Nebraska Department of Education
Data Research and Evaluation
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509 -4987
(402) 471-3323
FAX: (402) 471-2486

These directions were last updated: June 10, 2015

GENERAL INSTRUCTIONS

Consolidated Data Collection
Summer School Supplement
Public Districts Only

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Report the total Prorated Days of Attendance for your District's Summer School Program or if you did not hold summer school, check the box indicating no summer school was held. Click on the "Submit" button to "Save" your data.

When you have completed reporting and clicked on the "Submit" button, click on the "**View Summary Report**" button to view a copy of what was reported to the Department. Print the page to make a copy for your files

SUBMISSION

Once you have completed entering data press the **Submit** button. After the data has been reviewed by the District/System Administrator, the person designated as the District/System Administrator for this collection will press the **Approve** button. When the collection has been approved, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

NOTE: Only the person who is designated as District/System Administrator for the Summer School Supplement 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.

DUE DATE

The "Summer School Supplement" is due on or before August 15th. Audit window close date is August 31st.

SCOPE

This collection is to be completed by Public Districts.

Background: At the end of each regular school term the Nebraska Department of Education collects the attendance data for each school district and system in Nebraska. State total ADA is reported to the U.S. Department of Education and is used in formulas for allocating federal entitlement for Title 1, Impact Aid, Indian Education and other federal programs.

The federal government requires that the total aggregate days of attendance for summer school be added to the total aggregate days of attendance for the regular school term to provide the **numerator** for the calculation of state Average Daily Attendance (ADA). The **denominator** for this calculation is the average number of days

in session during the regular school year. The following example shows how Nebraska must calculate ADA for federal reporting purposes:

EXAMPLE OF CALCULATION OF STATE AVERAGE DAILY ATTENDANCE (ADA)

State total aggregate days in attendance for regular school year..... 45,353,683.20
(based on numbers submitted in the Student Summary Attendance template for all students contained in the Student Template through NSSRS and upon Days In Session as collected in the Consolidated Data Collection (CDC).)

State total aggregate days in attendance for summer school..... 1,360,610.49
(from the Summer School Supplement as reported in the Consolidated Data Collection (CDC).)

Average number of days schools are in session in regular school year 169.2

(Note: the number of summer school days will not be used in the calculation).

Calculation of State ADA:

$$(45{,}353{,}683.20 + 1{,}360{,}610.49) = \frac{(46{,}714{,}293.69)}{(169.2)} = 276{,}089.21$$

276,089.21 is the State Average Attendance (ADA)

Definitions:

Aggregate Days of Attendance: the sum of the days actually attended by all students when school is in session. This collection is for Summer school only!

Example: Pam attends summer school in a district where the school day during the regular term is six hours long. Pam attends summer school in the same district for 30 days, two hours each day for a total of 60 hours of attendance. Pam's days of attendance in summer school times summer school hours are then divided by the number of hours during the regular school term day to arrive at a prorated days of attendance.

[Column (a) x Column (b) divided by Column (c) = Column (d)]

Student Name	**(a)** Aggregate Days Attendance Summer School Only Two decimals	**(b)** Number of Hours Per Day Summer School One decimal	**(c)** Number of Hours Per Day – Regular School Term (example 6.0) One decimal	**(d)** Prorated Days of Attendance **(a)** x **(b)** divided by **(c)** Two decimals
Student 1 (Pam)	30.00	2.0	6.0	10.00
Student 2 (Alan)	15.00	2.0	6.0	5.00
Student 3				
Aggregate				15.00

Totals				

Transfer to Summer School Supplement in the Consolidated Data Collection (CDC)

The prorated days of attendance for each student is then totaled to arrive at the prorated days of attendance for the district's summer school.

Exclude Federally Funded Activities: Exclude any portion of a student's time that is supported by Federal funds. In the above example, if half of Pam's program is being supported by Title 1 funds, then her hours per day would be reduced by one half.

Who should be reported? Students should only be reported in the program where they are actually served.

	Student **IS** a Resident of The Reporting District		Student **IS NOT** a Residence of the Reporting District	
District **DOES** Instruct	Membership Report Summer School Supplement	YES YES	Membership Report Summer School Supplement	YES YES
District **DOES NOT** Instruct	Membership Report Summer School Supplement	NO NO	Membership Report Summer School Supplement	NO NO

FREQUENTLY ASKED QUESTIONS ON THE SUMMER SCHOOL SUPPLEMENT

Should Summer Drivers Education class be included as a Summer School Program?
YES, If any of the following conditions exists:
If the district sponsors the program.
If the student gets credit toward graduation.
If the expenses for the course are run through the General Fund rather than the Student Fee Fund.
It doesn't matter whether the student pays tuition or not, if any of the above conditions are met the course should be included.

Should Preschool be included as a Summer School program?
Do Not include regular Preschool programs for Summer School.

Should Summer School Special Education be included?
YES, include school age Special Education programs because they are state funded.

DO NOT include Special Education Below Age Five programs, because they are mostly federally funded.

What about "fun" programs?

No camps should be included unless the funds are run through the General Fund rather than the Student Fee Fund. Camp can be included if the student gets crefit toward graduation.

Should GED programs be included?
GED programs **CAN** be included but you can only use Aggregate Days of Attendance for students who are under age 21.

What about Drug Free or Title 1 Summer program?
Drug Free and Title I programs **DO NOT** count, they are federally funded.

Should ESL summer school programs count?
This program **CAN BE** included if the program is district or state funded.

Should Migrant Education be counted?
This is a federal grant and if students are being educated under that grant, the answer is **NO**.

WORKSHEET
SUMMER SCHOOL ROSTER

DO NOT SEND TO NDE – FOR DISTRICT USE ONLY

Column (a) x Column (b) divided by Column (c) = Column (d)]

Student Name	**(a)** Aggregate Days Attendance Summer School Only Two decimals	**(b)** Number of Hours Per Day Summer School One decimal	**(c)** Number of Hours Per Day – Regular School Term (example 6.0) One decimal	**(d)** Prorated Days of Attendance **(a)** x **(b)** divided by **(c)** Two decimals
Aggregate Totals				

Transfer to Summer School Supplement in the Consolidated Data Collection (CDC) →