



Nebraska Department of Education
Data, Research and Evaluation
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These directions were last updated: August 11, 2015

GENERAL INSTRUCTIONS

Consolidated Data Collection
Two-Year New School Adjustment Application

DUE Date: October 15

AUDIT WINDOW CLOSE DATE: November 2

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Report the Estimated Additional Student Capacity. You will need to provide documentation for the additional student capacity. You may submit the documentation by e-mail to the State Aid Director, or you can document in the form. Please select how you will be submitting your documentation. If you will be e-mailing your documentation to the Nebraska Department of Education State Aid Director, you may send the e-mail to jen.utemark@nebraska.gov. Click on the "Save Data" button to save your data. To complete the report, follow the procedures under "SUBMISSION" below.

If your district would not like to be considered for the Two-Year New School Adjustment, check the box on the form. Click on the "Save Data" button to save your answer. To complete the report, follow the procedures under "SUBMISSION" below.

When you have completed reporting, 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.

SCOPE

School districts may apply to the department for a two-year new school adjustment. To be eligible the district must provide evidence of recent and expected student growth, evidence that a new building or the expansion or remodeling of an existing building is being completed to provide additional student capacity to accommodate such growth and not to replace an existing building, evidence that the school fiscal year for which the district would receive the first-year adjustment will be the first full school fiscal year for which students will utilize such additional capacity, and evidence of the estimated additional student capacity to be provided by the project.

SUBMISSION

Once you have completed entering/updating 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 Two-Year New School Adjustment 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

The "Two-Year New School Adjustment" is due on or before October 15.

PRINT/VIEW SUMMARY

If you cannot print with the Printer icon, follow these steps to export your report to Adobe PDF and print from there.

Click on the Export icon, then select Acrobat (PDF) file.

SPECIAL EDUCATION AND SUPPORT SERVICES FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS (AGES 5 TO 21) FOR 2011-2012

The screenshot shows a web application interface. At the top, there is a navigation bar with a search box containing '1 of 9', a 'Find | Next' button, and a '100%' zoom level. Below this is a table with the following columns: Agencyid, District Name, Final Amount, District Submitted, District Approved, and a partially visible 'ver' column. The first row of data shows '00-0001-000' for Agencyid and 'EDUCATIONAL SERVICE UNIT' for District Name, with a Final Amount of '0'. An export menu is open over the table, listing options: XML file with report data, CSV (comma delimited), Acrobat (PDF) file (highlighted), MHTML (web archive), Excel, TIFF file, and Word. The background text of the report title is visible behind the menu.

Agencyid	District Name	Final Amount	District Submitted	District Approved	ver
00-0001-000	EDUCATIONAL SERVICE UNIT	0			

You should be given an option to either Open or Save your file. Click on Open if you only want to print the file. Click on Save if you want to save it to your local system. Once you have the file open in Adobe Acrobat, print as you would for any other PDF document.