# TIMELINES FOR KSDE REPORTS - 2014-2015

Please make a note on your calendar when KSDE will ask for the following information. The timelines indicated below are estimated dates KSDE claim forms and reports will be requested. Districts will be notified when reports are available.

NOTE: Actual open/due dates are subject to change. This list does not include every state report.

## KSDE Reports, KIDS & MIS Collections and School Finance Forms & Web Applications



**OPEN Year Round** 

Type of Report/Form/Collection **Contact Person** Phone No. Directory Updates (changes such as email, personnel, phone no, address, etc.) ............................... Nik Stewart (785) 296-4961 LCP (Local Consolidated Plan) Application (est. due Sept 30 — open year round for changes) ....... Nicole Clark (785) 296-4925 EDCS (formerly Licensed Personnel Report) (Submission Feb. 28 — open year round)...... Lori Adams (785) 296-3835 Sponsoring district coop reports through the sponsoring district; interlocals submit their own report

<b>Open or Due Date</b>	
2014	Note: These are <u>projected</u> dates and are subject to change.
July 15 Open July 15 July 18 Open July 14-18 July 31 July 31	Unencumbered Cash Balances on July 1 — request open July 1-15
Open August 1 August 8 August 15 Open Aug 11-15 August 18 August 20 August 25 August 25 August 29 August 29	EDCS (Fall Vacancy Report) (window open August 1 to September 19)
September 11 September 12 September 15 Open Sep 10-16 September 19 Open Sept 22 Open Sept 22 September 29 Open Sep 1-30 September 30	Designation of Attendance Officer(s) due
Open Oct 1-Dec 1 October 10 October 10 October 10 October 10 Open Oct 14-18 October 21 Open Oct 1-31	Maintenance of Effort and Excess Cost Report
November 1 Open Nov 11-15	KSDE Application for QPA Regulation Waiver/ Certification of Staff- 1st semester deadline Nov. 1* Krista Beckley (785) 296-1105 Request for General State Aid for December (all USDs — request open Nov 11-15)

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Open or Due	Type of Report/Form/Collection	Contact Person Phone No.
Open Nov 15	December 1 MIS Child Count — window open Nov 15 — Dec 31	Mason Vosburgh (785) 296-4945
Open Nov 17	Career (CTE) Pathway Programs of Study- Application & Maintenance	Pathways Helpdesk (785) 296-4908
N l 00	window open Nov 17 — March 16	Nicola Namura d (705) 206 2020
November 20	Request for Federal Funds (Form 240) for December due	
December 1	Maintenance of Effort and Excess Cost Report (All USDs - deadline for submission	n Dec 1)Dean Zajic (785) 296-2425
December 1	KIDS Collection SMSC (formerly TITL) — REAP Funding (open Dec 1 — Jan 9)	•
December 1	Special Ed Personnel Web System — deadline to update Personnel Web System	
December 2	Juvenile Detention Center Application due	, ,
December 13 December 20	Request for General State Aid for January (all USDs — request open Dec 9-13)  Request for Federal Funds (Form 240) for January due	
2015	Note: These are <u>projected</u> dates and are subject to change.	
January 9	KIDS Collection SMSC (formerly TITL) – REAP Funding (deadline to submit Jan 9	•
January 20	Request for Federal Funds (Form 240) for February due	Nicole Norwood (785) 296-2020
February 1	KSDE Application for QPA Regulation Waiver/ Certification of Staff— 2 <sup>nd</sup> semester deadline I	Feb 1*Krista Becklev (785) 296-1105
February 20	KIDS Collection MILT - 2/20 Military & Virtual Count (open Feb 20 — close March	
February 20	Request for Federal Funds (Form 240) for March due	Nicole Norwood (785) 296-2020
February 27	Special Ed Personnel Web System — deadline to update Personnel Web System	* * *
February 28	MIS – Collection window closes for Dec. 1 MIS Child Count	<u> </u>
February 28	Licensed (Certified) Personnel Report — deadline for submission Feb 28	
February 28	LCP Consortium Assignments due	Nicole Clark (785) 296-4925
March 10	KIDS Collection MILT - 2/20 Military & Virtual Count (deadline to submit March	10) KSDE Helpdesk (785) 296-7935
March 16	Career (CTE) Pathway Programs of Study - Application & Maintenance deadline	
March 20	Request for Federal Funds (Form 240) for April due	• • •
March 30	Special Ed Personnel Web System – deadline to update Personnel Web System Mar	th 30 Evelyn Alden (785) 296-3868
April 15	Medicaid Replacement state aid and ensure all eligible claims	
	for March 1 are processed	, ,
April 15	Special Ed Personnel Web System – Vacancy Report (deadline to submit Apr 15)	
April 20 April 30	Request for Federal Funds (Form 240) for May due	• • •
Арти 30	Special Education Catastrophic State Aid Application, NFE Contracts due	
May 1	Special Ed Personnel Web System - Final Update: deadline to update	
	Special Education Personnel - check FTE Discrepancy Report — include homebound	* * *
May 4	KIDS Collection <b>EOYA</b> – End of Year Accountability (open May 4-June 12) Special Education Transportation Claim Form (Form 308) (deadline to submit M	•
May 8 May 11	CTE Pathways Student Data Management (window open May 11 – August 15)	
May 15	June 2014 EOY MIS collection opens (window open May 15 – Sept 13)	
, May 15	State Deaf-Blind Funds (KSA 72-853) - Application opens	• , ,
May 20	Request for Federal Funds (Form 240) for June due	
May 27	Juvenile Detention Center Final Application (deadline to submit May 27)	Rose Ireland (785) 296-4973
June 1	Special Ed Para Inservice – Personnel Web System (deadline to submit June 1).	Evelyn Alden (785) 296-3868
June 2	Parents as Teachers (final expenditures claim form due June 2)	
June 9	Local Effort Form (deadline to submit June 9)	
June 12	Request for General State Aid for July (all USDs — request open June 9-13)	
June 12	Bond & Interest Form (to determine State Aid) due	
June 12 TBD	KIDS Collection <b>EOYA</b> - End of Year Accountability (open May 4-June 12)	
June 12	KAN-DIS (IDEA and NCLB discipline data) due	
June 12	KIDS Collection TEST — Assessment Testing (all USDs —open Aug 18 — close June 1	
June 19	Request for Federal Funds (Form 240) for July due	
June 30	LCP Annual Report (Local Consolidated Plan) tentative due date	

When reports are available, instructions will be provided via Listserv.

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### WEB APPLICATIONS -

- Web applications are reports submitted to KSDE through an authenticated submission website.
- When web applications are available for data entry, KSDE will send a listserv message which will provide instructions how to submit your data to KSDE online and when it is needed.
- Reports are filed at this website: <a href="https://svapp15586.ksde.org/authentication/login.aspx">https://svapp15586.ksde.org/authentication/login.aspx</a>
- An individual login and password is needed to access each report. New staff members are required to register and be approved by the superintendent before gaining access to enter or review data.
- For assistance registering or logging into this site, contact the KSDE Help Desk at (785) 296-7935.

## **Food Service Claims**

- Food service claims can be submitted to KSDE at any time -- but no later than 60 calendar days after the claim month. Claims will be paid according to when they are received.
- Questions? Call Jennifer Barger at (785) 296-4965 or Nicole Norwood at (785) 296-2020.

## NOTE: \*KSDE Application for QPA Regulation Waiver/ Certification of Staff

- QPA Regulation Waiver/Certification of Staff applications should be received in the office of Teacher Education and Licensure, Kansas Department of Education, by November 1.
- If a district hires or reassigns a person requiring a waiver after the start of the school year, and the individual cannot meet the current enrollment requirement until second semester, the completed waiver request must be submitted by February 1 of the current academic year.
- For assistance, call Krista Beckley, Teacher Licensing and Accreditation at (785) 296-1105

#### KANSAS STATE DEPARTMENT OF EDUCATION

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Dale M. Dennis

Deputy Commissioner Division of Fiscal and Administrative Services (785) 296-3871 Craig Neuenswander

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