



900 S.W. Jackson Street, Suite 102  
 Topeka, Kansas 66612-1212  
 (785) 296-3201  
 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 8/16/21 through 8/22/21*

**Date:** August 16, 2021  
**To:** Chief School Administrators  
**From:** Craig Neuenswander,  
 Deputy Commissioner  
 Dale Brungardt, Director  
 School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.10%	0.10%
3 Months	0.01%	0.01%
6 Months	0.03%	0.03%
1 Year	0.07%	0.06%
18 Months	0.15%	0.11%
2 Years	0.22%	0.18%

**Report Due Dates**

- Aug 2-20.....Request September Federal Funds (Form 240) if funds available  
 (open Aug 2-20) [Nicole Norwood](#) (785) 296-2020
- Aug 10 - 31 ....18-E Annual Statistical Report (all USDs - open August 10-Aug 31)  
[Rose Ireland](#) (785) 296-4973
- August 16.....EDCS / Fall Vacancy Report (open Aug 16-Sept 27)  
[Shane Carter](#) (785) 296-8011
- August 16.....Mentor Programs - apply for grant by submitting mentor teacher names  
 (open Aug 16-Sept 27) [Shane Carter](#) (785) 296-8011
- August 20.....Directory Updates - annual review/update for KS Educational Directory  
 (open July 23-Aug 20) [Christie Wyckoff](#) (785) 296-6321
- August 25.....Submit Budget Document (USDs) [Sara Barnes](#) (785) 296-4972 (USDs not  
 exceeding revenue neutral rate)
- August 25.....Submit Budget Document (Interlocals) [Christie Wyckoff](#) (785) 296-6321
- August 31 .....Driver Education claim form for reimbursement due  
[Robyn Meinholdt](#) (785) 296-3379

**August Payment**

August 25.....Kansas Pre-K Pilot-CIF

**Review payment amounts online:**

Near the direct deposit date, payment amounts are posted on the School Finance homepage under **Payment Information** – URL: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>

State Aid payments ..... Rose Ireland (785) 296-4973 or [rireland@ksde.org](mailto:rireland@ksde.org)  
 Federal Aid (Form 240) ..... Nicole Norwood (785) 296-2020 or [nnorwood@ksde.org](mailto:nnorwood@ksde.org)  
 Food Service payments..... Jennifer Barger (785) 296-4965 [jbarger@ksde.org](mailto:jbarger@ksde.org)

## 2021-2022 Directory Updates – Due 8/20

USDs, Interlocals, Service Centers, Special Education Coops, and Private Accredited Schools are required to submit the Directory Updates application. Please log into [KSDE's Web Applications site](#) to review and update the districts Directory Updates information.

Refer to the listserv message sent July 23 for complete instructions (**sent to superintendents and board clerks listservs**): [Subj: 2021-2022 Directory Updates Now Open!](#)

Note: We understand you may not have all required personnel assignments by Aug 20<sup>th</sup> in order to submit. If this is the case, enter a temporary contact (i.e. main administrator at the building) to submit by Aug 20<sup>th</sup>. Please be sure to set a reminder to update the Administrative Contacts section once personnel has been confirmed. Since the Directory Updates application is open year-round for updates, you will not need to have your report un-submitted to make these updates. Upon saving the updated pages, you will receive a "Record Saved" pop-up, which confirms the data saved to KSDE.

All personnel changes and other updates can be entered and saved in **Directory Updates** as they occur during the year.

Thanks for helping us keep our database records current.

Download the [Directory Updates Instruction Manual](#) for assistance.

### Was your Directory Updates list report SUBMITTED to KSDE? *Here is how to check:*

Follow the below steps to verify if the Directory Updates application has been submitted:

1. Go to KSDE's Web Application Site:  
<https://apps.ksde.org/authentication/login.aspx>
2. Enter: **User ID/Password**
3. Select: **Directory Updates**
4. Select: **Submit** from left hand menu
  - If Submitted, the page will state "This district has already been submitted." and there will not be a Submit button available.
  - If not submitted, the page will show a list of Errors that need to be addressed before submission can happen.

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](mailto:cwyckoff@ksde.org)

Rose Ireland at (785) 296-4973 or [rireland@ksde.org](mailto:rireland@ksde.org)

Sara Barnes at (785) 296-4972 or [sbarnes@ksde.org](mailto:sbarnes@ksde.org)

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## Interlocal Budget due August 25

### Submit Interlocal Budget

Interlocal Budgets are to be submitted to KSDE by August 25. Upload the Excel file by following the same process as shown below for USDs, but select: **Upload Interlocal Budget Files**. Refer to: [Instruction Manual](#) (pg. 14).

A single-sided paper copy of the Interlocal Budget should also be mailed to KSDE Attn: School Finance (KSDE mailing address in next article).

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## Submit USD Budget by August 25 (USDs not exceeding Revenue Neutral Rate)

After the board has adopted the budget, submit as follows:

1. **KSDE** - Please **UPLOAD** your electronic budget files by August 25. Also, prepare a single-sided paper copy (see details below) to mail.  
*Note: Districts that are exceeding the RNR shall upload by September 20.*
2. **County Clerk** - Certify the budget document by August 25. Contact the county clerk's office to see if they prefer an electronic copy.  
*Note: Districts that are exceeding the RNR shall certify by October 1.*

### Steps to upload your budget files to KSDE:

Go online to the [KSDE web application](#) screen.

Enter: User ID and password

Select: **LEA Forms**

Select: **Upload USD Budget Files**

Create: **New report for 2022**

Enter: District contact information

Upload: 2 budget files into the 2022 report

1) Codes.xlsx (Excel document)

2) Profile Information.docx (Word document)

Select: **Submit Report** (electronically transmits budget files to KSDE).

Select: **Print Report** menu to print a confirmation all files were received by KSDE (to keep with your records).

**NOTE:** CPAs will not have access to the KSDE authentication screen. Therefore, CPAs can either 1) provide the electronic budget files to the district office to be uploaded by the USD, or 2) the CPA can email USD budget files directly to KSDE to: [kalbright@ksde.org](mailto:kalbright@ksde.org)

USDs are encouraged to **upload the budget document** by the date as shown above.

*If you need assistance with the upload, contact Sara Barnes at (785) 296-4972.*

In addition to submitting the budget files electronically, **please mail a signed paper copy of the budget to:**



Kansas State Dept of Education Attn: School Finance  
Landon State Office Building  
900 SW Jackson, Ste. 356  
Topeka KS 66612-1212

*By statute, the budget is to be filed electronically with KSDE and the county **by Wednesday, August 25, if you do not exceed RNR**. The budget may be approved and certified to the county and KSDE on the same day.*

We recommend sending the budget using standard mail (lowest-priced method) when submitting the paper copy.

#### Instructions to prepare paper copy (one-sided) of the budget for KSDE (in this order):

1. **Code 01-99** (budget funds)
  - Please print and mail pages of funds being used (if not using a fund, don't print)
  - Print one-sided; do not staple budget pages
  - **On Code 01 (upper right corner) print budget contact person name & phone #**
  - **Are signatures** of Board Clerk and Board President on Code 01 and Code 99?
  - The **Revenue Neutral Rate** form will print with the C099.
2. **Proof of publication** - **Include copy of the signed affidavit of publication and Code 99 (Notice of Hearing) page published in your local paper**
3. **USD Information** (Open page)
4. **Certify page** (signed by superintendent)
5. **Forms** (Form 110, 118,150, etc.) in numerical order. Mail only forms being used.
6. **Average Salaries page**
7. **Unencumbered cash balance** (by fund on July 1) (Codes file – Cash Balances tab)

#### Save postage: Do not mail BUDGET AT A GLANCE and PROFILE INFORMATION

It is not necessary to mail KSDE a paper copy of Budget at a Glance and Profile Information. Print these documents for your board members and patrons to provide summaries of your budget information.

Fact sheet to submit USD Budget: [Instructions to submit to KSDE and County](#)

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#### Have you submitted your KBESS Book Information?

*KBESS Book Information was due July 30, 2021.*

It is mandatory that school districts submit this information for emergency purposes and have three individuals who are willing to be contacted and assist. We still have districts which have not turned in this updated information. Do not resubmit your information. Please check the email from Melissa Ostermeyer, which was sent last Thursday, August 12<sup>th</sup>, for the list of 80+ districts we are still waiting on.

You may access this information on the [Kansas Bus Emergency Service System Webpage](#).

If you have questions or concerns about the KBESS book please contact Melissa Ostermeyer directly at [mstermeyer@ksde.org](mailto:mstermeyer@ksde.org).

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**Attn: Superintendents - Kansas School Safety Hotline (annual review/verification)**

Have you gone online to the **School Safety Hotline** [web application](#) to review and update your list of persons (in priority order) who will be contacted by the Kansas Highway Patrol dispatchers in reporting potential violence?

**Action needed:** Directions were sent on August 10 in a listserv message from Craig Neuenswander. **Subj: Kansas School Safety Hotline (annual review)**. Follow the instructions to open the web application. If your contacts remain the same, please click on **“Submit”** after reviewing your district information. This will indicate to KSDE and the Kansas Highway Patrol that your school district information has been reviewed by school district officials.

The **School Safety Hotline** [web application](#) stays open year-round. You may change any of the names, priority order of persons, telephone numbers, etc., at any time it becomes necessary throughout the school year. This enables the Kansas Highway Patrol dispatchers to access the most up-to-date contact information at all times.

**Background**

The Kansas School Safety Hotline (1-877-626-8203) became operative August 1, 1999, for use by students, parents, and community members in anonymously reporting any impending school violence. As of August 1, 2021, 6,072 hotline calls were logged with 1,273 of them being referred to school districts and/or law enforcement agencies.

If you have questions, contact Sherry ([sroot@ksde.org](mailto:sroot@ksde.org)) at (785) 296-3871. Please review your information soon to confirm it is up-to-date at the start of the new school year.

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