



Nebraska Department of Education  
 301 Centennial Mall South, PO Box 94987  
 Lincoln, NE 68509-4987  
 NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions last updated September 2018.

## Student Growth Adjustment

**Due Date:** October 15

**Audit Due Date:** October 31

### SCOPE

The Student Growth Adjustment collection is to be completed by Public Districts applying for a student growth adjustment. The student growth adjustment for each approved district shall equal the sum of the product of the school district’s basic funding per formula student multiplied by the difference of the approved student growth minus the greater of twenty-five students or one percent of the fall membership for the school fiscal year immediately preceding the school fiscal year for which aid is being calculated plus the product of fifty percent of the school district’s basic funding per formula student multiplied by the greater of twenty-five students or one percent of the fall membership for the school fiscal year immediately preceding the school fiscal year for which aid is being calculated.

### DIRECTIONS

#### Access

Accessing the Student Growth Adjustment collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.

1. Log into the NDE Portal at <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	<a href="#">Edit/Remove</a>	<a href="#">Consolidated Data Collection (CDC)</a>

4. From the Open Collections list, choose **Student Growth Adjustment**

FINANCIAL	<a href="#">School Age Final Financial Rep</a>
GENERAL	<a href="#">Student Growth Adjustment</a>

## Navigation

Upon entering the collection, you will see

1. The Title
2. A Main Menu list of options
3. An area for districts not eligible or who would not like to be considered
4. Area to complete the collection
5. A Save Data button
6. A Summary Report button, and
7. The Submit/Approve section (Only Approver user types will see the Approve button)

### APPLICATION FOR STUDENT GROWTH ADJUSTMENT ← 1

Contact Us

Click for Instructions ← 2

School districts may apply to the Department for a student growth adjustment on or before October 15. School districts must estimate 2019-2020 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between 2018-2019 fall membership and 2019-2020 estimated average daily membership. On or before December 1st, the Department must approve, deny, or modify the application based on the evidence submitted on the application, and any other information provided by the Department.

Check box if school district is not eligible or would not like to be considered, then click on the "Save Data" button below. ← 3

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2018-2019 Fall Membership as of October 1, 2018 in Grades K-12

1.10

2019-2020 Estimated Average Daily Membership in Grades K-12

2.10

**Estimated Student Growth (line 1.10 subtracted from line 2.10)**

3.10 **0**

Enter narrative explaining the estimated student growth (500 character max):

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Save Data ← 5

View Summary Report ← 6

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"/>		

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## Main Menu

1. Contact Us – Lists NDE contacts to call or email if you have questions while completing the report
2. Click for Instructions – Opens this documents

## Districts not eligible or not to be considered

If your district is not eligible or would not like to be considered for the Student Growth Adjustment, check the box.

<input type="checkbox"/>	<b>Check box if school district is not eligible or would not like to be considered, then click on the "Save Data" button below.</b>
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Click the Save Data button then follow the Submit/Approve instructions below.

Save Data

## Collection completion

Report the District total for Fall Membership as October 1 for Grades K-12.

2018-2019 Fall Membership as of October 1, 2018 in Grades K-12 1.10

Report the estimated Average Daily membership in Grades K-12 for the following school year.

2019-2020 Estimated Average Daily Membership in Grades K-12 2.10

The Estimated Student Growth will populate based on the data submitted in Fall Membership (1.10) and Estimated ADM (2.10).

2018-2019 Fall Membership as of October 1, 2018 in Grades K-12 1.10

2019-2020 Estimated Average Daily Membership in Grades K-12 2.10

**Estimated Student Growth (line 1.10 subtracted from line 2.10)** 3.10

Enter comments as to why the district is expecting the indicated growth.

Enter narrative explaining the estimated student growth (500 character max):

Click the Save Data button then follow the Submit/Approve instructions below.

Save Data

## View Summary Report

Click this button to view a copy of what has been entered into the collection and thus, what will be submitted to NDE.

## Submit / Approve

After you have completed entering data click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Admin.

ACTION	STATUS	DATE	USER
<b>SUBMIT</b>	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
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
<b>APPROVE</b>	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.