



**NEBRASKA**  
DEPARTMENT OF EDUCATION

# Brewing Confidence: Essentials for New District Data Stewards



April 7, 2026

Topic: Staff Reporting 101

\*Rename yourself in the Zoom with name, school's name, and years of experience

Example: Stacey, NDE-2

# Agenda

- Welcome
- Introduction to Staff Reporting
- Coffee Hour (Questions & Conversations)
- Helpful Information (If no questions)
- Resources



# **Introduction to Staff Reporting**



# Introduction to Staff Reporting

- Currently the collection is in the Legacy NDE Portal
- New collection every school year with a new activation code
- Due Dates
  - Statutory deadline: September 15<sup>th</sup>
  - Fall deadline: October 15<sup>th</sup>
    - With audit window close on October 31<sup>st</sup>
  - Stays open for necessary changes throughout the school year
  - Final deadline: June 15<sup>th</sup>
    - With audit window close June 30<sup>th</sup>

# Coffee Hour



Questions & Conversation

# Usage of the data

# NDE Education Directory

- Published to the [website](#) in early November
- Displays the following (depending on the search criteria):
  - First and Last Name
  - School Name & Number
  - Position Assignment
  - FTE
  - Subject
  - Complete address
  - Phone
  - Fax
  - County
  - Experience
  - Education Attained
  - Gender
  - Race
  - Email address



# **NDE Education Directory**

- If teacher teaches multiple subjects, put in the main subject the teacher would like to receive information about
- Use school contact information and email address



## **Counselor and Library/Media Specialist Not Endorsed**

- Typically, data extracted early November
- Reflects staff who are not currently endorsed in this area, but working toward an endorsement
- Launched in New NDE Portal Fall 2025

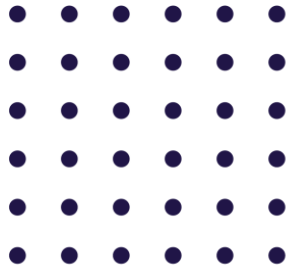
# Special Education Financial Reporting System (SPEDFRS)

- **Verification that the person meets requirements for the assignment code requested**
  - Statutory requirement check
  - Regulatory requirement check
  - Includes certification / endorsement / permit verification based on code
- **Program Staff** rely on the checks performed by Staff Reporting when reviewing grant applications
- **Grants Management staff** rely on Staff Reporting when reviewing reimbursement requests

# Internal Uses

- Approval and Accreditation Rule/Certification Checks, Rule 11 Endorsements
- Data Requests, including Salary Reports
- Funding – State Aid, SPED, Federal Programs, Early Childhood, etc.
- Certification renewals
- NEP

# NDE Staff ID



# NDE Staff ID

- Locating IDs
  - NDE Staff ID collection
    - Located in the Legacy NDE Portal
    - Need activation code
    - Click on the “Details” to verify the staff members information
    - Recommend adding Social Security Number for matching with TEACH software program
    - Update the last name on account as necessary for staff member
- NDE Public Certificate Lookup
  - Can search using
    - certificate number
    - name of staff member
    - Staff ID
  - Information is from the TEACH software program

# Staff Reporting

Step One

# Staff Reporting

- NDE autoloading all staff from previous year with majority of the data points
  - Key data points excluded, requiring minimal updates every year
- Must review and update at the beginning of the school year
  - Staff Demographics
  - Position Assignment
- Update by
  - Manually enter information, and/or
  - File uploads

# Staff Reporting

- Substitutes
  - Need to be reported for recertification
  - Days worked added by June 30th
- Substitutes for paras
  - Reported as para
- Para substitutes for a certified teacher (Special Certificate)
  - Must have the certificate
  - Verify there is not a duplicate NDE Staff ID
  - Needs to be reported as a substitute (5190)
  - Days worked added by June 30th

# Staff Reporting

- Student Teachers
  - Only if they are paid and certified as substitutes
  - Days worked added by June 30th
- Contracted Employees
  - The school system who is paying the salary reports
  - Will be assigned to the contracted school

# Staff Reporting

- File upload tips
  - File name must be PERFECT
    - First Upload
      - Staff Demographics: XX-XXX\_Staff\_Demographics.zzz
        - (Where XX-XXXX is the School System Number)
    - Second Upload
      - Staff Position Assignments: XX-XXXX\_Staff\_Position\_Assignments.zzz
        - (Where XX-XXXX is the School System Number)
  - Review the file layout (See Appendix E-File Layouts in the Staff Reporting guide)
    - Date format
    - School system number
    - Again, formatting must be PERFECT to upload
  - Uploading a new demographic file will delete all previous position assignments

# Errors

Step Two

# Staff Reporting Errors

- School name will be in red
- Utilize the “Errors Only” button
- Possible issues
  - Missing information
  - Using the wrong school number
  - Invalid Gender code
  - Invalid Position Assignment Dates

# NSSRS Validation Errors

- Syncs nightly with the Staff Reporting and other systems (example: TEACH)
  - After making changes, check the next day
- Needs to be reviewed on a regular basis
- Common errors
  - Mismatched NDE Staff IDs
  - Duplicate NDE Staff IDs
    - Submit a ticket to NDE Service Desk
  - Incorrect building number
  - Missing Emails
  - Certification issues
- Four New NSSRS Validation Errors as of March 2026

# Warning #594

Certificate Expires in Less Than 6 Months

- Staff reported with a Position Assignment code requiring an active certificate, has a certificate expiration date less than 6 months in the future.
- Contact Educator Certification ([nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) for questions regarding the certification process.

# Error #595

Rule 18 and Special Purpose Staff  
Missing Email Address In Staff Reporting

- Rule 18 and Special Purpose Schools Only.
- Rule 18 and Special Purpose Staff in Staff Reporting is missing a valid email address and is assigned in one of these positions
  - 1110, 1121, 1125, 1150, 1160, 1161, 1162, 1163, 1164, 1165, 1170, 1180
  - 2320, 2321, 2322, 2326,
  - 2410, 2415

# Warning #596

Staff ID Name Discrepancy

- The last name reported in Staff Reporting does not match the last name reported in NDE Staff ID. Please ensure the appropriate Staff ID is being utilized to report the same person in both systems
- Error is comparing staff reporting and NDE Staff ID main information for the staff members

# Warning #597

Maximum Days Worked Reported for Paraprofessional  
Substitute Teacher

- A Substitute Teacher (5190) with a Paraprofessional Substitute Teaching Permit was reported with a Days Worked amount over the typical maximum number allowed in your district by their permit (45 days).
- If the number of days worked is incorrect, please correct this in Staff Reporting.
- In some situations, there are exceptions for these limits, please contact the Educators Certification ([nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) for questions about substitute teaching permits.

# Reports

Step Three

# NSSRS Validation Staff Verification Reports

- Review reports throughout the school year
  - Share the reports with other staff member, if necessary
- Can view past years information as well

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#) Current User: spawling1  
Year: 2026-06-30 [\(Change Year\)](#) User Access: [NDE Super User](#)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Admin](#) [Exit](#)

### Staff Verification Reports

Staff Reports		
Current Certification Report	<a href="#">View Report</a>	The report includes staff reported with their certificate information at the time the report is run. The report includes all current certificates, endorsements and level of endorsement, and certificate expiration date (endorsement expiration date is shown if provisional). If you have any questions, please contact Teacher Certification at 402-471-0739.
Current Personnel Report	<a href="#">View Report</a>	Staff Demographics and Staff Position Assignments for the selected school year need to have been uploaded.
Title I Paraprofessionals	<a href="#">View Report</a>	The report includes staff with Position Code 5160 (Instructional Paraprofessionals) in a Schoolwide Title I program, as well as staff with Position Code 5160 paid with Title I funds in a Targeted assistance program. This report displays paraprofessional's qualifications as to meeting the ESSA requirement of Qualified Title I Instructional Paraprofessionals. Please review and resolve any "No's" in the Para Qualified column. If you have any questions, please contact Title I at 402-471-2452.

# Current Certification Report

- Report includes:
  - Current certificates
  - Endorsements
  - Levels of endorsement
  - Expiration dates for certificates
- [NDE Public Certificate Lookup](#)
- Questions regarding endorsements and certificates
  - Contact NDE Certification team ([NDE.TCertWeb@Nebraska.gov](mailto:NDE.TCertWeb@Nebraska.gov))

# Current Personnel Report

- Lists all staff reported
  - Includes demographic and position assignments
  - If you have staff provided by another school system or ESU, those staff will also be populated on this report
  - Can be shared with other staff members at your school

# Teachers Assigned Out of Endorsed Area or Level

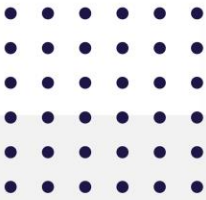
- Utilizes the course data from the Nonpublic Curriculum Reporting and ADVISER systems
- [NDE Public Certificate Lookup](#)
- Questions?
  - Contact NDE Accreditation ([NDE.Accreditation@Nebraska.gov](mailto:NDE.Accreditation@Nebraska.gov) )

# **Staff Reporting for the Special Education Financial Reporting System (SPEDFRS) and GMS SPED IDEA Consolidated Application**

- Assist with validating staff members for SPEDFRS and GMS SPED IDEA
- Certification
  - SPED criteria
  - Licensure
  - Sign Language approved list
- Not all staff will be reported in the SPEDFRS and GMS SPED IDEA

# District Contact Information

# District Contact Information



- New application opened Summer 2025
- Located in the New NDE Portal
- Collecting contact information for various staff at each school
- Annual updates minimally every August
- Open year-round for updates as needed
  - Ex. Principal changes in June

# Teacher Vacancy Survey



# Teacher Vacancy Survey

- Opens and closes in October
- Usage
  - Determine teacher shortage areas
  - Qualify content areas for state and federal teacher loan forgiveness
  - Research regarding teacher supply and shortage initiatives

# Resources

# Resources

- [NDE Staff Reporting Website](#)
  - Staff Reporting Guides
  - NDE Staff ID User Guide
- [Calendar](#)
- [NDE Certificate Lookup](#)
- [NDE Bulletin](#)
- [NDE Staff Workday](#)

