

# Timelines for KSDE Reports (Web Apps) & Data Collections



**Note:** This list may not include every state report.

2024-2025 School Year

**Actual open/due dates are subject to change.**

Listed below, by month, are KSDE reports, data collections and claim forms requested during FY2024. 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.

<u>Type of Report / Data Collection</u>		<u>Contact Person</u>	<u>Phone No.</u>
<b>OPEN YEAR- ROUND</b>	AMOSS (Student assessment & accountability data) Correction window July 5-19, 2024.....	AMOSS Helpdesk	(785) 296-2325
	Directory Updates (personnel email, phone, address, open or close a bldg.; closes early June for maintenance) .....	Marcia Ricklefs	(785) 296-4209
	KESA (Kansas Education Systems Accreditation) open year-round .....	Jay Scott	(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) 296-3871
<u>Open or Due Date</u>	<u>Type of Report/Form/Collection</u>	<u>Contact Person</u>	<u>Phone No.</u>
Open July 1	Accreditation Licensure Waiver (Form 16) (open July 1 – Feb 1).....	Shane Carter	(785) 296-2289
Open July 1	Mentor Programs – Enter Mentors for stipend request (open July 1 – Sept 25) .....	Leslie Bruton	(785) 296-8011
Open July 1-Aug 15	IDEA Application for funds: Title VI-B Flow Through Part II - funds for 2024-25 school year .....	Dean Zajik	(785) 296-2425
Open July 1-19	Request August Federal Funds (Form 240) <i>if funds available</i> (open July 1-19).....	Amanda Williams	(785) 296-2020
Open July 12	Directory Updates - annual review/update for KS Educational Directory (open July 11-Aug 25).....	Marcia Ricklefs	(785) 296-4209
Open July 15-19	Request for State Foundation Aid for August (all USDs - open July 15-19) .....	Rose Ireland	(785) 296-4973
July 12	Unencumbered Cash Balances on July 1 (all USDs - open June 30-July 12).....	Rose Ireland	(785) 296-4973
Open August 1	Emergency Safety Intervention (in KIAS) for events occurring June 1-November 30.....	Trish Backman	(785) 296-6937
	Emergency Safety Intervention (in KIAS) for events occurring December 1-June 30.....	Trish Backman	(785) 296-6937
Open August 1	Discipline Data Collection (in KIAS) for events occurring July 1- June 30.....	Trish Backman	(785) 296-6937
Open August 1	KIDS Collection <b>KCAN</b> (State Board Initiatives) (open Aug 1, 2024-Sept 3, 2025) .....	KSDE Helpdesk	(785) 296-7935
Open August 1	FVR (Fall Vacancy Report) Access in EDCS (open August 1, submit September 25) .....	Leslie Bruton	(785) 296-8011
Open August 1	LPR (Licensed Personnel Report) Access in EDCS (open August 1, submit January 1 – March 1) .....	Leslie Bruton	(785) 296-8011
Open Aug 1-20	Request September Federal Funds (Form 240) <i>if funds available</i> (open Aug 1-20).....	Amanda Williams	(785) 296-2020
Open August 7	KIDS Collection <b>TEST</b> (Assessment Testing) (open August 7, 2024-July 25, 2025).....	KSDE Helpdesk	(785) 296-7935
Open Aug 5-30	18-E Annual Statistical Report (all USDs - open August 5-Aug 30) .....	Rose Ireland	(785) 296-4973
Open Aug 12-16	Request for State Foundation Aid for September (all USDs - open Aug 12-16).....	Rose Ireland	(785) 296-4973
August 15	CTE Pathways Student Data Management (open May 15 - deadline to submit August 15).....	Pathways Helpdesk	(785) 296-4908
August 25	Directory Updates - annual review/update for KS Educational Directory (open July 6-Aug 25) .....	Sara McCullah	(785) 296-4972
August 25	Submit Budget Document (Interlocals).....	Frank Harwood, Dale Brungardt or Sara McCullah	(785) 296-3872



<u>Open or Due Date</u>	<u>Type of Report/Form/Collection</u>	<u>NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE.</u>	<u>Contact Person</u>	<u>Phone No.</u>
August 25	Submit Budget Document (USDs).....	Frank Harwood, Dale Brungardt or Sara McCullah	(785) 296-3872	
	(For USDs <i>not exceeding</i> the revenue neutral rate) See also Sept 20			
August 31	Driver Education claim form for reimbursement due .....	Jessica Apodaca	(785) 296-0952	
Open Sept 3-20	Request October Federal Funds (Form 240) <i>if funds available</i> (open Sept 2-20).....	Amanda Williams	(785) 296-2020	
Open Sept 3-30	<b>ESSA Building Expenditures Report</b> (all USDs - open Sept 3-30).....	Sara McCullah, Dale Brungardt	(785) 296-3872	
Open Sept 3-Oct 4	Federal Fiscal File Review (located in KIAS web app) (Cohort 1).....	Renee Brant	(785) 296-7077	
Open Sept 6	KIDS Collection <b>TASC</b> (Teacher and Student Connection) (open 9/6/2024 - 5/25/2025) .....	KSDE Helpdesk	(785) 296-7935	
September 6	2026 Kansas Teacher of the Year (accepting KTOY nominations via web app Sep 6-Nov 8).....	Tamla Miller	(785) 296-4950	
September 11	Designation of Attendance Officer(s) due (open July 1-Sept 11).....	Cheryl Austin	(785) 296-3204	
Open Sept 9-13	Request for State Foundation Aid for October (all USDs- open Sept 9-13).....	Rose Ireland	(785) 296-4973	
September 15	Outcomes Part B verification window (Early Childhood Special Ed - Age 3-5) (Open July 1-Sept 15).....	Becky Strohm	(785) 296-6602	
Open Sept 19	<b>PBR</b> (Principal's Building Report) and <b>SO-66</b> (Superintendents Organization Report) (Open Sept 19-Oct 10).....	Rose Ireland	(785) 296-4973	
Open Sept 20	Interlocal Agreements (open Sept 20-Oct 10).....	Marcia Ricklefs	(785) 296-4209	
September 20	Submit budget documents to KSDE .....	Frank Harwood, Dale Brungardt or Sara McCullah	(785) 296-3872	
	(For USDs exceeding the revenue neutral rate)			
Open Sept 20	KIDS Collection <b>ENRL</b> (Funding and Enrollment) (open Sept 20-Oct 10) .....	KSDE Helpdesk	(785) 296-7935	
Open April -Sep 20	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students.....	Stacy Clarke	(785) 296-3953	
Due Sept 25	<b>FVR</b> (Fall Vacancy Report) Access in EDCS (open August 1, submit September 25).....	Leslie Bruton	(785) 296-8011	
Due Sept 25	<b>Mentor Programs</b> – <i>Enter Mentors</i> for stipend request (open July 1 – Sept 25) .....	Leslie Bruton	(785) 296-8011	
September 30	<b>LCP</b> (Local Consolidated Plan) (Application due September 30 - open year-round for changes).....	Nicole Clark	(785) 296-4925	
October 1	Submit budget documents to County Clerk .....	Frank Harwood, Dale Brungardt or Sara McCullah	(785) 296-3872	
	(For USDs exceeding the revenue neutral rate)			
October 1	Special Education Personnel Categorical Aid Report (deadline to update).....	Evelyn Alden	(785) 296-3868	
Open Oct 1-31	Dropout/Graduation Summary Report ( <b>DGSR</b> ) (all USDs - open Oct 1-Oct 31) .....	Julie Ewing	(785) 296-2325	
Open Oct 1-14	Kansas Pre-Kindergarten Pilot ( <b>KPP-TANF</b> ) 1 <sup>st</sup> Quarter Expense Reimbursement Payment Request.....	Amanda Williams	(785) 296-2020	
Open Oct 2-21	Request November Federal Funds (Form 240) <i>if funds available</i> (open Oct 2-21).....	Amanda Williams	(785) 296-2020	
Open Oct 7-11	Request for State Foundation Aid for November (all USDs - open Oct 7-11).....	Rose Ireland	(785) 296-4973	
October 10	KIDS Collection <b>ENRL</b> - (Funding and Enrollment) (deadline for submission Oct 10).....	KSDE Helpdesk	(785) 296-7935	
October 10	<b>Interlocal Agreements (open Sept 20-Oct 10)</b> .....	Marcia Ricklefs	(785) 296-4209	
October 10	<b>PBR</b> (Principals Building Report) & <b>SO-66</b> (Superintendent's Organizational Report) (open Sept 19-Oct 10).....	Rose Ireland	(785) 296-4973	



<u>Open or Due Date</u>	<u>Type of Report/Form/Collection</u>	<u>NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE</u>	<u>Contact Person</u>	<u>Phone No.</u>
Due November 1	Accreditation Licensure Waiver (Form 16) (first semester applications due)		Shane Carter	(785) 296-2289
Open Nov 1-20	Request December Federal Funds (Form 240) <i>if funds available</i> (open Nov 1-20)		Amanda Williams	(785) 296-2020
November 4	Federal Fiscal File Review (located in KIAS web app) (open Sept 3-Nov 4)		Renee Brandt	(785) 296-7077
Nov 18-Jan 16	Kansas Preschool Pilot Grant Request for Proposals		Natalie McClane	(785) 296-5081
Open Nov 11-15	Request for State Foundation Aid for December (all USDs - open Nov 11-15)		Rose Ireland	(785) 296-4973
November 8	2025 Kansas Teacher of the Year (accepting KTOY nominations via web app - deadline Nov 8)		Tamla Miller	(785) 296-4950
November 14	IDEA Maintenance of Effort and Excess Cost Report (all USDs) (open Nov 14-Jan 14)		Dean Zajik	(785) 296-2425
Open by Nov 15	Career (CTE) Pathway Programs of Study - Application & Maintenance (open Nov 15, 2024 - Mar 1, 2025)		Pathways Helpdesk	(785) 296-4908
November 15	Mill Rate by Fund submission for all USDs (open Nov 15-Dec 15)		Marcia Ricklefs	(785) 296-4209
November 15	Prior year EOY MIS collection – data is finalized		Mason Vosburgh	(785) 296-4945
Open Nov 21	Juvenile Detention Center Application due (select LEAs) (Open Nov 21-Dec 2)		Amanda Williams	(785) 296-2020
December 1	Special Education Categorical Aid Personnel Report (deadline to update)		Evelyn Alden	(785) 296-3868
December 1	KIDS Collection SMSC (Rural Education Achievement Program (REAP) Funding (open Dec 1-Jan 5)		KSDE Helpdesk	(785) 296-7935
December 2	Juvenile Detention Center Application due (select LEAs)		Amanda Williams	(785) 296-2020
Open Dec 2-20	Request January Federal Funds (Form 240) <i>if funds available</i> (open Dec 2-20)		Amanda Williams	(785) 296-2020
Open Dec 9-13	Request for State Foundation Aid for January (all USDs - open Dec 9-13) final request for FY2024		Rose Ireland	(785) 296-4973
Dec 9	Civil Rights Data Collection (CRDC) 2023-2024 data (Dec 9– Mar 7)		Richard Matteson	(785) 291-3534
December 15	IDEA Maintenance of Effort and Excess Cost Report (submission deadline for coop/interlocal member districts)		Dean Zajik	(785) 296-2425
December 16	Mill Rate by Fund submission for all USDs (open Nov 15-Dec 16)		Marcia Ricklefs	(785) 296-4209
December 20	Emergency Safety Intervention Data (in KIAS) due for events occurring between June 1-November 30		Trish Backman	(785) 296-6937
Open Jan 1	Emergency Safety Intervention (in KIAS) for events occurring Dec. 1-May 31		Trish Backman	(785) 296-6937
January 1	LPR (Licensed Personnel Report) Access in EDCS (open August 1, submit January 1 – March 1)		Leslie Bruton	(785) 296-8011
Open January 1	SVR (Spring Vacancy Report) Access in EDCS/LPR (open Jan 1 – March 4)		Leslie Bruton	(785) 296-8011
Open Jan 2-20	Request for February Federal Funds (Form 240) <i>if funds available</i> (open Jan 2-20)		Amanda Williams	(785) 296-2020
Open Jan 2-15	Kansas Pre-Kindergarten Pilot (KPP-TANF) 2 <sup>nd</sup> Quarter Expense Reimbursement Payment Request		Amanda Williams	(785) 296-2020
Jan 2-April 4	Preschool-Aged At-Risk Approval Forms		Natalie McClane	(785) 296-5081
January 5	KIDS Collection SMSC- Rural Education Achievement Program (REAP) funding (submit by Jan 5)		KSDE Helpdesk	(785) 296-7935
January 14	IDEA Maintenance of Effort and Excess Cost Report (stand alone, coop/interlocal LEAs due Jan. 14)		Dean Zajik	(785) 296-2425
January 15	Kansans Can Star Recognition Program (open 1/15/2024 – 5/3/2025) <a href="mailto:kcanstars@ksde.org">kcanstars@ksde.org</a>		Myron Melton	(785) 296-8110
Jan 16	Kansas Preschool Pilot Grant Request for Proposals (Due @ 5:00 pm)		Natalie McClane	(785) 296-5081
January 20	Kansas Parents as Teachers - Mid-Year Report for FY25		Lisa Williams	(785) 296-4964
<u>Open or Due Date</u>	<u>Type of Report/Form/Collection</u>	<u>NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE</u>	<u>Contact Person</u>	<u>Phone</u>
February 1	Kansas Parents as Teachers - Grant Application FY26 release		Lisa Williams	(785) 296-4964
February 1	Accreditation Licensure Waiver (Form 16) (Final Submissions and 2 <sup>nd</sup> semester applications due Feb 1)		Shane Carter	(785) 296-2289



February 1	CTE Pathways Student Data Follow Up (open Feb 1- April 15).....	Pathways Helpdesk	(785) 296-4908
Feb 3-20	Request March Federal Funds (Form 240) <i>if funds available</i> (open Feb 3-20).....	Amanda Williams	(785) 296-2020
Open Feb 20	KIDS Collection MILT (2 <sup>nd</sup> Military Student Count) (open Feb 20-Mar 11).....	KSDE Helpdesk	(785) 296-7935
February 28	LCP (Local Consolidated Plan) Consortium Assignments due.....	Nicole Clark	(785) 296-4925
March 1	Career (CTE) Pathway Programs of Study (Application & Maintenance deadline March 1).....	Pathways Helpdesk	(785) 296-4908
March 1	Special Education Categorical Aid Personnel Report (deadline to update).....	Evelyn Alden	(785) 296-3868
Open Mar 3-20	Request April Federal Funds (Form 240) <i>if funds available</i> (open March 3-20).....	Amanda Williams	(785) 296-2020
March 1-20	LOB Percentage Form for all USDs (open March 1-20).....	Katie Albright	(785) 296-3872
Open Mar 1-Sep 20	Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students.....	Stacy Clarke	(785) 296-3953
Due March 1	LPR (Licensed Personnel Report) Access in EDCS (open August 1, submit January 1 – March 1).....	Leslie Bruton	(785) 296-8011
Due March 1	SVR (Spring Vacancy Report) Access in EDCS/LPR (open Jan 1 – March 4).....	Leslie Bruton	(785) 296-8011
Mar 7	Civil Rights Data Collection (CRDC) <b>2024-2025 data</b> (Federal submission deadline March 7, 2025) .....	Richard Matteson	(785) 291-3534
March 13	KIDS Collection MILT – (Military Funding) (deadline for submission Mar 13, 2025).....	KSDE Helpdesk	(785) 296-7935
April 1	<b>Mentor Programs</b> - Submit Mentors/Mentees/Assignments for stipend request (open April 1-May 1) .....	Leslie Bruton	(785) 296-8011
April 1	State Deaf-Blind Funds (KSA 72-3481) Application for 2024-25 funds (open April 1-July 31) .....	Lisa Karney	(785) 296-4602
April 1	Special Education Categorical Aid Personnel Report (deadline to update).....	Evelyn Alden	(785) 296-3868
Open April 1-14	Kansas Pre-Kindergarten Pilot ( <b>KPP-TANF</b> ) 3 <sup>rd</sup> Quarter Expense Reimbursement Payment Request.....	Amanda Williams	(785) 296-2020
Open April 1-21	Request May Federal Funds (Form 240) <i>if funds available</i> (open April 1-21).....	Amanda Williams	(785) 296-2020
Open April 1-30	National Board Certified Teacher Incentive – reimbursement claim (open April 1-30).....	Rose Ireland	(785) 296-4973
April 4	Preschool-Aged At-Risk Approval Forms.....	Natalie McClane	(785) 296-5081
April 8	Kansas Parents as Teachers Grant Application FY25 closes.....	Lisa Williams	(785) 296-496
April 15	Special Education State Aid ensure all Medicaid claims for March 1 services are processed and paid .....	Sara McCullah	(785) 296-3872
April 15	<b>CTE Pathways</b> Student Data Follow Up (open Feb 1- April 15).....	Pathways Helpdesk	(785) 296-4908
Open April 14	Special Education Transportation Claim Form (Form 308) (open April 14-May 9).....	Rose Ireland	(785) 296-4973
April 30	Special Education Catastrophic State Aid Application (current year) and NPE Contracts data is finalized.....	Mason Vosburgh	(785) 296-4945
April 30	December 1 MIS Child Count – MIS Collection data is finalized.....	Mason Vosburgh	(785) 296-4945
May 1	<b>Mentor Programs</b> - Submit Mentors/Mentees/Assignments for stipend request (open April 1-May 1) .....	Leslie Bruton	(785) 296-8011
May 1	Special Education Categorical Aid Personnel Report - <u>Final</u> deadline to update .....	Evelyn Alden	(785) 296-3868
	Special Education Personnel - check FTE Discrepancy Report - include homebound		
Open May 1-20	Request June Federal Funds (Form 240) <i>if funds available</i> (open May 1-20).....	Amanda Williams	(785) 296-2020
May 1-June 2	Foundations for School Success End of Year Survey for Preschool-Aged At-Risk and Kansas Preschool Pilot.....	Natalie McClane	(785) 296-5081
Open May 1-Jun 6	IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2025-26 school year.....	Dean Zajik	(785) 296-2425
May 3	Kansans Can Star Recognition Program (open 12/19/2024 – 5/3/2025).....	Myron Melton	(785) 296-8110
May 6	KIDS Collection <b>EOYA</b> – End of Year Accountability (open May 6-June 30).....	KSDE Helpdesk	(785) 296-7935



<u>Open or Due Date</u>	<u>Type of Report/Form/Collection</u>	<u>NOTE: ALL DATES ARE PROJECTED AND SUBJECT TO CHANGE</u>	<u>Contact Person</u>	<u>Phone No</u>
May 9	Special Education Transportation Claim Form (Form 308)	(submit by May 9)	Rose Ireland	(785) 296-4973
Open by May 15	CTE Pathways Student Data Management	(open May 15-August 15)	Pathways Helpdesk	(785) 296-4908
Open May 12-23	Juvenile Detention Center - Final expenditures	(open approx. May 12 - submit by May 23)	Amanda Williams	(785) 296-2020
May 12-23	Kansas Parent Education Program - Final expenditures claim form	(open May 12-23)	Amanda Williams	(785) 296-2020
May 19-June 2	Professional Development – Final expenditures claim form	(open May 19 – June 2)	Amanda Williams	(785) 296-2020
May 24	KIDS Collection TASC (Teacher and Student Connection)	(open Sep 5, 2024-May 24, 2025)	KSDE Helpdesk	(785) 296-7935
June 2	Early Childhood Foundations for School Success End of Year Survey due		Natalie McClane	(785)-296-5081
June 1	Special Education Categorical Aid Para Inservice –	(deadline to submit June 1)	Evelyn Alden	(785) 296-3868
June 6	IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2025-26 school year	(due June 6)	Dean Zajik	(785) 296-2425
Open June 2-6	Local Effort Form	(window open June 2-6)	Rose Ireland	(785) 296-4973
Open June 3-20	Request July Federal Funds (Form 240)	<i>if funds available</i> (open June 3-20)	Amanda Williams	(785) 296-2020
June 10	Emergency Safety Intervention Data (in KIAS)	due for events occurring between December 1-May 31	Trish Backman	(785) 296-6937
Open June 16-24	Bond & Interest Form (to determine State Aid)	(all USDs - open June 16-24)	Rose Ireland	(785) 296- 4973
Open June 16-24	Request for State Foundation Aid for July	(all USDs - open June 16-24)	Rose Ireland	(785) 296-4973
June 30	Discipline Data Collection (in KIAS)	final data due for events occurring between July 1-June 30	Trish Backman	(785) 296-6937
Jun 30	Emergency Safety Intervention (ESI)	(in KIAS) Incidents occurring on or between 12/1/24 and 6/30/25	Trish Backman	(785) 296-6937
June 30	KIDS Collection EOYA - End of Year Accountability	(open May 6-June 30)	KSDE Helpdesk	(785) 296-7935
Open July 1-14	Kansas Pre-Kindergarten Pilot (KPP-TANF) 4 <sup>th</sup> Quarter Expense Reimbursement Payment Request		Amanda Williams	(785) 296-2020
Open July 1	Discipline Data Collection (in KIAS)	(open July 1-June 30)	Trish Backman	(785) 296-6937
Open July 1-21	Request July Federal Funds (Form 240)	<i>if funds available</i> (open June 1-21)	Amanda Williams	(785) 296-2020
July 15	LCP (Local Consolidated Plan) Annual Report	(tentative due date July 15, 2025)	Nicole Clark	(785) 296-4925
July 26	Kansas Parents as Teachers - Affiliate Performance Report FY25		Lisa Williams	(785) 296-4964
July 25	KIDS Collection TEST - Assessment Testing	(all USDs - (open August 7, 2024-July 25, 2025)	KSDE Helpdesk	(785) 296-7935
July 31	State Deaf-Blind Funds (KSA 72-3481) Application for 2024-2025 funds	(open April 17 – July 31, 2025)	Lisa Karney	(785) 296-4602

**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 Dessa Gifford at (785) 296-4965



**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 are 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 subject to change.

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 Katie Albright [kalbright@ksde.org](mailto:kalbright@ksde.org).

**Note:** This list may not include every state report.



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P:Budget/workshop 2025/timelineswebapp