DRIVER EDUCATION REIMBURSEMENT WEB APPLICATION

Online at: https://apps.ksde.org/authentication/login.aspx

KANSAS STATE DEPARTMENT OF EDUCATION
Driver Education

Data Entry Handbook

**SUBMIT APPLICATIONS
NO LATER THAN
AUGUST 31**

(Revised 5.11.2021)

KANSAS
STATE DEPARTMENT OF
EDUCATION

Robyn Meinholdt | Public Service Administrator | Driver Education | 900 SW Jackson St., Ste. 106. Topeka, KS 66612 | (785) 296-3379 | (785) 291-3791 – fax | rmeinholdt@ksde.org | ksde.org

General Help | helpdesk@ksde.org | (785) 296-7935

KANSAS STATE DEPARTMENT OF EDUCATION

Driver Education

Table of Contents

ACKNOWLEDGEMENT

Accuracy and completeness in reporting are extremely important since reimbursement is based on information given on the application.

KSDE web applications should work with the latest versions of all modern browsers. However, for best results, KSDE recommends use of the following:
- Windows - Microsoft Internet Explorer [*version 10+*], Google Chrome [*latest version*]
- MacOS - Mozilla Firefox [*latest version*]

New User Registration
If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, please do so.
If you need assistance in registering for a new account please visit this link. New User Registration Help

DRIVER EDUCATION OVERVIEW AND ENHANCEMENTS

IMPORTANT: The driver education district report is not considered submitted until the 'Submit to KSDE' button is clicked. The report then changes to SUBMITTED status. At the end of August each year KSDE makes many calls to check if districts are done with their report.
Please click the 'Submit to KSDE' button when all driver ed apps have been entered for the district by August 31.

REMINDERS:

- Complete and submit the Driver Education Reimbursement Report to KSDE no later than **August 31**.

- If you know there are more buildings in your district that need to fill out a driver ed application, don't click the 'Submit to KSDE' button. Once this button is clicked, you will not see the 'Submit to KSDE' button. Instead a message will appear on the bottom of the screen:
  The Driver Ed Report has been submitted for your district.
  Contact KSDE at (785) 296-7935 if you need to add another application to your district's report.
  When you call in please give **USD number** so we know what district report to un-submit.

- If you press the 'Ready to Go' button on a single application before you have verified it, you will not be able to edit information in the application until it is released back to you by KSDE. This feature is in place to protect data that is already entered and verified by the district from being accidentally deleted by another user in the district. If you need to edit that application and **number or building name** so we know which application to release back to the district.

- If you click on 'NO PROGRAM' and realize you DO have a program this year, you will need to contact the KSDE helpdesk at (785) 296-7935 and request that your district (give USD number) be taken out of 'No Program' status. Then you will be able to add driver ed applications as normal.

PREPARATION FOR COMPLETING THE REPORT

HELP

If You Need Help:
1. Please use the on-line help screens. Each screen has a related topic that will answer most questions.
2. If you still need assistance, contact the Kansas State Department of Education, at 785-296-3379 or the helpdesk at 785-296-7935.

MENU OPTIONS

Once you begin the application, each screen will have a menu located on the left side of the screen (see below). This will allow you to quickly navigate between screens.

Driver Ed>DEAppList

Driver Education Reimbursement
- Application List
- Administrative Data
- Application Data
- Faculty Data
- Student Data
- Submit Application
- Check Import Files
- Import
- Print Report
- DELETE App
- Change School Year
- Contact Information
- Help
- KSDE Applications
- Logout

USD # D0101 Erie-Galesburg   2019-2020   Status: IN PROGRESS
Current Driver Ed Applications:
Click on Select next to the driver ed application you wish to view:

There are no applications started for this district. Click on New Application below to start one.

[New Application]

If all Driver Ed applications listed above are in 'Ready to Go' status, and all data has been reported for the district then press the button below to submit to KSDE.

[Submit to KSDE]

If there is no Driver Ed program for this district for this year then click on the NO PROGRAM button below. Once clicked, you are done with the Driver Ed application for this year.

[NO PROGRAM for the district]

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Topeka, KS 66612-1212

SAVE
By pressing <Save> the current data is saved to the KSDE server.

PREVIOUS SCREEN
By pressing <Save> then <Previous Screen>, you will save and close the current page and open the previous page.

NEXT SCREEN

By pressing <Save> then <Next Screen>, you will save and close the current page and open the next page.

NEW

By pressing <New> on the Student or Faculty screens, you will be able to fill in data on each teacher or student that is entered.

ERROR MESSAGE

The data entered has errors and was not saved. Correct the data and press <Save> again. If the errors are not corrected, the data listed in the input boxes will not be saved and you will see another error message.

KANSAS STATE DEPARTMENT OF EDUCATION

All Applications

In order to navigate through the screens, you must **Select**
1. <Save>, then choose <Next Screen> or <Previous Screen>
2. Or you may use the menu as explained on the previous page.
3. Once you are in an application, you may press the <Tab> key to go from field to field or use your mouse pointer.
4. Click "Save" to save your work before going to the next page.

LOGGING ON
1. Locate and open the Browser.
2. Find the "Address" box.
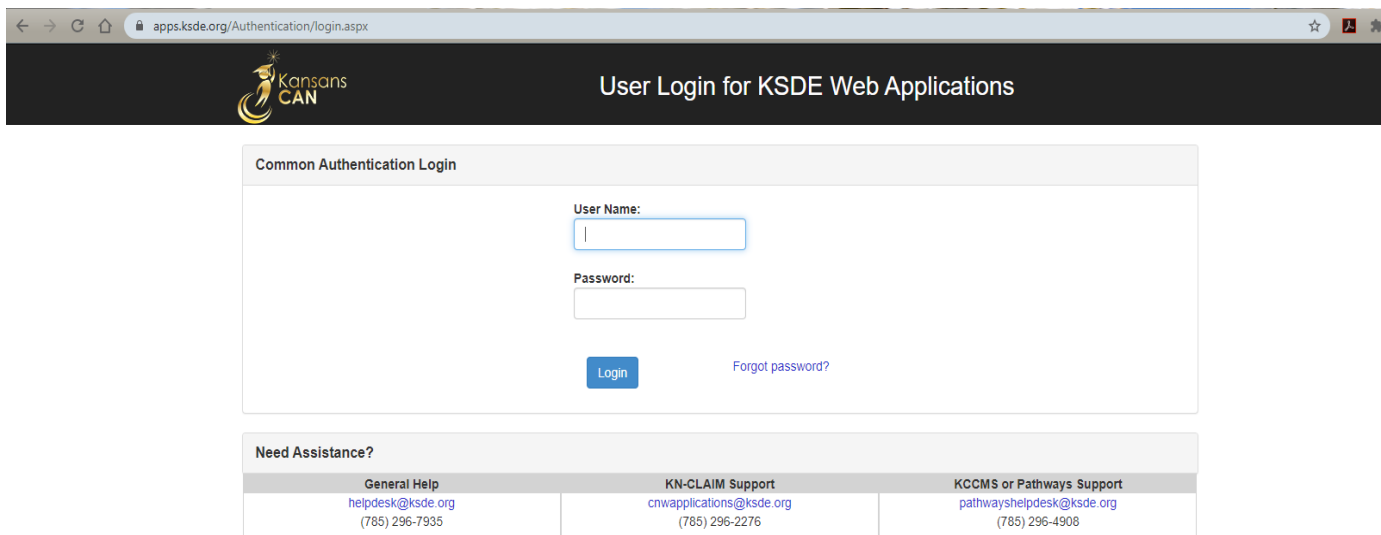3. Type in the following Internet address in:

KANSAS STATE DEPARTMENT OF EDUCATION

Driver Education

Bookmark for future reference
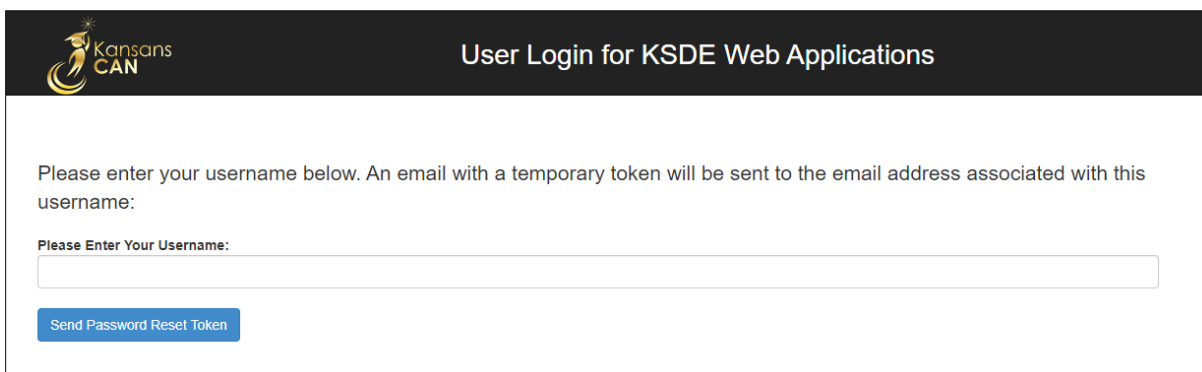
https://apps.ksde.org/Authentication/login.aspx

Enter your User Name and Password.

If you forgot your password, click on "Forgot your password?" and follow instructions.

1. Register online https://apps.ksde.org/authentication/login.aspx for an individual user ID/password. Click on the button <**Register**> and answer all questions.

2. Check the box next to each application (Driver Education Reimbursement) for which you are requesting access.

3. KSDE will email your district office for approval of your request and to confirm which reports you may access. A reply must be received to process user access.

4. KSDE will send you a separate e-mail notifying you of approval to access each application you indicated in your registration. This e-mail will let you know when your new user ID/Password is activated. (This is an automated process in which the superintendent or other administrative user at the district grants access to applications to district users who request it. KSDE does not review these users as the system is maintained by someone at the district.)

GETTING STARTED

Once your User ID and Password have been accepted, you will see a list of web applications. To open the report, click on Driver Education Reimbursement.

After you click on Driver Education Reimbursement, you will get a screen that looks like the one below. Click on <Create New Report for [YEAR]>.

Click on <**Select**> located besides the current year to go to the report.
NOTE: Districts should disregard the KSDE Use column and only look at the **Status** column. The KSDE Use column is for KSDE in-house users.

The **Current Driver Ed Applications** screen lists any driver ed applications started for this year. Click on <New Application> to enter data for an automobile or motorcycle education program.

Driver Ed>DEAppList

Driver Education Reimbursement

- Select Program Year
- KSDE Applications
- Logoff

USD # D0101 Erie-Galesburg   2019-2020   Status: IN PROGRESS
Current Driver Ed Applications:
Click on Select next to the driver ed application you wish to view:

There are no applications started for this district. Click on New Application below to start one.

New Application

If all Driver Ed applications listed above are in 'Ready to Go' status, and all data has been reported for the district then press the button below to submit to KSDE.

Submit to KSDE

If there is no Driver Ed program for this district for this year then click on the NO PROGRAM button below. Once clicked, you are done with the Driver Ed application for this year.

NO PROGRAM for the district

NOTE: This is where the 'NO PROGRAM' option comes in. If you do not have a program this year, click this button and you are done.

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The first screen is for **Administrative Data**.

Driver Ed>AdminData

USD # D0101 Erie-Galesburg   2019-2020   Status: IN PROGRESS

Administrative Data

Next Screen

USD information is populated from KSDE directory information.

USD #	D0101
Name	Erie-Galesburg
Address	205 S Main
City	Erie
State	KS
Zip	66733-0137
Superintendent	Mr. Troy Damman

Enter/Change the driver education program information and click the save button.

Program Type: Automobile
Building: Erie High School

Contact Name	Enter a contact person
Email	Enter email address
Phone Number ###-###-####	000-000-0000

Save

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Once you have entered your data, click on <Save>. A message will appear on top of the screen noting whether the data was saved or if there were errors.

IMPORTANT – It is recommended to periodically save your entered data. All data entered in the 20-minute window will be lost if <SAVE> is not initiated during this time period.

Please consider your local Internet Service Provider (ISP) may also have a timeout session of as little as 10 minutes, and you may be logged off prior to KSDE's 20-minute timeout session.

You can navigate by clicking <Next Screen> to proceed to the **Application Data** screen, or by choosing a menu option on the left side of your screen. Be sure to save the data entered on each screen before proceeding to the next one.

USD # D0232 De Soto   2019-2020   Status: IN PROGRESS

Application Data

Previous Screen   Next Screen

Total Students: 34

Have all teachers of drivers education met requirements necessary for this school to be eligible for reimbursement?

⦿ Yes ○ No

Semester available:

⦿ Summer Only ○ Yearly (may include Summer)

Class and driving records are available at the office of:

⦿ Superintendent ○ Principal ○ Both

Save

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Select 'Yearly' if your district offers courses during the school year and summer. Choose 'Summer Only' if you offer courses only during the summer.

1. When you first enter the **Faculty screen**, there will be no teachers in the list. Click in the First Name box and start entering the data.
2. Click on <Save>. For each additional teacher needed, click <New Teacher>, enter data, and then click on <Save>.
   a. Hint: On the bottom of the screen all teachers that have been saved will appear in a grid.
   b. For the first teacher, click in the First Name box and enter the data. Then click <Save>. For subsequent teachers, click on <New Teacher> and then enter data. Click on <Save>. Repeat.
3. When done entering all teachers, click on the <Next Screen> or use the menu on the left side to choose another screen such as <Student Data>.

REMINDER: Teacher ID is the Educator ID off of their educator license.

Click on the Delete link to delete the record if needed.

Driver Ed>Faculty

USD # D0232 De Soto   2019-2020   Status: IN PROGRESS

Faculty Data - Automobile
Note: Use the official documented formal name that certificate is issued in.

Previous Screen | Next Screen

First Name	Bob
MI	
Last Name	Reeves
Teacher ID	
Certificate Expiration	
Substitute Certificate	☐
Email Address	
Teach online?	☐

Save | New Teacher

Teacher#	First Name	MI	Last Name	Teacher ID	Cert.Exp.Date	Sub	MSF Cert. No.	Email	Teach Online	
Select						☐			☐	Delete

Faculty Data – Motorcycle Screen

- When you first enter the **Student screen**, there will be no students in the list. Click in the First Name box and start entering the data. Click on <Save>. For each additional student, click <New Student>, enter data, and then click on <Save>.

- When done entering all students, click on the <Next Screen> or use the menu on the left side to choose another screen such as <Submit Application> to check the completeness of the application.

Student Data – Automobile Screen

Callout: Click on the Delete link to delete the record if needed.

Student Data – Motorcycle Screen

The next screen is **Submit Application**.

- You may correct data and re-save it until you click on the submit button on the Submit Application screen and put this application into 'Ready to Go' status.
- The application cannot be modified once it is put into 'Ready to Go' status or the district report is submitted. (If you need to change the application after submitting, contact KSDE help desk at 785-296-7935 and we can un-submit the application).

SESSION EXPIRED SCREEN

CHANGING SCREENS AND NOT SAVING DATA

If you enter data on a screen and click on <Next Screen> or <Previous Screen> without pressing <Save> first, an alert will appear asking you if you want to save your data.

- If you click **Yes** and all data on that screen is valid, it will save the data and the next screen will appear. If data is invalid, that screen will show errors and you will not go to the next screen.
- If you click **No**, changes will be ignored and you will go to the next screen. If you click **Cancel**, you will stay on the current screen and can continue entering data.

Example of what happens below if you click Yes and the data is not valid:

Driver Ed>AdminData

USD # D0101   Status: IN PROGRESS

Administrative Data

ERRORS:
Phone Number must be in ###-###-#### format.

Next Screen

USD information is populated from KSDE directory information.

USD #	D0101
Name	Erie-Galesburg
Address	205 S Main
City	Erie
State	KS
Zip	66733-0137
Superintendent	Mr. John Wayne

Program stays on current screen because of errors and displays error

Enter/Change the driver education program information and click the save button.

Program Type: Automobile

Building: Erie High Charter School

Contact Name	
Email	
Phone Number ###-###-####	785

Save

REVISIONS/CORRECTIONS

If you exited the report prior to submitting it, after logging in, you will see a screen that looks like the one below. Click on <**Select**>, located next to the year, to go into the report.

USD # D0101 Erie-Galesburg   2019-2020   Status:

You may edit your current report or view prior reports by clicking Select next to the fiscal year.

(Prior year Driver Education Reimbursement reports may not exist for your district because your district may not have offered driver education programs.)

	Fiscal Year	Status	Due Date	KSDE Use
Select	2020	IN PROGRESS	August 31, 2020	OPEN
Select	2019	SUBMITTED	August 31, 2019	LOCKED
Select	2018	SUBMITTED	August 31, 2018	LOCKED
Select	2017	SUBMITTED	August 31, 2017	LOCKED
Select	2016	SUBMITTED	August 31, 2016	LOCKED
Select	2015	SUBMITTED	August 31, 2015	LOCKED

Click on <**Select**> besides Building# to enter the driver ed application.

Application Status and what it means:

Not Ready – application has not been submitted and can be edited Ready to Go - application has been submitted and cannot be edited Report Submitted – District driver education report submitted and no application in the district can be edited

Driver Ed>DEAppList

USD # D0101 Erie-Galesburg   2019-2020   Status: IN PROGRESS

Current Driver Ed Applications:

Click on Select next to the driver ed application you wish to view:

	Bldg #	Building Name	Program	Semester	App_id	Status
Select	0112	Galesburg Middle School	Automobile	Summer	8284	Not Ready

New Application

If all Driver Ed applications listed above are in 'Ready to Go' status, and all data has been reported for the district then press the button below to submit to KSDE.

Submit to KSDE

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> When all information has been entered for that building's driver ed program and checked for accuracy, you are ready to SUBMIT that application. (There can be multiple driver education applications (programs) for the district.)

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SUBMITTING THE DRIVER ED APPLICATION

The Submit Application menu option will return the **Results of Completeness Check** screen. There are two types of messages that you may receive on this screen: Stop and Warning. Stop means there are problems that have to be resolved before submitting the report to KSDE.

Driver Ed>SubmitReport

Driver Education Reimbursement

- Application List
- Administrative Data
- Application Data
- Faculty Data
- Student Data
- Submit Application
- Check Import Files
- Import
- Print Report
- DELETE App
- Change School Year
- Contact Information
- Help
- KSDE Applications
- Logout

USD # D0101   2014-2015   Status: IN PROGRESS

Results of Completeness Check

Back to Admin Page

Click on error description to go to the data entry screen.

ERROR LIST	Stop-must be corrected Warning-can submit without correction STATUS
Report contact person must be filled in.	Stop
Email must be filled in.	Stop
Report contact telephone number must be filled in.	Stop
No teachers have been entered.	Stop
No students have been entered.	Stop

This application is not complete as stated above. Please complete all the necessary data for this application. You can click on an error message to go to that screen.

You may click on the error message to navigate directly to the screen that needs correction.
The submit button will not appear until AFTER all errors have been corrected.

The submit button will disappear when the application has been submitted. The text will change to: This application has been submitted. IMPORTANT: If you are done entering all driver ed applications for the district then click on SUBMIT TO KSDE button on the Application List screen. The DISTRICT Driver Ed report is NOT considered submitted until the SUBMIT TO KSDE button is clicked.

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Driver Education

Printing the Drive Ed Application

Select Print Report menu option.

o   On the Print Report preview screen, you may **Select** individual reports to print. The documents will be converted to .PDF.

o   *If you experience any problems while trying to print the reports, please be sure to disable any pop-up blockers.*

o   You may send this to print or save as a file on your computer.

- PLEASE NOTE YOU MAY ONLY **Select** ONE REPORT AT A TIME.

If you open the report, it comes up as a .pdf file and can be printed by clicking on the printer icon. A printer dialog box will come up and you can **Select** which printer to print to.
You can also click on the drop-down by the Save button and SAVE or SAVE AS the report to your computer.

If you save the report, you are prompted as to where to save it.

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SUBMITTING THE DRIVER ED REPORT FOR THE DISTRICT

On the **Application List** screen, if all applications are in 'Ready to Go' status (have been submitted as shown on the previous page), you can submit the report for the district.

After clicking on <Submit to KSDE>, you will be redirected to the screen that lists all the report years and the current report will now be in 'Submitted' status.

If after submitting you find you need to add another application for another building in the district, you can call the KSDE helpdesk to request the report be un-submitted. If you need to correct a current application that is either in 'Ready to Go' or 'Report Submitted' status, you can call the KSDE helpdesk and request the application be un-submitted. **When you call please give the USD number if just the district report needs un-submitted OR give the USD number and building # if you need an application un-submitted.**

IMPORT SCREEN

The first field on each record will be the record type to differentiate the type of record that is being imported (1=teacher, 2=student). Do not include both record types in the same file. If there are any errors on a record in the import, that record is skipped and the import will attempt to import the next record. If there are too many records in error, the import will quit. Records (line#) listed in error on the screen should be copied to a new file and corrected, then re-imported.

How to check your import file (and correct) before doing the actual import: (Checks the fields needed for that driver ed application, whether it is automobile or motorcycle.)

Driver Ed>AppList

Driver Education Reimbursement

- Select Program Year
- KSDE Applications
- Logoff

USD # D0101 Erie-Galesburg   Status: SUBMITTED

Current Driver Ed Applications:

Click on Select next to the driver ed application you wish to view:

	Bldg #	Building Name	Program	Semester	App_id	Status
Select	0113	Erie High School	Automobile	Yearly	1796	Report Submitted

The Driver Ed report has been submitted for your district. Please contact KSDE at (785) 296-7935 if you need to add another application to your district's report.

Driver Ed>CheckImport

Driver Education Reimbursement

- Application List
- Administrative Data
- Application Data
- Faculty Data
- Student Data
- Submit Application
- Check Import Files
- Import
- Print Report

USD # D0101   Status: IN PROGRESS

Check Your Import File Screen

Teacher and Student (files differentiated by record type field)

Does not insert into database - just checks format!

Student import does not collect SSN anymore. Also the teacher import collects a teacher ID instead of SSN now. Import file formats changed March 2015!

File to check: [   ] Browse...

[Check test file]

CHECK your import file format and data before doing the actual import!

Do the actual import here:

Driver Ed>Import

Driver Education Reimbursement

- Application List
- Administrative Data
- Application Data
- Faculty Data
- Student Data
- Submit Application
- Check Import Files
→ - Import

USD # D0101   Status: IN PROGRESS

Import Screen

Teacher and Student (files differentiated by record type field)

Student import does not collect SSN anymore. Also the teacher import collects a teacher ID instead of SSN now. Import file formats changed

File to upload: [   ] [Browse...]
[Upload]

- Example of error messages when checking/doing actual import: (Ex: student records or an automobile program)
- HINT: Check the Student Data screen or Faculty screen to see what was actually imported if you don't understand the errors here.

Driver Ed>CheckImport

Driver Education Reimbursement

- Application List
- Administrative Data
- Application Data
- Faculty Data
- Student Data
- Submit Application
- Check Import Files
- Import
- Print Report
- DELETE App
- Change School Year
- Contact Information
- Help
- KSDE Applications
- Logout

USD # D0101   Status: IN PROGRESS

Check Your Import File Screen

Teacher and Student (files differentiated by record type field)

Does not insert into database - just checks format!

Student import does not collect SSN anymore. Also the teacher import collects a teacher ID instead of SSN now. Import file formats changed March 2015!

File to check: [   ] [Browse...]
[Check test file]

line 1: The first name is invalid or missing
line 1: The last name is invalid or missing
line 1: The grade is required (09,10,11,12,NG)
line 1: The date of birth is required
line 1: The begin date of program is required
line 1: The completion date of program is required
line 1: The class minutes should be zero
line 1: The wheel minutes should be zero
line 1: The driving range minutes should be zero
line 1: The semester is required
line 1 : The online field is invalid (TRUE or FALSE)   *

The line number of the bad record will be given along with an error message. The import will continue importing after a bad record *unless* there are numerous problems in the file and then it quits. Records in error would need to be corrected in another file and re-imported or entered directly into the web application (whichever is easier).

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TEACHER IMPORT FILE INSTRUCTIONS

FILE FORMAT

The fields should be in the exact order as listed below. Do **NOT** put a header row on the file. File can be saved as a **comma or tab delimited** file. *SSN is no longer collected for automobile teachers but rather the teacher ID or (Educator ID) from the educator license is collected. *

Field Order	Field Contents	Type	Description
1	record type	Integer	**Number 1 means a teacher record.**
2	Teacher ID	Integer	**Teacher ID (a/k/a Educator ID) is found on teacher license (up to 10 digits).* (Leave blank for motorcycle teachers.)**
3	first_name	Char (20)	**The first name of the teacher.**
4	middle_init	Char(1)	**Middle initial of the teacher. (OPTIONAL)**
5	last_name	Char(20)	**Last name of the teacher.**
6	Certificate_expiration	Date	**The teacher's certificate expiration date. Use / as the separator. Ex: 8/1/2025 or 08/01/2025**
7	Substitute	Bit	**Are they teaching under a substitute teaching certificate? TRUE or FALSE (Enter FALSE for motorcycle teachers.)**
8	msf_no	Char(9)	**Certificate number of motorcycle safety foundation. Ex: 123456789 (Leave blank for automobile teachers.)**
9	email	Char(40)	**Email address of teacher (leave blank if they don't have one.)**
10	Teach_online	Bit	**Are they teaching this course online? TRUE or FALSE (Enter FALSE for motorcycle teachers.)**

Example of how to create an import file if you have the data in Excel:
(Make sure the data is in the correct order/columns – example automobile teacher file shown)

	A	B	C	D	E	F	G	H	I	J
1	1	1234567891	First	A	Teacher	2/10/2017	FALSE		firstteacher@yahoo.com	FALSE
2	1	1234567892	Second	B	Teacher	3/1/2018	TRUE		secondteacher@yahoo.com	FALSE

Field 1   2   3   4   5   6   7   8   9   10

Save As comma delimited (you can use tab delimited also):

KANSAS STATE DEPARTMENT OF EDUCATION
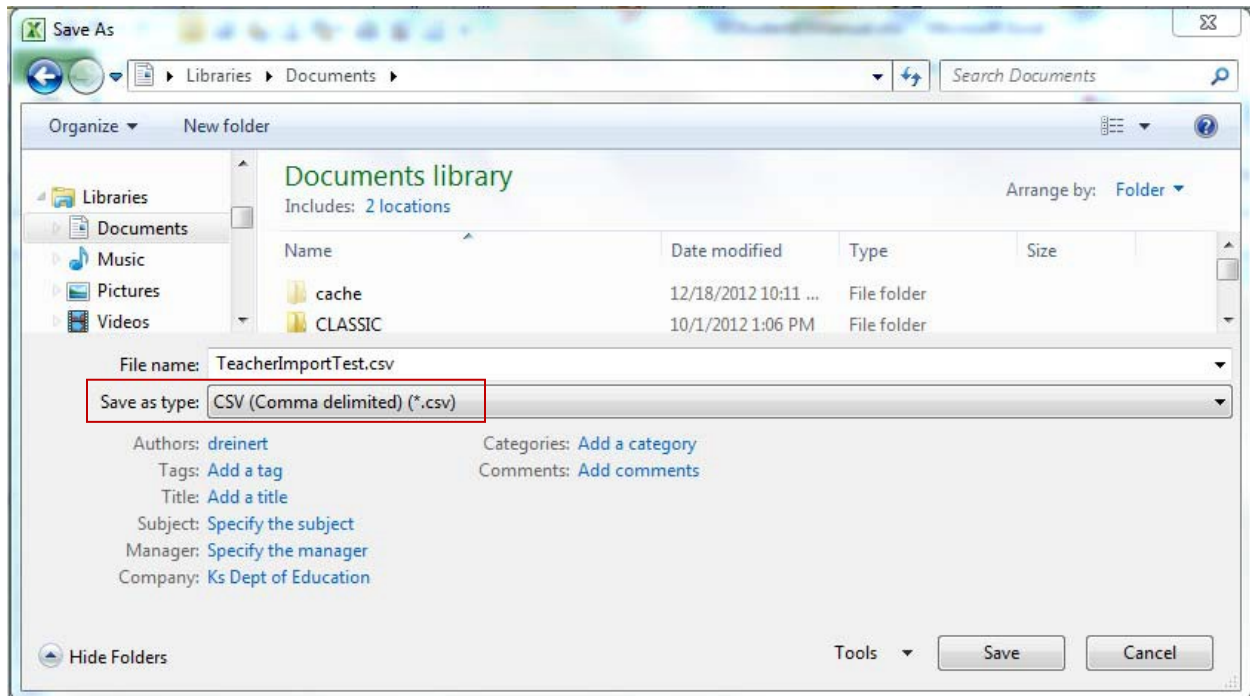
Driver Education

STUDENT IMPORT FILE INSTRUCTIONS

FILE FORMAT

The fields should be in the exact order as listed below. Do **NOT** put a header row on the file. File can be saved as a **comma or tab delimited** file. *SSN is no longer collected.*

Field Order	Field Contents	Type	Description
1	record type	Integer	**Number 2 is a student record.**
2	first_name	Char(20)	**The first name of the student.**
3	last_name	Char(20)	**The last name of the student.**
4	grade_no	Char(2)	**The grade code of the student. Use a custom format of 00 so that 9 is 09. *Import will format 9 as 09 if you forget.***
5	dob	Date	**Date of birth. Use / as the separator. Ex: 1/1/1987 or 10/1/1988**
6	begin_date	Date	**The date the program began. Use / as the separator.**
7	comp_date	Date	**The date the program was completed or will be completed. Use / as the separator.**
8	class_minutes	Int	**Class minutes. Motorcycle programs only. Put zero for automobile.**
9	wheel_minutes	Int	**Wheel minutes. Motorcycle programs only. Put zero for automobile.**
10	driv_range	Int	**Driving range minutes. Motorcycle programs only. Put zero for automobile.**
11	semester	Char(1)	**The semester the class was taken. S or Y (see definition below)**
12	online_course	Bit	**Was the course taken online? TRUE or FALSE (Enter FALSE for Motorcycle students.)**

*Should match the semester that you chose on the application data screen.

The following is a list of the fields requiring any codes or special instructions.

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Driver Education

Grade Code

Enter the code of the level of grade for each student. This must be reported for all students.

Code	Description
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
NG	Other

Students who have finished grade 8 and are taking driver ed over the summer should be listed as grade 9. If they are really in grade 8 then report as NG on the import.

Date of birth, begin date and completion date
Enter the date using '/' as the separators. Ex: 10/10/1990 or 5/23/2017

Semester
Enter the semester code. Sample data: Y

More clarification on semester: If the district offers driver ed classes during school year and summer, choose Yearly. If the district only offers classes during the summer then choose Summer.

It is recommended that districts use the same semester designation on all driver ed 'apps' for the district for that report year. This aids in KSDE statewide reporting.

Code	Description
S	Summer
Y	Yearly (may include Summer)

Note: The semester choices have changed in recent years. There are only two choices now. The semester should match what you chose for the semester on the application data screen.

Example of how to create an import file if you have the data in Excel:
(Make sure the data is in the correct order/columns – example automobile student file shown)

	A	B	C	D	E	F	G	H	I	J	K	L
1	2	FirstA	LastA	10	10/12/2000	9/22/2015	10/22/2015	0	0	0	Y	FALSE
2	2	FirstB	LastB	09	6/12/2001	9/22/2015	10/22/2015	0	0	0	Y	FALSE
3	2	FirstC	LastC	NG	10/12/1984	9/22/2015	10/22/2015	0	0	0	Y	FALSE
4	2	FirstD	LastD	NG	10/13/1991	9/22/2015	10/22/2015	0	0	0	Y	TRUE

Field 1   2   3   4   5   6   7   8   9   10   11   12

Save As comma delimited (you can use tab delimited also):
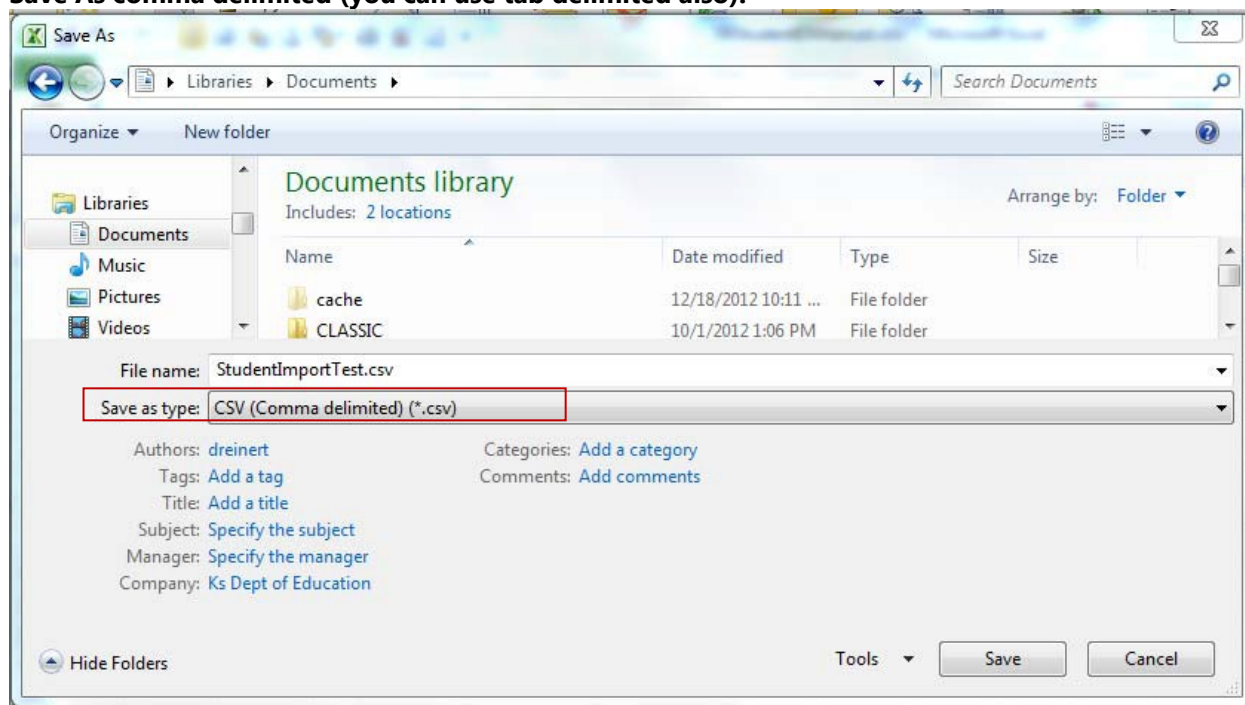
For more KSDE information:

Robyn L. Meinholdt
Public Service Administrator - Driver Education
Teacher Licensure and Accreditation
(785) 296-3379
rmeinholdt@ksde.org

Mischel D. Miller, Ed.S.
Director
Teacher Licensure and Accreditation

(785) 296-8010
mmiller@ksde.org

R. Scott Gordon
General Counsel
Office of General Counsel

sgordon@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org