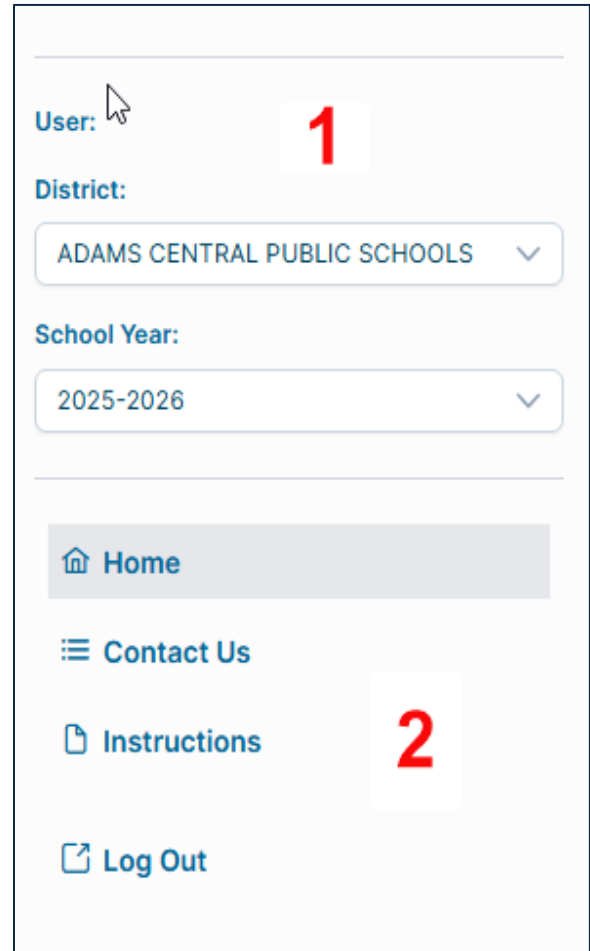


Scope

This collection is to be completed by Public Districts, Special Purpose Schools and ESU's. The collection is a report of non-certificated employees who were at the District/System on October 1st.

Instructions

- 1. User information pane:** This pane includes your username; a list of agencies you have access to and a list of available school years beginning with the current school year. If the agency you believe you should have access isn't in the list of available districts, please contact the NDE Service desk at nde.servicedesk@nebraska.gov.
- 2. Main Menu:**
 - a. Home Page: this is the page where you will enter the summer school information.
 - b. Contact Us: this page contains contact information for the owners of this collection.
 - c. Instructions: this will open a copy of this document in a separate browser tab.
 - d. View Summary: takes you to a page where you can view summary information for the current selected agency and school year.
 - e. Log out: this will log you out of this collection and return you to the NDE Portal.



The screenshot shows the user interface for Non-Certificated Staff. At the top, there is a 'User:' label with a cursor icon and a large red number '1' next to it. Below this is a 'District:' label followed by a dropdown menu showing 'ADAMS CENTRAL PUBLIC SCHOOLS' with a downward arrow. Underneath is a 'School Year:' label followed by a dropdown menu showing '2025-2026' with a downward arrow. A horizontal line separates these fields from the main menu. The main menu consists of four items: 'Home' with a house icon, 'Contact Us' with a list icon, 'Instructions' with a document icon and a large red number '2' next to it, and 'Log Out' with a door icon.

Non-Certificated Staff Entry Form

Non-Certificated Staff - Other Personnel

Report all personnel (round to two decimal places) who are employed by the district on October 1st.

Personnel Category	Current Year	Previous Year
District System Administrative Support Staff	0.00	0.00
Clerical Assistants	0.00	0.00
Teacher Aides	0.00	0.00
Plant Operation Personnel	0.00	0.00
Regular Bus Drivers	0.00	0.00
Food Services Personnel	0.00	0.00
Library Aid	0.00	0.00
Other Personnel	0.00	0.00
School Administrative Support Staff	0.00	0.00

2 Save

3 Export to PDF

Export to Excel

- The FTE for all staff are added per personnel category (see below) by entering the updated district total per category in the appropriate category box. The value must include two decimal places.
- FTE is Full Time Equivalency.** This is an indication of the time an individual spends in their position assignment as it relates to the total time in the work week defined for that position by each School, District, or System. The number of hours in a work week may vary between school District or Systems, schools within District or Systems, and within a school. For example, the number of hours in the work week for school administrative staff may differ from the number of hours in the work week for teaching staff. In all cases, full-time (as defined by each School, District, or System) is equal to 1.00. Additionally, FTE is reported as a decimal number. For example: 1.00 is full-time (100%), 0.50 is half-time (50%), and 0.25 is quarter-time (25%). Once all information has been entered click on the **Save** button below the chart.
- You may export a copy of the data by clicking the **Export to PDF** or **Export to Excel** buttons.

Submission and Approval

	STATUS	DATE	USER
Submit	Not Submitted		
Approve	Not Approved		

Once all the data has been entered and saved, click the **Submit** button. The status will be updated and the approve button will be available for your district/system administrator to approve.

When the district/system administrator has reviewed the data and determined it to be correct, they can click the **Approve** button to submit the data to NDE.

Once the data has been approved, users will no longer be able to make changes to it. If changes necessary after approval, please contact the NDE Service Desk to request they re-open the collection. Once the collection is reopened, repeat the steps above to submit and approve the data.

Role Descriptions

School administrative support staff

School administrative support staff are those whose activities are concerned with support of the teaching and administrative duties of the office of the Principal or department chairpersons. This includes clerical staff and secretaries.

District/System Administrative Support Staff

District/System administrative support staff are members who provide direct support to the District/System Administrators (i.e., Superintendent), business office, human resources, data processing, technical support, secretarial and clerical staff.

Clerical assistants to instructional personnel (non-classroom)

This includes support staff not reported in the categories above: School administrative or District/System administrative support staff.

Teacher Aides (work in classroom)

Teacher aides who work in the classroom are staff members assigned to assist a teacher with routine activities associated with teaching. For example, activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking. This should include only paid staff by direct hire and contracting. It also includes

instructional and non-instructional paras, even if they are included in Staff Reporting. This does not include volunteer aides and vacant positions.

Plant operation personnel (custodians, engineers, etc.)

Plant operation personnel are support staff not reported in instructional or student support. Examples include custodians, engineers, and plant and equipment maintenance staff.

Regular bus drivers

Regular bus drivers are support staff not reported in instructional or student support.

Food service personnel (cooks, supervisors, etc.)

Food service personnel are support staff not reported in instructional or student support. Examples include cooks and supervisors.

Library aide

Library aides are staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately as part of an instructional materials center).

Other personnel

Other personnel are support staff not reported in instructional or student support or included in descriptions above.