

# School Nutrition Programs: Reporting Calendar

Division of Food & Nutrition



Nevada  
Department  
of Agriculture

Days	Months & Events
	July
30 <sup>th</sup>	CNP Claims: MAY
	August
29 <sup>th</sup>	FFVP Applications Due (Eligible ES Only)
	CNP Claims: JUNE
	September
29 <sup>th</sup>	CNP Claims: JULY
	October
1 <sup>st</sup>	Sponsors start Verficiation Process
30 <sup>th</sup>	CNP Claims: AUGUST
	Sponsors Pull data for FRL Report (match DC list)
31 <sup>st</sup>	Submit Racial/Ethnic data in CNP
	November
10 <sup>th</sup>	FRL Certifications Due by E-mail
15 <sup>th</sup>	Sponsors complete Verification Process
29 <sup>th</sup>	LEA Second Review of Applications Due by E-mail (if applicable, NDA will notify)
	CNP Claims: SEPTEMBER
	December
1 <sup>st</sup>	Verification Summary Report Due in CNP
30 <sup>th</sup>	CNP Claims: OCTOBER
	January
29 <sup>th</sup>	CNP Claims: NOVEMBER
	February
1 <sup>st</sup>	Complete Site Monitoring Review Forms (Req. if have more than 1 site)
	March
1 <sup>st</sup>	CNP Claims: DECEMBER
	April
1 <sup>st</sup>	CNP Claims: JANUARY
	Schools pull DC Data for CEP Eligibility (Required for all schools)
29 <sup>th</sup>	CNP Claims: FEBRUARY
	May
25 <sup>th</sup>	RCCI Application Renewals Due
30 <sup>th</sup>	CNP Claims: MARCH

2300 E. Saint Louis Ave.  
Las Vegas, NV 89104

405 South 21<sup>st</sup> St.  
Sparks, NV 89431

4780 East Idaho St.  
Elko, NV 89801

June	
1 <sup>st</sup>	NSLP & SMP Application Renewals Due
	Health Inspection Report Due in CNP
	Civil Rights Training Report Due in CNP
29 <sup>th</sup>	CNP Claims: APRIL
30 <sup>th</sup>	CEP Participation Requests Due (Required for sponsors to continue participation and for new elections)

Annual Reporting Requirements

- Race and Ethnicity Report
- Annual Health Inspections (2/year)
- Civil Rights Staff Training
- Afterschool Snack Monitoring
  - 1<sup>st</sup> review within 4 weeks of first day of operation
  - 2<sup>nd</sup> review before end of school year

As Applicable:

- Site Monitoring
- Second Review of Applications
- Verification Summary Report


+ Leap Years Only= Reports are due one day earlier

60-Day Exception for Monthly Meal Claims:

Sponsors are only allowed ONE 60-day exception to meal claims every 36 months. If the 60<sup>th</sup> day falls on a weekend, NDA staff will not be available to help troubleshoot any issues you have submitting your claim. DO NOT wait until day 60 to submit your claim.



# SPCSA Guidance



2025-26 SY

Nevada Department of Education (NDE)  
Nevada Report Card  
Phase II/III Data Collection

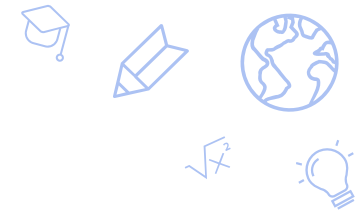


Phase II/III Data Collection



# Nevada Report Card Overview

- The Nevada Department of Education (NDE) must collect and report various education-related data (“Report Card”) per federal (ESSA) and state statute ([NRS 385A.070](#) to 520).
- SPCSA schools must submit various Nevada Report Card data to the SPCSA. The SPCSA aggregates school data for submission to the NDE.
  - Ignore references to submitting data in EDSA in the NDE Report Card manual. Submit data as directed to Epicenter or other platforms. SPCSA staff compile SPCSA school data and submit to EDSA and other platforms as needed.
- The NDE splits the Report Card collection into “phases”—Phase I should be completed by late April, and Phase II/III should be completed after the school year is over.



# Nevada Report Card Overview

- The Nevada Report Card is distinct from NSPF star ratings.

The screenshot shows the Nevada Accountability Portal interface. At the top, there are navigation links for 'State', 'Districts & Schools', and 'Help & Resources'. Below this is a header image of diverse children with the text 'Welcome to the Nevada Accountability Portal'. The main content area has two tabs: 'At a Glance' and 'Data Details'. Under 'At a Glance', there are two sections: 'Accountability Report Card' and 'School Rating Report'. The 'Accountability Report Card' section shows '2022-2023' and 'School Rating in 2022-2023: [redacted]'. The 'School Rating Report' section shows 'NSPF' and 'School Rating in 2022-2023: [redacted]'. Below these are four data points: 'Total Enrollment', 'Student Teacher Ratio', 'Graduation Rate', and 'Chronic Absenteeism', each with a redacted value.

Nevada Report Card



NSPF

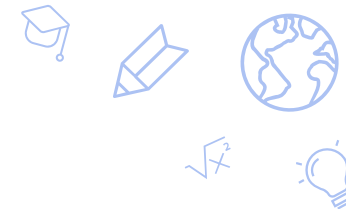




# Nevada Report Card Overview

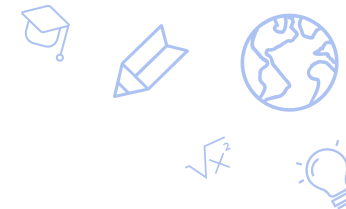
- Clicking the Accountability Report Card (Nevada Report Card) menu will bring up the various data required to be reported under Nevada Report Card.

The screenshot shows the 'Data Interaction for Nevada Accountability Portal' interface. At the top right, there are links for 'Home', 'Profiles', and 'Help'. Below the header, the 'Profile' section includes a 'Filter By Year' dropdown set to '2022-2023' and an 'Update' button. A red arrow points from the 'Accountability Report Card' link in the left-hand navigation menu to the 'Reports' tab in the main content area. The 'Reports' section is expanded, showing a list of categories: 'School and District Information', 'Demographic Profile', 'Personnel Information', 'Special Programs', 'Parent/Teacher Conference Attendance', 'Assessment and Accountability', 'Fiscal and Technology', and 'Professional Development'. Under 'Assessment and Accountability', there are sub-items: 'State Assessment Results', 'Dropout Rates', 'Students (Attendance, Graduation, etc.)', and 'Career and Technical Education'. Under 'Fiscal and Technology', there are sub-items: 'Professional Development' and 'Technology (2012-present)'. The breadcrumb trail at the top right of the main content area reads 'State >> State Public Charter School Authority >> School'.



# Nevada Report Card Phase II/III Data Collection

- Due June 12, 2026 – Epicenter task “Annual Nevada Report Card Data Collection - Phase II/III”.
  - Attached to the task is a file template and the NDE Report Card [manual](#).
- Data required in NV Report Card Phase II/III:
  - **Student Transiency** (all schools required). Includes enrollment count on Oct 1 2025 validation day, enrollment count after Oct 1 2025, withdrawal count after Oct 1 2025, re-enrollment count after Oct 1 2025.
  - **Long- and Short-Term Substitute Teachers** (all schools required). Includes number of long- and short-term elementary subs, and number of long- and short-terms subs in math, science, social studies, and ELA.
  - **Student Discipline** (all schools required). Includes various discipline data as of the end of the 25/26 school year, regarding the number of incidents and students involved, broken by incident type and student group.



# Nevada Report Card Phase II/III Data Collection

- Data are required by NDE by school code (campus), except for narratives, which are now collected by charter holder. Submit to Epicenter one file with all campuses under the charter holder included (preferred). Alternatively, submit multiple files containing one or more campuses.
- If in Excel desktop mode and the file prompts you to enable editing (in a ribbon at the top), do so. Fill in yellow cells in the template as appropriate. Each section has an area to enter notes to the SPCSA if needed. Please do not revise non-yellow cells.
- **Start** in the DISTRICT/SCHOOL INFO section by selecting the schools being included in the file from the School Name dropdowns. You must select a yellow cell to show the dropdown. Once selected, district code, district name, and school code will auto populate, along with each district/school's code/name info in other relevant areas of the template. **Do not change school names or submit different codes than what is available.** This is the format NDE needs.

DISTRICT/SCHOOL INFO			
In the yellow cells, use the dropdowns to select schoolx included in this file. Data will prepopulate in each area further below and on the narratives tab.			
District Code	District Name	School Code	School Name
50	Amplus Academy	50431	Amplus Durango
			Alpine Academy
			Amplus Durango
			Amplus Rainbow
			Battle Born Academy
			Rearon Academy

- The Student Discipline section is located on a separate tab (worksheet), located at the bottom of the screen labeled "Discipline Data".



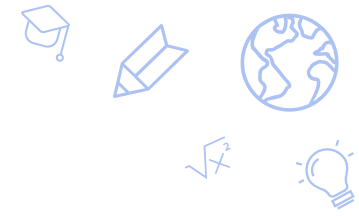
# Nevada Report Card Phase II/III Data Collection



- **Transiency** – all schools required, unless left blank for SPCSA to pull.

<b>DF 21 - STUDENT TRANSCIENCY (NRS 385A.240)</b>					
Data as of the end of the current school year. Use the NV Master Register report in IC as outlined in the corresponding SPCSA guidance. <b>Skip if you are okay with SPCSA pulling these data on your behalf.</b>					
School Code	School Name	Number of Students Enrolled on October 1 2024 Validation Day	Number of New Student Enrollments after October 1 2024 Validation Day	Number of Student Withdrawals after October 1 2024 Validation Day	Number of Students Re-Enrolled after October 1 2024 Validation Day
50431	Amplus Durango				
50432	Amplus Rainbow				

- Guidance for pulling these data is on the following slides.



# Nevada Report Card Phase II/III Data Collection

- Transiency (continued)

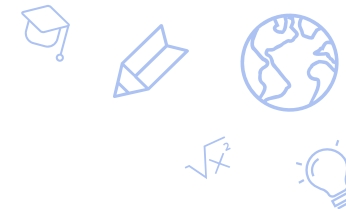
Helpful report located in Infinite Campus under Reporting > NV State Reporting > NV Master Register

The screenshot shows the Infinite Campus Message Center interface. On the left is a navigation menu with 'Reporting' highlighted in a red box. The main content area is titled 'Message Center' and contains a 'Reporting' section with a grid of report categories and links. The 'NV State Reporting' category is expanded, and 'NV Master Register' is highlighted with a red box.

Ad Hoc Reporting	Civil Rights Data Collection (CRDC)	Data Certification	Data Va
Batch Queue	CRDC Setup	Event Certification	Stored Pr
Data Export	CRDC Generate Survey Results	Type Membership Setup	Validation
Data Viewer	CRDC Maintain Survey Results		Validation
Filter Designer	CRDC Submission Flat File		Data Vali
Letter Builder			
Letter Designer			
Pivot Designer			

NV State Reporting		
ADE Reports	DF20 Grade Level Retention Report	<b>NV Master Register</b>
Adult Ed Report	DF21 Transiency Report	NV Non-Traditional Supplemental Attendance Report
Calendar Report	DF40 CTE Attendance Report	NV State Enrollment Overlap Report
Chronic Absenteeism Report	GATE Report	NV01 Monthly Enrollment and Attendance Report
CTE Reports	HM01 Homeless Report	NV02 Ethnic Report
DF17 Average Daily Attendance Report	Nutrition Report	Special Ed Count Day Report
DF18 Student Teacher Ratio Report	NV ALP Credit Report	SPED Disciplinary Removal Report
	NV Attendance Summary Report	



# Nevada Report Card Phase II/III Data Collection

- Transiency (continued)

Run the Master Register report:

Start Statuses = All Statuses  
 Start Date = first day of your school year  
 End Date = last day of your school year

Select all calendars for the active year.

Generate Report.

**NV Master Register**

NV Master Register is a list of the students enrolled in a school during a date range. A student who has ended date range will have an end status listed.  
 To generate a file enter a Start Date, End Date, and one or more Calendars from the list. Each school will have enrollment during all or part of the date range. Select a Format. Options are PDF or CSV. CSV will open in Exc

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**Report Options**

Include Start Statuses: All Statuses  
 E1 : First entry in a school for the current school year  
 E3 : PK w/o IEP or <3 yrs; other non-PCFP-funded not spec  
 E4 : Part-time enrollment for a homeschool student, incl. the  
 E5 : Part-time enrollment for a private school student  
 E6 : Part-time enrollment for a charter (or university) school  
 E7 : Student living out-of-state and attending a Nevada sch  
 E8 : Student living in Nevada attending school out-of-state

Start Date: 08/19/2024

End Date: 05/30/2025

Report Type: Track Report

Ad Hoc Filter: [ ]

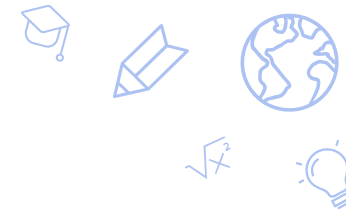
Format: State Format(CSV)

**Select Calendar**

active year  
 list by school  
 list by year

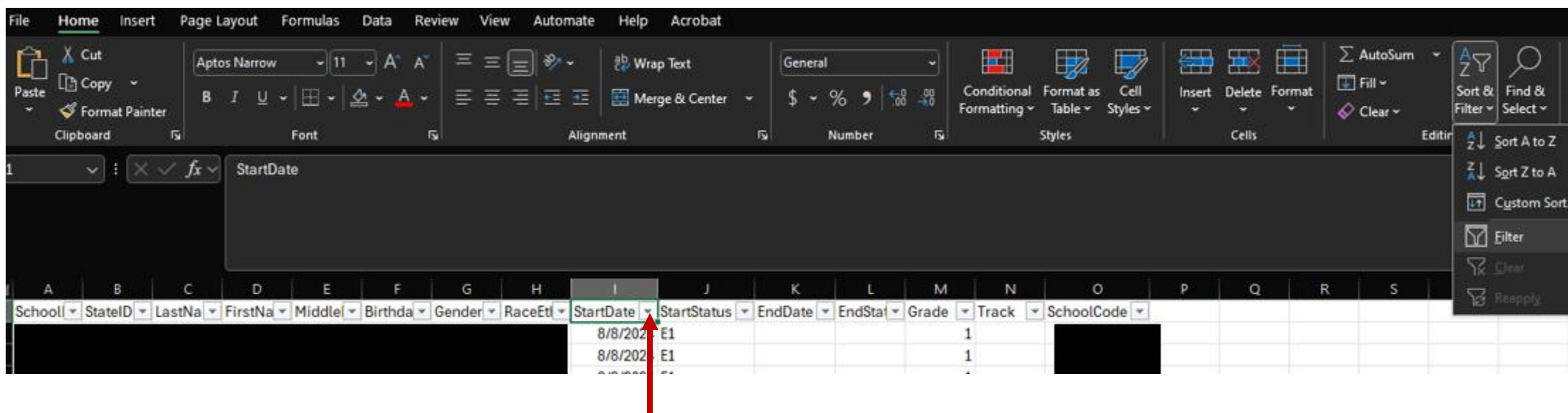
**24-25**

24-25 [ ]  
 24-25 [ ]  
 24-25 [ ]  
 24-25 [ ]  
 24-25 [ ]



# Nevada Report Card Phase II/III Data Collection

- Transiency (continued)
  - Open the resulting report in Excel (or another spreadsheet editor). In Excel, turn on filters (may be another similar option in other spreadsheet editors), which results in a dropdown on each column.

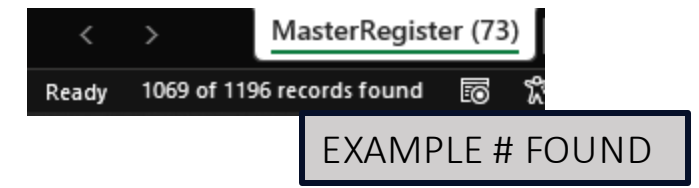
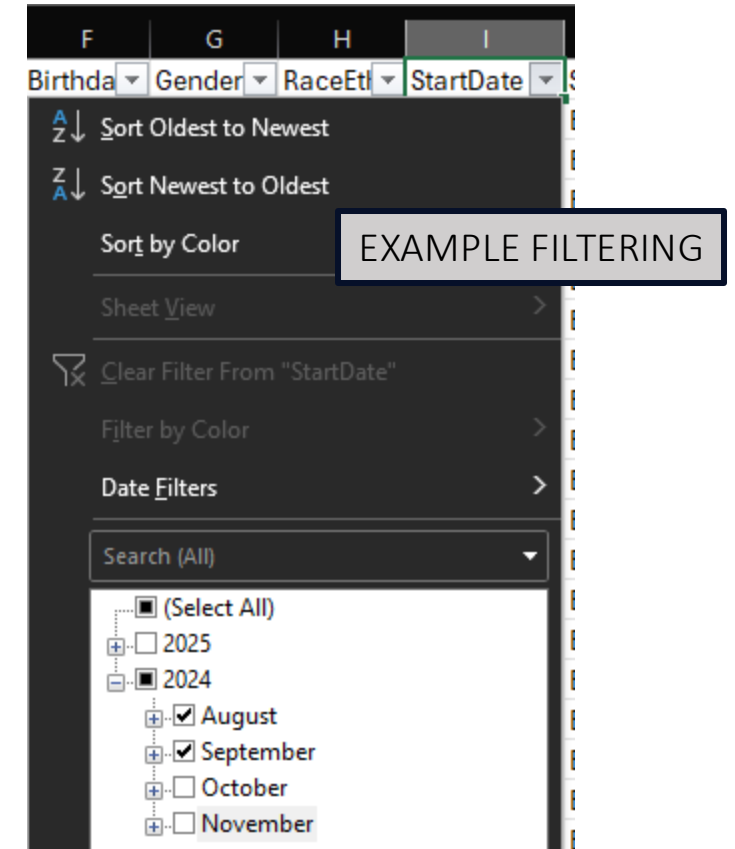


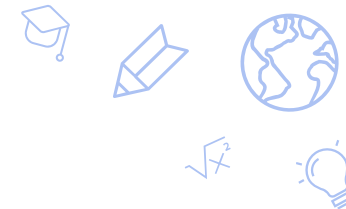
# Nevada Report Card Phase II/III Data Collection



- Transiency (continued)

- Number of Students Enrolled on October 1 2025 Validation Day
  - On StartDate UNSELECT all enrollment dates AFTER October 1 2025.
  - On EndDate UNSELECT all withdrawal dates BEFORE October 1 2025. Keep blank checked.
  - Count number of resulting students (shown in Excel in bottom left – example at right shows 1069 found) and enter in template.
- Number of New Student Enrollments after October 1 2025 Validation Day
  - Clear filters using Sort & Filter menu > Clear.
  - On StartDate UNSELECT all enrollment dates BEFORE October 2 2025.
  - On StartStatus UNSELECT R2 (if present).
  - Count number of resulting students and enter in template.
- Number of Student Withdrawals after October 1 2025 Validation Day
  - Clear filters using Sort & Filter menu > Clear.
  - On StartDate UNSELECT all enrollment dates AFTER October 1 2025.
  - On EndDate UNSELECT all withdrawal dates BEFORE October 2 2025. Make sure to UNCHECK blank.
  - On EndStatus, if present, UNSELECT W1A1, W3F, and W4D.
  - Count number of resulting students and enter in template.
- Number of Students Re-Enrolled after October 1 2025 Validation Day
  - Clear filters using Sort & Filter menu > Clear.
  - On StartDate UNSELECT all enrollment dates BEFORE October 2 2025.
  - On StartStatus UNSELECT everything except R2 (if present).
  - Count number of resulting students and enter in template, unless there are 0, then enter 0 in the template.





# Nevada Report Card Phase II/III Data Collection

- **Long- and Short-Term Subs – all schools required.**
  - Enter data as of the end of the current school year.
  - Elementary schools - leave subject areas blank. Middle and high schools - leave elementary fields blank.

LONG AND SHORT TERM SUBSTITUTE TEACHERS (NRS 385A.230)											
Data as of the end of the current school year. Elementary schools - leave subject areas blank. Middle and high schools - leave elementary fields blank.											
School Code	School Name	Number of Long Term Elementary Subs	Number of Long Term Math Subs	Number of Long Term Science Subs	Number of Long Term Social Studies Subs	Number of Long Term ELA Subs	Number of Short Term Elementary Subs	Number of Short Term Math Subs	Number of Short Term Science Subs	Number of Short Term Social Studies Subs	Number of Short Term ELA Subs

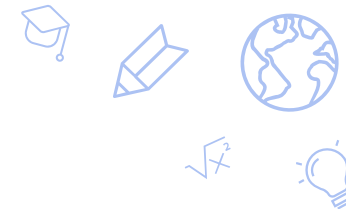
Enter the number of persons employed as substitute teachers for 20 consecutive days or more in the same classroom or assignment. This applies to Math, Science, Social Studies, and ELA.

In the template, hover over cells with red triangles in the top right to see additional details / definitions.



# Nevada Report Card Phase II/III Data Collection

- **Student Discipline – All schools required**
- Report various data as of the end of the school year on:
  - The number of incidents and number of students, including info on suspensions/expulsions for:
    - Weapons
    - Violence
    - Use / possession of alcoholic beverages
    - Use / possession of controlled substances
    - Disciplinary problems
    - Bullying
    - Cyberbullying
    - Discrimination based on race
  - These data above must be entered by student population, including:
    - Gender
    - Race/ethnicity
    - EL
    - IEP
    - FRL
    - Migrant
    - Foster
    - Military
    - Homeless



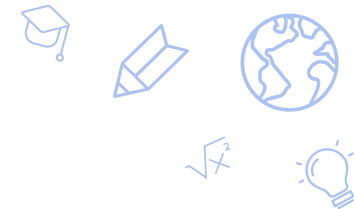
# Nevada Report Card Phase II/III Data Collection

- **Student Discipline (Continued)**

- Charters with more than one campus can enter all campuses on one template (each campus must have 16 rows in the file with all required student groups) or submit a template for each campus.
- If the charter has a student group but doesn't have any data for that group, enter 0 for that group. If the charter doesn't have a student group, leave that group blank.
- Report only offenders. Do not report victims or witnesses under incidents or number of students columns.
- SPCSA noted to NDE confusion around how to count incidents and over counting of incidents. NDE stated "There is a footnote being added to the site to explain the duplication of incidents. Going forward after this collection year, we will be making an update to this report to have a more accurate reflection of the total number of incidents."
  - Example incident and how to report - say there was an incident that involved 3 different students (2 males with an IEP, 1 female that is EL), all offenders in the incident. This incident and number of students should be reported as such:

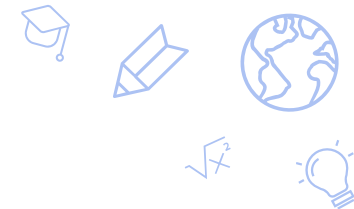
	Incidents	# of students
Female	1	1
Male	1	2
EL	1	1
IEP	1	2

- Items to check before submitting in Epicenter to SPCSA:
  - If you are submitting one file with multiple schools, make sure all relevant schools are included in the file.



# Nevada Report Card Phase II/III Data Collection

- Submission
  - When the file template is complete, submit to Epicenter.



# Contact Info

- SPCSA Accountability staff
  - Lara O'Mara: [lomara@spsca.nv.gov](mailto:lomara@spsca.nv.gov)
  - Brandon Gaytán: [brandongaytan@spsca.nv.gov](mailto:brandongaytan@spsca.nv.gov)