Timelines for KSDE Reports (Web Apps) & Data Collections

Note: This list may not include every state report.

2023-2024 School Year

Actual open/due dates are subject to change.	Listed below, by month, are KSDE reports, data collections and claim forms requested during FY2024. Data is collected using authenticated web applications. Open/due (submission) dates are projected and are subject to change. A listserv message will notify district staff when a web application window is open for data entry.

	Type of Report / Data Collection	Contact Person	Phone No.
OPEN YEAR-ROUND	**AMOSS** (Student assessment & accountability data) Correction window July 5-21, 2023	AMOSS Helpdesk	(785) 296-4924
	Directory Updates (personnel email, phone, address, open or close a bldg.; closes early June for maintenance)	Sara McCullah	(785) 296-3872
	EDCS/LPR* (Licensed Personnel Report) Open on August 1, 2023. Submission by March 4, 2024.	Leslie Bruton	(785) 296-8011
	Sponsoring district coop reports through the sponsoring district; *Interlocals submit their own EDCS/LPR report		
	KESA (Kansas Education Systems Accreditation) open year-round	Jay Scott	(785) 368-7356
	KIDS Collections: ASGT, EXIT, SPED, QERY open year-round for changes	KSDE Helpdesk	(785) 296-7935
	LCP (Local Consolidated Plan) Application due Sept 29 - open year-round for changes	Nicole Clark	(785) 296-4925
	School Safety Hotline (Update Emergency Contacts) review annually before new school year starts	Sherry Root	(785) 296-3871

Open or Due Date	Type of Report/Form/Collection	Contact Person	Phone No.
July 1	KESA Authenticated Application Opens	Sarah Perryman	(785) 296-1074
Open July 1	Accreditation Licensure Waiver (Form 16) (open July 1 – Feb 1)	Shane Carter	(785) 296-2289
Open July 1	**Mentor Programs** – *Enter* Mentors for stipend request (open July 1 – Sept 25)	Leslie Bruton	(785) 296-8011
Open July 1-Aug 15	**IDEA** Application for funds: Title VI-B Flow Through Part II - funds for 2023-24 school year	Christy Weiler	(785) 296-1712
Open July 1-20	Request August Federal Funds (Form 240) *if funds available* (open July 1-20)	Rose Ireland	(785) 296-4973
Open July 11	Directory Updates - annual review/update for KS Educational Directory (open July 11-Aug 21)	Sara McCullah	(785) 296-3872
Open July 10-14	Request for State Foundation Aid for August (all USDs - open July 10-14)	Rose Ireland	(785) 296-4973
July 12	Unencumbered Cash Balances on July 1 (all USDs - open June 30-July 12)	Rose Ireland	(785) 296-4973
Open August 1	Emergency Safety Intervention (in KIAS) for events occurring June 1-November 30	Trish Backman	(785) 296-6937
	Emergency Safety Intervention (in KIAS) for events occurring December 1-June 30	Trish Backman	(785) 296-6937
Open August 1	Discipline Data Collection (in KIAS) for events occurring July 1- June 30	Trish Backman	(785) 296-6937
Open August 1	KIDS Collection **KCAN** (State Board Initiatives) (open Aug 1, 2023-Sept 3, 2024)	KSDE Helpdesk	(785) 296-7935
Open August 1	**EDCS / Fall Vacancy Report** (open August 1 - Sept 25)	Leslie Bruton	(785) 296-8011
Open Aug 1-18	Request September Federal Funds (Form 240) *if funds available* (open Aug 1-18)	Rose Ireland	(785) 296-4973
Open August 7	KIDS Collection **TEST** (Assessment Testing) (open August 7, 2023-July 19, 2024)	KSDE Helpdesk	(785) 296-7935
Open Aug 10-31	**18-E** Annual Statistical Report (all USDs - open August 10-Aug 31)	Rose Ireland	(785) 296-4973
Open Aug 14-18	Request for State Foundation Aid for September (all USDs - open Aug 14-18)	Rose Ireland	(785) 296-4973
August 15	CTE Pathways Student Data Management (open May 15 - deadline to submit August 15)	Pathways Helpdesk	(785) 296-4908
August 21	Directory Updates - annual review/update for KS Educational Directory (open July 6-Aug 21)	Sara McCullah	(785) 296-4972
August 25	Submit Budget Document (Interlocals)	Craig Neuenswander, Dale Brungardt or Sara McCullah	(785) 296-3872

TIMELINES FOR KSDE REPORTS (WEB APPS) AND DATA COLLECTIONS 2023-2024

Open or Due Date	Type of Report/Form/Collection NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE.	Contact Person	Phone No.
August 25	Submit Budget Document (USDs) .... Craig Neuenswander, Dale Brungardt or Sara McCullah		(785) 296-3872
	(For USDs *not exceeding* the revenue neutral rate) See also Sept 20		
August 31	Driver Education claim form for reimbursement due .... Jessica Apodaca		(785) 296-0952
Open Sept 1-20	Request October Federal Funds (Form 240) *if funds available* (open Sept 1-20)... Rose Ireland		(785) 296-4973
Open Sept 1-22	**ESSA Building Expenditures Report** (all USDs - open Sept 1-22).. Sara McCullah, Dale Brungardt		(785) 296-3872
Open Sept 1-Oct 7	Federal Fiscal File Review (located in KIAS web app) (Cohort 2).. Christy Weiler		(785) 296-1712
Open Sept 5	KIDS Collection **TASC** (Teacher and Student Connection) (open 9/5/2023 - 5/24/2024) .... KSDE Helpdesk		(785) 296-7935
September 8	2024 Kansas Teacher of the Year (accepting KTOY nominations via web app Sep 8-Nov 9).................................... Tamla Miller		(785) 296-4950
September 11	Designation of Attendance Officer(s) due (open July 1-Sept 11).. Cheryl Austin		(785) 296-3204
Open Sept 11-15	Request for State Foundation Aid for October (all USDs- open Sept 11-15)... Rose Ireland		(785) 296-4973
September 15	Prior year **EOY MIS** collection – data is finalized .... Mason Vosburgh		(785) 296-4945
September 15	Outcomes Part B verification window (Early Childhood Special Ed - Age 3-5) (Open July 1-Sept 15)............................ Julie Rand		(785) 296-1944
Open Sept 19	**PBR** (Principal's Building Report) and **SO-66** (Superintendents Organization Report) (Open Sept 19-Oct 10)......... Rose Ireland		(785) 296-4973
Open Sep 20	Interlocal Agreements (open Sept 20-Oct 10)... Marcia Ricklefs		(785) 296-4209
September 20	Submit budget documents to KSDE .... Craig Neuenswander, Dale Brungardt or Sara McCullah		(785) 296-3872
	(For USDs exceeding the revenue neutral rate)		
Open Sept 20	KIDS Collection **ENRL** (Funding and Enrollment) (open Sept 20-Oct 7).. KSDE Helpdesk		(785) 296-7935
Open April -Sep 20	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students.................... Stacy Clarke		(785) 296-3953
September 25	**Fall Vacancy Report** (**ECDS** web app) All USDs/Buildings (open August 1 – Sept 25) .... Leslie Bruton		(785) 296-8011
September 25	**Mentor Programs** Mentor Teacher Stipend Grant Submission (submit by Sept 25)....................................... Leslie Bruton		(785) 296-8011
September 29	**LCP** (Local Consolidated Plan) (Application due September 29 - open year-round for changes)................................ Nicole Clark		(785) 296-4925
October 1	Submit budget documents to County Clerk .... Craig Neuenswander, Dale Brungardt or Sara McCullah		(785) 296-3872
	(For USDs exceeding the revenue neutral rate)		
October 1	Special Education Personnel Categorical Aid Report (deadline to update)... Evelyn Alden		(785) 296-3868
Open Oct 1-31	Dropout/Graduation Summary Report (**DGSR**) (all USDs - open Oct 1-Oct 31) .... David Fernkopf		(785) 296-8447
October 2	Round 1 Capital Projects Fund Accelerator grant applications due (Link to submit questions)		
Open Oct 2-13	Kansas Pre-Kindergarten Pilot (**KPP-TANF**) 1st Quarter Expense Reimbursement Payment Request..................... Sierra Stanley		(785) 296-2020
Open Oct 2-20	Request November Federal Funds (Form 240) *if funds available* (open Oct 2-20).................................... Sierra Stanley		(785) 296-2020
October 7	Federal Fiscal File Review (located in KIAS web app) (open Sept 1-Oct 7) .... Christy Weiler		(785) 296-1712
Open Oct 9-13	Request for State Foundation Aid for November (all USDs - open Oct 10-14).. 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 (open Sept 20-Oct 10)... Marcia Ricklefs		(785) 296-4209
October 10	**PBR** (Principals Building Report) & **SO-66** (Superintendent's Organizational Report) (open Sept 19-Oct 10)......... Rose Ireland		(785) 296-4973

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July 2023

TIMELINES FOR KSDE REPORTS (WEB APPS) AND DATA COLLECTIONS 2023-2024

October 10   Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) deadline to submit data in ASQ Online.............. Stacy Clarke   (785) 296-3953

Open or Due Date	Type of Report/Form/Collection NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE	Contact Person	Phone No.
November 1	Accreditation Licensure Waiver (Form 16) (first semester applications due)	Shane Carter	(785) 296-2289
Open Nov 1-20	Request December Federal Funds (Form 240) *if funds available* (open Nov 1-20)	Rose Ireland	(785) 296-4973
Nov 16-Jan 15	Kansas Preschool Pilot Grant Request for Proposals...	Natalie McClane	(785) 296-5081
Open Nov 6-10	Request for State Foundation Aid for December (all USDs - open Nov 6-10)	Rose Ireland	(785) 296-4973
November 9	2024 Kansas Teacher of the Year (accepting KTOY nominations via web app - deadline Nov 9)	Tamla Miller	(785) 296-4950
November 14	**IDEA** Maintenance of Effort and Excess Cost Report (all USDs) (open Nov 14-Jan 14)	Christy Weiler	(785) 296-1712
Open by Nov 15	Career (CTE) Pathway Programs of Study - Application & Maintenance (open Nov 15, 2023 - Mar 1, 2024) ...	Pathways Helpdesk	(785) 296-4908
November 15	**Mill Rate** by Fund submission for all USDs (open Nov 15-Dec 15)	Marcia Ricklefs	(785) 296-4209
December 1	Special Education Categorical Aid Personnel Report (deadline to update)...	Evelyn Alden	(785) 296-3868
December 1	KIDS Collection **SMSC** (Rural Education Achievement Program (**REAP**) Funding (open Dec 1-Jan 5)	KSDE Helpdesk	(785) 296-7935
December 1	Juvenile Detention Center Application due (select LEAs)...	Sara McCullah	(785) 296-4972
Open Dec 1-20	Request January Federal Funds (Form 240) *if funds available* (open Dec 1-20)...	Rose Ireland	(785) 296-4973
Open Dec 4-8	Request for State Foundation Aid for January (all USDs - open Dec 4-8) final request for FY2024...........................	Rose Ireland	(785) 296-4973
Dec 11	Civil Rights Data Collection (CRDC) **2021-2022 data** (Dec 11 – Feb 26)...	Richard Matteson	(785) 291-3534
December 15	**Mill Rate** by Fund submission for all USDs (open Nov 15-Dec 15)	Marcia Ricklefs	(785) 296-4209
December 15	**IDEA** Maintenance of Effort and Excess Cost Report (submission deadline for coop/interlocal member districts).........	Christy Weiler	(785) 296-1712
December 18	Round 2 Capital Projects Fund Accelerator grant applications due (Link to submit questions)		
December 20	Emergency Safety Intervention Data (in KIAS) due for events occurring between June 1-November 30...............	Trish Backman	(785) 296-6937
Open Jan 1	Emergency Safety Intervention (in KIAS) for events occurring Dec. 1-May 31	Trish Backman	(785) 296-6937
January 1	**EDCS /Licensed Personnel Report/Spring Vacancy Report** (open Jan 1 – March 4)...	Leslie Bruton	(785) 296-8011
January 1	**EDCS / Spring Vacancy Report** (open Jan 1 – March 4)	Leslie Bruton	(785) 296-8011
Open Jan 2-19	Request for February Federal Funds (Form 240) *if funds available* (open Jan 2-19)	Rose Ireland	(785) 296-4973
Open Jan 2-12	Kansas Pre-Kindergarten Pilot (**KPP-TANF**) 2nd Quarter Expense Reimbursement Payment Request	Sara McCullah	(785) 296-4972
Jan 2-Mar 8	Preschool-Aged At-Risk Approval Forms	Natalie McClane	(785) 296-5081
January 5	KIDS Collection **SMSC**- Rural Education Achievement Program (**REAP**) funding (submit by Jan 5)	KSDE Helpdesk	(785) 296-7935
January 14	**IDEA** Maintenance of Effort and Excess Cost Report (stand alone, coop/interlocal LEAs due Jan. 14)...................	Christy Weiler	(785) 296-1712
January 15	Kansans Can Star Recognition Program (open 1/15/2023 – 5/3/2024) kcanstars@ksde.org..................................	Myron Melton	(785) 296-8110
Jan 15	Kansas Preschool Pilot Grant Request for Proposals (Due @ 5:00 pm)..	Natalie McClane	(785) 296-5081
January 20	Kansas Parents as Teachers - Mid-Year Report for FY24..	Lisa Williams	(785) 296-4964
February 1	Kansas Parents as Teachers - Grant Application FY25 release	Lisa Williams	(785) 296-4964
February 1	Accreditation Licensure Waiver (Form 16) (Final Submissions and 2nd semester applications due Feb 1)	Shane Carter	(785) 296-2289
February 1	**CTE Pathways** Student Data Follow Up (open Feb 1- April 15)..	Pathways Helpdesk	(785) 296-4908

TIMELINES FOR KSDE REPORTS (WEB APPS) AND DATA COLLECTIONS 2023-2024

Open or Due Date	Type of Report/Form/Collection NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE. ....Contact Person	Phone No
Open Feb 1-20	Request March Federal Funds (Form 240) *if funds available* (open Feb 1-20)..Rose Ireland	(785) 296-4973
Open Feb 20	KIDS Collection **MILT** (2nd Military Student Count) (open Feb 20-Mar 11).. KSDE Helpdesk	(785) 296-7935
Feb 26	Civil Rights Data Collection (CRDC) **2021-2022 data** (Federal submission deadline February 26, 2024) ....Richard Matteson	(785) 291-3534
February 28	**LCP** (Local Consolidated Plan) Consortium Assignments due...Nicole Clark	(785) 296-4925
March 1	Career (CTE) Pathway Programs of Study (Application & Maintenance deadline March 1)............................Pathways Helpdesk	(785) 296-4908
March 1	Special Education Categorical Aid Personnel Report (deadline to update)..Evelyn Alden	(785) 296-3868
Open Mar 1-20	Request April Federal Funds (Form 240) *if funds available* (open March 1-20)..Rose Ireland	(785) 296-4973
March 1-20	LOB Percentage Form for all USDs (open March 1-20)..Katie Albright	(785) 296-3872
Open Mar 1-Sep 20	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students ....Stacy Clarke	(785) 296-3953
March 4	**EDCS / Licensed Personnel Report** (deadline for submission March 4) .... Leslie Bruton	(785) 296-8011
March 4	**EDCS / Spring Vacancy Report** (deadline for submission March 4)..Leslie Bruton	(785) 296-8011
March 13	KIDS Collection MILT – (Military Funding) (deadline for submission Mar 13, 2024)..KSDE Helpdesk	(785) 296-7935
April 1	**Mentor Programs** - Submit Mentors/Mentees/Assignments for stipend request (open April 1-May 1)..................Leslie Bruton	(785) 296-8011
April 1	State Deaf-Blind Funds (KSA 72-3481) Application for 2023-24 funds (open April 1-July 31) ....Lisa Karney	(785) 296-4602
April 1	Special Education Categorical Aid Personnel Report (deadline to update)... Evelyn Alden	(785) 296-3868
Open April 1-12	Kansas Pre-Kindergarten Pilot (**KPP-TANF**) 3rd Quarter Expense Reimbursement Payment Request...............Amanda Williams	(785) 296-2020
Open April 1-19	Request May Federal Funds (Form 240) *if funds available* (open April 1-19)..Amanda Williams	(785) 296-2020
Open April 1-30	National Board Certified Teacher Incentive – reimbursement claim (open April 1-30)...Rose Ireland	(785) 296-4973
April 3	Preschool-Aged At-Risk Approval Forms..Natalie McClane	(785) 296-5081
April 8	Kansas Parents as Teachers Grant Application FY25 closes...Lisa Williams	(785) 296-496
April 15	Medicaid Replacement state aid and ensure all eligible claims for March 1 are processed................................... Sara McCullah	(785) 296-3872
April 15	**CTE Pathways** Student Data Follow Up (open Feb 1- April 15)..Pathways Helpdesk	(785) 296-4908
Open April 15	Special Education Transportation Claim Form (Form 308) (open April 15-May 10) ....Rose Ireland	(785) 296-4973
April 30	Special Education Catastrophic State Aid Application (current year) and NPE Contracts data is finalized.......Mason Vosburgh	(785) 296-4945
April 30	December 1 MIS Child Count – MIS Collection data is finalized...Mason Vosburgh	(785) 296-4945
May 1	Mentor Programs – Submit Mentors/Mentees/Assignments for stipend request (submit by May 1)......................Leslie Bruton	(785) 296-8011
May 1	Special Education Categorical Aid Personnel Report - <u>Final</u> deadline to update... Evelyn Alden	(785) 296-3868
	Special Education Personnel - check FTE Discrepancy Report - include homebound	
Open May 1-20	Request June Federal Funds (Form 240) *if funds available* (open May 1-20)..Rose Ireland	(785) 296-4973
May 1-31	Foundations for School Success End of Year Survey for Preschool-Aged At-Risk and Kansas Preschool Pilot.Natalie McClane	(785) 296-5081
Open May 1-Jun 2	**IDEA** Application for funds: Title VI-B Flow Through Part 1 - funds for 2024-25 school year...................................Christy Weiler	(785) 296-1712
May 3	Kansans Can Star Recognition Program (open 12/19/2023 – 5/5/2024) kcanstars@ksde.org ....Myron Melton	(785) 296-8110
May 6	KIDS Collection **EOYA** – End of Year Accountability (open May 6-June 30).. KSDE Helpdesk	(785) 296-7935

Kansas leads the world in the success of each student.   *July 2023*

TIMELINES FOR KSDE REPORTS (WEB APPS) AND DATA COLLECTIONS 2023-2024

Open or Due Date	Type of Report/Form/Collection NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE.	Contact Person	Phone No
May 10	Special Education Transportation Claim Form (Form 308) (submit by May 10)	Rose Ireland	(785) 296-4973
Open May 13-Jun 10	Emergency Safety Intervention (**ESI**) (in KIAS) Incidents occurring on or between 12/1/21 and 5/31/22	Trish Backman	(785) 296-6937
Open by May 14	Discipline Data Collection (in KIAS) (open May 14-June 30)	Trish Backman	(785) 296-6937
Open by May 15	CTE Pathways Student Data Management (open May 15-August 15)	Pathways Helpdesk	(785) 296-4908
Open May 15-24	Juvenile Detention Center - Final expenditures (open approx. May 15 - submit by May 24)	Sara McCullah	(785) 296-4972
May 15-24	Kansas Parent Education Program - Final expenditures claim form (open May 15-24)	Sara McCullah	(785) 296-4972
May 20-June 3	Professional Development – Final expenditures claim form (open May 20 – June 3)	Sara McCullah	(785) 296-4972
May 24	KIDS Collection **TASC** (Teacher and Student Connection) (open Sep 5, 2023-May 24, 2024)	KSDE Helpdesk	(785) 296-7935
May 31	Early Childhood Foundations for School Success End of Year Survey due	Natalie McClane	(785)-296-5081
June 1	Special Education Categorical Aid Para Inservice – (deadline to submit June 1)	Evelyn Alden	(785) 296-3868
June 2	**IDEA** Application for funds: Title VI-B Flow Through Part 1 - funds for 2024-25 school year (due June 2)	Christy Weiler	(785) 296-1712
Open June 3-7	Local Effort Form (window open June 3-7)	Rose Ireland	(785) 296-4973
Open June 3-20	Request July Federal Funds (Form 240) *if funds available* (open June 3-20)	Rose Ireland	(785) 296-4973
June 10	Emergency Safety Intervention Data (in KIAS) due for events occurring between December 1-May 31	Trish Backman	(785) 296-6937
Open June 12-18	Bond & Interest Form (to determine State Aid) (all USDs - open June 12-18)	Rose Ireland	(785) 296- 4973
Open June 12-18	Request for State Foundation Aid for July (all USDs - open June 12-18)	Rose Ireland	(785) 296-4973
June 30	Discipline Data Collection (in KIAS) final data due for events occurring between July 1-June 30	Trish Backman	(785) 296-6937
June 30	KIDS Collection **EOYA** - End of Year Accountability (open May 6-June 30)	KSDE Helpdesk	(785) 296-7935
June 30	Chronic Absenteeism Report (located in AMOSS web app) (open May 17-June 30)	Robyn Kelso	(785) 296-3444
June 30	Years 1-4 KESA System & OVT Reports Due	Sarah Perryman	(785) 296-1074
Open July 1-12	Kansas Pre-Kindergarten Pilot (**KPP-TANF**) 4th Quarter Expense Reimbursement Payment Request	Rose Ireland	(785) 296-4973
July 15	LCP (Local Consolidated Plan) Annual Report (tentative due date July 15, 2024)	Nicole Clark	(785) 296-4925
July 17	Kansas Parents as Teachers - Affiliate Performance Report FY24	Lisa Williams	(785) 296-4964
July 19	KIDS Collection **TEST** - Assessment Testing (all USDs - (open August 7, 2023-July 19, 2024)	KSDE Helpdesk	(785) 296-7935
July 31	State Deaf-Blind Funds (KSA 72-3481) Application for 2023-2024 funds (open April 17 – July 31, 2024)	Lisa Karney	(785) 296-4602

Facts on using web applications to submit KSDE data and reports

– Web applications are reports submitted to KSDE through an authenticated submission website: https://apps.ksde.org/authentication/login.aspx

– 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.

– An individual login and password are 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 subject to change.

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

Early Spring 2024 Civil Rights Data Collection (CRDC) 2021-2022 data (Federal submission, estimated deadline June 2024) ……Richard Matteson(785) 291-3534

The information provided in this calendar was collected by the School Finance office. We hope this information will be a helpful planning tool. If you have questions, contact Katie Albright kalbright@ksde.org.

Note: This list may not include every state report.

Kansas State Department of Education
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Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

P:Budget/workshop 2024/timelineswebapp