



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 updated: February 19, 2019

Report of Suspensions / Expulsions

Public Districts and Special Purpose (State Operated) Systems

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

SCOPE

This collection is used to ensure assurance of §79-263(1) R.R.S. (School district; policy regarding firearms; requirements) by Public districts and Special Purpose systems.

DIRECTIONS

Access

Accessing the Report of Suspensions/Expulsions collection requires a Consolidated Data Collection (CDC) activation code – Discipline, All or Approver User Type. If user does not have the Consolidated Data Collection (CDC) in Data Collections, they will need to obtain an activation code from their 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	Edit/Remove	Consolidated Data Collection (CDC)

4. From the Open Collections list choose Report of Suspensions / Expulsions

TRANSPORTATION	Pupil Transportation Report
DISCIPLINE	Report of Suspensions/Expulsions
GENERAL	Student Growth Adjustment

Navigation

Upon entering the collection, user will see

1. The Title
2. The Main Menu
3. The Assurances section, and
4. The Submit/Approve area

NDE FORM #02-052

REPORT OF SUSPENSIONS/EXPULSIONS (Including Firearm Expulsions) Public Districts and State Operated

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Contact Us

Click for Instructions

Before you can submit this form, please make sure that you have complied with the following assurance by checking the box below:

I affirm that the school district has a policy in place that meets the requirements of Section 79-263(1) of Nebraska Reissued Revised Statutes and 20 U.S.C.7151. [Click for Explanation](#)

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

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Main Menu

1. Contact Us - Shows a list of NDE contacts to call or email if user has any questions while completing the report.
2. Click for Instructions - Opens this document.

Assurances

District/system needs to affirm compliance with Section 79-263(1):

Before you can submit this form, please make sure that you have complied with the following assurance by checking the box below:

I affirm that the school district has a policy in place that meets the requirements of Section 79-263(1) of Nebraska Reissued Revised Statutes and 20 U.S.C.7151. [Click for Explanation](#)

If there are questions as to what user is agreeing to, simply click the **Click for Explanation** button.

Before you can submit this form, please make sure that you have complied with the following assurance by checking the box below:

I affirm that the school district has a policy in place that meets the requirements of Section 79-263(1) of Nebraska Reissued Revised Statutes and 20 U.S.C.7151. [Click for Explanation](#)

This will open a pop up window where, after reviewing content, user can **Print Page** or exit (**Close Window**).

**REPORT OF SUSPENSIONS/EXPULSIONS
NDE 02-052
INSTRUCTION MANUAL
Public Districts and State Operated**

[Print Page](#) [Close Window](#)

ASSURANCE EXPLANATION

79-263(1) Each school district shall adopt a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. For purposes of this section, firearm means a firearm as defined in 18 U.S.C. 921. The policy shall authorize the superintendent or the school board or board of education to modify the expulsion requirement on an individual basis.

20 U.S.C. 7151(d) Report to State

Each local educational agency requesting assistance from the State educational agency that is to be provided from funds made available to the State under any subchapter of this chapter shall provide to the State, in the application requesting such assistance - (1) an assurance that such local educational agency is in compliance with the State law required by subsection(b)of this section; and (2) a description of the circumstances surrounding any expulsions imposed under the State law required by subsection (b) of this section, including - (A) the name of the school concerned; (B) the number of students expelled from such school; and (C) the type of firearms concerned. 20 U.S.C. 7151(h)(1) IN GENERAL- No funds shall be made available under any title of this Act to any local educational agency unless such agency has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school served by such agency.

If user tries to submit the report without selecting the compliance checkbox, an error will display: **You must comply with the assurance by checking the box above in order to submit this form.**

Submit / Approve

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

ACTION	STATUS	DATE	USER
SUBMIT	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
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.