



Nebraska Department of Education  
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 NDE Helpdesk: 1-888-285-0556 or [ADVISERHelp@Nebraskacloud.org](mailto:ADVISERHelp@Nebraskacloud.org)

Instructions updated: April 29, 2020

## Nebraska Education Profile (NEP) Information

Due Date: June 15  
 Audit Window Close Date: June 30

### SCOPE

The Nebraska Education Profile (NEP) Information collection is used to collect district information, graduation requirement information, and NAI grade levels for Nebraska public school districts. The information collected will be displayed on the Nebraska Education Profile (NEP) website ([nep.education.ne.gov](http://nep.education.ne.gov)) for the following school year.

All Public Districts must report this data.

### DIRECTIONS

#### Access

Accessing the Nebraska Education Profile (NEP) Information collection requires a Consolidated Data Collection (CDC) activation code – Assessment, All or Approver User Type. For access to the Consolidated Data Collection (CDC) in Data Collections, obtain an activation code from District Administrator.

1. Log into the NDE Portal <https://portal.education.ne.gov/>

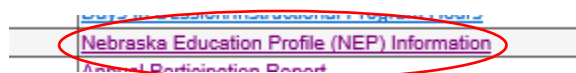
2. Click on the blue Data Collections tab



3. Click on the Consolidated Data Collection (CDC) link

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	<a href="#">Consolidated Data Collection (CDC)</a>

4. From the Open Collections list choose **Nebraska Education Profile (NEP) Information**



## Navigation

Upon entering the collection, the following will display:

1. The Title
2. A Main Menu list of options
3. The District Information section to complete
4. The School information section to update
5. A Summary Report button, and
6. The Submit/Approve section (Only Approver User Types will see the Approve button)

**2018-2019 NEBRASKA EDUCATION PROFILE (NEP)** ← 1

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**District Information**

Select report to complete:	STATUS
<a href="#">Enter district information</a>	
<a href="#">Enter graduation requirements</a>	

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**School Information**

Select a school to enter school description

	CODISTSCH	NAME	STATUS
<input type="button" value="Edit"/>	00-0000-001	EXAMPLE HIGH SCHOOL	
<input type="button" value="Edit"/>	00-0000-002	EXAMPLE ELEMENTARY SCHOOL	

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← 5

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

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**To make changes after approval, the district contact will need to call the NDE Help Desk: 888-285-0556**

## Main Menu

1. Contact Us - Lists NDE contacts to call or email if there are questions while completing the report.
  2. Click for Instructions - Opens this document.
- Other Main Menu options seen throughout the collection include:
3. Logout - Closes the current tab and returns to the NDE Portal.
  4. NEP Main Pg - Returns to the Nebraska Education Profile (NEP) main page.
  5. CDC Main Pg - Returns to the Consolidated Data Collections main page.


## District Information

There are two sections to complete within District Information:

1. Enter District Information
2. Enter Graduation Requirements

They can be accessed by clicking on the relevant links.

### District Information

Select report to complete:	STATUS
<a href="#">Enter district information</a>	
<a href="#">Enter graduation requirements</a>	

## Enter District Information

Provide descriptive information about the district. The text box will be prepopulated from the previous year, if available.

### DISTRICT INFORMATION

[Click for Instructions](#)

**On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save". If there are no changes, click "Save".**

**1. District Information:** (In the box below, please describe the unique features of your district including any description that will provide readers a better picture of your school district.)

Character Count: **332**

Exampleville School is located in Nebraska. The district covers 10 square miles and encompasses the communities of Exampleville and Exampletown. There are 2 buildings in the district, all located in Exampleville. The schools are Exampleville High School, which houses grades 7-12 and Exampleville Elementary which houses grades K-6.

[Print Page](#)

[Save Data](#)

[Save Data and Close](#)

Pre-populated data will not be considered complete, even if there are no changes, unless the **Save Data** or **Save Data and Close** buttons are clicked.

[Print Page](#)

[Save Data](#)

[Save Data and Close](#)

If data is not pre-populated, enter the text in the box provided – this will be used as the district description which will appear on the Nebraska Education Profile (NEP) website. Describe the unique characteristics of the district including any description that will provide readers a better picture of its qualities.

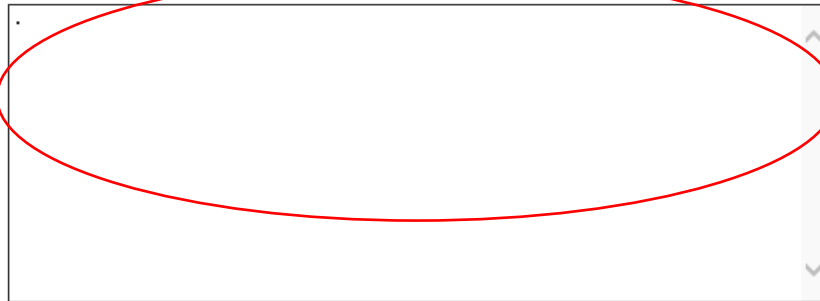
DISTRICT INFORMATION

Click for Instructions

On the first time into this form, the data is prepopulated from the previous year. Make changes accordingly then click "Save". If there are no changes, click "Save".

1. **District Information:** (In the box below, please describe the unique features of your district including any description that will provide readers a better picture of your school district.)

Character Count: 0



Print Page Save Data Save Data and Close

NOTE: Hit the **Save Data** periodically while updating/entering information into the text box.

When finished, click the **Save Data and Close** button to return to the Nebraska Education Profile (NEP) Information collection main page.

Print Page Save Data **Save Data and Close**

Page can also be printed with the **Print Page** button.

### Graduation Requirements

The Graduation Requirements page collects information about high school graduation requirements.

#### District Information

Select report to complete:	STATUS
<a href="#">Enter district information</a>	
<a href="#">Enter graduation requirements</a>	

There are 4 sections:

1. Language Arts
2. Mathematics
3. Social Studies
4. Science

Data will be prepopulated from the previous year, if available.

**Language Arts**

Number of Years Required:  Courses Required:  English  Other Language Arts

Character Count (500 character limit): 322

Graduation Requirements Comment: A student gradating from Example High School in 2017 must have successfully accumulated 46 credits during grades 9-12. Minimum requirements by subject area for all students were: English 8 Credits; Social Studies 6 Credits; Mathematics 6 Credits; Science 6 Credits; Physical Education 2 Credits; and, Electives 18 Credits.

For each section, review the data and ensure the number of years and required subjects for high school graduation are correct. This data will appear on the Nebraska Education Profile (NEP) website as part of the district graduation requirements.

NOTE: Hit **Save Data** periodically while entering/updating information in the text box(es).

Edit these sections as needed, or, if no changes need to be made, click **Save Data and Close** to return to the Nebraska Education Profile (NEP) Information collection main page.



### School Information

In this section of the report, a list of all schools within the district will display. Each school will have its own page. Access the individual pages by selecting the Edit button.

**School Information**

Select a school to enter school description

	CODISTSCH	NAME	STATUS
<input type="button" value="Edit"/>	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	
<input type="button" value="Edit"/>	99-9999-002	EXAMPLEVILLE ELEMENTARY SCHOOL	

Upon opening the individual page a text box displays the 1) School Description. This form will be prepopulated from the previous year, if available.

SCHOOL DESCRIPTION FOR  
EXAMPLEVILLE HIGH SCHOOL  
[99-9999-001]  
[Click for Instructions](#)  
On the first time into this form, the data is prepopulated from the previous year.  
Make changes accordingly then click "Save".

1) School Description:  
Character Count: 217 characters (1000 Character Limit)

Exampleville High School is a Nebraska School Activities Association Class D1 school district that is fully accredited by AdvancED. The student body consists of approximately 120 students, grades seven through twelve.

Review the data to ensure it is correct. This text will be used as the school description which will appear on the Nebraska Education Profile (NEP) website.

If data is not pre-populated, enter the text in the box – this will be used as the school description which will appear on the Nebraska Education Profile (NEP) website. Describe the unique characteristics of the school, including attendance, grades served and key information about facilities and resources available.

NOTE: As entering information into the text box, it is recommend to hit the **Save Data** button periodically.

Section 2) NAI Grades to Report Rule 10, section 005.01B, requires schools to report a National Assessment Instrument in at least one grade in grades 2-5 and in grades 6-8 (as appropriate.) Select which grade level(s) the school would like to report on the Nebraska Education Profile (NEP) website for each of the grade ranges. Grade ranges will be listed based on the School currently viewing.

2) NAI Grades to Report Rule 10, section 005.01B, requires schools to report a National Assessment Instrument in at least one grade in grades 2-5 and in grades 6-8 (as appropriate). Indicate below which grade level(s) the school would like to report on the Nebraska Education Profile for each of these grade ranges:

Grades 6-8:  
 Grade 6  Grade 7  Grade 8  None

Note: Only select None if the grade level will be submitted at a different Elementary or Middle school because the currently selected school doesn't capture the reported grade level.

For example, a District PK-2 school is currently displayed. The District reports assessment scores for grade level 4. Since the PK-2 school does not offer Grade 4 they will select None.

Note: The NAI best score per student will be displayed on NEP for each grade range selected.

After updates are made to sections 1 and 2, or if no changes need to be made, click **Save Data** or **Save Data and Close** button to return to the Nebraska Education Profile (NEP) Information collection main page.

## Finalize Data

When all sections of the collection are complete, a green check box will appear in the Status column for each section.

### 2017-2018 NEBRASKA EDUCATION PROFILE (NEP)

**District Information**

Select report to complete:	STATUS
<a href="#">Enter district information</a>	✓
<a href="#">Enter graduation requirements</a>	✓

### School Information

Select a school to enter school description

	CODISTSCH	NAME	STATUS
<input type="button" value="Edit"/>	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	✓
<input type="button" value="Edit"/>	99-9999-002	EXAMPLEVILLE ELEMENTARY SCHOOL	✓

Once all areas have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for district files.

### 2017-2018 NEBRASKA EDUCATION PROFILE (NEP)

**District Information**

Select report to complete:	STATUS
<a href="#">Enter district information</a>	✓
<a href="#">Enter graduation requirements</a>	✓

### School Information

Select a school to enter school description

	CODISTSCH	NAME	STATUS
<input type="button" value="Edit"/>	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	✓
<input type="button" value="Edit"/>	99-9999-002	EXAMPLEVILLE ELEMENTARY SCHOOL	✓

## Submit / Approve

Once data entry is complete, click the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

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"/>			

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

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

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

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