

Timelines for KSDE Reports (Web Apps) & Data Collections



Note: This list may not include every state report.

2019-2020 School Year

Actual open/due dates are subject to change.

Listed below, by month, are KSDE reports, data collections and claim forms requested during FY2020. Data is collected using authenticated web applications. Open/due (submission) dates are projected and are subject to change. A listserv message will notify district staff when web apps open.

OPEN YEAR ROUND	<u>Type of Report / Data Collection</u>	<u>Contact Person</u>	<u>Phone No.</u>
	School Safety Hotline (Update Emergency Contacts).....	Tamara Milligan	(785) 296-3871
	Directory Updates (changes include email, personnel, phone, address, open or close a bldg.)	Rose Ireland	(785) 296-4973
	LCP (Local Consolidated Plan) Application due Sept 30 - open year round for changes	Nicole Clark	(785) 296-4925
	KESA (Kansas Education Systems Accreditation) open year round	David Barnes	(785) 368-7356
	AMOSS (Student assessment & accountability data) Correction window July 1-29, 2020.....	AMOSS Helpdesk	(785) 296-4924
	* EDCS/LPR (Licensed Personnel Report) Submission by March 1, 2020 - open year round	Shane Carter	(785) 296-8011
	*Sponsoring district coop reports through the sponsoring district; *Interlocals submit their own EDCS/LPR report		

<u>Open or Due Date</u>	<u>Type of Report/Form/Collection</u>	<u>Contact Person</u>	<u>Phone No.</u>
Open July 1-Aug 15	IDEA Application for funds: Title VI-B Flow Through Part II - funds for 2019-20 school year	Christy Weiler	(785) 296-1712
Open July 1-19	Request August Federal Funds (Form 240) <i>if funds available</i> (open July 1-19).....	Nicole Norwood	(785) 296-2020
July 12	Unencumbered Cash Balances on July 1 (all USDs - open June 28-July 12)	Rose Ireland	(785) 296-4973
Open July 15-19	Request for General State Aid for August (all USDs - open July 15-19)	Rose Ireland	(785) 296-4973
Open August 1	EDCS/Fall Vacancy Report (window open Aug 1-Sept 27)	Shane Carter	(785) 296-8011
Open August 1	KIDS Collection KCAN (State Board Initiatives) (open Aug 1, 2019-Sept 8, 2020)	KSDE Helpdesk	(785) 296-7935
Open Aug 1-20	Request September Federal Funds (Form 240) <i>if funds available</i> (open Aug 1-20).....	Nicole Norwood	(785) 296-2020
August 12	Unencumbered Cash Balances on August 1 - (all USDs - open July 31-Aug 12)	Rose Ireland	(785) 296-4973
Open Aug 12-16	Request for General State Aid for September (all USDs - open Aug 12-16)	Rose Ireland	(785) 296-4973
August 15	CTE Pathways Student Data Management (deadline to submit)	Pathways Helpdesk	(785) 296-4908
Open Aug 16	Mentor Programs - apply for grant by submitting mentor teacher names (open Aug 16-Sept 27)	Shane Carter	(785) 296-8011
August 21	Directory Updates - annual review/update for KS Educational Directory (open July 17-Aug 21).....	Rose Ireland	(785) 296-4973
August 25	Submit Budget Document (USDs).....	Dale Dennis, Craig Neuenswander or Sara Barnes	(785) 296-3872
August 25	Submit Budget Document (Interlocals).....	Dale Dennis, Craig Neuenswander or Sara Barnes	(785) 296-3872
August 30	18-E Annual Statistical Report (all USDs - open August 6-Aug 30)	Rose Ireland	(785) 296-4973



Kansas leads the world in the success of each student.



Open or Due Date	Type of Report/Form/Collection	NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE.	Contact Person	Phone No.
August 31	Driver Education reimbursement application due.....		Robyn Meinholdt	(785) 296-3379
August 31	Outcomes Part B (Early Childhood Special Ed - Age 3-5) (open June 29-Aug 31)		Natalie McClain	(785) 296-5081
Open Sept 3-20	Request October Federal Funds (Form 240) <i>if funds available</i> (open Sept 3-20)		Nicole Norwood	(785) 296-2020
Open Sept 3	Chronic Absenteeism Report (located in AMOSS web app).....		Mike Pounds	(785) 296-3444
Open Sept 3	KIDS Collection TASC (Teacher and Student Connection) (open 9/3/19 - 5/22/20)		KSDE Helpdesk	(785) 296-7935
Open Sept 3	KIDS Collection TEST (Assessment Testing) (open Sept 3, 2019-June 24, 2020)		KSDE Helpdesk	(785) 296-7935
Open Sept 3-Oct 4	Federal Fiscal File Review (located in KIAS web app) (open Sept 3 - Oct 4).....		Christy Weiler	(785) 296-1712
September 11	Designation of Attendance Officer(s) due (open June 15 - Sept 11)		Cheryl Austin	(785) 296-3204
September 12	Unencumbered Cash Balances on September 1 (all USDs- open Aug 30-Sept 12).....		Rose Ireland	(785) 296-4973
Open Sept 9-13	Request for General State Aid for October (all USDs- open Sept 9-13).....		Rose Ireland	(785) 296-4973
September 15	Prior year EOY MIS collection – data is finalized		Mason Vosburgh	(785) 296-4945
Open Sept 18	SO-66 and PBR (Principal's Building Report) (open Sept 18-Oct 10).....		Rose Ireland	(785) 296-4973
Open Sept 20	KIDS Collection ENRL (Funding and Enrollment) (open Sept 20-Oct 10)		KSDE Helpdesk	(785) 296-7935
September 27	EDCS/Fall Vacancy Report (open Aug 1-Sept 27)		Shane Carter	(785) 296-8011
September 27	Mentor Programs – apply for grant by submitting mentor teacher names (submit by Sept 27).....		Shane Carter	(785) 296-8011
September 27	ESSA Building Expenditures Report (submit by Sept 27).....		Craig Neuenswander	(785) 296-3872
September 30	LCP (Local Consolidated Plan) (Application due September 30 - open year round for changes).....		Nicole Clark	(785) 296-4925
Open Oct 1-21	Request November Federal Funds (Form 240) <i>if funds available</i> (open Oct 1-21).....		Nicole Norwood	(785) 296-2020
Open Oct 1-31	Dropout/Graduation Summary Report (DGSR) (all USDs - open Oct 1-Oct 31)		Mike Pounds	(785) 296-3444
Open Oct 1-Dec 2	IDEA Maintenance of Effort and Excess Cost Report		Christy Weiler	(785) 296-1712
October 1	Special Education Categorical Aid Personnel System (deadline to update & approve CAPS).....		Evelyn Alden	(785) 296-3868
October 10	Interlocal Agreements (deadline for submission Oct 10)		Sara Barnes	(785) 296-4972
October 10	Superintendent's Organizational Report (SO-66) and PBR (open Sept 18-Oct 10)		Rose Ireland	(785) 296-4973
October 10	KIDS Collection ENRL - (Funding and Enrollment) (deadline for submission Oct 10).....		KSDE Helpdesk	(785) 296-7935
October 11	Unencumbered Cash Balances on October 1 (all USDs - open Sept 30-Oct 11).....		Rose Ireland	(785) 296-4973
Open Oct 14-18	Request for General State Aid for November (all USDs - open Oct 14-18)		Rose Ireland	(785) 296-4973
November 1	Accreditation Licensure Waiver (Form 16) - See page 5*		Susan Helbert	(785) 296-2288
Open Nov 1-20	Request December Federal Funds (Form 240) <i>if funds available</i> (open Nov 1-20).....		Nicole Norwood	(785) 296-2020
Open Nov 11-15	Request for General State Aid for December (all USDs - open Nov 11-15)		Rose Ireland	(785) 296-4973
November 12	Unencumbered Cash Balances on November 1 (all USDs - open Oct 31-Nov 12)		Rose Ireland	(785) 296-4973
Open by Nov 15	Career (CTE) Pathway Programs of Study - Application & Maintenance (open Nov 15, 2019 - Mar 1, 2020).....		Pathways Helpdesk	(785) 296-4908
November 18	Request for Mill Rate by Fund (all USDs - open Nov 18-Dec 13).....		Christie Wyckoff	(785) 296-6321



Open or Due Date	Type of Report/Form/Collection	NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE.	Contact Person	Phone No.
December 1	Special Education Categorical Aid Personnel System (deadline to update & approve CAPS).....		Evelyn Alden	(785) 296-3868
Open Dec 1-20	Request January Federal Funds (Form 240) <i>if funds available</i> (open Dec 1-20).....		Nicole Norwood	(785) 296-2020
Open Dec 2-18	Emergency Safety Intervention Data Collection– Reporting Period 1 (in KIAS)		Rachel Beech	(785) 296-8965
December 2	IDEA Maintenance of Effort and Excess Cost Report (all USDs - open Oct 1-Dec 2).....		Christy Weiler	(785) 296-1712
December 2	KIDS Collection SMSC (formerly TITL) - REAP Funding (open Dec 2, 2019-Jan 3, 2020).....		KSDE Helpdesk	(785) 296-7935
December 3	Juvenile Detention Center Application due (select LEAs).....		Nicole Norwood	(785) 296-2020
December 12	Unencumbered Cash Balances on December 1 (all USDs - open Nov 29-Dec 12).....		Rose Ireland	(785) 296-4973
Open Dec 9-13	Request for General State Aid for January (all USDs - open Dec 9-13 - final request).....		Rose Ireland	(785) 296-4973
December 13	Request for Mill Rate by Fund (all USDs - open Nov 18-Dec 13).....		Christie Wyckoff	(785) 296-6321
January 2	EDCS/Spring Vacancy Report (open Jan 2-March 1)		Shane Carter	(785) 296-8011
Open Jan 2-20	Request for February Federal Funds (Form 240) <i>if funds available</i> (open Jan 2-20)		Nicole Norwood	(785) 296-2020
January 3	KIDS Collection SMSC (formerly TITL) - REAP Funding (submit by Jan 3).....		KSDE Helpdesk	(785) 296-7935
January 13	Unencumbered Cash Balances on January 1 (all USDs - open Dec 31-Jan 13)		Rose Ireland	(785) 296-4973
February 1	Accreditation Licensure Waiver (Form 16) 2 nd semester changes - See page 5*		Susan Helbert	(785) 296-2288
February 1	CTE Pathways Student Data Follow Up (open Feb 1- April 15).....		Pathways Helpdesk	(785) 296-4908
Open Feb 1-20	Request March Federal Funds (Form 240) <i>if funds available</i> (open Feb 1-20)		Nicole Norwood	(785) 296-2020
February 12	Unencumbered Cash Balances on February 1 (all USDs - open Jan 31-Feb 12).....		Rose Ireland	(785) 296-4973
February 28	December 1 MIS Child Count – MIS Collection data is finalized.....		Mason Vosburgh	(785) 296-4945
February 28	LCP (Local Consolidated Plan) Consortium Assignments due.....		Nicole Clark	(785) 296-4925
March 1	EDCS/LPR (Licensed Personnel Report) (deadline for submission March 1)		Shane Carter	(785) 296-8011
March 1	EDCS/Spring Vacancy Report (deadline for submission March 1).....		Shane Carter	(785) 296-8011
March 1	Career (CTE) Pathway Programs of Study (Application & Maintenance March 1 deadline).....		Pathways Helpdesk	(785) 296-4908
March 1	Special Education Categorical Aid Personnel System (deadline to update & approve CAPS).....		Evelyn Alden	(785) 296-3868
Open Mar 1-20	Request April Federal Funds (Form 240) <i>if funds available</i> (open March 1-20).....		Nicole Norwood	(785) 296-2020
March 2-20	LOB Percentage Form (all USDs - open March 2-20).....		Christie Wyckoff	(785) 296-6321
March 12	Unencumbered Cash Balances on March 1 (all USDs - open Feb 28-March 12).....		Rose Ireland	(785) 296-4973
April 1	Mentor Programs - Application to re-validate mentors/mentees for payment (open April 1-May 1).....		Shane Carter	(785) 296-8011
April 1	State Deaf-Blind Funds (KSA 72-3481) Application for 2020-21 funds (open April 1-June 30)		Amy Martin	(785) 296-5608
April 1	Special Education Categorical Aid Personnel System (deadline to update & approve CAPS).....		Evelyn Alden	(785) 296-3868
Open April 1-20	Request May Federal Funds (Form 240) <i>if funds available</i> (open April 1-20).....		Nicole Norwood	(785) 296-2020
Open April 6-30	National Board Certified Teacher Incentive – reimbursement claim (open April 6-30).....		Rose Ireland	(785) 296-4973
April 13	Unencumbered Cash Balances on April 1 (all USDs - open March 31-April 13)		Rose Ireland	(785) 296-4973



Open or Due Date	Type of Report/Form/Collection	NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE.	Contact Person	Phone No.
April 15	Medicaid Replacement state aid and ensure all eligible claims for March 1 are processed.....		Craig Neuenswander	(785) 296-3872
April 15	CTE Pathways Student Data Follow Up (open Feb 1- April 15).....		Pathways Helpdesk	(785) 296-4908
Open April 22	Special Education Transportation Claim Form (Form 308) (open April 22-May 8).....		Sara Barnes	(785) 296-4972
April 30	Special Education Catastrophic State Aid Application (current year) and NPE Contracts data is finalized.....		Mason Vosburgh	(785) 296-4945
May 1	Mentor Programs – Application to re-validate mentors/mentees for payment (submit by May 1).....		Shane Carter	(785) 296-8011
May 1	Special Education Categorical Aid Personnel System - <u>Final Update</u> : deadline to approve CAPS..... Special Education Personnel - check FTE Discrepancy Report - include homebound		Evelyn Alden	(785) 296-3868
Open May 1-20	Request June Federal Funds (Form 240) <i>if funds available</i> (open May 1-20).....		Nicole Norwood	(785) 296-2020
Open May 1-31	IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2020-21 school year.....		Christy Weiler	(785) 296-1712
May 8	Special Education Transportation Claim Form (Form 308) (submit by May 8).....		Sara Barnes	(785) 296-4972
May 11	KIDS Collection EOYA – End of Year Accountability (open May 11-June 26).....		KSDE Helpdesk	(785) 296-7935
Open May 11-22	Juvenile Detention Center - Final expenditures (open approx. May 11- submit by May 22).....		Nicole Norwood	(785) 296-2020
May 12	Unencumbered Cash Balances on May 1 (all USDs - open April 30-May 12).....		Rose Ireland	(785) 296-4973
Open May 15	Emergency Safety Intervention Data Collection - Reporting Period 2 (in KIAS) (open May 15-June 12).....		Rachel Beech	(785) 296-8965
Open by May 15	CTE Pathways Student Data Management (open May 15-August 15).....		Pathways Helpdesk	(785) 296-4908
Open by May 18	Discipline Data Collection (in KIAS) (open May 18-June 30).....		Rachel Beech	(785) 296-8965
May 18-29	Kansas Parent Education Program - Final expenditures claim form (open May 18-29).....		Nicole Norwood	(785) 296-2020
May 20-June 5	Professional Development - Final expenditures claim form (open May 20-June 5).....		Nicole Norwood	(785) 296-2020
May 22	KIDS Collection TASC (Teacher and Student Connection) (open Sep 3, 2019-May 22, 2020).....		KSDE Helpdesk	(785) 296-7935
June 1	Special Education Para Inservice – (CAPS deadline to submit June 1).....		Evelyn Alden	(785) 296-3868
Open June 1-19	Request July Federal Funds (Form 240) <i>if funds available</i> (open June 1-19).....		Nicole Norwood	(785) 296-2020
Open June 4-8	Local Effort Form (window open June 4-8).....		Rose Ireland	(785) 296-4973
June 12	Unencumbered Cash Balances on June 1 (all USDs - open May 29-June 12).....		Rose Ireland	(785) 296-4973
June 12	Emergency Safety Intervention Data Collection - Reporting Period 2 (in KIAS) (due June 12).....		Rachel Beech	(785) 296-8965
Open June 15-19	Bond & Interest Form (to determine State Aid) (all USDs - open June 15-19).....		Rose Ireland	(785) 296- 4973
Open June 15-19	Request for General State Aid for July (all USDs - open June 15-19).....		Rose Ireland	(785) 296-4973
June 24	KIDS Collection TEST - Assessment Testing (all USDs - (open Sep 3, 2019-June 24, 2020).....		KSDE Helpdesk	(785) 296-7935
June 26	KIDS Collection EOYA - End of Year Accountability (open May 11-June 26).....		KSDE Helpdesk	(785) 296-7935
June 28	State Deaf-Blind Funds (KSA 72-3481) Application for 2019-20 funds (submit by June 28).....		Amy Martin	(785) 296-5608
June 30	Discipline Data Collection (in KIAS) (submit final data by June 30).....		Rachel Beech	(785) 296-8965
June 30	State Deaf-Blind Funds (KSA 72-3481) Application for 2020-21 funds (submit by June 30).....		Amy Martin	(785) 296-5608
Not collected in 2020	Civil Rights Data Collection (CRDC) for 2019-20 data (Federal submission- est. due June 2021).....		Suzie Sebring	(785) 296-4036
July 15	LCP (Local Consolidated Plan) Annual Report (tentative due date July 15, 2020).....		Nicole Clark	(785) 296-4925



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>
- When web applications are available for data entry, KSDE will send a listserv message which will provide instructions how to submit your data to KSDE online and when it is needed.
- An individual login and password is 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.
- For assistance registering or logging into this site, contact the KSDE Help Desk at (785) 296-7935.
- **Open and close dates are projected and subject to change.** Also, this list does not include every state report.

Food Service Claims

Food service claims can be submitted to KSDE at any time -- but no later than 60 calendar days after the claim month. Claims will be paid according to when they are received.

Questions? Call Jennifer Barger at (785) 296-4965 or Nicole Norwood at (785) 296-2020.

* Accreditation Licensure Waiver (Form 16) Certification of Staff: Applications should be received in the TLA office by **November 1**: Teacher Licensure and Accreditation (TLA), Room 106, Kansas State Department of Education



If a district hires or reassigns a person requiring a waiver after the start of the school year, and the individual cannot meet the current enrollment requirement until second semester, the completed waiver request must be submitted by **February 1** of the current academic year.

For assistance, contact the Teacher Licensing and Accreditation office and speak with Susan Helbert at (785) 296-2288.

The data provided in this calendar was collected by the School Finance office. We hope this information will be a helpful planning tool. If you have questions, contact Sherry Root sroot@ksde.org.

Note: This list may not include every state report.



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