



**REPORT OF SUSPENSIONS/EXPULSIONS
INSTRUCTION MANUAL
Non Public Districts**

Nebraska Department of Education
Data Services
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509 -4987
NDE Helpdesk (402) 471-3151 or 1-888-285-0556

These instructions were last updated: March 19, 2015

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Click on the EDIT button for each location (school) and complete Sections 1.1 through 1.2.

If you have no data to submit for a location (school) in your 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 Status column and will complete the submission for that location (school).

If you have data to report, click on the EDIT button next to the location (school) and you will be directed to the data collection. When you are done entering data, click on the **SAVE DATA** button at the bottom of the page to return to the Collection main page.

When you have completed entering data for each location (school) in your district/system, you can click on the **View Summary Report** button to see a summary of your Report of Suspensions/Expulsions for all locations.

SUBMISSION

Upon completing data for all locations (schools), click on the Submit button. This will acknowledge that you have completed the data and it is ready to be reviewed by your District/System Administrator. Once the District/System Administrator has reviewed the data, the District/System Administrator can click on the Approve button to submit the information to the Department. Once 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.

Press the **View Summary Report** button and press the **Print Page** button to make a copy for your files.

NOTE: Only the person who is designated as District/System Administrator for the Suspensions/Expulsions 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.

DUE DATE

"Report of Suspensions/Expulsions" is due on or before June 15th. The Audit Window Close date is June 30th.

Section 1.1 Suspensions

of Suspensions: Duplicated Count

of Students Suspended: Unduplicated Count

Definition

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

Section 1.2 Expulsions

of Expulsions: Duplicated Count

of Students Expelled: Unduplicated Count

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 removals resulting from violations of the Gun-Free Schools Act (GFSA) of 1994. Report the number of students expelled, by the number of students with and without disabilities (IDEA), and the number of students who were and were not provided educational services.