KANSAS STATE DEPARTMENT OF EDUCATION
GUIDANCE DOCUMENT INDEX

Career, Standards, and Assessment Services

Assessments

Career & Technical Education

Child Nutrition & Wellness
Go to http://www.kn-eat.org and click on the appropriate program to find the documents below.

School Nutrition Programs
- Food Service Facts- Guidance & Forms for School Nutrition Program Administrators
- Wellness Policy Guidelines
- Food Safety Guidance
- KN-CLAIM Quick Reference Guides
- Menu Planning & Production Records
- Update Memos
- Program Initiation
- Program Renewal
- School Breakfast Waivers

Child & Adult Care Food Program
- Administrative Handbook
- Crediting Foods
- Infant Feeding Guide
- Menu Planning Book
- KSDE Policy Memos
- Claim Information
- Management Plan Guidance for Single-Site Sponsors
- Management Plan Guidance for Multiple-Site Sponsors
- Newsletters

**Summer Food Service Program**
- Administration-Program Initiation
- Administration-Program Renewal
- USDA Guidance
- Summer Nutrition Options
- Food Safety Guidance
- Food Service Facts

**Fiscal Auditing**

**Audit Guides**
- Bond and Interest
- Child and Adult Care Food Program
- Deaf-Blind
- Driver Education
- Education Jobs Funds
- Enrollment Handbook
- Federal Programs
- Indirect Cost
- Juvenile Detention Center
- Mentor Teacher
- Parents As Teachers
- School Nutrition Program
- School Term
- Special Education
- State Expenditure Report
- Transportation

**Additional Documents**
- Alternative School and Independent Study Guidelines
- ESOL Guidelines
- OMB A-133 and Non A-133 Audit Submission
- School Bus Safety Regulations, Statutes and Mandates
- Special Education Reimbursement Guide
- Vocational Seminar Contact Time Guidelines
- Work Experience Guidelines
Information Technology
All documents are located at http://www.ksde.org/Default.aspx?tabid=2491

Kansas Individual Data on Students (KIDS)
- Guidelines for Reporting Early Childhood Program Participants
- Guidelines for Reporting Homeless Students in KIDS
- Guidelines for Reporting Students Attending the Kansas Academy of Math and Science (KAMS)
- Guidelines for Reporting Virtual Education Students to KIDS

Research and Evaluation

School Finance
All documents are located at http://www.ksde.org/Default.aspx?tabid=119

- School District Finance and Quality Performance Act – Explanation of Legal Max (Form 150) Formula

- 18E Instruction Manual
- Driver’s Ed Reimbursement Data Entry Handbook
- Enrollment Handbook
- PBR User’s Guide
- S066 User’s Guide
- 1,116 Hours School Year Requirement
- Building Needs Assessment (Academic)
- Capital Outlay Guide
- Child Care Facility Licensure Requirements
- Competitive Bidding Guidelines
- Compulsory Attendance and Dropout Form
- Fuel Excise Tax
- Guideline for Financial Reporting
- Investment of Idle Funds
- Kansas Accounting Handbook
- Record Keeping Requirements
- Sales Tax Exemptions
- School Bond Guide

- Bilingual and At-Risk Funds – Spending Authority
- Budget at a Glance – Tables and Graphs of Budget Data
- Budget Authority (Declining Enrollment, Facilities, COL Weightings)
- Budget Cover, Table of Contents, Coding Expenditures
- Budget Profile – Introduction, Accomplishments
• Budget Review by School Finance Officials
• Form 110 – Using Form 138 (from County) in Preparation
• Recording Expenditures in the USD Budget
• Reporting Staff and Average Salaries on the USD Budget
• Requirements to Republish the USD Budget
• Unencumbered Cash Balance Requirements
• Capital Outlay Resolution and Spending Guidelines
• Resolutions for Local Option Budget
• Age of Eligibility for School Entrance (Statute)
• At-Risk Pupil Assistance Program Guidelines
• At-Risk Weighting Definitions
• CPA Audit – Documents the Auditor Will Examine
• Driver Education Program – Records Needed for State Audit
• Graduated Driver’s License Law
• State Audit – Records to Verify 9/20 Count and Special Ed Aid
• Time and Effort Form and Certification of Time Form
• Work Experience Program – Rules and Forms Required
• Activity Funds Internal Accounting Control Recommendations
• Building needs Assessment (Academic)
• Bullying – Sample Policies and Safe School Resources
• Competitive Bidding Guidelines
• Fees and Text and Student Materials Revolving Fund
• IDEA Federal Funding Formula and Maintenance of Effort
• Mill Levies (How to Compute)
• Record Retention (Timelines for Destruction of Certain Records)
• Bus Depreciation and Book Value, Sale of Buses
• Drug and Alcohol Testing for Bus Drivers
• Fuel Excise Taxes (State & Federal)

Special Education Services

• Documents (http://www.ksde.org/Default.aspx?tabid=3757)
  o Kansas Special Education Process Handbook
  o Parents Rights
  o Guide to Special Education
  o Guide to Education of Children who are Deaf or Hard of Hearing
  o Disability History and Awareness resource guide
  o Eligibility Indicators
  o Guidance and Reports
  o Reporting done through KAN-DIS (http://www.ksde.org/kandis)
• Fiscal Resources (District Information) (http://www.ksde.org/Default.aspx?tabid=2583)
• Resources (http://www.ksde.org/Default.aspx?tabid=2333)
  o Dyslexia Resources
  o National Resources
Teacher Education and Licensure

Kansas Teaching Portfolio (KPTP)
- KPTP Content Guidelines ([http://www.ksde.org/LinkClick.aspx?fileticket=_Fqs1PlYbW8%3d&tabid=3769&mid=11692](http://www.ksde.org/LinkClick.aspx?fileticket=_Fqs1PlYbW8%3d&tabid=3769&mid=11692))
- KPTP Implementation Guidelines ([http://www.ksde.org/LinkClick.aspx?fileticket=_FxRAFhAep4%3d&tabid=3769&mid=11692](http://www.ksde.org/LinkClick.aspx?fileticket=_FxRAFhAep4%3d&tabid=3769&mid=11692))
- KPTP Overview ([http://www.ksde.org/LinkClick.aspx?fileticket=QEqARXDjw8Q%3d&tabid=3769&mid=11692](http://www.ksde.org/LinkClick.aspx?fileticket=QEqARXDjw8Q%3d&tabid=3769&mid=11692))
- KPTP Templates ([http://www.ksde.org/LinkClick.aspx?fileticket=rVueMhaMMiq%3d&tabid=3769&mid=11692](http://www.ksde.org/LinkClick.aspx?fileticket=rVueMhaMMiq%3d&tabid=3769&mid=11692))

Mentoring
- Mentoring Standards ([http://www.ksde.org/LinkClick.aspx?fileticket=hefP3bMqPT0%3d&tabid=2067](http://www.ksde.org/LinkClick.aspx?fileticket=hefP3bMqPT0%3d&tabid=2067))

Highly Qualified
- General Education Rubric ([http://www.ksde.org/LinkClick.aspx?fileticket=Xi6/wdLwvMY=&tabid=1674](http://www.ksde.org/LinkClick.aspx?fileticket=Xi6/wdLwvMY=&tabid=1674))
- Special Education Checklist ([http://www.ksde.org/Portals/0/Licensure%20Documents/NCLBHOUSSE_Checklist.pdf](http://www.ksde.org/Portals/0/Licensure%20Documents/NCLBHOUSSE_Checklist.pdf))
- Special Education Instructions ([http://www.ksde.org/Portals/0/Licensure%20Documents/SpecialEducation_ESOL_Instructions.pdf](http://www.ksde.org/Portals/0/Licensure%20Documents/SpecialEducation_ESOL_Instructions.pdf))

Title Programs & Services

- At-Risk Pupil Assistance Program Guidelines ([http://www.ksde.org/LinkClick.aspx?fileticket=Jn3vEH5Yp00%3d&tabid=289&mid=8369](http://www.ksde.org/LinkClick.aspx?fileticket=Jn3vEH5Yp00%3d&tabid=289&mid=8369))

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