

Timelines for KSDE Reports & Data Collections - 2016-2017



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

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

KSDE Reports - KIDS and MIS collections - School Finance Forms and Web Applications

**OPEN
Year Round**

Type of Report/Form/Collection	Contact Person	Phone No.
School Safety Hotline (Update Emergency Contacts).....	Tamara Milligan	(785) 296-3871
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		

Open or Due Date

2016	<i>Note: These are projected dates and are subject to change.</i>	
July 12	Unencumbered Cash Balances on July 1 (all USDs – open June 30-July 12).....	Rose Ireland (785) 296-4973
Open July 11-15	Request for General State Aid for August (all USDs – open July 11-15)	Rose Ireland (785) 296-4973
July 20	Request August Federal Funds (Form 240) <i>if funds available</i> (open July 1-20).....	Nicole Norwood (785) 296-2020
July 31	Outcomes Part C (birth up to age 3) Infant and Toddler Services due	Heather Staab - KDHE (785) 296-2245
Open August 1	KIDS Collection TASC (Teacher and Student Connection) (open 8/1/16 - 6/16/17)	KSDE Helpdesk (785) 296-7935
Open Aug 1-Sep 1	EDCS (Fall Vacancy Report) (window open August 1 to September 1)	Lori Adams (785) 296-3835
August 12	Unencumbered Cash Balances on August 1 – (all USDs - open July 31-Aug 12).....	Rose Ireland (785) 296-4973
Open Aug 9-15	Request for General State Aid for September (all USDs – open Aug 9-15).....	Rose Ireland (785) 296-4973
August 15	Directory Updates (review and update for Kansas Educational Directory – open July 20-Aug 15).....	Nik Stewart (785) 296-4961
August 15	CTE Pathways Student Data Management (deadline to submit).....	Pathways Helpdesk (785) 296-4908
August 19	Request September Federal Funds (Form 240) <i>if funds available</i> (open Aug 1-19)	Nicole Norwood (785) 296-2020
August 25	Submit Budget Document (USDs).....	Dale Dennis, Craig Neuenswander or Sara Barnes (785) 296-3872
August 25	Submit Budget Document (Interlocals)	Dale Dennis, Craig Neuenswander or Sara Barnes (785) 296-3872
August 29	18-E Annual Statistical Report (all USDs – report open August 8- submit by Aug 29).....	Rose Ireland (785) 296-4973
August 31	Driver Education reimbursement claim due	Joan Peterson (785) 296-8107 or Nicole Norwood (785) 296-2020
August 31	Outcomes Part B (Early Childhood Special Ed – Age 3-5) (open June 30-Aug 31)	Barb Dayal (785) 296-5081
September 2	KESA Readiness Survey (Kansas Education Systems Accreditation) (open Aug 9-Sept 2).....	Kelly Slaton (785) 368-7356
Open Sept 6	KIDS Collection STCO (Student Course Records) (open Sept 6, 2016 - Aug 15, 2017).....	KSDE Helpdesk (785) 296-7935
Open Sept 6	KIDS Collection TEST – Assessment Testing (open Sept 6, 2016– close June 30, 2017)	KSDE Helpdesk (785) 296-7935
September 11	Designation of Attendance Officer(s) due (open June 15 - Sept 11).....	Cheryl Austin (785) 296-3204
September 12	Unencumbered Cash Balances on September 1 (all USDs – open Aug 31-Sept 12).....	Rose Ireland (785) 296-4973
Open Sept 15	SO-66 and Principal’s Building Report - window open Sept 15-Oct 10.....	Rose Ireland (785) 296-4973
September 15	Prior year EOY MIS collection - window closes	Mason Vosburgh (785) 296-4945
Open Sept 12-16	Request for General State Aid for September (all USDs – open Sept 12-16).....	Rose Ireland (785) 296-4973
September 20	Request October Federal Funds (Form 240) <i>if funds available</i> (open Sept 1-20)	Nicole Norwood (785) 296-2020
Open Sept 20	KIDS Collection ENRL (Funding and Enrollment) (window open Sept 20-Oct 10).....	KSDE Helpdesk (785) 296-7935
Open Sept 1-30	IDEA Application for funds – Title VI-B Flow Through - Please adhere to deadline.....	Christy Weiler (785) 296-1712
September 30	LCP (Local Consolidated Plan) (Application due September 30 – open year round for changes).....	Nicole Clark (785) 296-4925
Open Oct 1-Dec 1	Maintenance of Effort and Excess Cost Report	Christy Weiler (785) 296-1712
October 3	Special Ed Personnel Web System deadline to update Personnel Web System	Evelyn Alden (785) 296-3868
October 10	Superintendent’s Organizational Report (SO-66) deadline for submission Oct 10	Rose Ireland (785) 296-4973
October 10	Principal’s Building Report (PBR) deadline for submission Oct 10	Rose Ireland (785) 296-4973
October 10	KIDS Collection ENRL – (Funding and Enrollment) deadline for submission Oct 10	KSDE Helpdesk (785) 296-7935
October 10	Interlocal Agreements deadline for submission Oct 10.....	Sara Barnes (785) 296-4972
October 14	Unencumbered Cash Balances on October 1 (all USDs – open Sept 30-Oct 14).....	Rose Ireland (785) 296-4973
Open Oct 10-14	Request for General State Aid for November (all USDs – request open Oct 10-14)	Rose Ireland (785) 296-4973

Open or Due	Type of Report/Form/Collection	Contact Person	Phone No.
October 20	Request November Federal Funds (Form 240) <i>if funds available</i> (open Oct 1-20)	Nicole Norwood (785)	296-2020
Open Oct 3-31	Dropout/Graduation Summary Report (open Oct 3- Oct 31).....	Branden Johnson (785)	296-8447
November 1	Accreditation Licensure Waiver (Form 16) - See page 3*	Susan Helbert (785)	296-2288
Open Nov 7-11	Request for General State Aid for December (all USDs – open Nov 7-11)	Rose Ireland (785)	296-4973
November 14	Unencumbered Cash Balances on November 1 (all USDs – open Oct 31-Nov 14).....	Rose Ireland (785)	296-4973
Open by Nov 15	Career (CTE) Pathway Programs of Study- Application & Maintenance..... window open Nov 15, 2016 – March 15, 2017	Pathways Helpdesk (785)	296-4908
November 21	Request December Federal Funds (Form 240) <i>if funds available</i> (open Nov 1-21).....	Nicole Norwood (785)	296-2020
November 23	Request for Mill Rate by Fund (all USDs – open Nov 23 – Dec 15).....	Sara Barnes (785)	296-4972
December 1	Maintenance of Effort and Excess Cost Report (All USDs - deadline for submission Dec 1)....	Christy Weiler (785)	296-1712
December 1	KIDS Collection SMSC (formerly TITL) – REAP Funding (open Dec 1 – Jan 6, 2017).....	KSDE Helpdesk (785)	296-7935
December 2	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden (785)	296-3868
December 2	Juvenile Detention Center Application due.....	Nicole Norwood (785)	296-2020
Open Dec 5-9	Request for General State Aid for January (all USDs – open Dec 5-9 – final request).....	Rose Ireland (785)	296-4973
December 12	Unencumbered Cash Balances on December 1 (all USDs – open Nov 30-Dec 12).....	Rose Ireland (785)	296-4973
December 15	Civil Rights Data Collection (CRDC) Federal submission (all bldgs - open mid Dec-March 31) ...	Linda Smith (785)	296-3915
December 15	Request for Mill Rate by Fund (all USDs – open Nov 23 – Dec 15)	Sara Barnes (785)	296-4972
December 18	Kan-Dis (Emergency Safety Intervention Report - Period 1) (open Dec 4-18).....	Laura Jurgensen (785)	296-5522
December 20	Request January Federal Funds (Form 240) <i>if funds available</i> (open Dec 4-20).....	Nicole Norwood (785)	296-2020
2017 Note: These are projected dates and are subject to change.			
January 6	KIDS Collection SMSC (formerly TITL) – REAP Funding (open Dec 1 – Jan 6, 2017)	KSDE Helpdesk (785)	296-7935
January 12	Unencumbered Cash Balances on January 1 (all USDs – open Dec 30-Jan 12).....	Rose Ireland (785)	296-4973
January 20	Request for February Federal Funds (Form 240) <i>if funds available</i> (open Jan 3-20)	Nicole Norwood (785)	296-2020
February 1	Accreditation Licensure Waiver (Form 16) 2 nd semester changes - See page 3*	Susan Helbert (785)	296-2288
February 1	CTE Pathways Student Data Follow Up (open Feb 1- April 14).....	Pathways Helpdesk (785)	296-4908
February 13	Unencumbered Cash Balances on February 1 (all USDs – open Jan 31-Feb 13)	Rose Ireland (785)	296-4973
February 20	Request March Federal Funds (Form 240) <i>if funds available</i> (open Feb 1-20).....	Nicole Norwood (785)	296-2020
February 27	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden (785)	296-3868
February 28	December 1 MIS Child Count - MIS Collection window closes	Mason Vosburgh (785)	296-4945
February 28	Licensed (Certified) Personnel Report – deadline for submission Feb 28	Lori Adams (785)	296-3835
February 28	LCP Consortium Assignments due	Nicole Clark (785)	296-4925
March 13	Unencumbered Cash Balances on March 1 (all USDs – open Feb 28-March 13).....	Rose Ireland (785)	296-4973
March 15	Career (CTE) Pathway Programs of Study - Application & Maintenance deadline	Pathways Helpdesk (785)	296-4908
March 20	Request April Federal Funds (Form 240) <i>if funds available</i> (open March 1-20)	Nicole Norwood (785)	296-2020
March 31	Civil Rights Data Collection (CRDC) Federal submission (all bldgs – due March 31)	Linda Smith (785)	296-3915
April 3	State Deaf-Blind Funds (KSA 72-853) (window open April 3-June 30)	Cynthia Penrod (785)	296-7454
April 3	Special Ed Personnel Web System – deadline to update Personnel Web System April 3	Evelyn Alden (785)	296-3868
April 12	Unencumbered Cash Balances on April 1 (all USDs – open March 31-April 12)	Rose Ireland (785)	296-4973
April 14	CTE Pathways Student Data Follow Up (open Feb 1- April 14).....	Pathways Helpdesk (785)	296-4908
April 14	Medicaid Replacement state aid and ensure all eligible claims for March 1 are processed	Craig Neuenswander (785)	296-3872
April 20	Request May Federal Funds (Form 240) <i>if funds available</i> (open April 3-20)	Nicole Norwood (785)	296-2020
April 30	Special Education Catastrophic State Aid Application (current year), and NPE Contracts collection window closes	Mason Vosburgh (785)	296-4945
May 1	Special Ed Personnel Web System - Final Update : deadline to update Special Education Personnel - check FTE Discrepancy Report – include homebound	Evelyn Alden (785)	296-3868
May 10	Special Education Transportation Claim Form (Form 308) (deadline to submit May 10)	Sara Barnes (785)	296-4972
May 12	Unencumbered Cash Balances on May 1 (all USDs – open April 28-May 12)	Rose Ireland (785)	296-4973
Open by May 15	CTE Pathways Student Data Management (window open by May 15 – August 15)	Pathways Helpdesk (785)	296-4908
May 15	KIDS Collection EOYA – End of Year Accountability (open May 15-June 30).....	KSDE Helpdesk (785)	296-7935
May 19	Request June Federal Funds (Form 240) <i>if funds available</i> (open May 1-19).....	Nicole Norwood (785)	296-2020
May 26	Juvenile Detention Center Final Application (deadline to submit May 26).....	Nicole Norwood (785)	296-2020

Open or Due	Type of Report/Form/Collection	Contact Person	Phone No.
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)	Nicole Norwood	(785) 296-2020
June 9	Local Effort Form (deadline to submit June 9)	Sara Barnes	(785) 296-4972
June 12	Unencumbered Cash Balances on June 1 (all USDs – request open May 31-June 12)	Rose Ireland	(785) 296-4973
June 12	Request for General State Aid for July (all USDs – request open June 12-16)	Rose Ireland	(785) 296-4973
June 12	Bond & Interest Form (to determine State Aid) due	Rose Ireland	(785) 296-4973
June 15	KAN-Dis (Emergency Safety Intervention Report - Period 2) (open June 1-15)	Laura Jurgensen	(785) 296-5522
June 16	KIDS Collection TASC (Teacher and Student Connection) (open 8/1/16 - 6/16/17)	KSDE Helpdesk	(785) 296-7935
June 20	Request July Federal Funds (Form 240) if funds available (open June 1-20)	Nicole Norwood	(785) 296-2020
June 30	State Deaf-Blind Funds (KSA 72-853) (window open April 1-June 30)	Cynthia Penrod	(785) 296-7454
June 30	KIDS Collection EOYA - End of Year Accountability (open May 15-June 30)	KSDE Helpdesk	(785) 296-7935
June 30	KIDS Collection TEST – Assessment Testing (all USDs –open 9/6/16 – close 6/30/17)	KSDE Helpdesk	(785) 296-7935
June 30	KAN-DIS (IDEA and NCLB discipline data) due	Teresa White	(785) 296-7884
June 30	LCP Annual Report (Local Consolidated Plan) tentative due date	Nicole Clark	(785) 296-4925
TBD	New Accreditation Report	Kelly Slaton	(785) 368-7356

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: <https://apps.ksde.org/authentication/login.aspx>
- 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.
- **Open and close dates are projected and subject to change.** Also, this list does not include every state report.

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.

Accreditation Licensure Waiver (Form 16) -- Certification of Staff

Accreditation Licensure Waiver (Form 16) 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 Susan Helbert, Teacher Licensing and Accreditation at (785) 296-2288.

KANSAS STATE DEPARTMENT OF EDUCATION
Landon State Office Building - 900 SW Jackson, Ste 356 - Topeka KS 66612-1212

Dale M. Dennis
Deputy Commissioner
Division of Fiscal and Administrative Services
(785) 296-3871

Craig Neuenswander
Director, School Finance
Division of Fiscal and Administrative Services
(785) 296-3872



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