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

Instructions updated: May 3, 2023  

**Report of Suspensions / Expulsions**  
**Nonpublic Systems**  

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

**SCOPE**  
To assist with mandated state and federal reporting of Suspended and Expelled Students.  

**DIRECTIONS**  
**Access**  
Accessing the Report of Suspensions/Expulsions collection requires a Consolidated Data Collection (CDC) activation code – Discipline, All or Approver User Type. If a user does not have the Consolidated Data Collection (CDC) in Data Collections, they will need to obtain an activation code from their District Administrator. For further detailed access instructions, view the CDC Instructions found here:  
Navigation
Upon entering the collection, user will see
1. The Title
2. The Main Menu
3. Suspensions/Expulsions Information section
4. Summary Report button, and
5. The Submit/Approve area

REPORT OF SUSPENSIONS/EXPULSIONS
Nonpublic Districts

Select a school to enter Suspensions/Expulsions Information

<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>APPROVE</td>
<td>Not Approved</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Main Menu
Contact Us - Shows a list of NDE contacts to call or email if you have any questions while completing the report.
Click for Instructions - Opens this document.

Other menu items seen through the collection include
Susp./Expul. Main Page – Returns user to collection main page
CDC Main Page – Takes user back to the Consolidated Data Collections main page
Logout – Closes the current tab and returns user to NDE Portal
Suspensions/Expulsions Information
If the user has no data to submit for a location (school) in the district/system, click on the **None To Report** button next to the location (school).

This will put a green check mark under the Part 1 column and will complete the submission for that particular location (school).

If there is data to report, click on the **EDIT** button.

This will take the user to Part 1.1 Suspensions and 1.2 Expulsions.

**Part 1.1 Suspensions**
Enter the total Number of Suspensions (Duplicated Count) and the Number of Students Suspended (Unduplicated Count) or leave prepopulated zeros if none.

<table>
<thead>
<tr>
<th>Total Suspensions During The Past School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Suspensions (Duplicated Count)</td>
</tr>
<tr>
<td>Number of Students Suspended (Unduplicated Count)</td>
</tr>
</tbody>
</table>

**Definition**
Suspension: A disciplinary action that results in the exclusion of a student from the school building for a specified period of time. This included both long-term and short-term suspensions. Report out of school suspensions only.

Long-term suspension means the exclusion of a student from attendance in all schools within the system for more than five school days but less than twenty school days.

Short-term suspension means the exclusion of a student from attendance in all schools within the system for a period not to exceed five days.
**Part 1.2 Expulsions**
Enter the total Number of Expulsions (Duplicated Count) and the Number of Students Expelled (Unduplicated Count) or leave prepopulated zeros if none to report.

<table>
<thead>
<tr>
<th>Number of Expulsions (Duplicated Count)</th>
<th>Number of Students Expelled (Unduplicated Count)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Definition**
Expulsion: A disciplinary action that results in the exclusion from attendance in all schools within the system in accordance with section 79-283. [Ref. § 79-256(2)] Include any students who had the disciplinary action of expulsion taken against them.

When done entering data, click on **Save Changes on Page**. This will return the user to the Report of Suspensions/Expulsions Main Page.

When only green check boxes are in all columns user is finished entering data.

**Summary Report**
When all data has been entered for each location (school) in the district/system, click the **View Summary Report** button to see a summary of the district/systems Report of Suspensions/Expulsion.
This will take user to a summary report listing each of the items entered into the collection:

User may print a copy for future reference. Click the How to Print this Report link indicated above if further instruction is needed.

Submit / Approve
After the user has completed data entry click the SUBMIT button, indicating the collection is ready to be reviewed by 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.

NOTE: Only the person who is designated as APPROVER (typically the District Administrator or Superintendent) 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 Service Desk and they will need to re-open the collection.