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 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 8/07/23 through 8/13/23*

Date: August 7, 2023
To: Chief School Administrators
From: Craig Neuenswander
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	5.33%	5.22%
3 Months	5.37%	5.27%
6 Months	5.39%	5.38%
1 Year	5.35%	5.38%
18 Months	5.11%	5.19%
2 Years	4.85%	4.90%

*Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210
 Maximum length of investment term is two years.*

Payments

Aug 10 Selected Federal Payments
 Aug 25 KS Pre-K Pilot (CIF)

State Aid paymentsRose Ireland (785) 296-4973 rireland@ksde.org
 Federal Aid (Form 240)Rose Ireland (785) 296-4973 rireland@ksde.org
 Meal reimbursementJennifer Barger (785) 296-4965 jbarger@ksde.org

State and federal payment amounts for each LEA are available on the School Finance homepage: [Payment Information](#).

September State Foundation Aid Request

All districts shall submit the 2023-2024 *State Aid Request for September* by *Friday, August 18.*

The web application is now available on the [KSDE Authentication portal](#). On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**
- Click on **State Aid Request for September**
- Click on **Create New Report for 2024**

For assistance, call Rose Ireland at (785) 296-4973 or email rireland@ksde.org.

18E Report opens Aug 10 – Unified School Districts only

The **18E - Annual Statistical Report** (18E) will open later this week. An announcement with instructions will be sent via listserv. Examples of information collected on the **18E report** are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled and vehicle depreciation. NOTE: The 18E Report collects data from the *prior school year (2022-23)*.

If you have 18E Report questions, please contact School Finance, Rose Ireland rireland@ksde.org at (785) 296-4973.

2023-2024 Directory Updates – Due 8/21

USDs, Interlocals, Service Centers, Special Education Coops, and Private Accredited Schools are required to submit the Directory Updates application. Please log into [KSDE's Web Applications site](#) to review and update the districts Directory Updates information. Refer to announcement email sent July 11 for complete instructions: [Subj: 2023-2024 Directory Updates - Due August 21, 2023](#)

Note: We understand you may not have all required personnel assignments by Aug 21 to submit. If this is the case, enter a temporary contact (i.e. main administrator at the building) to submit by Aug 21. Please be sure to set a reminder to update the Administrative Contacts section once personnel has been confirmed. Since the **Directory Updates application is open year-round for updates**, you will not need to have your report un-submitted to make these updates. Upon saving the updated pages, you will receive a "Record Saved" pop-up, which confirms the data saved to KSDE.

Download the [Directory Updates Instruction Manual](#) for assistance.

Was your Directory Updates report SUBMITTED to KSDE? *Here is how to check:*

Follow the below steps to verify if the Directory Updates application has been submitted:

1. Go to KSDE's Web Application Site:
<https://apps.ksde.org/authentication/login.aspx>
2. Enter: **User ID/Password**
3. Select: **Directory Updates**
4. Select: **Submit** from left hand menu
 - If Submitted, the page will state "This organization has already been submitted..." and there will not be a Submit button available.
 - If not submitted, the page will show a list of Errors that need to be addressed before submission can happen or will have a submit button in order to submit.

Questions on User ID and/or password, call the KSDE I.T. Help Desk at (785) 296-7935.

Questions on entering data in the Directory Updates web application, contact:

Sara McCullah at (785) 296-4972 or smccullah@ksde.org

Rose Ireland at (785) 296-4973 or rireland@ksde.org

Report Due Dates

- Aug 7.....KIDS Collection TEST (Assessment Testing) (open August 7, 2023-July 19, 2024)
[KSDE Helpdesk](#) (785) 296-7935
- Aug 7-18.... Request for State Foundation Aid for September
(all USDs - open Aug 7-18) [Rose Ireland](#) (785) 296-4973
- Aug 10-31....18-E Annual Statistical Report (all USDs - open August 10-Aug 31)
[Rose Ireland](#) (785) 296-4973
- Aug 15.....CTE Pathways Student Data Management (open May 15 - deadline to submit
August 15) [Pathways Helpdesk](#) (785) 296-4908
- Aug 18.....Request September Federal Funds (Form 240) if funds available
(open Aug 1-18) [Rose Ireland](#) (785) 296-4973
- Aug 21.....Directory Updates - annual review/update for KS Educational Directory
(open July 6-Aug 21) [Sara McCullah](#) (785) 296-4972
- Aug 25.....Submit Budget Document (Interlocals)
[Craig Neuenswander](#), [Dale Brungardt](#) or [Sara McCullah](#) (785) 296-3872

- Aug 25.....Submit Budget Document (USDs) [Craig Neuenswander](#), [Dale Brungardt](#) or [Sara McCullah](#) (785) 296-3872 *(For USDs not exceeding the revenue neutral rate) See also Sept 20*
- Aug 31.....Driver Education claim form for reimbursement due [Jessica Apodaca](#) (785) 296-0952

2023-24 Enrollment Handbook Available Online

The 2023-24 Enrollment Handbook is posted on the KSDE Fiscal Auditing webpage under the headline "Audit Guides." [Fiscal Auditing \(ksde.org\)](#)

The Enrollment Handbook is a resource to assist schools in reporting data for student enrollment in the KIDS system (KIDS ENRL). Updates and changes for the 2023-24 school year are highlighted and will be discussed during upcoming Counting KIDS workshops being presented on selected dates Aug. 28-Sept. 13.

Reminder: Are staff registered to attend a Counting KIDS workshop? There are eleven workshop locations to choose from, including two new host sites in Abilene and Olathe. [Counting Kids Schedule 2023.pdf \(ksde.org\)](#). Registration is required to attend through the KSDE Training Portal <https://learning.ksde.org>

Questions? Contact the Fiscal Auditing office at 785-296-4976 or email auditing@ksde.org

Transporting Students – FAQ

With the school year starting, it's a good time to review the rules and regulations on pupil transportation. Please visit the [School Bus Safety](#) website for a list of [Frequently Asked Questions](#) with over 80 questions and answers.

Additional Resources regarding Entry Level Driver Training, Drug and Alcohol Testing, Drug and Alcohol Clearing House, Inspection Forms, Bus Purchasing, School Vehicle Purchasing, Electric Buses, etc. are also available on the School Bus Safety website: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/School-Bus-Safety-FAQs>

REMINDER: We host a monthly meeting/forum for Transportation Directors and Contractors on the first Wednesday of every month from 9:30 am to 10:30 am (CDT). Our agenda is very informal and is intended as an open forum to share information, discuss, and answer any transportation questions you may have. The zoom link is posted on our [Upcoming Events website](#).

Call the KSDE **School Bus Safety Unit** for assistance on pupil transportation:

Keith Dreiling	(785) 296-4561	kdreiling@ksde.org
Dennis Tate	(785) 296-4545	dtate@ksde.org
Melissa Ostermeyer	(785) 296-5659	mstermeyer@ksde.org
Annette Blevins	(785) 296-3551	ablevins@ksde.org

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