



NEBRASKA
DEPARTMENT OF EDUCATION

Brewing Confidence: Essentials for New District Data Stewards

November 4, 2025

ADVISER 101



Agenda

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

Introduction to ADVISER



Introduction to ADVISER Validation

- What is the system?
 - ADVISER means “Advanced Data Views Improving Student Educational Response”
 - Nebraska’s customized version of Ed-Fi run by NDE
 - Ed-Fi is a national education data standard and collection tool, created by the Ed-Fi Alliance organization, used by multiple states and software vendors
- Who uses the system?
 - Public Districts
 - Special Purpose Schools



Introduction to ADVISER Validation

- How does ADVISER get the data?
 - ADVISER Person ID shares the student's name and date of birth
 - Will share the preferred name first to ADVISER Validation
 - The school system's SIS (Student Information Systems) submits the rest of student's data to ADVISER
 - SRS
 - Can submit data to ADVISER
 - Use only one program for Special Education data (SIS or SRS)
 - Students need a Demographic and Enrollment record in ADVISER from the SIS to receive the SPED data
- How often does ADVISER receive the data?
 - This is determined by the SIS programs and data stewards



Introduction to ADVISER Validation

- How is the data used?
 - A few examples:
 - State Aid Calculation
 - Nutrition Services
 - Assessment Rosters
 - [Nebraska Education Profile](#)
 - Special Education Annual Child Count
 - English Learner Participant/Eligibility Counts
 - Digital Access

[ADVISER Calendar](#)



Coffee Hour

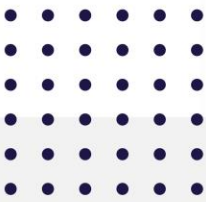


Questions & Conversation



Navigating ADVISER

Navigating the system



- Navigation
 - Click on NDE logo
 - Click on the hamburger in the corner
- Left hand side of menu
- Change the district or school year
 - Must click "Select" to change
- Contact to submit a ticket

Student Lookups in ADVISER

Lookups

- Enrollment Lookup by ID
 - Can use to lookup any student and any enrollment record from a Nebraska Public or Special Purpose School
- Student Lookup by ID
 - Can only lookup students in your district
 - will show you the data that is in ADVISER for the selected school year, for one student
 - Can also see past year's data for a student

Lookups

- Student Lookup by Demographics
 - Like the ADVISER Verification Reports
 - Can choose window for data, ex: As of Today, Full Year, As of October 1st, As of October 1st (Locked)
 - Can choose from set data points to have included in your report ex: can run report of all girls in a particular grade

Lookups

- Student Special Education Lookup
 - Can create reports for multiple facets of Special Education
 - For example, can create a report that will look for all special education students in your district of a certain age
- Student Programs Lookup
 - Can create a report with students in a particular program or with a particular program and/or participation code
 - For example, can create a report of all students that are Career Education Concentrators in a particular program

Lookups

- Graduation Cohort Lookup by Student ID
 - Located in student verification reports
 - Can look up any student with an ID
 - Gives the details of the cohort
 - NDE Student ID
 - Graduation Cohort Year
 - Student Name
 - Grade
 - Determined By District
 - Determined By Location
 - Determined By Date
 - Environment

ADVISER Errors

ADVISER Errors

- Categorized by Domains
- Prioritize the Domains
 - Recommend to start with Prior School Year
 - The time of the school year
 - Who is responsible for the data at the district?
 - Export to Excel
 - Level of the error
 - Critical-have to be fixed
 - Error-needs to be fixed
 - Warning-needs to be reviewed
- Error Description
 - Read all the details of the description. The fix is usually stated.
 - Error Summary
 - [ADVISER Validation Help website](#)
- Comments
 - Can be notes for the district or to NDE

ADVISER VALIDATION HOME

ERRORS

[Review Errors](#)

[Reprocess Errors](#)

[Error Summary](#)



ADVISER

Verification Reports

ADVISER Verification Reports

- User Levels
 - Multiple user types-district (general reports)
 - Program-Food Program (FRL)
 - Program-Special Education (SPED)
 - Program-Discipline (Discipline)
 - The user types are identified on the report descriptions

REPORT	DESCRIPTION	Roles	REVIEW
Suspensions & Expulsions	Report of Suspensions and Expulsions	Discipline	Year-End
Special Education Discipline Report	This report summarizes data submitted for federal special education discipline reporting. Users must have both the Discipline and Special Education access codes entered in the NDE Portal to access this report.	SPED Discipline	Year-End
Discipline Incidents Detail	Details of discipline incidents, including students, behaviors, and discipline actions.	Discipline	Year-End



ADVISER Verification Reports

- Preventative Maintenance
 - Review periodically to ensure that the data you have in ADVISER reflects what is in your SIS
 - Especially before Administrator signs off for Fall and End of Year ADVISER Reports
- Past Year Reports Available
 - Can choose past years to review
 - Useful for comparing year to year data





ADVISER

Locked Data

How do we fix the locked data?

- Late Request
 - Type of Information
 - K-8 Grade enrollment
 - Program information
- How to submit
 - Request To Submit Data Late Or Make Data Changes in the Consolidated Data Collection (CDC) located in the Data Collection tab
 - Selecting "ADVISER" for the "Type of Data" collection
 - Then selecting the appropriate collection window
 - Reminder the October 1st data, is in the Fall collection for the new school year
- Approval depends on state and federal reporting timelines

Graduation Cohort

- Set the first year a student enrolled at Nebraska Public or Special Purpose School System in high school
- The data can be updated during the current school year until the ADVISER Year-End collection is closed (June 30th)
- The Expected Graduation Year can be changed in the following years but will not update the locked cohort year

Graduation Cohort

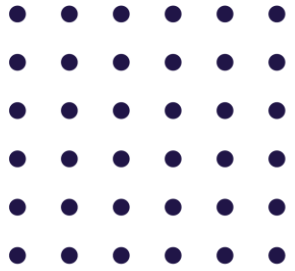
- Graduation Cohort Resolution Request (Optional)
 - Made in the Consolidated Data Collection (CDC) collection
 - Only needed for 9-12 students
 - To make changes to student enrollments
 - ex: adding or changing an exit/withdraw code
 - To request a change of grade level (although this is usually only necessary if changing the grade level would change the student's first year as a 9th grader)
 - To change a student's Expected Graduation Year/Graduation Cohort Year
 - Select the best option that represents the student's situation



Graduation Cohort

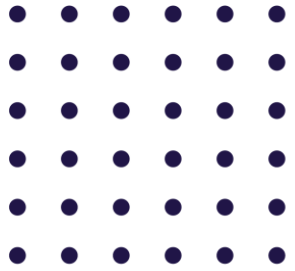
- No Request Needed When
 - The current school year is the student's first year in high school in a Nebraska Public School District because Cohort hasn't been officially set yet

ADVISER Resources



ADVISER Resources

- ADVISER Resources
 - Calendar
 - Collection calendar
 - ADVISER Workday Calendar
 - ADVISER Data Guidance
 - ADVISER Data Elements
 - Who Reports What guide
 - Systems Involved Student Reporting
 - Guidance for Reporting Dropouts
 - Withdrawal from Mandatory Attendance Form 10-005
 - Course Codes and Clearing Endorsements
 - ADVISER Validation
 - Quick Reference Guide
 - New data steward presentation
 - District Admin approval process
- Program Specific Information
- ADVISER Person ID (Student Unique IDs)
 - Newly updated guide and templates
- District/School Codes
- Reference Guides
 - NDE Bulletin



ADVISER Resources

- [ADVISER Validation Help](#)
 - Articles about errors
 - Categorized by domain
 - All critical errors are published
 - Searchable by error number
- [Interim Programs \(Rule 18\)](#)
- [ADVISER Workdays](#)
- [NDE.ServiceDesk@Nebraska.gov](#)
 - Please provide IDs for students when creating student specific tickets