**Due dates and reminders**

**August 16** – Request September General State Aid – **All USDs** ([web application](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals) open Aug 12–16)
Contact: Rose Ireland (785) 296-4973 [rireland@ksde.org](mailto:rireland@ksde.org)

**August 20** – Request September Federal funds (Form 240) - **Attn: USDs, Interlocals, Service Centers, Coops ([web application](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals))
Contact: Nicole Norwood (785) 296-2020 [nnorwood@ksde.org](mailto:nnorwood@ksde.org)

**August 21** – Directory Updates - **Attn: USDs, Interlocals, Service Centers, Coops ([web application](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals))
Contacts: Christie Wyckoff (785) 296-6321 [cwyckoff@ksde.org](mailto:cwyckoff@ksde.org) or Rose Ireland (785) 296-4973 [rireland@ksde.org](mailto:rireland@ksde.org)

**August 25** – Submit 2019-20 USD Budget – **Instructions to submit budget to KSDE and County**

**August 25** – Submit 2019-20 Interlocal Budget – **Instruction Manual** (pg 12) Contact: Sara Barnes (785) 296-4972

Contact: Rose Ireland (785) 296-4973 [rireland@ksde.org](mailto:rireland@ksde.org) Announcement on page 2

**August 31** – Driver's Education reimbursement claim ([web app](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals)) closes 8/31 For programs offered between Sept 1, 2018, through August 31, 2019. **Instruction manual** Contact: Robyn Meinholdt (785) 296-3379 or [rmeinholdt@ksde.org](mailto:rmeinholdt@ksde.org)


**Aug 16 – Sept 27** – Mentor Programs – submit mentor teacher names to apply for grant **Shane Carter** (785) 296-8011 (listserv with instructions will be sent when the web app opens)

**Sept 1 - 27** – Fall Vacancy Report Contact: EDCS help desk (785) 296-8011 between 10:00 — 2:00 (instructions to submit sent on Aug 12 via listserv from Dale Dennis)


**Council of Superintendents meeting dates**

The meeting dates for the Council of Superintendents have been set. The first meeting will be held Wednesday, September 11, at 2:00 pm at the KASB office, 1420 SW Arrowhead Rd., Suite 100, Topeka. All superintendents are welcome to attend. Dates and locations for the 2019-2020 school year can be viewed at the following link: [https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Council-of-Superintendents](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Council-of-Superintendents)
The Council of Superintendents is a collaborative effort between KSSA and KSDE. For more information, contact the Kansas School Superintendents Association (KSSA) at (785) 232-6566, or visit the KSSA website.

Royce Powelson, Council Chair rpowelson@usd346.org • Supt USD 346 – Jayhawk • Office: (913) 795-2247

<table>
<thead>
<tr>
<th>Have you submitted Directory Updates?</th>
<th>Attn: USDs, Interlocals, Service Centers, Coops, Private Accredited Schools</th>
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</thead>
<tbody>
<tr>
<td>Refer to the listserv message sent July 17 for complete instructions (superintendents and board clerks listservs):</td>
<td>Subject: KSDE Directory Updates OPEN – Due August 21</td>
</tr>
</tbody>
</table>

The submission window is now open to review and update the 2019-2020 KSDE Educational Directory. All USDs, Interlocals, Service Centers Cooperative and Private, Accredited Schools are required to submit the Directory Updates application. Even if there are no changes for the coming school year from the previous school year, every LEA will need to logon to review existing data and update schedules and data that KSDE does NOT rollover from the previous year.

Download the Directory Updates Instruction Manual for assistance.

Did you submit the Directory Updates report? Here is how to check:
KSDE will not receive your changes until you press the “Submit” button located on the submit screen. To check whether your directory information was updated and submitted, click here:

- Enter: User ID/Password
- Select: Directory Updates 2020
- Select: Submit from left hand menu
- It will state that district is complete – or provide a report of incompleteness.

Questions on User ID and/or password, call the KSDE I.T. Help Desk at (785) 296-7935.

Questions on entering data in the Directory Updates web application, contact:
- Christie Wyckoff at (785) 296-6321 or cwyckoff@ksde.org
- Rose Ireland at (785) 296-4973 or rireland@ksde.org
- Sara Barnes at (785) 296-4972 or sbarnes@ksde.org

Annual Statistical Report (18E) open for data entry
The web application to complete the 18E Annual Statistical Report for the 2018-19 school year is now open and due August 30, 2019. Examples of information collected on the annual 18E report are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled, vehicle depreciation, indirect costs.

NOTE: The 18E Report collects information from the prior school year (2018-19).

Prior to entering data on the 18E report, please download and print the user’s guide. The manual provides screen shots and step-by-step instructions on entering data to complete the report. Additional help is available by clicking on the “Help Screen” link in the web application.

- To download user’s guide: http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals

- Click on the link for 18E- Annual Statistical Report User’s Guide

If you have questions regarding User ID/password, please contact the IT Help Desk at (785) 296-7935.

18E Questions: Rose Ireland rireland@ksde.org at (785) 296-4973
- Christie Wyckoff cwyckoff@ksde.org at (785) 296-6321
- Sara Barnes sbarnes@ksde.org at (785) 296-4972
Stop on Red Kids Ahead Campaign

Stop on Red, Kids Ahead is a new campaign launched by the Kansas State Department of Education (KSDE) to bring awareness to the Kansas school bus stop arm law.

As Kansas schools gear up for the 2019-2020 school year, it is critical for drivers to be vigilant when school buses are in the vicinity and to obey the law, which requires all motorists to stop when approaching a stopped school bus from either direction when it’s displaying its flashing red lights and stop arm. Motorists have to remain stopped until the bus is no longer displaying its flashing red lights and stop arm. Violation of the law endangers children and is punishable by a fine and court costs in excess of $420.

The Stop on Red, Kids Ahead campaign includes news releases, social media reminders, posters for schools, safety flyers, informational handouts and bumper stickers. Link: https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/Stop-On-Red-Kids-Ahead-Campaign

Remember, Stop on Red, Kids Ahead!

Transporting Students - FAQs

With the school year starting, it’s a good time to review the rules and regs on pupil transportation. On the School Bus Safety website, 86 questions are addressed on transporting students, including bus driver requirements, when school district policy is necessary, and regulations governing the safe operation of a school bus. Please follow this link: http://www.ksde.org/Portals/0/School%20Bus/FAQs%20WEB/FAQ%20Configuration%20auto.pdf

Call the KSDE School Bus Safety Unit for assistance on pupil transportation:

Keith Dreiling (785) 296-4561 kdreiling@ksde.org
Dennis Tate (785) 296-4545 dtate@ksde.org
Melissa Ostermeyer (785) 296-5659 mostermeyer@ksde.org

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