

Timelines for KSDE Reports (Web Apps) & Data Collections



Note: This list may not include every state report.

2020-2021 School Year

Actual open/due dates are subject to change.

Listed below, by month, are KSDE reports, data collections and claim forms requested during FY2021. 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 a web application window is open for data entry.

OPEN
YEAR-
ROUND

<u>Type of Report / Data Collection</u>	<u>Contact Person</u>	<u>Phone No.</u>
AMOSS (Student assessment & accountability data) Correction window July 1-29, 2021	AMOSS Helpdesk	(785) 296-4924
Directory Updates (changes include email, personnel, phone, address, open or close a bldg.)	Christie Wyckoff	(785) 296-6321
* EDCS/LPR (Licensed Personnel Report) Submission by March 1, 2021 - open year-round	Shane Carter	(785) 296-8011
*Sponsoring district coop reports through the sponsoring district; *Interlocals submit their own EDCS/LPR report		
KESA (Kansas Education Systems Accreditation) open year-round	David Barnes	(785) 368-7356
KIDS Collections: ASGT, EXIT, SPED, QERY open year-round for changes	KSDE Helpdesk	(785) 296-7935
LCP (Local Consolidated Plan) Application due Sept 30 - open year-round for changes	Nicole Clark	(785) 296-4925
School Safety Hotline (Update Emergency Contacts) review annually before new school year starts	Sherry Root	(785) 296-3872

<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 2020-21 school year	Christy Weiler	(785) 296-1712
Open July 1-20	Request August Federal Funds (Form 240) <i>if funds available</i> (open July 1-20).....	Nicole Norwood	(785) 296-2020
Open July 1-Sep 21	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students	Jordan Christian	(785) 296-3953
July 13	Unencumbered Cash Balances on July 1 (all USDs - open June 30-July 13)	Rose Ireland	(785) 296-4973
Open July 13-17	Request for State Foundation Aid for August (all USDs - open July 13-17)	Rose Ireland	(785) 296-4973
Open July 15-Aug 21	Directory Updates - annual review/update for KS Educational Directory (open July 15-Aug 21)	Christie Wyckoff	(785) 296-6321
Open August 3	KIDS Collection KCAN (State Board Initiatives) (open Aug 3, 2020-Sept 7, 2021)	KSDE Helpdesk	(785) 296-7935
Open Aug 3-20	Request September Federal Funds (Form 240) <i>if funds available</i> (open Aug 3-20)	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 10-14	Request for State Foundation Aid for September (all USDs - open Aug 12-16).....	Rose Ireland	(785) 296-4973
August 14	CTE Pathways Student Data Management (deadline to submit)	Pathways Helpdesk	(785) 296-4908
Open August 17	EDCS / Fall Vacancy Report (open Aug 17-Sept 28)	Shane Carter	(785) 296-8011
Open Aug 17	Mentor Programs - apply for grant by submitting mentor teacher names (open Aug 17-Sept 28).....	Shane Carter	(785) 296-8011
August 21	Directory Updates - annual review/update for KS Educational Directory (open July 17-Aug 21)	Christie Wyckoff	(785) 296-6321
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
Open Aug 12-31	18-E Annual Statistical Report (all USDs - open August 12-Aug 31).....	Rose Ireland	(785) 296-4973
August 31	Driver Education claim form for reimbursement due	Robyn Meinholdt	(785) 296-3379

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.
Open Sept 1-21	Request October Federal Funds (Form 240) <i>if funds available</i> (open Sept 1-21)		Nicole Norwood	(785) 296-2020
Open Sept 1-25	ESSA Building Expenditures Report (all USDs - open Sept 1-25)		Sara Barnes, Craig Neuenswander	(785) 296-3872
Open Sept 1-Oct 2	Federal Fiscal File Review (located in KIAS web app) (open Sept 1-Oct 2)		Christy Weiler	(785) 296-1712
Open Sept 3	Chronic Absenteeism Report (located in AMOSS web app)		Kyle Lord	(785) 296-3259
Open Sept 8	KIDS Collection TASC (Teacher and Student Connection) (open 9/8/2020 - 5/28/2021)		KSDE Helpdesk	(785) 296-7935
Open Sept 8	KIDS Collection TEST (Assessment Testing) (open Sept 8, 2020-June 25, 2021)		KSDE Helpdesk	(785) 296-7935
September 11	Designation of Attendance Officer(s) due (open July 1-Sept 11)		Cheryl Austin	(785) 296-3204
September 12	Unencumbered Cash Balances on September 1 (all USDs- open Aug 31-Sept 12)		Rose Ireland	(785) 296-4973
Open Sept 14-18	Request for State Foundation Aid for October (all USDs- open Sept 14-18)		Rose Ireland	(785) 296-4973
September 15	Prior year EOY MIS collection – data is finalized		Mason Vosburgh	(785) 296-4945
September 15	Outcomes Part B verification window (Early Childhood Special Ed - Age 3-5) (Open July 1-Sept 15)		Julie Rand	(785) 296-1944
Open Sep 18-Oct 9	Interlocal Agreements (open Sept 18-Oct 9)		Christie Wyckoff	(785) 296-6321
Open Sept 18	SO-66 and PBR (Principal's Building Report) (open Sept 18-Oct 9)		Rose Ireland	(785) 296-4973
Open Sept 21	KIDS Collection ENRL (Funding and Enrollment) (open Sept 21-Oct 9)		KSDE Helpdesk	(785) 296-7935
Open July 1-Sep 21	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students		Jordan Christian	(785) 296-3953
September 28	EDCS / Fall Vacancy Report (open Aug 1-Sept 28)		Shane Carter	(785) 296-8011
September 28	Mentor Programs – apply for grant by submitting mentor teacher names (submit by Sept 28)		Shane Carter	(785) 296-8011
September 30	LCP (Local Consolidated Plan) (Application due September 30 - open year-round for changes)		Nicole Clark	(785) 296-4925
Open Oct 1-20	Request November Federal Funds (Form 240) <i>if funds available</i> (open Oct 1-20)		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 4	IDEA Maintenance of Effort and Excess Cost Report (all USDs - open Oct 1-Dec 4)		Christy Weiler	(785) 296-1712
October 1	Special Education Categorical Aid Personnel System (deadline to update & approve CAPS)		Evelyn Alden	(785) 296-3868
October 2	Federal Fiscal File Review (located in KIAS web app) (open Sept 1-Oct 2)		Christy Weiler	(785) 296-1712
October 9	Interlocal Agreements (open Sept 18-Oct 9)		Christie Wyckoff	(785) 296-6321
October 9	Superintendent's Organizational Report (SO-66) and PBR (open Sept 18-Oct 9)		Rose Ireland	(785) 296-4973
October 9	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) deadline to submit data in ASQ Online		Jordan Christian	(785) 296-3953
October 9	KIDS Collection ENRL - (Funding and Enrollment) (deadline for submission Oct 9)		KSDE Helpdesk	(785) 296-7935
October 12	Unencumbered Cash Balances on October 1 (all USDs - open Sept 30-Oct 12)		Rose Ireland	(785) 296-4973
Open Oct 12-16	Request for State Foundation Aid for November (all USDs - open Oct 12-16)		Rose Ireland	(785) 296-4973
November 1	Accreditation Licensure Waiver (Form 16) - See page 5*		Susan Helbert	(785) 296-2288
Open Nov 2-20	Request December Federal Funds (Form 240) <i>if funds available</i> (open Nov 2-20)		Nicole Norwood	(785) 296-2020
Open Nov 9-13	Request for State Foundation Aid for December (all USDs - open Nov 9-13)		Rose Ireland	(785) 296-4973
November 12	Unencumbered Cash Balances on November 1 (all USDs - open Oct 30-Nov 12)		Rose Ireland	(785) 296-4973
Open by Nov 13	Career (CTE) Pathway Programs of Study - Application & Maintenance (open Nov 13, 2020 - Mar 1, 2021)		Pathways Helpdesk	(785) 296-4908



Open or Due Date	Type of Report/Form/Collection	NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE	Contact Person	Phone No.
November 18	Mill Rate by Fund submission (all USDs - open Nov 18-Dec 15)		Christie Wyckoff	(785) 296-6321
December 1	Special Education Categorical Aid Personnel System (deadline to update & approve CAPS)		Evelyn Alden	(785) 296-3868
Open Dec 1-19	Request January Federal Funds (Form 240) <i>if funds available</i> (open Dec 1-19)		Nicole Norwood	(785) 296-2020
December 1	KIDS Collection SMSC (Rural Education Achievement Program (REAP) Funding (open Dec 1-Jan 8)		KSDE Helpdesk	(785) 296-7935
Open Dec 2-18	Emergency Safety Intervention (ESI) (in KIAS) Incidents occurring on or between 6/1/20 and 11/30/20		Melissa Valenza	(785) 296-6035
December 3	Juvenile Detention Center Application due (select LEAs)		Nicole Norwood	(785) 296-2020
December 4	IDEA Maintenance of Effort and Excess Cost Report (all USDs - open Oct 1-Dec 4)		Christy Weiler	(785) 296-1712
December 11	Unencumbered Cash Balances on December 1 (all USDs - open Nov 30-Dec 11)		Rose Ireland	(785) 296-4973
Open Dec 14-18	Request for State Foundation Aid for January (all USDs - open Dec 14-18 - final request for FY2021)		Rose Ireland	(785) 296-4973
December 15	Mill Rate by Fund submission (all USDs - open Nov 18-Dec 15)		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 8	KIDS Collection SMSC - Rural Education Achievement Program (REAP) funding (submit by Jan 8)		KSDE Helpdesk	(785) 296-7935
January 12	Unencumbered Cash Balances on January 1 (all USDs - open Dec 31-Jan 12)		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 1-19	Request March Federal Funds (Form 240) <i>if funds available</i> (open Feb 1-19)		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
Open Feb 22	KIDS Collection MILT (2 nd Military Student Count) (open Feb 22-Mar 15)		KSDE Helpdesk	(785) 296-7935
February 26	LCP (Local Consolidated Plan) Consortium Assignments due		Nicole Clark	(785) 296-4925
February 26	December 1 MIS Child Count – MIS Collection data is finalized		Mason Vosburgh	(785) 296-4945
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 1-19	Request April Federal Funds (Form 240) <i>if funds available</i> (open March 1-19)		Nicole Norwood	(785) 296-2020
March 1-19	LOB Percentage Form (all USDs - open March 1-19)		Christie Wyckoff	(785) 296-6321
March 12	Unencumbered Cash Balances on March 1 (all USDs - open Feb 26-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 2021-22 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 5-30	National Board Certified Teacher Incentive – reimbursement claim (open April 5-30)		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 12	Unencumbered Cash Balances on April 1 (all USDs - open March 31-April 12)		Rose Ireland	(785) 296-4973
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 20	Special Education Transportation Claim Form (Form 308) (open April 20-May 10)		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 3-20	Request June Federal Funds (Form 240) <i>if funds available</i> (open May 3-20)		Nicole Norwood	(785) 296-2020
Open May 1-Jun 4	IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2021-22 school year		Christy Weiler	(785) 296-1712
Open May 1-31	Foundations for School Success (End of Year Survey) Early Childhood (open May 1-31)		Natalie McClane	(785) 296-5081
May 10	Special Education Transportation Claim Form (Form 308) (submit by May 10)		Sara Barnes	(785) 296-4972
May 10	KIDS Collection EOYA – End of Year Accountability (open May 10-June 25)		KSDE Helpdesk	(785) 296-7935
Open May 14-27	Juvenile Detention Center - Final expenditures (open approx. May 14 - submit by May 27)		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 14-Jun 11	Emergency Safety Intervention (ESI) (in KIAS) Incidents occurring on or between 12/1/20 and 5/31/21		Melissa Valenza	(785) 296-6035
Open by May 14	CTE Pathways Student Data Management (open May 14-August 16)		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 17-28	Kansas Parent Education Program - Final expenditures claim form (open May 17-28)		Nicole Norwood	(785) 296-2020
May 24-June 4	Professional Development - Final expenditures claim form (open May 24-June 4)		Nicole Norwood	(785) 296-2020
May 28	KIDS Collection TASC (Teacher and Student Connection) (open Sep 8, 2020-May 28, 2021)		KSDE Helpdesk	(785) 296-7935
June 1	Special Education Para Inservice – (CAPS deadline to submit June 1)		Evelyn Alden	(785) 296-3868
Open June 1-21	Request July Federal Funds (Form 240) <i>if funds available</i> (open June 1-21)		Nicole Norwood	(785) 296-2020
June 4	IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2021-22 school year (due June 4)		Christy Weiler	(785) 296-1712
Open June 4-8	Local Effort Form (window open June 4-8)		Rose Ireland	(785) 296-4973
June 11	Unencumbered Cash Balances on June 1 (all USDs - open May 28-June 11)		Rose Ireland	(785) 296-4973
June 11	Emergency Safety Intervention (ESI) Incidents on or between 12/1 and 5/31 (Open May 15-June 11)		Melissa Valenza	(785) 296-6035
Open June 14-18	Bond & Interest Form (to determine State Aid) (all USDs - open June 14-18)		Rose Ireland	(785) 296- 4973
Open June 14-18	Request for State Foundation Aid for July (all USDs - open June 14-18)		Rose Ireland	(785) 296-4973
June 25	KIDS Collection TEST - Assessment Testing (all USDs - (open Sep 8, 2020-June 25, 2021)		KSDE Helpdesk	(785) 296-7935
June 25	KIDS Collection EOYA - End of Year Accountability (open May 10-June 25)		KSDE Helpdesk	(785) 296-7935
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 2021-2022 funds (submit by June 30)		Amy Martin	(785) 296-5608
July 15	LCP (Local Consolidated Plan) Annual Report (tentative due date July 15, 2021)		Nicole Clark	(785) 296-4925



Civil Rights Data Collection (CRDC) 2019-20 data (Federal submission) **Note:** 2019-20 will not be collected due to COVID.... Suzie Sebring (785) 296-4036

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**.

Attn: 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 information 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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