalaureate or associate's program).	No

A Student Who:	Dropout?
Is in an institution that is <b>NOT</b> primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program.	No
Is in an institution that is <b>NOT</b> primarily academic (military, possibly Job Corps, corrections, etc.) and does <b>NOT</b> offer a secondary education program.	Yes
Is <b>NOT</b> in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work).	No
Was temporarily absent because of illness that IS verified as legitimate.	No
Was temporarily absent because of illness that is <b>NOT</b> verified as legitimate.	Yes
Is <b>NOT</b> in school but known to be suffering long-term illness and <b>NOT</b> receiving education services (residential drug treatment, severe physical or mental illness).	No
Is <b>NOT</b> in school but known to be suspended or expelled and their term of suspension or expulsion is <b>NOT</b> yet over.	No
Is <b>NOT</b> in school but known to be suspended or expelled and their term of suspension or expulsion is over.	Yes
Is <b>NOT</b> in school but known to be expelled with <b>NO</b> option to return.	Yes
Is <b>NOT</b> in school but known to be expelled and enrolled in another school and/or district/system.	No
Is <b>NOT</b> in school but known to be expelled and chose not to participate in a district approved alternative education program.	Yes
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college where the program is <u>administrated by an agency that is considered a special school district or extension of a regular school district.</u>	No
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college where the program is <u>an off-campus offering of regular school district.</u>	No
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college where the program is <u>classified as adult education that is not approved, administered or tracked by a regular school district/system.</u>	Yes
Withdrew for personal or academic reasons.	Yes
A student who is un-enrolled by a parent and does not enroll in another district/system.	Yes

**APPENDIX A**  
**New Race Ethnicity Code Descriptions**

<b>Code</b>	<b>Description</b>	<b>Explanation</b>
<b>HI</b>	<b>Hispanic</b>	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. If a person is Hispanic they should always be reported in this category (even if they have another race).
<b>MU</b>	<b>Multi</b>	A person that is <u>not</u> Hispanic, but has <u>more than one</u> race (see five categories below).
<b>AM</b>	<b>American Indian/Alaska Native</b>	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
<b>AS</b>	<b>Asian</b>	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example Cambodia, china, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<b>BL</b>	<b>Black or African American</b>	A person that is <u>not</u> Hispanic, having origins in any of the black racial groups of Africa.
<b>PI</b>	<b>Native Hawaiian or Other Pacific Islander</b>	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>WH</b>	<b>White</b>	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of Europe, the Middle East, or North Africa.

If you have any questions regarding reporting under the new Race and Ethnicity categories, please refer to the publications NDE has provided at <http://www.education.ne.gov/nssrs> under Program-specific Information, Race and Ethnicity.