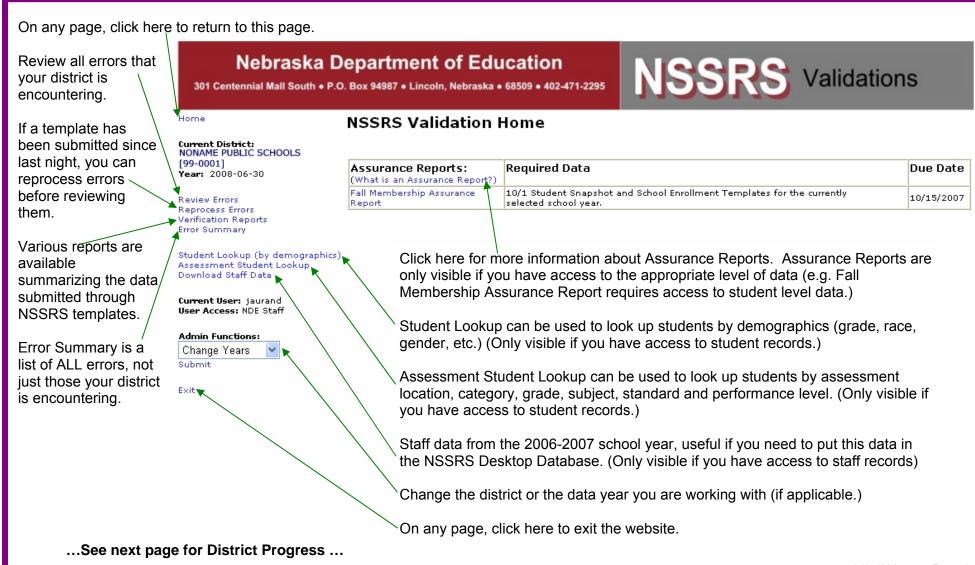# NSSRS VALIDATION WEBSITE REFERENCE GUIDE v2.0
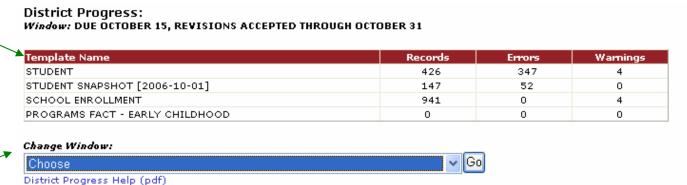
How To Obtain Access to the Validation Website

►The NSSRS Validation Website can be accessed through the NDE Portal under the Student and Staff Record System tab. Activation codes are available for access to just student records, to just staff records or to all records.
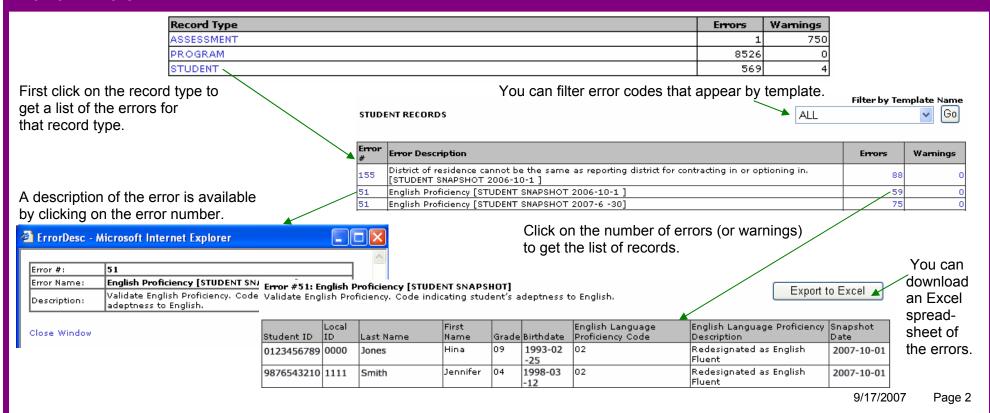
NSSRS Validation Website Home Page

On any page, click here to return to this page.

Review all errors that your district is encountering.

If a template has been submitted since last night, you can reprocess errors before reviewing them.

Various reports are available summarizing the data submitted through NSSRS templates.

Error Summary is a list of ALL errors, not just those your district is encountering.

Nebraska Department of Education
301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska • 68509 • 402-471-2295

NSSRS Validations

Home

NSSRS Validation Home

Current District:
NONAME PUBLIC SCHOOLS
[99-0001]
Year: 2008-06-30

Review Errors
Reprocess Errors
Verification Reports
Error Summary

Student Lookup (by demographics)
Assessment Student Lookup
Download Staff Data

Current User: jaurand
User Access: NDE Staff

Admin Functions:
Change Years ▼
Submit

Exit

Assurance Reports: (What is an Assurance Report?)	Required Data	Due Date
Fall Membership Assurance Report	10/1 Student Snapshot and School Enrollment Templates for the currently selected school year.	10/15/2007

Click here for more information about Assurance Reports. Assurance Reports are only visible if you have access to the appropriate level of data (e.g. Fall Membership Assurance Report requires access to student level data.)

Student Lookup can be used to look up students by demographics (grade, race, gender, etc.) (Only visible if you have access to student records.)

Assessment Student Lookup can be used to look up students by assessment location, category, grade, subject, standard and performance level. (Only visible if you have access to student records.)

Staff data from the 2006-2007 school year, useful if you need to put this data in the NSSRS Desktop Database. (Only visible if you have access to staff records)

Change the district or the data year you are working with (if applicable.)

On any page, click here to exit the website.

…See next page for District Progress …

Information on how many records NSSRS has received for each template for the selected school year, along with the number of errors and the number of warnings that have been raised per template.
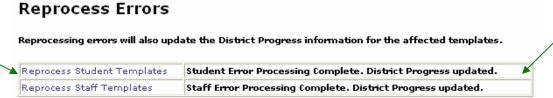
District Progress:
Window: DUE OCTOBER 15, REVISIONS ACCEPTED THROUGH OCTOBER 31

Template Name	Records	Errors	Warnings
STUDENT	426	347	4
STUDENT SNAPSHOT [2006-10-01]	147	52	0
SCHOOL ENROLLMENT	941	0	4
PROGRAMS FACT - EARLY CHILDHOOD	0	0	0

Change Window:

Choose ▾ Go

District Progress Help (pdf)

To view progress for another window, select that window from the drop-down list, then click "Go".

Review Errors

Record Type	Errors	Warnings
ASSESSMENT	1	750
PROGRAM	8526	0
STUDENT	569	4

First click on the record type to get a list of the errors for that record type.

You can filter error codes that appear by template.

Filter by Template Name
ALL ▾ Go

STUDENT RECORDS

Error #	Error Description	Errors	Warnings
155	District of residence cannot be the same as reporting district for contracting in or optioning in. [STUDENT SNAPSHOT 2006-10-1]	88	0
51	English Proficiency [STUDENT SNAPSHOT 2006-10-1]	59	0
51	English Proficiency [STUDENT SNAPSHOT 2007-6 -30]	75	0

A description of the error is available by clicking on the error number.

Click on the number of errors (or warnings) to get the list of records.

You can download an Excel spread-sheet of the errors.

ErrorDesc - Microsoft Internet Explorer

Error #:	51
Error Name:	English Proficiency [STUDENT SN/
Description:	Validate English Proficiency. Code adeptness to English.

Close Window

Error #51: English Proficiency [STUDENT SNAPSHOT]
Validate English Proficiency. Code indicating student's adeptness to English.

Export to Excel ▲

Student ID	Local ID	Last Name	First Name	Grade	Birthdate	English Language Proficiency Code	English Language Proficiency Description	Snapshot Date
0123456789	0000	Jones	Hina	09	1993-02-25	02	Redesignated as English Fluent	2007-10-01
9876543210	1111	Smith	Jennifer	04	1998-03-12	02	Redesignated as English Fluent	2007-10-01

Reprocess Errors

Click on "Reprocess Student Templates" or "Reprocess Staff Templates" to re-run validation checks. You only need to do this if you have uploaded templates during the current day and you do not want to wait until tomorrow to see if you data has passed the validation checks. This will also update your District Progress on the home page.

Reprocess Errors

Reprocessing errors will also update the District Progress information for the affected templates.

| Reprocess Student Templates | Student Error Processing Complete. District Progress updated. |
| Reprocess Staff Templates | Staff Error Processing Complete. District Progress updated. |

After clicking on "Reprocess Errors" a message will appear when processing is complete.
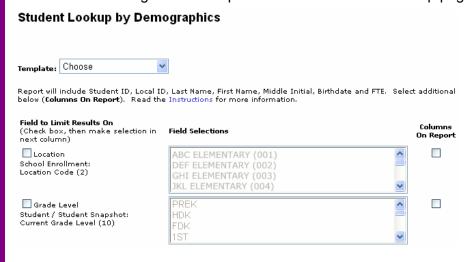
Verification Reports

Verification reports are available for reviewing the data that you have submitted into NSSRS.

REPORTS

Student Reports

| Membership by Grade, Race and Gender | View Report | Student Snapshot Template needs to be uploaded for the school year and snapshot date selected on the next screen. |
| Student Group Counts | View Report | 10/1 Student Snapshot and School Enrollment Templates for the currently selected school year need to have been uploaded. |

Staff Reports

| Fall Personnel Report | View Report | 10/1 Staff Snapshot and Staff Assignment Templates for the currently selected school year need to have been uploaded. |

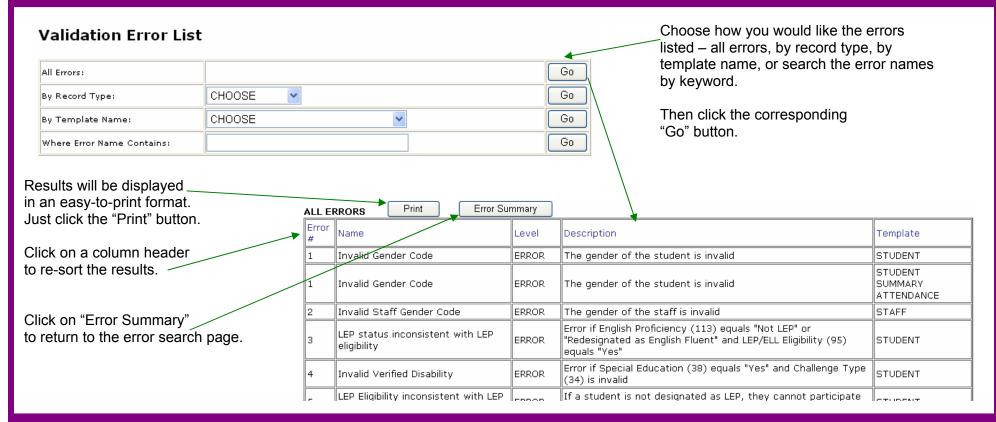Templates needed before a report should be run are listed to the right.

Student Lookup by Demographics and Assessment Student Lookup

The Student Lookup by Demographics and the Assessment Student Lookup may be useful when reviewing verification reports. Additional instructions on using these lookups are available from the lookup page.

Student Lookup by Demographics

Template: Choose

Report will include Student ID, Local ID, Last Name, First Name, Middle Initial, Birthdate and FTE. Select additional below (**Columns On Report**). Read the Instructions for more information.

Field to Limit Results On
(Check box, then make selection in next column)

Field Selections		Columns On Report
Location School Enrollment: Location Code (2)	ABC ELEMENTARY (001) DEF ELEMENTARY (002) GHI ELEMENTARY (003) JKL ELEMENTARY (004)	☐
Grade Level Student / Student Snapshot: Current Grade Level (10)	PREK HDK FDK 1ST	☐

Assessment Student Lookup

This page should be used to resolve difference between the Assessment Verification Report and The "Reset Form" button should be used between requests.

Location:	Choose
Category:	Choose
Grade:	
Subject:	
Standard:	
Performance Level:	Choose

◉ Results in Browser ○ Results in Excel

Get Results   Reset Form

Error Summary

Validation Error List

All Errors:		Go
By Record Type:	CHOOSE ▼	Go
By Template Name:	CHOOSE ▼	Go
Where Error Name Contains:		Go

Choose how you would like the errors listed – all errors, by record type, by template name, or search the error names by keyword.

Then click the corresponding "Go" button.

Results will be displayed in an easy-to-print format. Just click the "Print" button.

Click on a column header to re-sort the results.

Click on "Error Summary" to return to the error search page.

[Print] [Error Summary]

ALL ERRORS

Error #	Name	Level	Description	Template
1	Invalid Gender Code	ERROR	The gender of the student is invalid	STUDENT
1	Invalid Gender Code	ERROR	The gender of the student is invalid	STUDENT SUMMARY ATTENDANCE
2	Invalid Staff Gender Code	ERROR	The gender of the staff is invalid	STAFF
3	LEP status inconsistent with LEP eligibility	ERROR	Error if English Proficiency (113) equals "Not LEP" or "Redesignated as English Fluent" and LEP/ELL Eligibility (95) equals "Yes"	STUDENT
4	Invalid Verified Disability	ERROR	Error if Special Education (38) equals "Yes" and Challenge Type (34) is invalid	STUDENT
5	LEP Eligibility inconsistent with LEP	ERROR	If a student is not designated as LEP, they cannot participate	STUDENT

Staff Download Page (only available if you have access to staff records)

The download from this page can be used to populate the NSSRS Desktop Database (provided on the NSSRS secure information website) with the information submitted by your district in 2006-2007. Save the comma-separated-values (csv) file that is created.

Staff Data Download

Note: Data will be saved as a comma-separated-values (csv) template files using the eScholar template naming conventions.

Notes:

- Data is from the *2006-2007 Fall Personnel Report* (02-014) and the *2006-2007 Report of Certificated Staff Hired After September 15* (02-033), not from NSSRS template submissions.
- *Education Attained* and *Years Experience in Education* have each been incremented one year from the 2006-2007 data submissions.

Staff Template: (also used for Staff Snapshot)	[Staff]
Staff Assignment Template:	[Staff Assignment]

The Staff Template can also be used to populate the Staff Snapshot table.

Click here for the Staff Assignment template.