Nebraska Department of Education  
PO Box 94987  
Lincoln, NE 68509-4987  
NDE Service Desk: ADVISERHelp@Nebraskacloud.org

Instructions updated: April 17, 2023

**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 the grade levels used for NAI (National Assessment Instruments) for Nebraska public school districts. The information collected will be displayed on the Nebraska Education Profile (NEP) website ([https://nep.education.ne.gov](https://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.
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)

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**20XX-20XX NEBRASKA EDUCATION PROFILE (NEP)**

![Image of District Information]

- **Contact Us**
- **Click for Instructions**

**District Information**

<table>
<thead>
<tr>
<th>Select report to complete</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter district information</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Enter graduation requirements</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

**School Information**

Select a school to enter school description

<table>
<thead>
<tr>
<th>CODE/STCH</th>
<th>NAME</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-0000-001</td>
<td>EXAMPLE HIGH SCHOOL</td>
<td>![Icon]</td>
</tr>
<tr>
<td>00-0000-002</td>
<td>EXAMPLE ELEMENTARY SCHOOL</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

- **View Summary Report**

**ACTION** | **STATUS** | **DATE** | **USER**
---|---|---|---
SUBMIT | Not Submitted | N/A | N/A
Not Approved | N/A | N/A

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

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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.
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**

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

**Enter District Information**

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.)

   Exempleville School is located in Nebraska. The district covers 10 square miles and encompasses the communities of Exempleville and Exempletown. There are 2 buildings in the district, all located in Exempleville. The schools are Exempleville High School, which houses grades 9-12 and Exempleville Elementary which houses grades K-6.

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.
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.

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.

Page can also be printed with the Print Page button.

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

<table>
<thead>
<tr>
<th>District Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select report to complete:</td>
</tr>
<tr>
<td>Enter district information</td>
</tr>
<tr>
<td>Enter graduation requirements</td>
</tr>
</tbody>
</table>

There are 4 sections:
1. Language Arts
2. Mathematics
3. Social Studies
4. Science

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

<table>
<thead>
<tr>
<th>Language Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Years Required:</strong> 4</td>
</tr>
<tr>
<td><strong>Graduation Requirements Comment:</strong></td>
</tr>
<tr>
<td><strong>Character Count (500 character limit):</strong> 322</td>
</tr>
</tbody>
</table>

A student graduating 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.

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

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.

School Information
Select a school to enter school description

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.

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

<table>
<thead>
<tr>
<th>ACTION</th>
<th>STATUS</th>
<th>DATE</th>
<th>USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMIT</td>
<td>Not Submitted</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>APPROVE</strong></td>
<td>Not Approved</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Print Page</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.