



# Counting Kids 2021-22



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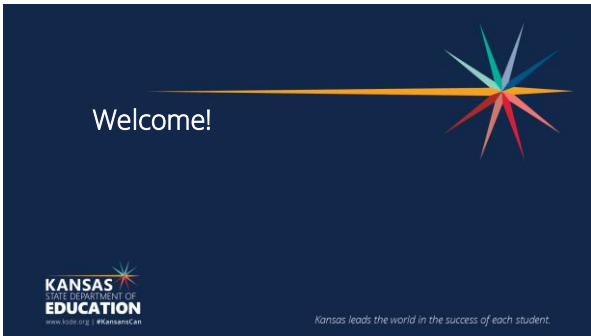
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Welcome!



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## What covering today...

**Remote Learning** – limiting it for 2021-22

### Enrollment and Attendance

- On-Site students
- Virtual

### Weightings

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What's new...

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What's new...

**Remote Learning** – is allowed, but is limited  
*Will cover here up front in the presentation*

*Will cover later:*

**At-Risk** – use the KSDE Household Economic Survey  
(no National School Lunch Application in use)

**Virtual** – changes to watch for

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Remote Learning – Limiting it

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### Limiting Remote Learning – FAQs

First, a couple frequently-asked-questions and answers:

Q - Is a district required to offer remote learning?

A - No.

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### Limiting Remote Learning – FAQs

Q - Is a district allowed to provide remote learning for the 2021-22 school year?

A - Yes, but there are limits.

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### Limiting Remote Learning – 2021-22

Big picture, what's different from last year?

New law (House Bill 2134) **limits it....**will cover the details today

Also...

- No district assurance form required by KSDE and
- No parent assurance form required by KSDE
  - However, you could still required this at district level

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## Limiting Remote Learning – 2021-22

Big picture, what the same as last year?

- **Documentation**

When remote learning is able to be provided...

...still must provide audit-related documentation ☺

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## Remote Learning – 2021-22 - Defined

*(bb) (1) "Remote learning" means a method of providing education in which the student, although regularly enrolled in a school district, does not physically attend the attendance center such student would otherwise attend in person on a full-time basis and curriculum and instruction are prepared, provided and supervised by teachers and staff of such school district to approximate the student learning experience that would take place in the attendance center classroom.*

*(2) "Remote learning" does not include virtual school as such term is defined in K.S.A. 72-3712, and amendments thereto.*

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## Remote Learning – 2021-22 - Details

What does that mean?

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## Remote Learning – 2021-22 - Details

Here are the details (for re-cap, see Enrollment Handbook, pg 27)

**Schools may provide up to 40 total hours of remote learning for any student.** (So, in general, there's a 40-hour limit.)

Why?

It's meant to limit remote learning but also...allow a school to be able to *temporarily close* to on-site learning, *if needed*, due to weather, gas line leaks, etc... *but still allow students to continue to attend through remote learning (if needed).*



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## Remote Learning – 2021-22 - Details

...more details (for re-cap, see Enrollment Handbook, pg 27)

**No district can provide more than a total of 40 hours of remote learning for any student, unless:**

- An individual student...
- because of an extraordinary circumstance such as illness, medical condition, or injury...
- cannot reasonable attend in person and
- the local board authorizes the student...
- to temporarily attend through remote learning in excess of the 40-hour limit



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## Limiting Remote Learning – more FAQs

Q – What is meant by “temporary” when authorizing an individual student to temporarily attend for more than the 40-hour limit on remote learning?

A – “Temporary” may be read to mean for the duration of the extraordinary circumstance that the local board used to authorize the student to temporarily attend through remote learning.



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## Limiting Remote Learning – more FAQs

Q – If we allow a student who is sick (flu, for example) to join us remotely (livestreaming with the classroom) if they are well enough to do that, does that count toward the 40-hour limit on remote Learning?

A – Yes. Any student attending through remote learning regardless of reason, would count toward the 40-hour limit on remote learning.



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## Documentation required–remote learning

Any enrolled individual student's remote learning attendance must be supported by the following:

Regardless if over or under the 40-hour limit:

- **Enrollment** – student was enrolled on count day
- **Daily meaningful contact**

If over the 40-hour limit, then also:

- **Local board's authorization** to exceed the limit



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## Documentation required–remote learning

- **enrollment**
- **daily meaningful contact**
- **local board's authorization**



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## Remote Learning – Enrollment

Minutes Enrolled: KIDS data element D25 - what based on?

For Remote Learners, for 2021-22:

- **FIRST:** make sure these requirements are met:
  - enrolled and attending on count day, September 20
  - meaningful daily contact made
  - have local board authorization if needed

**THEN (and only if each of the above-listed requirements is met):**

Minutes Enrolled = minutes the Remote Learning student would have attended if on-site (for example: on-site learning day is 415 minutes)




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## Remote Learning – Enrollment

What if absent on Sept 20? Use normal absentee rule... (one day before Count Day, one day after but before Oct 4)...Keep in mind:

Absenteeism for Remote Learning students:

- if absent from live-streamed classes, then mark as absent (\*establish ahead of time – which students are participating via live-stream)
- other Remote Learning students – \*not participating via live-stream - if local teacher cannot make daily meaningful connection, mark student as absent that day




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## Daily meaningful connection –remote learning

Remote Learning: Daily Connection with a local teacher

- must be meaningful daily connection...what is meaningful?
- can be telephone call or interactive video conferencing
- must be a local teacher – doesn't have to be all student's teachers
- student has ready access to all local content teachers
- student's questions answered within 24 hours – on school days




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### Daily meaningful connection – remote learning

How to document a local teacher's daily meaningful contact?

- **Daily log** maintained by the student's school – not just for attendance purposes
- format of log is up to the school; no set template; can be simple...  
...however, should include:
- student name, SSID, contact dates and name of local teacher(s) whom made daily meaningful contact




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### Daily meaningful connection, one reason why important...it's because:

#### Remote Learning ≠ Virtual Learning

Remote Learning is not...virtual

it is not simply virtual curriculum and instruction purchased and made available to the regularly enrolled student and paired with a daily call from a local teacher to the student




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### Good place to recap... what is remote learning...




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### Remote Learning (recapping the definition)

Remote Learning: Curriculum and Instruction

- prepared, provided and supervised by *local teachers & staff*
- *approximates the learning experience* that would take place in the student's on-site classroom....which means:
  - student is assessed on same standards and competencies as on-site students
  - all progress, academic and social-emotional monitoring assessments (tests) given – same as on-site students




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### Recapping documentation needed...*daily meaningful contact*

Q – When must the school/teachers/staff keep a log of *daily meaningful contact*?




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### *Daily meaningful connection* – remote learning (recap)

Keep a log for: *Students who are not participating via live-stream:*  
local **teacher** must make daily meaningful contact each day

*If your district is live-streaming classes* to Remote Learners...  
...that is daily meaningful contact:

- *no need to call again and*
- *no need to keep daily log of meaningful contact (but you still can)*




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**Local Board Authorization –  
when needed?**

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**Local Board Authorization –  
when needed?**

*local board authorization required*

40 hours

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**Local Board authorization –remote learning**

Remember, any enrolled individual student's remote learning attendance, **if for more than the 40-hour limit**, must have the *local board's authorization* and that includes the following:

- **the reason** – the extraordinary circumstance for why the student cannot attending in person
- **start and end dates** for the temporary attendance
- **designate** which attending: part-time or full-time
- without board approval, funding is limited \$5,000

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## Remote Learning – other FAQs

**Weightings** – students attending through remote learning

- At-Risk – weighting
- Career Technical Education (CTE) – weighting
- ESOL/Bilingual – weighting
- Transportation – weighting




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## Remote Learning – other FAQs

**Weightings** – for Remote Learning students

- At-Risk – weighting – based on Sept 20 Free Lunch count
- Career Technical Education (CTE) – weighting
  - based on attendance in approved 0.5 CTE classes
- ESOL/Bilingual – weighting
  - based on contact minutes – must have contact log – as normal
- Transportation – weighting
  - if you will transport during 2021-22 – claim; if not, then do not claim




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## Remote Learning – other FAQs

**School Term** – for Remote Learning students

- School Term is 1116 hours – is state law
- **not** waived for Remote Learning students
- must ensure Remote Learners have access to same # of hours as On-Site Learners: 1116 hours for School Term

Suggestions: keep separate 1116 log for Remote Learners or have Remote Learners on same schedule as On-Site




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## Limiting Remote Learning – more FAQs

A – Can the annual 1116-hour (186 day) School Term requirement be waived due to COVID-19?

Q – No. *New state law allows a school district to apply to the state board for permission to exceed the 40-hour limit on remote learning and provide up to 240 hours. The state board can grant the application if:*

- *district certifies that disaster restricts the operations of its public schools for an inordinate period of time and*
- *state board determines that the district cannot reasonably adjust its schedule to meet state law*

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## Documentation required–remote learning

**Head's up:** Districts will regularly report any enrolled individual student's remote learning attendance to KSDE.

How often – to be determined (will not wait until June 30, 2022)

How? – likely through the Auditor File Exchange

What data: Name, SSID, start and end dates, total hrs, FT/PT

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## Resources – Remote Learning

*Each of the following are on KSDE Fiscal Auditing's webpage:*

*Click these links:*

[KSDE Enrollment Handbook – Remote Learning](#) – see pages 27-28

[FAQs – Limiting Remote Learning 2021-22](#)

*Counting Kids – 2021 – slide presentation*

- posted on KSDE Fiscal Auditing webpage

- posted on KSDE Training Portal

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Next... regular topics

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**What covering today...**

Remote Learning – Limiting it

**Enrollment and Attendance for...**

- On-Site students
- Virtual

Weightings

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**Review for 2021-22**

**Enrollment** funding is still based on prior year(s) – no change  
**Weightings** are always based on current year – no change

**What we audit and when** (no change):

- We audit current year enrollment and attendance (21-22)
- We audit last year's expenses (20-21)

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# Attendance

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## Attendance Rules

Rules differ depending on whether...

- **Traditional** school  
(already covered Remote Learners)
- **Alternative** school or program
- **Virtual** school or program

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## Definitions...

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## Definitions

**Traditional student** - **on-site** attendance – brick and mortar

- is the **most common** and attendance is face to face
- **occasionally** - online classes (not the same as virtual)
- if online – student attends class *within* the school day




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## Definitions

**Alternative student** - (also) attends **on-site (face to face)**

- school/program must be established by local board
- learning services are provided by a licensed teacher
- is allowed only for grades 7 and above
- two types of alternative – with mandatory attendance / & without
- if full-time student; must have access to 30 hours each week
- Alternative is not the same as virtual – please don't confuse them




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## Definitions - continued

**Virtual student** - attends a KSDE-approved virtual school or program

- virtual schools & programs are **approved in February** each year
- instruction is *asynchronous* (classes anytime, anywhere)
- not the same as an on-line course taken on-site
- not the same as Alternative (which is in-person)
- also, not the same as attending through Remote Learning




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## Attendance Rules...

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## Attendance Rules - Traditional

Enrolled and Attending on September 20<sup>th</sup> (count day)

- If **absent** on count day, then....  
must attend one day before count day and one day after – but **before** October 4<sup>th</sup>
- If **your school is closed** on September 20<sup>th</sup>, then count day is the next day your school is in session

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## Attendance – Alternative schools

Two types of Alternative schools:

1. **mandatory** attendance – then count minutes like traditional  
(minutes attended on Count Day)
2. if **non-mandatory** attendance, then:

- Attendance** (for funding purposes) **is taken on two days:**
- Day 1 is on or before September 20
  - Day 2 is on or after September 21 but **before** October 4

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## Attendance – Alternative Schools

Preparing for audit; documentation to have ready:

- Enrollment form – name, address, DOB, cohort class grad date
- Transcript analysis (what classes the student needs to graduate)
- Grad plan – individualized, with estimated enrollment dates
- Courses enrolled in – course description/class schedule
- Log to show attendance: **on-site** (keep throughout year)

Remember: **Alternative is on-site instruction with licensed teacher**




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## Attendance – Virtual, 19 and Under

Attendance (for funding purposes) is taken on two days:

- Day 1 is on or before September 20
- Day 2 is on or after September 21 but **before** October 4

The timeframes do not over lap (Sept 21 is in the second timeframe)

**Still, on all other days, be sure to take daily attendance**




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## Documenting Attendance Virtual Schools, 19 and Under

Were 3 ways to document attendance:

- **Connected time**
- **Off-line** – Academic Activity Log
- ~~**On-site**~~ – ~~sign-in / sign-out lists~~

**Now only 2 ways to document attendance...**




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## Documenting Attendance Virtual Schools, 19 and Under

- **Connected time** – Electronic system shows when student was connected to the virtual curriculum
- **Off-line** – Academic Activity Log, must be signed by student  
- if student is under 18, parent must sign *before October 4*
- **On-site** – use sign in / sign out lists showing when the student attended




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## Documenting Attendance Virtual Schools, 19 and Under

**On-site** – use sign in / sign out lists showing when the student attended

Why the change? Because:

- Virtual students should have choice over time and pace of learning (instruction is asynchronous)
- Requiring the student to attend in person is not consistent with state law(s) related to virtual




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## Documenting Attendance Virtual Schools, 19 and Under

More about the...

- **Off-line** – Academic Activity Log; **must be:**
  - signed by student or
  - if student is under 18, must be signed by parent/guardian
- Regardless: logs complete and signed *before Oct 4 (was Nov 1)*
- Signature means: *certifying that the amount of time reported as working off-line is true and accurate*




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### Attendance – Virtual, 20 +

- Age cut off is 20 or older
- Funding is not based on attendance or enrollment
- IS based on **credits earned** - July 1, 2021 to June 30, 2022
- **Up to six credits per year** will be funded
- Funding is \$709 per credit hour – no change
- September 20 is always the age determination date for virtual

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### Attendance – Virtual, 20 +

In KIDS - enter either an ENRL or ASGT record

- ENRL – if there *during* Count window
- ASGT – if there *after* the Count window
- **Regardless, will always be for 360 minutes if Virtual, 20+**

Preparing for audit:

- Provide transcripts and proof the student passed the credits
- That student is working toward a program of study
- During 21-22, we will audit credits earned in last year

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## Minutes Enrolled

(KIDS Data Field D25)



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### Minutes – Enrolled – General Rules

**Keep in mind:**

- Calculating FTE: Minutes enrolled / 360 min = FTE
- FTE is rounded to 1 decimal place (normal rounding rules)
- FTE will not be funded for more than 1.0, *you can provide more*
- If student attends less than 18 minutes, then not counted
- Student receiving special education – always 1.0 *unless virtual*
- If concurrently enrolled, then FTE is 300 min not 360 min




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### Minutes – Enrolled – How Calculated

• How minutes are calculated depends on the type of attendance:

- **Traditional** (On-Site)
- **Virtual 19** and under
- **Alternative** attendance
- **Special education and virtual** – what if both?
- **Concurrently** enrolled students




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### Minutes Enrolled – Traditional (On-Site)

**Do Count:**

- Time in class (regardless if full-time or part-time)
- Passing periods, not more than 10 minutes, between classes
- Recess, up to 15 minutes if mid-morning or mid-afternoon (both)

**Do not Count:**

- Lunchtime and one passing period before or after lunch
- Recess if right before or after lunch
- Breaks (more than 10 minutes)




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### Minutes Enrolled – Virtual, 19 and under

Calculating allowable minutes (for funding purposes):

- take longest day attended on or before Sept 20 (360 min or less)
- take longest day attended on or after Sept 21, but before Oct 4 (again, 360 min or less)
- Average the 2 days: add them together and divide by 2 = allowable minutes




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### Example – Minutes Enrolled Virtual, 19 and under

Example – Full-time student

- If longest day in 1<sup>st</sup> count window = 360 min
- If longest day in 2<sup>nd</sup> count window = 360 min
- Then  $360 + 360 / 2 = 360$  minutes
- And  $360 \text{ min} / 360 \text{ min} = 1.0$  full time equivalent (FTE) student




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### Example – Minutes Enrolled Virtual, 19 and under

Example – Part-time student

- Longest day in 1<sup>st</sup> count window = 280 min
- Longest day in 2<sup>nd</sup> count window = 360 min
- Then  $280 + 360 / 2 = 320$
- And  $320 / 360 = .888$  and round to .9 FTE




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### Minutes Enrolled – when Both Special Education and Virtual

#### For the district providing special education services:

- FTE is calculated based on actual special education minutes
- Not an automatic 1.0 FTE

#### For the district providing virtual services:

- *What you should do:* enroll for the # of virtual min provided
- Student FTE is limited to the minutes remaining after SPED
- KSDE Auditor will adjust the overall FTE during audit




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### Minutes Enrolled – Alternative

(remember), there can be two types of Alternative schools:

- **mandatory** attendance – then count minutes like traditional
- if **non-mandatory**, then:

Attendance (for funding purposes) is taken on two days:

- Day 1 is on or before September 20
- Day 2 is on or after September 21 but **before** October 4




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### Minutes Enrolled – Alternative, (if attendance) not mandatory

**Calculating allowable minutes** (for funding purposes):

- take longest day attended on or before Sept 20 (360 min or less)
- take longest day attended on or after Sept 21, but **before** Oct 4 (again, 360 min or less)
- Average the 2 days: add them together and divide by 2 = allowable minutes




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### Minutes Enrolled – Concurrently Enrolled students

- High School students attending a *Kansas* post secondary program offered by a Tech School, Community College, or State College as of Sept 20
- **Includes** classes taught by the college *at the high school*
- **FTE calculation is different** (not 360): is 300 minutes
- **For audit: must provide documentation of attendance**




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### Minutes – Concurrently Enrolled

- KIDS Data field D26 – what to enter if concurrently enrolled
- Enter total minutes attended, including the concurrent class(es)
  - Remember that 1.0 FTE = total min enrolled / 300 (not 360)
- Do not confuse with KIDS Data field D45 – CTE Contact Minutes**
- Enter time in D45 only for *approved for funding* CTE courses offered at the high school
  - If offered anywhere else (tech college, etc...) no minutes in D45




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### Age Requirements



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## Age Requirements

- **Preschool Special Education 3 year old** – 3 on or before Aug 31
- **Preschool-Aged (4-year-old At-Risk)** – 4 on or before Aug 31 (not 3 or 5)
- **Kindergarten** 5 years old on or before Aug 31
- **First Grade** – 6 years old on or before Aug 31
  
- **Preschool 5 year olds** – enroll as a Kindergartner for funding, but academically place where appropriate




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## Age – Adult Students - Grades

### Adult student defined:

- a student who is over the age of 18 AND whose 5<sup>th</sup> year cohort has graduated or
- any student over the age of 21
- in KIDS – code as 18 (Non-Graded) in Data Field D10

“Adult” definition has nothing to do with funding; but *does* determine the grade entered into KIDS




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## Age – Adult Students - Funding

### Minutes enrolled (not age) – drives funding for:

- Traditional (On-Site and Remote Learning students)
- Alternative

### Age – IS considered when talking about Virtual funding

- **19** and under virtual – fund based on minutes enrolled
- **20** and older – funded based on credits earned
- Sept 20 is always the age determination date for virtual




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Misc

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Fiscal Auditing | Kansas State Department of Education | Landon State Office Building  
900 S.W. Jackson St., Topeka, KS 66612 | 785-296-4976 | [lmurdie@ksde.org](mailto:lmurdie@ksde.org)  
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**Preschool-Aged At-Risk**  
(4 Year Old At-Risk)

Must be **4 years old** on or before **August 31**. Not 3 or 5.  
Must meet **one** qualifying criteria:

- \* Poverty (**Free Lunch only**)
- \* DCF referral
- \* Parent – No Diploma / No GED
- \* English Learner – must qualify and service must be provided
- \* Developmentally or academically delayed (**but no IEP**)
- \* Homeless – as determined by local ed liaison
- \* Single Parent
- \* Teen parent
- \* Migrant

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**More – Preschool-Aged At-Risk**

Preschool-Aged At-Risk (4-year-old at-risk)

- **No slot allotment (not new)**. All qualified students funded.
- Must provide a minimum of 465 instruction hours for the year

3 year old At-Risk students – **KIDS grade 33**

- must meet one of the At-Risk criteria
- use **grade level "33"** in KIDS Data Field D10:
- still, not funded

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### 4 year old AT-RISK vs. KPP

**4 Year old At-Risk** - Must be 4 years old by Aug 31

- Each child must meet at least one at-risk criteria – to generate \$
- Poverty criteria is: Free Lunch *only*

**Kansas Preschool Pilot** - Age 3 (by Aug 31) to 5, but not K eligible

- at least 50% of the children must meet one of the at-risk criteria
- Poverty criteria is Free *and Reduced* Lunch

Can receive both – but KPP cannot supplant 4 year old at-risk




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### Parents as Teachers

- Family must have child that is prenatal to 72 months (6)
- No at-risk criteria
- For 21-22, match is 50%
- Can be same families enrolled in Preschool-Aged-At-Risk (4-year-old at-risk) and Kansas Preschool Pilot




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### Enrollment - Misc

**Non-resident (Out-of-State) Students:**

- Not counted for Virtual, but...
- Counted if enrolled in traditional or alternative school
- Starting in 2021-22 and onward, funded at .5 FTE, unless:
  - student was enrolled in Kansas public school in 16-17
  - and also was enrolled in 20-21 OR
  - parent/guardian is employee of district




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## Work-Based Learning

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## Work-Based Learning

Includes: Job shadowing, internships, apprenticeships, etc...

*In general, preparing for audit, three things:*

- **Agreement** between student, parent, teacher, supervisor  
*Note: not just the liability agreement*
- **Work log/Timesheets/Attendance** - hours - from beginning of school through October 4th
- **Work must be directly related to a class** student is taking or has taken.

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## Work-Based Learning

Other Work-Based Learning Criteria:

- Maintain a portfolio
- Experience should related to the student's career goals
- Weekly meetings with the student
- Worksite visits - at least one every nine weeks

Each of these helps ensure a *quality* Work-Based Learning experience

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# Work-Based Learning

**Enrollment and Attendance:** Work-Based Learning

Again, must be currently *enrolled* in or have already completed course

**CTE-related course:**

- max of 1 hour counts toward .5 *weighted funding* – few exceptions
- max of 2 hours count toward student's *attendance*

**Non-CTE-related course:**

- Max of 2 hours count toward student's *attendance*

Regardless, maximum of 2 hours counts toward student's *attendance*  
(used to be 1 to 1; 1 hour class to 1 hour work-based learning)

Again, track *attendance*: from beginning of school through October 4th




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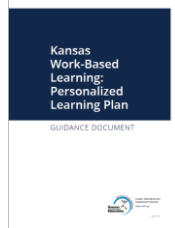
# Work-Based Learning

**Guidance Document** includes:

- Work-Based Learning Agreement – pg 11
- Work Log/Timesheet – pg 27

Find it here:  
[Kansas Work-Based Learning: Personalized Learning Plan Guidance Document](#)

Also, access it from KSDE Fiscal Auditing webpage




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# School Term Requirement: 1116 hours




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## School Term Requirement

School Term requirement is different from *individual* student time:

- Is tracked by **building**
- total School Term time for *each* building needs to be tracked
- is calculated separately from *individual* student attendance minutes

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## School Term Requirement

- 186 days or 1116 hours (1086 for seniors) - minimum required
- 465 hours for Pre-K
- **No plans to waive for 2021-22**

When calculating days/hours:

- Calculate by *building*
- Parent-teacher conferences count: **1 to 1**
- Professional Development: **Count half the time; no opportunity for 1 to 1 for 2021-22**
- Lunch and one passing period before or after - do not count
- Breaks - do not count
- **Watch out for recess** immediately before and after lunch - do not count
- **Watch out for "power hour"** - it is often long lunch - does not count

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## School Term Requirement

Professional Development (Inservice) is *not* same as work day

Professional Development (Inservice): **half the time counts**  
 Work Days: **none of the time counts** toward School Term

Professional Development:

- Track it carefully
- Have daily agendas readily available for KSDE auditor

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## School Term Requirement

Misc:

- Designate make-up inclement weather days – on the SO66  
(Superintendent's Organizational Report)
- How make-up days work – what is forgiven time
- Only inclement weather – no other reason is forgiven – call if not sure




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## School Term Requirement

Resources:

**Calculator** – 1116 Hour Building Log:  
<https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing>

### School Term Audit Guide

- Use the calculator if it helps you. If not that, then...
- Please use something to help track the year as you go




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## 1116 hr (186 days) Bldg Log Calculator

- Find it on the KSDE [Fiscal Auditing webpage](#). See “Calculators”
- **Once open, please read the “important information” tab first.**
- Orange highlighted cells – you the district, input the data
- Blue highlighted cells – the calculator will do the work (no input)
- Please do not use the cut/paste function; instead use **copy**/paste




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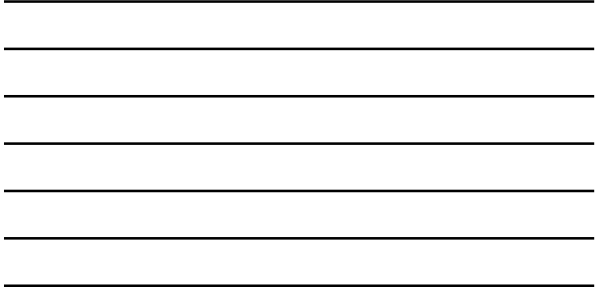
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# 1116 hr (186 days) Bldg Log Calculator

Student Name	Quarter Date	Present Teacher	Absence	Work Time	EMT/EMR	OEM/OSM	EMT/EMR/OSM



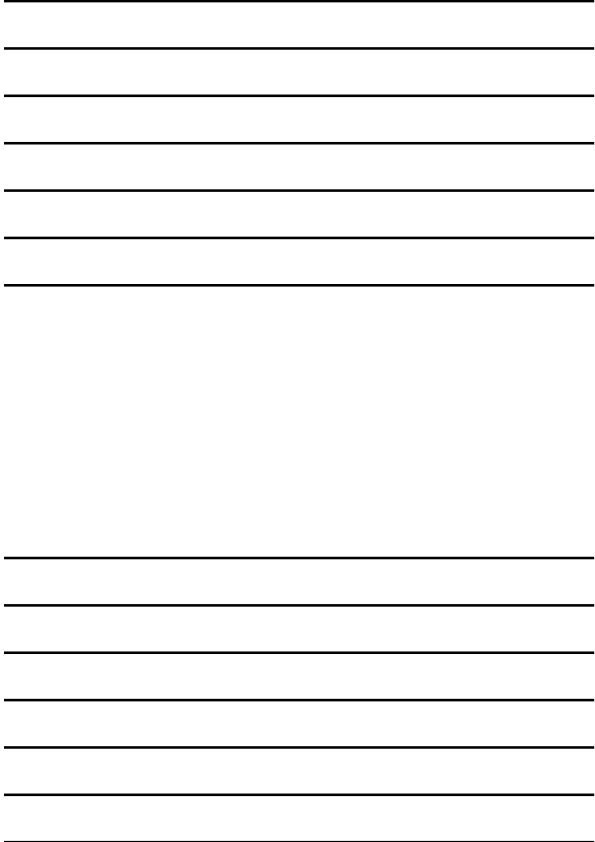
## Weightings



### Weightings – what we will cover

- Weightings:
- At-Risk and High-Density At-Risk
- Bilingual
- Transportation
- Career Technical Education (CTE)

Virtual Funding





At-Risk

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### At-Risk Student Weighting

- Students who qualify for free lunch
- Weighting factor: **0.484** (no change)
- To calculate the weighting:
  - free lunch headcount x 0.484
- **Excludes:** Virtual, part-time students, students 20 years or older and non-funded preschool students

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### At-Risk Student Weighting

\*\*\*New\*\*\*

As you know:

- All students will eat free for 2021-22
- **No National School Lunch Applications; instead, use:**
- **KSDE Household Economic Survey form**
- Should be completed *after* July 1, 2021 because...
- New eligibility guidelines were effective on July 1, 2021

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### KSDE 2021-22 Household Economic Survey

Available here:

[KSDE Fiscal Auditing webpage](#)

[School Finance: What's New webpage](#)

Review This Test and Print on Student Letterhead  
2021-2022 Household Economic Survey

Do not complete this form if you are already Certified to receive free meals.

**For your school to receive specific state and federal benefits and funding, you must fill out this form.**

There are \_\_\_\_\_ people in my household, including all children and adults.

The total annual income for all people in the household includes any deductions for taxes, insurance, medical expenses, child support, etc. in \_\_\_\_\_ per year.

Student Name	Sex	Grade	Date of Birth

Additional students are listed on the back of this page.

I certify (provide) that all information on this application is true and that all income is reported. I understand that the school will receive Federal and state funding based on the information provided. I understand that school officials may verify selected information.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

For School Use Only:  Free  Reduced  Not Eligible

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### At-Risk Student Weighting

\*\*\*New\*\*\*

- Follow essentially the same steps as would in normal year:
- Distribute the application (KSDE Household Economic Survey)
- Yes, carryover applies, however:
  - do not simply rely on carryover from 2020-21
  - must distribute and collect Household Economic Survey
  - September 20, 2021 is still the important date (count day)
  - verification applies...

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### At-Risk Verification

Auditors will check whether:

- 3% of income eligibility forms have been verified by Nov 15
- If not verified, then 3% reduction in at-risk count

Verification deadline is back to the normal date: Nov 15

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### At-Risk 2021-22

Frequently-Asked-Questions and answers can be found here:

[At-Risk Funding Guidance for 2021-22](#)

Example questions and answers you can find there:

- KSDE Household Economic Survey should not be modified
- Can be completed in paper form or electronically
- Can be part of on-line enrollment




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### High-Density At-Risk Weighting

Will be calculated at both the district and building level and will be the higher of:

- If free lunch % is 35% or more but less than 50%, then take the number of free lunch students times (free lunch % minus 35%), then times 0.7
- If free lunch % is 50% or more, then take free lunch times 0.105

(funding continued through 2023-2024)




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### Bilingual/ English for Speakers of Other Languages (ESOL)




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### **Bilingual - Weighting**

Must meet two requirements for bilingual weighting:

- Student must qualify for service
- Teacher must be qualified (have the proper license)

(No change -These are the same requirements as before)

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### **Bilingual - Weighting**

**For licensed teacher to be qualified for ESOL**, by count day:

- have an ESOL endorsement
- have a Kansas ESOL approved waiver
- have a Kansas ESOL provisional license
- have pre-std license with ESOL endorsement
- have an ESOL Endorsement Plan of Study on file with district office *before* count day and have begun courses
- passed the ESOL PRAXIS before count day – 149 or higher and applied for license endorsement

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### **Bilingual - Weighting**

**Teacher must be qualified; if ESOL Endorsement Plan of Study:**

- again, make sure it's on file with the district office *before* Count Day
- teacher has 3 years to obtain the endorsement
- must make ANNUAL progress

For 21-22, *annual* progress means:

- teacher has or will take a class in any of the following:  
Spring 2021, Summer 2021, Fall 2021, Spring 2022

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## Bilingual - Weighting

***A bit more to say about teachers and ESOL qualifications:***

- Minutes provided by a long-term substitute *teacher* should not be claimed as bilingual minutes provided by a *paraprofessional*
- Person is *either* a teacher or a paraprofessional




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## Bilingual - Weighting

**Paras providing services to English Learner:**

- Must be directly supervised by ESOL qualified teacher
- Teacher cannot supervise more than 5 paras per year
- Para is not solely responsible for instruction and preparing for it
- Teacher and para must work in close proximity
- Must have frequent and productive meetings – at least weekly – *meetings must be documented* – detail student's progress




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## Bilingual Weighting

Bilingual Weighting will be based on whichever is greater:

- FTE enrollment (based on contact minutes) x 0.395 **or**
- English Learner headcount x 0.185
- Not an option for district to choose – KSDE will calculate both
- Therefore, districts still must report bilingual contact minutes




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## Bilingual - Weighting

Use care in reporting Bilingual contact minutes:

- Report minutes for regularly-attended English Learner
- If pull-out services, total minutes for 5 days and divide by 5
- If block schedule – use *average* minutes per day
- Students in grades 1 to 12 – limited to 360 minutes
- Preschool students are limited to 180 minutes
- *Kindergarten – up to 360 minutes*




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## Calculator – Bilingual Minutes

<https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing>

Optional, but use if it helps you




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## Bilingual - exiting

Still 3 ways to exit English Learners program:

- **Proficient/Fluent on KELPA.** Exit if score proficient ONE year.
  - monitored status – no services – no bilingual weighting OR
  - *Optional* transition year – but must provide services

*Don't forget: Because Spring 2020 scores were not available in time for last year's count day (Sept 21, 2020), proficient students should be moved to "monitored," which is an "8" for 2021-22 because last year (2020-21) was their transitional year.*

- **Recommended exit** by Bldg Leadership or Student Improve Team
- **Withdrawal** - Parent withdraws student




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### Bilingual – KELPA 2021 scores

Students scoring proficient on KELPA 2021...

Must choose one of two statuses for each student:

- **monitored** – means the student is not receiving services. No funding. Student is monitored for two years and then exited.
- **transitional**– must provide bilingual services; if so then funded.

Students on monitored and transitional status do NOT take the KELPA.




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### Bilingual – Students not tested - 2021

What to do if student not tested (no KELPA) in 2021?

- **MUST be given screener *this school year* to determine eligibility.**
- Does not matter the reason opted out (leaving the district, moving, Covid-19, etc.,) must still be assessed annually for funding purposes.
- Screenings **must to be complete by September 20, 2021**
- **Statewide, there are about 3,000 students (please look for them)**




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## Transportation

### Preparing for Audit:

- We use the data you submit to KIDS
  - miles transported
  - student address
  - school address
- Important to report these accurately
- No PO boxes please




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## Transportation

Report students for whom:  
 transportation was made available (as of Sept 20) at district expense...

**Transportation miles:** door to door by most travelable route and do not round up  
 - Example: 2.46 is reported as 2.4, not 2.5

**Transportation FTE:**  
 - Round trip is 1.0 FTE, one way is 0.5 FTE  
 - Student riding special education-funded bus is 0 FTE




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## Transportation - Auditing

### Audit:

- We check one-way route distance reported if claimed as 2.5 plus
- We check whether the student is in or out of district

### During audit, we will provide a list of students:

- Claimed as more than 2.5 miles but that appear to be less
- Claimed as in district, but appear to be out of district
- Please review the information – let auditor know if disagree




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## Transportation – District Boundaries

Boundary mapping tool is available here:  
School District Map Lookup – District Boundaries – ArcGIS

- Please only use to determine district boundaries
- Please do not use to determine route distances

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## Transportation – Expenditures

Minimum/Maximum transportation funding:

- No longer a minimum (was 2016-17 funding), minimum ended June 2021
- State law also sets a maximum: no more than 110% of the district's total transportation expenditures from previous year

Preparing for audit:

- Be sure to report all transportation expenditures from all funds
- Be able to provide documentation to support all such expenditures

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## Transportation – Misc

Other things to note about transportation weighting:

- No funding provided for transporting out-of-district students, but can provide transportation services to these students
- Auditors will check for double-funding (Special Education)  
If not needed (if not on IEP), do not claim for SPED Transp
- For a part-time private school student, transportation FTE should be equal to or less than their enrollment FTE

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# Career Technical Education

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## Career Technical Education (CTE)

Weighted funding - .5 funding

- Classes eligible must be *approved for .5 funding* through the Pathways Process
- Course # for each class offered must be *exact match* to Pathways
- Classes taken at Tech College or Community College - are not funded by KSDE - do not claim them (Ex: Excel in CTE)
- **Not funded: integration with non-Pathway/non-CTE course**
- Follow the CTE policy on Doubled-up and Nested classes:  
[Double-up and Nesting CTE Courses Policy](#)

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## Career Technical Education (CTE)

Preparing for audit:

- Submit the correct # of minutes in KIDS for each student (D46)
- Maintain a **September 20** roster for **each** approved class
- Licensing - Actual teacher is appropriately licensed
- Have available - copies of all Pathways approval letters - from KSDE
- Get approval for any **nested** courses (nested is 3 or more) - by October 15

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## Career Technical Education (CTE)

- Weighting is 0.5 x FTE based on average daily minutes student attended an approved class(es)
- Average daily minutes are rounded to whole, for example:  
42.2 minutes = 42  
42.5 minutes = 43  
42.8 minutes = 43
- Do not include seminar minutes - enter those on the PBR  
PBR: Principal's Building Report

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## Career Technical Education (CTE)

**Calculating Minutes** - Depends on the type of schedule

- **Same** schedule every day
- **Block** schedule, every other day
- **Modified** block

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## Career Technical Education (CTE)

**Examples** - Calculating Minutes - Same Schedule Every Day

- One class, meets every day for 52 minutes = 52 CTE minutes
- Two different CTE classes (same student):  
52 minutes  
51 minutes  
52 + 51 = 103 CTE minutes - enter this into Data Field D46

*Key: No need to calculate an average (but you can)*

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## Career Technical Education (CTE)

**Example** - Calc. Minutes - **BlockSchedule** - Every Other Day

- One class, meets every other day for 90 minutes  
90 / 2 days = 45 CTE minutes
- Two different CTE classes, each 90 minutes  
90 + 90 = 180 / 2 = 90 min - enter this into Data Field D45

*Key:* Calculate average minutes per day...

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## Career Technical Education (CTE)

**Example** - Calc. Minutes - **Modified Block** Schedule -

- One class, meets 4 days per week, varying length each day  
50 + 50 + 90 + 50 / 5 days = 48 CTE minutes
- If Two different CTE classes, average each and then add  
avg class 1 + avg class 2 = total CTE minutes for D45

*Key:* Still Use average minutes per day...

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## Career Technical Education (CTE)

**Bottom-line when calculating CTE minutes:**

Trying to get to: average daily minutes for each class, so...

- If it takes 1 week to get through a schedule, divide by 5
- If it takes 2 weeks to get through a schedule divide by 10
- Add minutes from 1 week / divide by 5 = avg daily minutes or
- Add minutes from 2 weeks / divide by 10 = avg daily minutes

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## Career Technical Education (CTE)

- If you have a 4 day school week, still divide by 5 (days)
- Seminar calculation = avg daily # min for seminar / student class periods  
enter seminar minutes on the PBR, *not in KIDS*
- Example: 30 min daily seminar / 7 periods = 4.28 = 4 minutes  
4 min per student x 15 students in class = 60 minutes (in PBR)
- a CTE-funded course will not be funded if paired (integrated) with a non-CTE/Pathways course
- Redesign high schools – follow same method to calc min

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## Career Technical Education (CTE)

**Definitions:** (defining how CTE courses are sometimes combined)

**Double-up:** 2 Pathways courses taught within same class period to 2 separate groups of students – 1 teacher licensed for both

**Integrated courses:** Teaching 1 (same) group of students the content from 2 courses – teacher licensed for both or team taught  
*However: No 0.5 CTE funding if integrated with non-Pathway course*

**Nested courses:** 3 or more approved Pathways courses taught within same period, same instructor to 3 or more separate groups of students  
remember: **must be approved by Oct 15 each year**

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## Career Technical Education (CTE)

**Help with calculating CTE minutes:**

<https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing>

- May be useful to complete the bell schedule first...
- Then the CTE minutes calculator
- Optional, but use if they help you

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**Virtual Funding**

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**Virtual – Funding (not weighting)**

**Virtual Students 19 and under** are funded based on minutes enrolled

- Full-time students are funded at \$5,000 per student (360 min is FT)
- Part-time students are funded at \$1,700 x FTE (less than 360 min)

**Virtual Students 20 and over** are funded per credit earned

- \$709 per credit earned July 1, 2021 to June 30, 2022
- Maximum of six credits
- *This year, audited credits earned during 2020-21*

Age determination date is always **Sept 20**

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**Wrap-up**

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900 S.W. Jackson St., Topeka, KS 66612 | 785-296-4976 | Imurdie@ksde.org  
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## KSDE Fiscal Auditing: Webpage

KSDE Fiscal Auditing's website:  
<http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing>

Website includes:

- Audit Guides (the **Enrollment Handbook**, etc...)
- Calculators (1116 hour building calculator, bell schedule and CTE minutes calc)
- Forms and Documents (to help support claims): Ex: work-based learning




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## Auditor File Exchange

- **Optional**, but encourage you to try it, if not already using it
- **Secure** way to provide student records
- Can upload documents ahead of the audit
- Auditor File Exchange User guide – See Fiscal Auditing Website
- **Do not email** personally identifiable student information




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### Field Staff – KSDE Fiscal Auditing

Nancy Allen  
Kim Burd  
Jamie Ribordy  
Janis Taylor

Jim Fritton  
Ali Cecchini  
Jerry Wilson

Joe Haverkamp  
Jenna Petesch  
Josh Fairman

KSDE support staff: Taylor Carlson




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Fiscal Auditing  
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Customer Service

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### KSDE Fiscal Auditing – Customer Service Survey - 2021

Audits conducted by KSDE Fiscal Auditing are a positive experience.

5	4	3	2	1	0
agree					disagree

KSDE audit staff are courteous, friendly and helpful.

5	4	3	2	1	0
agree					disagree

What does Fiscal Auditing do best?

How can Fiscal Auditing improve its service to your district?

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Break



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