



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 (via listserv) 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

	<u>Type of Report/Form/Collection</u>	<u>Contact Person</u>	<u>Phone No.</u>
OPEN Year Round	School Safety Hotline (Update Emergency Contacts)	Tamara Milligan	(785) 296-3871
	Directory Updates (changes such as email, personnel, phone no, address, etc.)	Rose Ireland	(785) 296-4973
	LCP (Local Consolidated Plan) Application (est. due Sept 30 – open year round for changes)	Nicole Clark	(785) 296-4925
	KESA (Kansas Education Systems Accreditation) (open year round).....	Kelly Slaton	(785) 368-7356
	AMOSS (Student assessment & accountability data) Correction window in July.....	AMOSS Helpdesk	(785) 296-4924
	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 2017 Note: These are projected dates and are subject to change.			
July 12	Unencumbered Cash Balances on July 1 (all USDs – open June 29-July 12).....	Rose Ireland	(785) 296-4973
Open July 10-14	Request for General State Aid for August (all USDs – open July 10-14)	Rose Ireland	(785) 296-4973
Open July 15	KESA 3pg Initial Report (Kansas Education Systems Accreditation) (open July 15-Sept 15).....	Kelly Slaton	(785) 368-7356
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 8/1/17 - 6/15/18)	KSDE Helpdesk	(785) 296-7935
Open Aug 1-Sept 1	EDCS (Fall Vacancy Report) (window open August 1 to September 1)	Lori Adams	(785) 296-3835
August 11	Unencumbered Cash Balances on August 1 – (all USDs - open July 31-Aug 11).....	Rose Ireland	(785) 296-4973
Open Aug 14-18	Request for General State Aid for September (all USDs – open Aug 14-18)	Rose Ireland	(785) 296-4973
August 15	Directory Updates (review and update for Kansas Educational Directory – open July 10-Aug 15).....	Rose Ireland	(785) 296-4973
August 15	CTE Pathways Student Data Management (deadline to submit).....	Pathways Helpdesk	(785) 296-4908
August 21	Request September Federal Funds (Form 240) <i>if funds available</i> (open Aug 1-21)	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 31	18-E Annual Statistical Report (all USDs – report open August 4- submit by Aug 31)	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 29-Aug 31).....	Barb Dayal	(785) 296-5081
Open Sept 1-30	IDEA Application for funds – Title VI-B Flow Through – funds for 2017-18 school year	Christy Weiler	(785) 296-1712
Open Sept 1-30	Federal Fiscal File Review (located in KIAS web app).....	Christy Weiler	(785) 296-1712
Open Sept 5	KIDS Collection KCAN (Kansas Can) (open Sept 5, 2017 - Aug 15, 2018).....	KSDE Helpdesk	(785) 296-7935
Open Sept 5	KIDS Collection TEST – Assessment Testing (open Sept 5, 2017– close June 29, 2018)	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 20	SO-66 and Principal’s Building Report - window open Sept 20-Oct 10.....	Rose Ireland	(785) 296-4973
September 15	KESA 3pg Initial Report (Kansas Education Systems Accreditation) (open July 15-Sept 15).....	Kelly Slaton	(785) 368-7356
September 15	Prior year EOY MIS collection – data is finalized	Mason Vosburgh	(785) 296-4945
Open Sept 11-15	Request for General State Aid for September (all USDs – open Sept 11-15).....	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 26	Chronic Absenteeism Report (located in AMOSS web app).....	Branden Johnson	(785) 296-8447
September 29	LCP (Local Consolidated Plan) (Application due September 29 – open year round for changes).....	Nicole Clark	(785) 296-4925
Open Oct 2-31	Dropout/Graduation Summary Report (DGSR) (all USDs – open Oct 3- Oct 31)	Branden Johnson	(785) 296-8447
Open Oct 2-Dec 1	Maintenance of Effort and Excess Cost Report	Christy Weiler	(785) 296-1712
October 5	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 12	Unencumbered Cash Balances on October 1 (all USDs – open Sept 29-Oct 12)	Rose Ireland	(785) 296-4973
Open Oct 9-13	Request for General State Aid for November (all USDs – request open Oct 9-13)	Rose Ireland	(785) 296-4973
October 20	Request November Federal Funds (Form 240) <i>if funds available</i> (open Oct 1-20)	Nicole Norwood	(785) 296-2020

Open or Due	Type of Report/Form/Collection	Contact Person	Phone No.
November 1	Accreditation Licensure Waiver (Form 16) — See page 3*	Susan Helbert (785) 296-2288	
November 3	ELK-TANF (Early Learning Kansas) reimbursement claim form due	Nicole Norwood (785) 296-2020	
Open Nov 13-17	Request for General State Aid for December (all USDs — open Nov 13-17)	Rose Ireland (785) 296-4973	
November 13	Unencumbered Cash Balances on November 1 (all USDs — open Oct 31-Nov 13)	Rose Ireland (785) 296-4973	
Open by Nov 15	Career (CTE) Pathway Programs of Study- Application & Maintenance window open Nov 15, 2017 — March 15, 2018	Pathways Helpdesk (785) 296-4908	
November 20	Request December Federal Funds (Form 240) <i>if funds available</i> (open Nov 1-20)	Nicole Norwood (785) 296-2020	
November 20	Request for Mill Rate by Fund (all USDs — open Nov 20 — 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	Special Ed Personnel Web System — deadline to update Personnel Web System	Evelyn Alden (785) 296-3868	
December 1	Juvenile Detention Center Application due	Nicole Norwood (785) 296-2020	
December 5	KIDS Collection SMSC (formerly TITL) — REAP Funding (open Dec 5, 2017 — Jan 6, 2018)	KSDE Helpdesk (785) 296-7935	
Open Dec 11-15	Request for General State Aid for January (all USDs — open Dec 11-15 — 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	
Open Dec 1-15	Emergency Safety Intervention Data Collection— Reporting Period 1 (in KIAS) (open Dec 1-15)	Julie Ehler (785) 296-1944	
December 15	Request for Mill Rate by Fund (all USDs — open Nov 23 — Dec 15)	Sara Barnes (785) 296-4972	
December 20	Request January Federal Funds (Form 240) <i>if funds available</i> (open Dec 1-20)	Nicole Norwood (785) 296-2020	
Open or Due date 2018 Note: These are projected dates and are subject to change.			
January 6	KIDS Collection SMSC (formerly TITL) — REAP Funding (submit by Jan 6)	KSDE Helpdesk (785) 296-7935	
January 12	Unencumbered Cash Balances on January 1 (all USDs — open Dec 29-Jan 12)	Rose Ireland (785) 296-4973	
January 19	Request for February Federal Funds (Form 240) <i>if funds available</i> (open Jan 2-19)	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 16)	Pathways Helpdesk (785) 296-4908	
February 12	Unencumbered Cash Balances on February 1 (all USDs — open Jan 31-Feb 12)	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 26	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 data is finalized	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 2	ELK-TANF (Early Learning Kansas) reimbursement claim form (open Feb 20-March 2)	Nicole Norwood (785) 296-2020	
March 12	Unencumbered Cash Balances on March 1 (all USDs — open Feb 28-March 12)	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	
Not collected 2018	Civil Rights Data Collection (CRDC) (Federal submission collected every other year)	Sarah Vanderpool (785) 296-7943	
April 2	State Deaf-Blind Funds (KSA 72-853) (window open April 2-June 29)	Cynthia Penrod (785) 296-7454	
April 2	Special Ed Personnel Web System — deadline to update Personnel Web System April 2	Evelyn Alden (785) 296-3868	
April 2	Mentor Teacher application for stipend (open April 2-May 4)	Lori Adams, Susan Helbert (785) 296-2288	
Open April 9-28	Natl Board Certified Teacher Incentive —reimbursement claim (open April 9-28)	Rose Ireland (785) 296-4973	
April 12	Unencumbered Cash Balances on April 1 (all USDs — open March 30-April 12)	Rose Ireland (785) 296-4973	
April 16	CTE Pathways Student Data Follow Up (open Feb 1- April 16)	Pathways Helpdesk (785) 296-4908	
April 16	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 2-20)	Nicole Norwood (785) 296-2020	
April 23	Special Education Transportation Claim Form (Form 308) (window April 23-May 10)	Sara Barnes (785) 296-4972	
April 30	Special Education Catastrophic State Aid Application (current year), and NPE Contracts data is finalized	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 4	Mentor Teacher application for stipend (open April 2-May 4)	Lori Adams, Susan Helbert (785) 296-2288	
Open May 1-31	IDEA Application for funds — Title VI-B Flow Through — funds for 2018-19 school year	Christy Weiler (785) 296-1712	
May 10	Special Education Transportation Claim Form (Form 308) (submit by May 10)	Sara Barnes (785) 296-4972	
May 11	Unencumbered Cash Balances on May 1 (all USDs — open April 30-May 11)	Rose Ireland (785) 296-4973	
May 15-June 15	Emergency Safety Intervention Data Collection— Reporting Period 2 (in KIAS) (open May 15-June 15)	Julie Ehler (785) 296-1944	
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 29)	KSDE Helpdesk (785) 296-7935	
May 21	Request June Federal Funds (Form 240) <i>if funds available</i> (open May 1-21)	Nicole Norwood (785) 296-2020	

Open or Due	Type of Report/Form/Collection	Contact Person	Phone No.
May 23-June 1	Professional Development – Final expenditures claim form (Open May 23-June 1).....	Nicole Norwood (785) 296-2020	
May 25-June 8	Kansas Parent Educ Program – Final expenditures claim form (open May 25-June 8)	Nicole Norwood (785) 296-2020	
May 26	Juvenile Detention Center Final Application (deadline to submit May 26)	Nicole Norwood (785) 296-2020	
June 1	Special Ed Para Inservice – Personnel Web System (deadline to submit June 1)	Evelyn Alden (785) 296-3868	
June 8	Kansas Parent Educ Program – Final expenditures claim form (open May 25-June 8)	Nicole Norwood (785) 296-2020	
June 9	Local Effort Form (window open June 4-8)	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	Bond & Interest Form (to determine State Aid) due	Rose Ireland (785) 296-4973	
June 15	Request for General State Aid for July (all USDs – request open June 11-15)	Rose Ireland (785) 296-4973	
June 15	KIDS Collection TASC (Teacher and Student Connection) (open 8/1/17 – 6/15/18).....	KSDE Helpdesk (785) 296-7935	
June 15	Emergency Safety Intervention Data Collection— Reporting Period 2 (in KIAS) (due June 15).....	Julie Ehler (785) 296-1944	
June 20	Request July Federal Funds (Form 240) <i>if funds available</i> (open June 1-20).....	Nicole Norwood (785) 296-2020	
June 29	State Deaf-Blind Funds (KSA 72-853) (window open April 1-June 29)	Cynthia Penrod (785) 296-7454	
June 29	KIDS Collection EOYA – End of Year Accountability (open May 15-June 29).....	KSDE Helpdesk (785) 296-7935	
June 29	KIDS Collection TEST – Assessment Testing (all USDs –open 9/6/17 – close 6/29/18).....	KSDE Helpdesk (785) 296-7935	
June 29	Discipline Data Collection (located in KIAS web app) due.....	Laura Jurgensen (785) 296-5522	
June 29	LCP (Local Consolidated Plan) Annual Report – tentative due date.....	Nicole Clark (785) 296-4925	
July 19	ELK-TANF (Early Learning Kansas) Final claim form- FY2018 funds (open July 2-July 19).....	Nicole Norwood (785) 296-2020	

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
 Craig Neuenswander, School Finance Director cneuenswander@ksde.org (785) 296-3872

