



NEBRASKA
DEPARTMENT OF EDUCATION

Sips and Systems: A Coffee Chat for Nonpublic Staff



January 27, 2026

Topic: Nonpublic Curriculum

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

Example: Stacey, NDE-2

Agenda

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



Introduction to Nonpublic Curriculum



Introduction to Nonpublic Curriculum

- Independent application collecting the course, student and teacher information for the specific year for the nonpublic school system
 - Receives the staff information from the Staff Reporting collection
- Available in the [New NDE Portal](http://portal.education.ne.gov/) (<http://portal.education.ne.gov/>)
 - If you don't see the application listed, you will have to request access in the "Profile" page
- Dates
 - Due Date: February 28, 2026
 - Audit Window Close: March 15, 2026

Coffee Hour

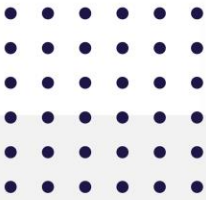


Questions & Conversation

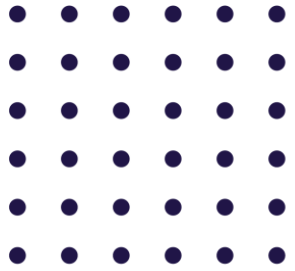
Usage of the Data

Compliance

- [Accreditation, Rule 10](#)
- [Approval, Rule 14](#)
- Instructional Units
- Percentage of teachers in their endorsed area



New NDE Portal

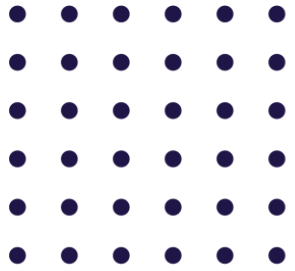


Getting to the Application & Roles

- Go to the Portal
<http://portal.education.ne.gov>
- Click [New Portal](#)
- Sign into your account
- Check the "Home" page for the Nonpublic Curriculum tile
 - Not listed, you will need to request access
- To open the application, click the "Launch App "

Which Roles have access?

- District Admin-Nonpublic
 - If already assigned, it will be populated in your account
- Nonpublic Curriculum Report-District
- Nonpublic Curriculum Report-District Admin



Signing Into Your Account

- Several options available by clicking the "here"



Sign in to NDE Portal

CLICK HERE

If your District/System is not listed when you click the button above, click [here](#)

Sign in to NDE Portal

CLICK HERE

 Sign in with Google  Sign in with Microsoft

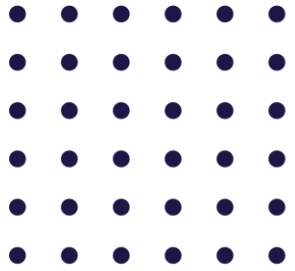
Email Address

Password

Sign in

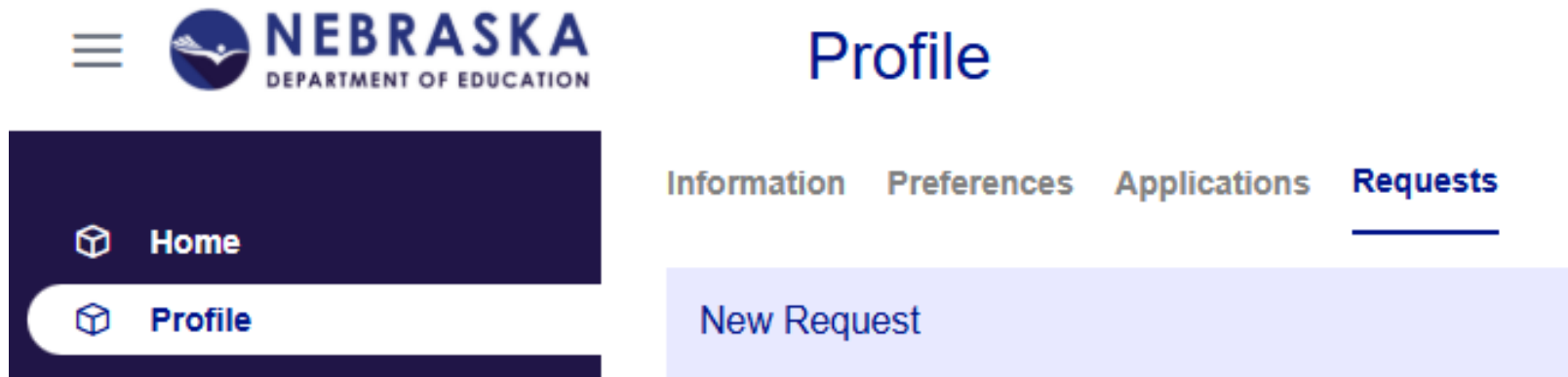
[Sign up for NDE Portal Account](#)

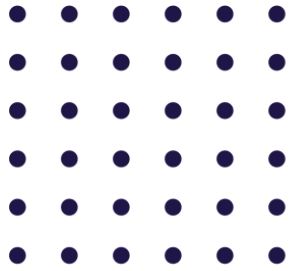
[Forgot password?](#)



Requesting Access

- Select the "Profile" page
- Select the "Requests" column





Requesting Access

- Complete the required fields
- Click the "Submit" button

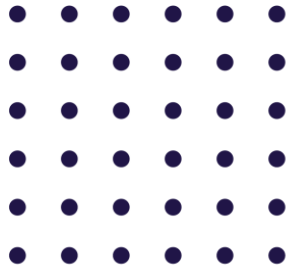
New Request

Education Organization * ▼
Education Organization is required.

Application ✕ ▼

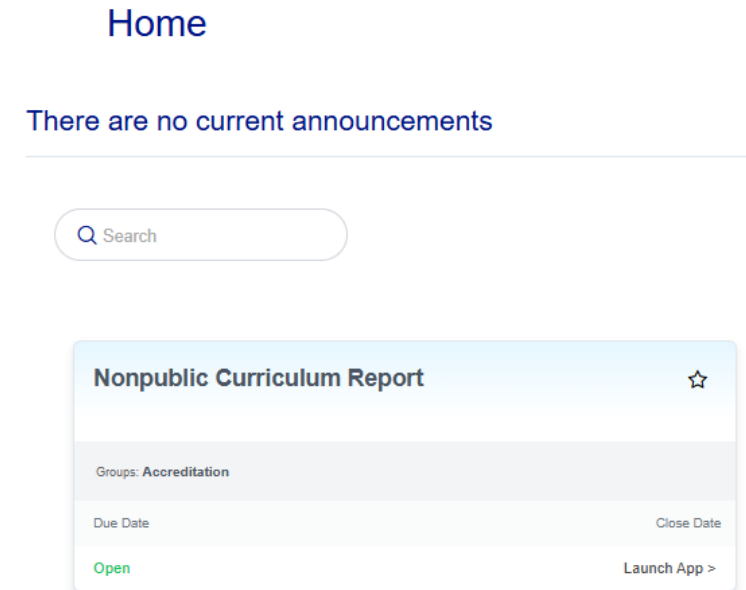
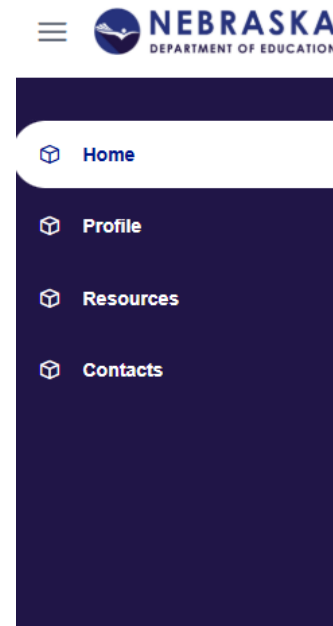
Roles List * ▼
At least one role is required.

Request Reason



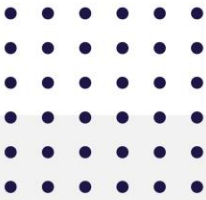
Requesting Access

- Email notification is sent to the local administrator
- Local administrator will review, approve or deny the request
- Will receive an email of the decision of the request
- When approved application will be located on the "Home" page



Nonpublic Curriculum

Scope



- Each staff member reported with a “teacher” position assignment needs courses reported
 - X-1150 – Head Teacher
 - X-1160 – Teacher
 - S-1161 – SPED Teacher Teaching core Academic Subjects/Grading
 - S-1162 – SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment
 - X-1170 – Teacher – Facilitator
- Course information must be reported for each section of each course taught
 - Course Code
 - Grade Level
 - Special Indicator
 - Semester Code
 - Minutes per session
 - Sessions per year
 - Total students
 - Dual credit

Entering Data

Curriculum Entry

- Prepopulated with staff members
 - If staff member was reported last school year, some course data will be populated.
- Each staff member must be review and update the data
 - Verify the course code, grade level, semester code, special indicator, session minutes and semester code
 - Add the total students and dual credit data
- New staff members will need all the course data added to the application
- The validation process can be run after each staff member is updated or when all data is entered.
 - Staff members in red text have errors that need to be corrected
 - Staff members in green text are validated
- Course Codes can be found on the [Course Codes and Clearing Endorsements website](#) for the appropriate school year.



Curriculum Entry

Curriculum Entry

ⓘ District-Wide Validation Errors

2 of 2 school(s) have errors (23 total staff members)

Schools with errors:

- [Redacted]
- [Redacted]

Select School

Select School



Selecting a school loads available staff members.

Select Staff Member



Select Staff Member












Staff status and validation errors are announced when you make a selection.




Curriculum Entry

  ⚠ Curriculum Record(s) with 0 Students Exist CURRICULUM RECORDS **4**

Curriculum records for 

Record Actions	Course Code	Grade Taught Code	SCI Code	Semester Code(1, 2, or 3)	Minutes/Session	Sessions/Year	Total Students	Dual Credit Students
 Edit  Delete	077931	09	0	3	54	44	0	0
 Edit  Delete	080121	38	0	3	54	173	0	0
 Edit  Delete	080126	32	0	3	54	173	0	0
 Edit  Delete	329930	40	0	3	54	173	0	0

 Pg. 1 of 1



Data Download/Upload

Download

- Provides an Excel (.xlsx) file of the previous school year's curriculum reports
 - Recommend to save a copy of file for a reference of last year's data
- Template for uploading new data
- File Layout Details in [Nonpublic Curriculum guide](#)

Download

Data Download / Upload

Download previous year's data, or upload curriculum data files.

 **Download**

 **Upload**

Curriculum Data

You may download last year's curriculum records (in Microsoft Excel format) to use as a starting point in creating a new file for this year's collection



 **Download**

Download Information

Data Formats

 Excel (.xlsx) - Curriculum data download format

Usage Tips

-  Download last year's data as a starting point
-  Review forms before entering data



Data Download/Upload

Upload

- File specifications are in the [Nonpublic Curriculum guide](#) for the specific year
- Can be uploaded in Excel (.xlsx, .xls) or csv format
- Can use your own file name to upload
- All previous data will be removed when an upload is successful

Upload

Data Download / Upload

Download previous year's data, or upload curriculum data files.

Download

Upload

Upload Curriculum Data

Upload curriculum data. Supports Excel (.xlsx, .xls) and CSV files.

+ Choose Files

Upload

× Clear

Upload Requirements

File Requirements

- ✓ Excel (.xlsx, .xls) or CSV format
- ✓ Maximum file size: 10MB
- ✓ Use provided templates for best results

Important Notes

- ⚠ Uploading will replace existing data for the school year
- 🕒 Large files may take several minutes to process
- 🛡 All data is validated before import

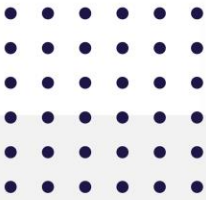
Collection Status

- Required to be submitted and approved
- Submitted
 - Anyone with access
 - Button populated when the data is validated at school & district level
- Approved
 - Administrator only
 - Button populated after submitted



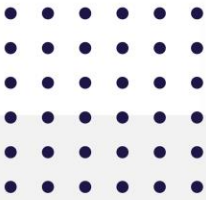
Additional Information on Special Curriculum Forms

Biennial Courses Form (NDE-08-023)



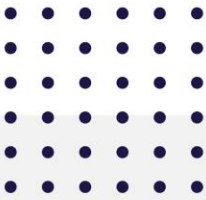
- Completed when not taught by staff members employed by the school system.
- **Definition:** A biennial course offering is defined as two courses which are taught in alternate years (see regulation 10-004.04C4).
 - Schools may count two alternating courses in up to four subject fields (see regulations 10-004.04B1 through 004.04B8), with instructional units counting for all courses every year.
 - See [“Additional Information on Special Curriculum Forms”](#) for all details
- Mailed to the NDE Office of Accreditation or emailed to nde.accreditatation@nebraska.gov by February 28

Cooperative Arrangements Counted for High School Instructional Program (NDE 08-021)

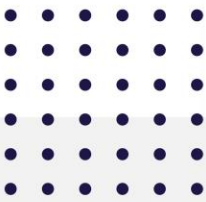


- Completed when not taught by staff members employed by the school system.
- **Definition:** Cooperatively arranged courses are those provided through cooperative arrangements between school systems or through contractual arrangements with ESU's and post-secondary institutions
 - See [“Additional Information on Special Curriculum Forms”](#) for all details
- Teachers must hold a valid Nebraska Teaching Certificate
- Mailed to the NDE Office of Accreditation or emailed to nde.accreditatation@nebraska.gov by February 28

Dual Credit for Accredited Schools (NDE 08-070)



- **Definition:** Dual credit is academic credit awarded to high school students for the same coursework by both the secondary school and a post-secondary institution
 - **Purpose:** Allows students to earn credit that counts toward high school graduation along with post-secondary graduation.
 - **Transcript Impact:** Credits appear on both the high school and post-secondary transcript.
- Teachers must hold a valid Nebraska Teaching Certificate
- Mailed to the NDE Office of Accreditation or emailed to nde.accreditatation@nebraska.gov by February 28



Dual Credit for Approved Schools (NDE 08-071)

- **Definition:** Dual credit is academic credit awarded to high school students for the same coursework by both the secondary school and a post-secondary institution
 - **Purpose:** Allows students to earn credit that counts toward high school graduation along with post-secondary graduation.
 - **Transcript Impact:** Credits appear on both the high school and post-secondary transcript.
- Teachers must hold a valid Nebraska Teaching Certificate
- Mailed to the NDE Office of Accreditation or emailed to nde.accreditatation@nebraska.gov by February 28

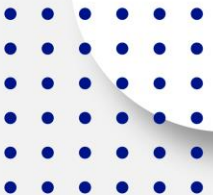
Common Issues

Staff Member Not Listed

- Staff member information is received from the Staff Reporting collection
 - Verify the staff information in NSSRS Validation collection
 - Current Personnel Report (Verification Report: Staff)
 - Any changes need to be completed in the staff reporting collection
 - New position assignment codes
 - Head Teacher – No Students (1151)
 - Clergy Counselor (2122)
 - Any updates in the staff reporting collection will be populated in the Nonpublic Curriculum the following day

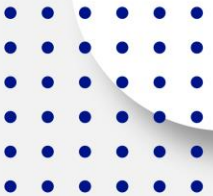
Staff Members Don't Have Students

- Staff member information is received from the Staff Reporting collection
- Verify the staff information in NSSRS Validation collection
 - New position assignment codes
 - Head Teacher – No Students (1151)
 - Clergy Counselor (2122)

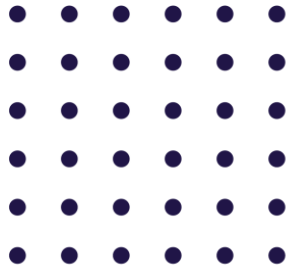


**The file will not be
accepted**

- The application will give detailed information of the error for the specific row in the file
- File Specs located in the Nonpublic Curriculum guide



Resources



Resources

- [Nonpublic Curriculum Guide](#)
- [Staff Reporting Guide](#)
- [Course Codes and Clearing Endorsements](#)
- [Nonpublic Forms](#)
- [Nonpublic Guidance](#)
- [Staff Reporting 101](#)
- Nonpublic Curriculum Workdays
- [NDE Bulletin](#)
- NDE Accreditation Office
 - NDE.Accreditation@Nebraska.gov
- NDE Service Desk
 - NDE.ServiceDesk@Nebraska.gov