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 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 09/14/20 through 09/20/20*

Date: September 14, 2020
To: Chief School Administrators
From: Dale M. Dennis,
 Deputy Commissioner
 Craig Neuenswander,
 School Finance Director

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.09%	0.09%
3 Months	0.06%	0.11%
6 Months	0.11%	0.11%
1 Year	0.13%	0.13%
18 Months	0.13%	0.13%
2 Years	0.13%	0.12%

Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210.

Due Date Reminders

- Sept 16 **Payment:** (selected LEAs) After School Enhancement; After School Activity (Middle School) Kansas Parents as Teachers
- Sept 18 **Request for October State Foundation Aid** (window open Sept 14-18)
 ALL USDs ireland@ksde.org (785) 296-4973
- Sept 18 Superintendent's Organizational Report (**SO-66**) and Principal's Building Report (**PBR**) ALL USDs *estimated* open Sept 18 (watch for email with instructions)
- Sept 21 **Upload ENRL** (KIDS collection) records between Sept 21-Oct 9
- Sept 25 **ESSA Building Expenditures Report** (open Sept 1-25) All USDs submit
 Contact: School Finance (785) 296-3872 (refer to Aug 31 interest letter)
- Sept 28 **Fall Vacancy Report** (in **EDCS** web app) open August 17 – Sept 28.
 Mandatory report for all accredited districts/buildings. Instructions sent via listserv Aug 18 from Dale Dennis. Contact: [Shane Carter](#) (785) 296-8011
- Sept 28 **Mentor Programs** - open August 17-Sept 28. Apply for grant by submitting mentor teacher names. Instructions sent Aug 18 via listserv from Dale Dennis. Contact: [Shane Carter](#) (785) 296-8011 (Teacher Licensure office)
- Sept 30 **LCP (Local Consolidated Plan)** Application for Title Programs due Sept 30
 Contact: [Nicole Clark](#) (785) 296-4925 *Districts must submit the LCP application before federal funds will be awarded.* [LCP Application and Reports homepage](#)
- Oct 2..... **Federal Fiscal File Review** (in **KIAS** web app) Open Sept 1-Oct 2 Contact:
[Christy Weiler](#) (785) 296-1712
- Oct 9..... **Interlocal Agreements** due – (785) 296-6321 [Christie Wyckoff](#) or [Rose Ireland](#)

OFFICIAL STUDENT COUNT DATE: Monday, September 21, 2020

Kansas leads the world in the success of each student.

September 20 Tax Distribution

Districts will soon be receiving the September 20th tax distribution. Listed below are sources of revenue that are part of the 20-mill general fund, which the county will remit to the State Treasurer.

- Ad Valorem (personal property tax)
- Delinquent Ad Valorem
- Watercraft*
- In Lieu of Taxes on Economic Development Bonds

The following revenues should not go into the General Fund:

- Commercial Vehicle
- Motor Vehicle
- Recreational Vehicle
- 16/20M Heavy Truck
- Rental Excise Tax

Mineral Production (Severance Tax) will be sent to the district and should be deposited in the General Fund.

* Watercraft tax remitted to the district should be deposited in the appropriate fund (except General Fund) as Ad Valorem.

If you have budget questions, please call School Finance at (785) 296-3872.

SO66 and Principal's Building Reports (verify access now)

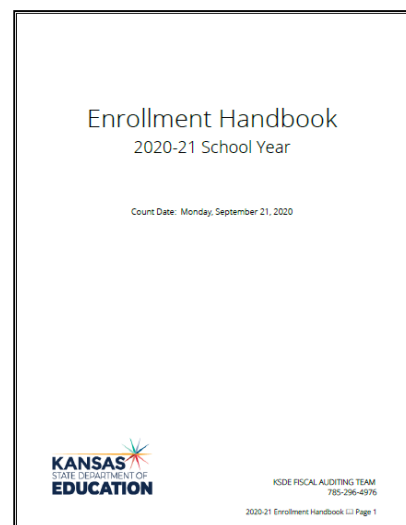
We anticipate these two online reports (Superintendent's Organization Report (SO66), and Principal's Building Report (PBR)) will be available for data entry on Friday, September 18. **When these reports are open, KSDE will send notification via email with instructions to Superintendents, board clerks, and building principals' listservs.**

The 'official' student count date is Monday, September 21. KIDS staff are asked to wait to upload ENRL records **on or after September 21** (and not before). After you upload, KSDE will use ENRL records to pre-populate enrollment totals into the PBR and SO66 reports.

Please reference the **Enrollment Handbook** for changes in how student FTE is to be counted under the school finance formula. The handbook is available on the KSDE [Fiscal Auditing homepage](#):

[Click here](#) to open Enrollment Handbook

We recommend you download and print this handbook as a guide to assist in calculating student FTE.



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The message below should be **emailed to staff** at both the district level and building level **responsible for data entry or review** on these two reports:

Verify access to SO66 / PBR online web applications (open Sept 18)

All staff involved with work on the Superintendents Organization Report (SO66) and/or Principal's Building Report (PBR) should go online to the authenticated web application login screen to verify access to these reports. Follow the steps below:

✓ **New staff members should request online access to SO66 and/or PBR.**

If you have new staff members on board that will be responsible for data entry (or new administrators that will review these reports), notify them to go online and click on >**Register to create their own Individual User ID and Password**. Link to web application login screen: <https://apps.ksde.org/authentication/login.aspx>

Next, place a check mark next to all reports that you request access to and submit. If you need assistance, please call the KSDE Help Desk number at (785) 296-7935. An email from KSDE will notify you when your access has been approved by your superintendent.

✓ **All staff members who will enter data or review the SO66 and/or PBR should login to verify access this week.**

ALL designated district and building level personnel should verify access to these reports by going online. When you enter an existing User ID and password, all reports and forms applicable to the User ID will be listed. If you don't see a report on the list, follow these steps to add:

- Enter your User ID and Password on the [login screen](#).
- Scroll down and click on >**Manage My Account**.
- Place a check mark next to the application(s) requested.
- Specify the **Application Access Level**:
 - o **PBR**: School Read Only **or** School Update
 - o **SO66**: District/Org Read Only **or** District/Org Approve
- Answer the Security Question (look under Birth date).
- Scroll to the bottom of the screen and hit the > **Submit** button.

If you can't remember your answer to the security question, contact the KSDE Help Desk at (785) 296-7935.

Once the superintendent approves your request, an email is sent from KSDE stating access has been granted.

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