2013-14 PRINCIPAL'S BUILDING REPORT (PBR)

THIS FORM IS FOR REFERENCE ONLY AND MUST BE COMPLETED ON THE WEB AT: https://svapp15586.ksde.org/authentication/login.aspx
Due on or before Thursday, OCTOBER 10, 2013

Items below shaded in gray are PREPOPULATED to the PBR from either the KSDE Directory Application or the KIDS Collection System. If items do not populate correctly, an *authorized* user must log into these applications and update the source data where appropriate. Items are presented below in the order they appear on the online application. To avoid confusion on targeted questions, some screens, or portions thereof, will not display for certain building types in the online application.

ADMINISTRATIVE DATA

School Year:	Building Type:	Building Level:	Point of Contact Name:
District Name:	USD #:	Principal Name:	Point of Contact Position/Title:
School Name:	Building Number:	Year Built:	Point of Contact Number:

SCHEDULE INFO – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

Daily Schedule (To be reported by ALL schools.)

Starting Time		Dismissal Time		Total Minutes
_____	to	_____	equals	_____
Less: Break Periods (Do not include Passing Period)				_____
Less: Lunch Period				_____
Total Class Time Minutes				_____

Weekly Schedule/Other – (All High Schools will need to have one copy of your class schedule and bell schedule available at the time of the KSDE audit.)

1. Does this building have a block schedule for the 2013-14 school year? (If no, complete #2.) Yes/No
2. Number of class periods, excluding activity periods, for this building (High Schools only). _____
3. School days at this building per week _____4 days per week _____5 days per week _____not selected
4. What are the total units (credits) required for graduation? _____

Kindergarten Sessions – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

Report lunch period in minutes. If length varies, report the longest lunch period, including any recess break and passing time immediately preceding and following. Please indicate the number of the kindergarten format for each session. Each class, including those scheduled at the same time of day, should be reported as a SEPARATE session.

	Starting Time	Lunch Time	Dismissal Time	Headcount	Days Per Week	**Kindergarten Formats**
Kindergarten Session 1						
Kindergarten Session 2						

Format Options: 1. Full-day, every day; 2. Full-day, every other day; 3. Half day, every day; 4. Other

HEADCOUNT TABLE – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

	Total Headcount	Free Meal Headcount	Reduced Meal Headcount	IEP Headcount	English Language Learner Headcount	Concurrent High School Student Headcount	FTE
Kindergarten[1]							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							
Grade 8							
Grade 9							
Grade 10							
Grade 11							
Grade 12							
3, 4, 5, Pre-K (IEP)							
Nongraded							
4 yr old At-Risk[2]							
TOTAL							
Pre-kindergarten (non-IEP)[3]							

[1] Include special education kindergarten students in kindergarten. (Do not duplicate in Nongraded)
[2] Must be approved by State Board of Education.
[3] Prekindergarten is a group or class that is part of a public school program, and is taught during the year or years preceding kindergarten. INCLUDE Headstart Programs.

WEIGHTINGS TABLE – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

(a) Career and Technical Education Contact Minutes _____
(b) Seminar Minutes (Report whole minutes) on September 20, 2013. _____
(c) Total number of vocational student contact hours* for all students in an approved vocational education course on September 20, 2013 _____
Total number of ESOL/Bilingual student contact hours* for all students in an approved ESOL/Bilingual education course on September 20, 2013. _____
Total number of Part Time Students. _____
Number of students enrolled in an approved virtual education program _____

*Cannot exceed six (6) hours for any individual student. **Vocational information is reported by high schools only.