**Substitute Teachers**

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

These directions were last updated: August 2, 2012

**GENERAL INSTRUCTIONS:**  
Substitute Teachers - Consolidated Data Collection

**DUE DATE:** June 15  
**AUDIT WINDOW CLOSE DATE:** June 30

**SCOPE**

This collection is to be completed by Public Districts, Non Public Systems, State Operated Systems (Special Purpose Schools), ESU’s and Interim Programs.

List all substitute teachers by name, their NDE Staff ID, and the number of days taught. Please reference Rule 21 (92 NAC 21-005.23 & 92 NAC 21-005.24). A teacher’s NDE Staff ID can be obtained accessing the “NDE Staff ID” application available in the NDE Portal under the NSSRS Student and Staff Tab. Access to this application requires the appropriate activation code. Contact your district administrator for this code.

Data from the previous year will be pre-populated. The data can be entered and edited, or choose to do an upload list of substitute teachers. Please note; when performing an upload, the collection will do a complete replacement of the substitute teachers. The list can then be edited, similar to the on-line submission. If your district is a new District/System reporting substitute teachers for the current year, there will be no pre-populated data. Substitutes will need to be added or uploaded.
DIRECTIONS FOR UPLOADING SUBSTITUTE TEACHERS DATA

Upload substitute teacher data by following the record layout below. Do not include a header row. The upload file must have a .CSV or .TXT extension, and have comma-separated values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY</td>
<td>Char(2)</td>
<td>2 digit NDE assigned county number</td>
</tr>
<tr>
<td>DISTRICT</td>
<td>Char(4)</td>
<td>4 digit NDE assigned district number</td>
</tr>
<tr>
<td>DATAYEARS</td>
<td>Char(8)</td>
<td>8 digit school year, no dashes. Sample: 2010-2011 would be “20102011”</td>
</tr>
<tr>
<td>LASTNAME</td>
<td>Varchar(25)</td>
<td>Substitute teacher’s last name</td>
</tr>
<tr>
<td>FIRSTNAME</td>
<td>Varchar(25)</td>
<td>Substitute teacher’s first name</td>
</tr>
<tr>
<td>NDE STAFF ID</td>
<td>Char(10)</td>
<td>Substitute’s NDE Staff ID. Sample: 1234567890</td>
</tr>
<tr>
<td>DAYS_TGHT</td>
<td>FLOAT</td>
<td>Populate to 1 place after decimal (xxx.x). Must either be a .0 or a .5.</td>
</tr>
</tbody>
</table>

Note: If a list is uploaded, each time the list is uploaded, the existing data for the school year will be replaced. Previous data will be deleted. If there are errors in the file, they will be displayed when uploading the file.

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

The list of substitute teachers can be edited at any time the collection until the collection has been submitted. Editing can be done after a list of substitute teachers has been uploaded.

A substitute teacher can be added by entering the last name, first name, NDE Staff ID, days taught, and clicking ADD. (See below)

![ADD A NEW SUBSTITUTE TEACHER](image1)

Entering a duplicate NDE Staff ID is not allowed. If a duplicate NDE Staff ID number is entered, a prompted will appear saying “This staff member’s NDE Staff ID is already in the database. Please check the list below to update”. (See below)

![ADD A NEW SUBSTITUTE TEACHER](image2)

To edit the days taught, click on Edit. Enter the new days taught and then click Update. This will save the data entered. If the teacher listed did not substitute in your district for the current year, click on Delete. (See below)

![Delete or Edit a record](image3)
"Days Taught" must be completed for each substitute teacher. Report Days Taught to either .0 or .5. A **teaching day** is any day in which more than three hours is spent teaching. **Teaching half days** is any teaching day in which three hours or less is spent teaching. For computation under this chapter, two teaching half days equal one (1.0) teaching day.

To view the data that you have submitted, click on the "**View Summary Report**" button below the list of substitute teachers. Use the Print Page button to create a copy for record keeping. The certification status is also displayed on the Summary Report.

**CERTIFICATION STATUS**

Substitute teachers are required to have an appropriate certificate, from the Nebraska Department of Education Teacher Certification (NDE Teacher Certification). The substitute teacher’s name and NDE Staff ID are checked with NDE Teacher Certification. The “Certification Status” column will display the results of checking this certification as of when the substitute teacher records are viewed. See Figure 4 (below) for an example.

![Figure 4. Substitute Teacher List with Certificate Status](image)

The “Certification Status” column will indicate one of the following:

1) **“OK”** The substitute teacher’s NDE Staff ID matches with NDE Teacher Certification. The teacher also has a current certificate valid for substitute teaching.
2) "Not Found" The substitute teacher could not be found in NDE Teacher Certification. The NDE Staff ID is incorrect, or the name and NDE Staff ID differs with NDE Teacher Certification, or the teacher does not currently possess a certificate. Please contact NDE Teacher Certification* to verify the person does possess a valid certificate appropriate for substitute teaching.

3) "NDE Staff ID Invalid" The substitute teacher’s NDE Staff ID differs from a record with NDE Teacher Certification. Please check the NDE Staff ID number, or contact NDE Teacher Certification* to verify the substitute’s name and NDE Staff ID with their records.

4) "Not Currently Certified". The substitute teacher's record is found with NDE Teacher Certification. However, the substitute does not currently have a valid certificate appropriate for a substitute teacher. Please contact NDE Teacher Certification* for more information or to verify the status.

* To contact NDE Teacher Certification, please call phone: (402)-471-0739, fax: (402) 471-9735, or by email at nde.tcertweb@nebraska.gov

**Note:** The displayed certification status does not affect the collection’s submission or approval.

**NONE TO REPORT**

If there are no substitute teachers to report for the current year, click on Submit. Then the District/System/ESU Administrator must click Approve.

**SUBMISSION**

After all the substitute teachers have been uploaded, and the Days Taught for each Substitute Teacher has been entered, click on the Submit button. This will indicate that the collection is ready to be reviewed by your District/System/ESU administrator.

When the District/System/ESU Administrator has reviewed the data and determined it to be correct, the District/System/ESU Administrator will click on the Approve button to submit the data to NDE.

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

**Note:** Only the person who is designated as District/System/ESU Administrator for the Substitute Teacher collection 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.