

# Timelines for KSDE Early Childhood Reports & Data Collections



Note: This list may not include every report.

2022-2023 School Year

**Actual open/due dates are subject to change.**

Listed below, by month, are KSDE Early Childhood reports, data collections and claim forms requested during FY2023. State Funded Early Childhood Programs include Early Childhood Special Education, Kansas Parents as Teachers, Preschool-Aged At-Risk, and Kansas Preschool Pilot. Open/due (submission) dates are projected and are subject to change.

The KSDE School Finance Team also provides useful calendars on their [Online Budget Packet webpage: Payment Dates for State and Federal Aid 2022-2023](#) and [Timelines for KSDE reports, KIDS & MIS Collections for 2022-2023](#).

**OPEN YEAR-ROUND**

Type of Report / Data Collection	Contact Person	Phone No.
Directory Updates (changes include email, personnel, phone, address, open or close a bldg.) .....	Christie Wyckoff	(785) 296-6321
KIDS Collections: ASGT, EXIT, SPED, QERY open year-round for changes .....	KSDE Helpdesk	(785) 296-7935
ASGT (upon enrollment in the school district) .....	KSDE Helpdesk	(785) 296-7935
EXIT (upon exit from the school district) .....	KSDE Helpdesk	(785) 296-7935
KPP GEER paid upon request via <a href="#">Form 240</a> Web Application open on the 1 <sup>st</sup> -20 <sup>th</sup> each month.....	Nicole Norwood	(785) 296-2020

Open or Due Date	Type of Report/Form/Collection	Contact Person	Phone No.
July 1-Sept 15	Review/Correction window for Indicator 7 Outcomes Web System (OWS) data.....	Julie Rand	(785)296-1944
Open July 1-20	Request August Federal Funds (Form 240) <i>if funds available</i> (open July 1-20).....	Nicole Norwood	(785) 296-2020
July 9	Parents as Teachers (PAT) Affiliate Performance Report (APR) .....	Lisa Williams	(785)296-4964
July 1	Unencumbered Cash Balances on July 1 .....	Rose Ireland	(785) 296-4973
July 12	FY 23 State Foundation Aid (includes preschool enrollment and accompanying weightings).....	Rose Ireland	(785) 296-4973
Open July 11-Aug 19	Directory Updates - annual review/update for KS Educational Directory (open July 11-Aug 19) .....	Christie Wyckoff	(785) 296-6321
Open July 27	FY22 KPP, Temporary Assistance for Needy Families (TANF) 4 <sup>th</sup> Quarter Reimbursement .....	Nicole Norwood	(785) 296-2020
Open August 1	Emergency Safety Interventions (ESI) Submission Window Opens (open 8/1/22-12/20/22) .....	Shanna Bigler	(785) 296-4941
Open August 8	KIDS Collection TEST (Assessment Testing) (open August 8, 2022-June 22, 2023).....	KSDE Helpdesk	(785) 296-7935
August 1	State Foundation Aid includes PreK enrollment and accompanying weightings .....	Rose Ireland	(785) 296-4973
August 19	Directory Updates – annual review/update for KS Educational Directory .....	Christie Wyckoff	(785) 296-6321
Opens August 25	Early Childhood Special Education (ECSE) Indicator 12 Data Window Opens in KIAS (August 25 – September 26) .....	Julie Rand	(785) 296-1944
August 25	Kansas Preschool Pilot (KPP) Children’s Initiatives Fund (CIF) Payment .....	Nicole Norwood	(785) 296-2020

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



TIMELINES FOR KSDE REPORTS (WEB APPS) AND DATA COLLECTIONS 2022-2023

Open or Due Date	Type of Report/Form/Collection	<i>NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE</i>	Contact Person	Phone No.
September 1	State Foundation Aid for October (includes preschool and accompanying weightings)	.....	Rose Ireland	(785) 296-4973
September 15	Kansas Parents as Teachers (KPAT) Payment (50%)	.....	Nicole Norwood	(785) 296-2020
Closes Sept 15	Review/Correction window for Indicator 7 Outcomes Web System (OWS) data Closes	.....	Julie Rand	(785) 296-1944
Open Sept 19	SO-66 and PBR (Principal's Building Report) (open Sept 19-Oct 10)	.....	Rose Ireland	(785) 296-4973
Open Sept 20	KIDS Collection ENRL (Funding and Enrollment) (open Sept 20-Oct 7) (report all earlychildhood children)	.....	KSDE Helpdesk	(785) 296-7935
Closes Sept 20	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarteners	.....	Amy Rzaczyński	(785) 296-6035
Closes Sept 26	Early Childhood Special Education (ECSE) Indicator 12 Data Window Closes in KIAS	.....	Julie Rand	(785) 296-1944
Open Oct 1-13	Kansas Preschool Pilot (KPP-TANF) 1 <sup>st</sup> Quarter Expense Reimbursement Payment Request	.....	Nicole Norwood	(785) 296-2020
October 1	Special Education Categorical Aid Personnel System (deadline to update CAPS)	.....	Evelyn Alden	(785) 296-3868
Closes Oct 7	KIDS Collection ENRL (Funding and Enrollment) (deadline Oct 7) (report all earlychildhood children)	.....	KSDE Helpdesk	(785) 296-7935
October 10	Superintendent's Organizational Report (SO-66) and PBR (open Sept 176-Oct 10)	.....	Rose Ireland	(785) 296-4973
October 11	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) deadline to submit data in ASQ Online	.....	Amy Rzaczyński	(785) 296-6035
Oct 3	State Foundation Aid for November (includes preschool enrollment and accompanying weightings)	.....	Rose Ireland	(785) 296-4973
October 27	Kansas Preschool Pilot (KPP) Temporary Assistance for Needy Families (TANF) Reimbursement	.....	Nicole Norwood	(785) 296-2020
November	2023-2024 Kansas Preschool Pilot/Early Childhood Block Grant Request for Proposals Released (date TBD)	.....	Natalie McClane	(785) 296-5081
Nov 1	State Foundation Aid for December (includes preschool enrollment and accompanying weightings)	.....	Rose Ireland	(785) 296-4973
November 12	Unencumbered Cash Balances on November 1 (all USDs - open Oct 29-Nov 12)	.....	Rose Ireland	(785) 296-4973
November 15	Kansas Preschool Pilot (KPP) Children's Initiatives Fund (CIF) Payment	.....	Nicole Norwood	(785) 296-2020
December 1	618 MIS Data (Child Count "Snap Shot")	.....	Mason Vosburgh	(785) 296-4945
December 1	State Foundation Aid (includes preschool enrollment and accompanying weightings) final request for FY2023	.....	Rose Ireland	(785) 296-4973
December 12	Kansas Preschool Pilot Renewal Grant Application Opens in Good Grants	.....	Natalie McClane	(785) 296-5081
December 20	Emergency Safety Intervention (ESI) (in KIAS)	.....	Shanna Bigler	(785) 296-4941



TIMELINES FOR KSDE REPORTS (WEB APPS) AND DATA COLLECTIONS 2022-2023

Open or Due Date	Type of Report/Form/Collection	<i>NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE</i>	Contact Person	Phone No.
January 3	2023-2024 Preschool-Aged At-Risk Approval Forms available for completion.....		Natalie McClane	(785) 296-5081
January	2023-2024 Kansas Parents as Teachers Grant Application Released (date TBD) .....		Lisa Williams	(785) 296-4964
January 3	State Foundation Aid (includes preschool and accompanying weightings) .....		Rose Ireland	(785) 296-4973
Open Jan 3-13	Kansas Preschool Pilot (KPP-TANF) 2nd Quarter Expense Reimbursement Payment Request .....		Nicole Norwood	(785) 296-2020
January 27	Kansas Preschool Pilot (KPP) Temporary Assistance for Needy Families (TANF) Reimbursement ...		Nicole Norwood	(785) 296-2020
January 31	Kansas Parents as Teachers (KPAT) Mid-Year Report Due .....		Lisa Williams	(785) 296-4964
Open Feb 20	KIDS Collection MILT (2nd Military Student Count) (open Feb 20-Mar 13) .....		KSDE Helpdesk	(785) 296-7935
February 17	2023-2024 Kansas Preschool Pilot Renewal Applications Due .....		Natalie McClane	(785) 296-5081
February 15	Kansas Preschool Pilot (KPP) Children’s Initiative’s Fund payment.....		Nicole Norwood	(785) 296-2020
February 28	December 1 MIS Child Count – MIS Collection data is finalized.....		Mason Vosburgh	(785) 296-4945
March 15	Kansas Parents as Teachers payment (25%) .....		Nicole Norwood	(785) 296-2020
Closes March 14	KIDS Collection MILT (2nd Military Student Count) (closes March 14) .....		KSDE Helpdesk	(785) 296-7935
April	Kansas Parents as Teachers (KPAT) Grant Application Due (deadline TBD) .....		Lisa Williams	(785) 296-4964
April 1	Mentor Programs - Application to re-validate mentors/mentees for payment (April 1-May 1) .....		Leslie Bruton	(785) 296-8011
April 1	Special Education Categorical Aid Personnel System (deadline to update CAPS) .....		Evelyn Alden	(785) 296-3868
April 1-Sep 20	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarteners.....		Amy Rzadczyński	(785) 296-6035
April 3	2023-2024 Preschool-Aged At-Risk Approval Forms Due.....		Natalie McClane	(785) 296-5081
Open April 3-13	Kansas Preschool Pilot (KPP-TANF) 3rd Quarter Expense Reimbursement Payment Request .....		Nicole Norwood	(785) 296-2020
April 27	Kansas Preschool Pilot (KPP) Temporary Assistance for Needy Families (TANF) Reimbursement ....		Nicole Norwood	(785) 296-2020
Open May 1-31	Foundations for School Success (End of Year Survey) Early Childhood (open May 1-31) .....		Natalie McClane	(785) 296-5081
May 8	KIDS Collection EOYA – End of Year Accountability (open May 8 - June 30) .....		KSDE Helpdesk	(785) 296-7935
May 10	Kansas Deaf-Blind Fund Application Window for 2022-2023 (Open May 10-July 15) .....		Lisa Karney	(785) 296-2515
May 15-26	Kansas Parents as Teachers - Final expenditures claim form (open May 17-28) .....		Nicole Norwood	(785) 296-2020
May 26	Kansas Preschool Pilot (KPP) Children’s Initiatives Fund (CIF) Payment .....		Nicole Norwood	(785) 296-2020
Closes May 31	Foundations for School Success (End of Year Survey) Early Childhood (closes May 31) .....		Natalie McClane	(785) 296-5081



Open or Due Date	Type of Report/Form/Collection	NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE. Contact Person	Phone No.
June 1	Emergency Safety Intervention (ESI)	Shanna Bigler	(785) 296-4941
June 15	Request for State Foundation Aid for July (includes preschool and accompanying weightings)	Rose Ireland	(785) 296-4973
June 19	Kansas Parents as Teachers payment (25%)	Nicole Norwood	(785) 296-2020
June 30	KIDS Collection EOYA - End of Year Accountability (open May 9-June 30)	KSDE Helpdesk	(785) 296-7935
June 30	Indicator 7 Outcomes Web System (OWS) Data Window closes	Julie Rand	(785) 296-1944
June 30	Discipline Data Collection (in KIAS) (submit final data by June 30)	Shanna Bigler	(785) 296-4941
Open July 1	Indicator 7 Outcomes Web System (OWS) Data Window opens	Julie Rand	(785) 296-1944
Open July 3-13	Kansas Preschool Pilot (KPP-TANF) 4 <sup>th</sup> Quarter Expense Reimbursement Payment Request	Nicole Norwood	(785) 296-2020
July 15	Final State Foundation Aid Payment (includes preschool and accompanying weightings)	Rose Ireland	(785) 296-4973
July 15	Kansas Deaf-Blind Fund Application Window Closes for 2022-2023 (Open May 10-July 15)	Lisa Karney	(785) 296-2515
July 10	Parents as Teachers National Center Affiliate Performance Report (APR)	Lisa Williams	(785) 296-4964
July 27	Kansas Preschool Pilot (KPP) Temporary Assistance for Needy Families (TANF) Reimbursement	Nicole Norwood	(785) 296-2020
July 27	Kansas Preschool Pilot (KPP) Children’s Initiatives Fund (CIF) Final Expenditure report due	Nicole Norwood	(785) 296-2020

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>
- 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. *Note: The Special Education Director approves users for the Outcomes Web System (OWS).*
- For assistance registering or logging into authenticated applications, contact the KSDE Help Desk at (785) 296-7935.
- Open and close dates are subject to change.

The information provided in this calendar was collected by the Early Childhood team. We hope this information will be a helpful planning tool. If you have questions, contact Beccy Strohm [bstrohm@ksde.org](mailto:bstrohm@ksde.org).



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Note: This list does not include every state report.