Principal Building Report

User’s Guide

Submit by: October 8, 2021

Kansas leads the world in the success of each student.
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Introduction

The purpose of the PBR is to give building/district staff the opportunity to review and approve the enrollment data used for funding. Individual student records are submitted to the Kansas Individual Data on Students (KIDS) system. The KIDS ENRL (enrollment) Collection is the official enrollment for all students enrolled and attending on September 20.

Accuracy is extremely important when submitting KIDS records. The KIDS ENRL Collection is the official data used to determine the enrollment and various weightings used for computing the district’s General Fund and Supplemental General Fund Budgets. The aggregate ENRL data will populate to the Headcount Table and Weightings Table, as well as the Superintendent’s Organization Report. Throughout the year, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

Instructions are provided on each screen. Additional detailed information may be available for a screen by clicking on the Help icon in the upper righthand corner of the screen.
# Important Terms

KSDE has created a glossary of terms in the next few pages to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

<table>
<thead>
<tr>
<th>Terms</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directory Updates</td>
<td>A district level web application, typically managed by someone in the Central Office (Superintendent, Board Clerk or other designated individual). Directory data for the building, such as Schedule Information, populates to portions of the PBR.</td>
</tr>
<tr>
<td>ENRL Record</td>
<td>The ENRL Collection focuses on gathering enrollment and program participation information on students. This is the data that is used to populate sections of the Principal’s Building Report (PBR) and the Superintendent’s Organizational Report (SO66), which are in turn used for state funding (based on the September 20th Rule) and for federal funding calculations.</td>
</tr>
<tr>
<td>KIDS System</td>
<td>Kansas Individual Data on Students (KIDS) system is used to manage educational data collected to meet state and federal reporting requirements. Data uploaded from your student information system to KIDS is used to populate the PBR.</td>
</tr>
<tr>
<td>Student Information System (SIS)</td>
<td>A software program that administers and maintains student information, such as enrollment, scheduling, attendance, accounting, and grade reporting, for that district/school. This software is installed on the school’s local network and computers.</td>
</tr>
<tr>
<td>Superintendent’s Organization Report (SO66)</td>
<td>A district-level report that aggregates unaudited data from the KIDS ENRL to determine funding. The electronic submission is considered your signature as certifying the data as accurate when submitted to KSDE.</td>
</tr>
<tr>
<td>Principal’s Building Report (PBR)</td>
<td>A building-level report that compiles data from KIDS ENRL. Principals (or other designees) approve the PBR for the Superintendent to submit.</td>
</tr>
</tbody>
</table>
User Levels

School-level access is usually for data entry staff, administrators, and program staff who are submitting and/or viewing PBR data only for their school. District-level access is for data entry staff, administrators, and program staff who submit and view PBR data for multiple schools within the same district.

“Update” access is the most typical form of access, and allows the user to both work in the application and view reports that are generated from KIDS data. “Read-only” access does not allow the user to interact with the application (i.e., upload batch files), but allows the user to view the data and reports contained in the PBR. Also, be aware that the types of reports that you have access to depend on what is entered in the “Building” field on the web applications registration page.

<table>
<thead>
<tr>
<th>User Level</th>
<th>Defined Roles/Responsibilities</th>
</tr>
</thead>
</table>
| School Update    | • Has write access to change manual data entry on the PBR for the building for which he/she is responsible.  
                  | • Has read access to the PBR for the building for which he/she is responsible.  
                  | • Can un-submit PBR if the S066 has not been submitted.                                        |
| School Read-Only | Has read access to PBR for the building for which he/she is responsible.                      |
| District Update  | • Has write access to change manual data entry on the PBR for buildings in the district for which he/she is responsible.  
                  | • Has read access to the PBR for buildings in the district for which he/she is responsible.     |
| District Read-Only| • Has read access to the PBR for buildings in the district for which he/she is responsible.  
                  | • Can un-submit PBR if the S066 has not been submitted.                                        |

Logging into the PBR

The Principal’s Building Report is available on the KSDE Authentication page. Login the KSDE Authentication Portal: [https://appss.ksde.org/authentication/login.aspx](https://appss.ksde.org/authentication/login.aspx)

If you are unable to login, please click the “Forgot Your Password?” link or contact the Help Desk at 785-296-7935.
Individuals will need to read the Legal Notice and click on the Accept link to continue.

The user will see the Principal's Building Report within the list of approved KSDE applications (example list shown below), and select Principal Building Report to begin.
Quick “Tour” of the PBR

Welcome Page

For most users, this is the first screen that will appear after entering the report. From here you will be able to begin the report, jump to a specific screen, and review some basic information about the report.

About The Principal’s Building Report (PBR)

The purpose of the PBR is to give building/district staff the opportunity to review and approve the enrollment data used for funding. Enrollment data is populated on the PBR based on individual student records submitted to the Kansas Individual Data on Students (KIDS) web application during the ENRL (enrollment) Collection. All students enrolled and attending on September 20 should be submitted.

Accuracy is extremely important when submitting KIDS records. The ENRL Collection is the official data used to determine the enrollment and weightings used for funding. In addition, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

September 20 Rule (ENRL): Students must be enrolled and attending on September 20. If absent on September 20, the student must have attended once before September 20 and once after September 20 but before October 4. If September 20 falls on a non-school day, use the first school day after September 20.

February 20 Rule (MLT): In order to qualify for the Military Second Count, the enrollment of "Military Dependent" students on February 20 must be 25.0 FTE or an FTE equal or greater than 1% of the current year’s September 20 enrollment who were not already counted by the district (excluding virtual students). If eligible, the Military Second Count will be treated like September 20 for funding purposes and will be added to the district’s enrollment, including all weightings assigned to these students. If absent on February 20, the student must be enrolled and attending once on or after February 1, but before February 20 and after February 20, but before March 4. If February 20 falls on a non-school day, the count day moves to the next school day.

PBR User Guide: Download from the School Finance, Guidelines and Manuals web page. For additional information, Help screens can be accessed by clicking on the question mark icon in the upper right hand corner of the screen.

Enrollment Handbook: Download from the Fiscal Auditing website found under the Audit Guides heading.

KIDS: To prepare your school or district’s ENRL submissions, we encourage you to visit the KIDS website for additional resources at http://www.ksde.org/kids.

Questions about KIDS? E-mail KSDE at kids@ksde.org

Questions about the PBR? Contact Rose Ireland (School Finance) at 785-296-4973 or email to rireland@ksde.org

Navigation Menu

Clicking on any of the menu items will link directly to that page. Quickly navigate to screens that

Clicking “Approve/Submit PBR” when all information has been

Clicking on “Print PBR” will allow users to print sections of the
Create/Edit PBR

When you are ready to begin the Principal's Building Report, click on the “Create PBR” button below the school building data. Once you begin the report, this button will change to “Edit PBR”. Alternately, based upon your access level and user rights, the button may say “View PBR”. Click this button to resume your report or click on one of the menu items to go directly to that page. If you are needing to “Edit the PBR” you will need to go back and click on Manage my Account and change your access level to School Update.
Page Navigation

To navigate from page to page you will see a series of buttons on the screen. The following buttons are available for selection: Previous, Save & Previous, Save, Save & Next, and Next. Not all buttons will be available on all screens and may not be available if you have approved your report for superintendent review.

TIP: You should not use the “Refresh,” “Back,” or “Forward” browser buttons with the Principal's Building Report. There are links on every page that allow access to other screens. The PBR will start to timeout after 15 minutes.

Administrative Data

Building Info
The first screen users will see is the Administrative Data Screen. Here building data is populated from the Directory Updates web application, Buildings Screen. If any of the information in the “Building Info” section is incorrect, please log into the Directory Updates web application to enter the correct data. Revisions will be reflected on the PBR in real time.

Grades Offered
Summary of Grades Offered as selected in the Directory Updates web application. If Grades Offered is incorrect, please contact the individual responsible for the Directory Updates web application. This is typically the District Office staff.

Contact Person
Users are required to enter contact information for this report, including name, phone number, and position. The contact person should be the person who is most familiar with, or can most conveniently answer questions regarding details of the report. The contact may be, but is not limited; the principal, the superintendent, the board clerk, the business manager, an administrative assistant, an IT staff member, or other appropriate personnel.
Schedule Info

The Schedule Info screen displays data populated from the Directory Updates web application, Buildings screen. Corrections to this data must be entered in the Directory Updates web application by district-level personnel and once made will reflect in the PBR in real time.

Daily Schedule

Count as minutes enrolled:
- Time spent in class.
- Passing periods, not to exceed 10 minutes, between classes.
- Mid-morning and/or mid-afternoon recess, up to 15 minutes each.

Do not count as minutes enrolled:
- Lunchtime and one passing period either before OR after lunch
- Recess that is immediately preceding or following lunch
- Breaks

Weekly Schedule

All High Schools will need to have a copy of your class schedule available at the time of the KSDE audit.
Kindergarten Sessions

Users who have selected grades “K” in the Directory Updates Web Application, Buildings Screen, will be prompted for information regarding the number of Kindergarten students they have for each Kindergarten Session type. Users will need to manually enter the headcount into each session reported.

The current/expected values are a comparison of the value entered on this screen, and the actual headcount enrollment your district uploaded to the KIDS Collection System. These two values must match before you will be allowed to approve your report. If your expected number is incorrect, you will need to log into the KIDS web application and upload the correct data for the missing or additional students so it will match the actual number you have and are manually entering on the PBR.
Headcount Table

The Headcount Table provides a snapshot of enrollment as it relates to funding, and further disaggregates the totals into subgroups that could potentially affect weightings for funding.

To find additional information on what students are used to populate the totals, users simply need to click on the number, and a window will display with this student name and additional information.

The data that displays depends on the column you select. You can use this list to balance against your student information system. Data is downloadable to MS Excel. Please note, the following rules apply in the reported data:

- Students must have an ENRL record with 18 minutes or more to be counted, which will generate their FTE. Students with 17 minutes or less will not be counted as they will not generate an FTE (17 ÷ 360 = .047 = 0.0 FTE). Concurrently enrolled students must have 15 minutes or more.
- All students are reported at the grade level indicated by their KIDS record. If a student is five years of age by August 31, they should be reported as Kindergarten regardless of actual grade placement.
- Does not include students residing at the Flint Hills Job Corps Center, or students confined in a juvenile detention facility or psychiatric residential treatment facility under KSA 72-1173.
- Free Meal Headcount excludes Virtual and any pupil enrolled less than full-time in grades 1 through 12 or any student 20 years of age or older as of September 20. These provisions would not apply for any student that has an individualized education plan (IEP).
- IEP Headcount includes all students who have active IEPs (D34 and D35).
- Bilingual Contact Hours includes students with a participation code of 1, 2, 3 or 7 in field D41 and Bilingual Student Contact Minutes in field D44 of the KIDS File Specs. Bilingual Headcount includes students with a participation code of 1, 2, 3, 5, 6, or 7.
• Concurrent High school enrollment is students reported in field D26 of the KIDS Files Specs, who are receiving both high school and college credit for coursework.

FTE (full time equivalency) is computed based on KIDS ENRL minutes enrolled (D25). A part-time student is a student who attends school less than 360 minutes per day or a student who attends high school and a postsecondary school for dual credit, for less than 300 minutes a day (see KSA 72-3220 and 72-5132).

In populating the Headcount Table, data is pulled from ENRL records uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

- D10: Current Grade Level (All Values)
- D25 Minutes Enrolled (Value greater than or equal to 18, or greater than or equal to 15 for concurrent high school enrollment students)
- D26: Concurrent High School Enrollment (1, 2, 3, 4, & 5)
- D33: Eligibility for National School Lunch Program (Value 1 & 3-Reduced Lunch; Value 2 & 4-Free Lunch)
- D34: Primary Disability Code (Value WD) and D35: Gifted Student Code (Value GI)
- D41: ESOL/Bilingual Program Participation Code (Values 1, 2, 3, 5, 6, and 7)

Weightings Table

The Weightings Table page reports students who are included in special counts, such as Career and Tech Ed, Bilingual, and Virtual. Like on the Headcount Screen, clicking on underlined values will display a list of students included in the weighting.
In populating the Weightings Table, data is pulled from data uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

- **D17**: Virtual Education Student (Values 1)
- **D25**: Minutes Enrolled (For Part time: 18 minutes or more and less than 360, or 15 minutes or more and less than 300 for concurrent high school enrollment students)
- **D41**: ESOL/Bilingual Participation Codes (Values for headcount: 1, 2, 3, 5, 6 & 7 – Values for Contact Minutes: 1, 2, 3 & 7)
- **D44**: ESOL/Bilingual Student Contact Minutes (divided by 60 to convert to hours)
- **D45**: Career and Technical Education (CTE) Contact Minutes (divide by 60 to calculate hours)
Seminar

Seminar minutes for Career and Tech Ed must be manually calculated and included here. For instructions and forms on calculating seminar minutes, please go to the Fiscal Auditing website and scroll down to the Calculators section, or download the “CTE Contact Minutes Calculator”.

**NOTE:** Seminar minutes can only be calculated and entered manually. Do not add seminar minutes to your KIDS Collection uploads under CTE Contact Minutes. Doing so will result in an adjustment during your KSDE audit.

Total Virtual Credits (20 & Older)

Please enter your total number of credits earned for the school year July 1, 2021 to June 30, 2022 for your virtual students that are 20 years old or older.

2/20 (Excluding Virtual) Column

This column is only for buildings that are eligible to turn in a 2/20 enrollment. If your building is not eligible to turn in a 2/20 enrollment, please enter 0. For buildings that are eligible to turn in a 2/20 enrollment, please enter your estimated headcount for 2/20 in the Headcount field. For buildings that are eligible to turn in a 2/20 enrollment, please enter your estimated Free Meals for At-Risk Funding for 2/20 in the Free Meals for At-Risk Funding field.

To qualify for the Military Second Count (2/20), this will be enrollment of military connected students not enrolled on September 20. This FTE must be at least 25.0 or 1% of the September 20 enrollment (excluding virtual).

Approve/Submit PBR

When the PBR report is accurate, it is time to approve the report for your district’s Superintendent to review. This page will display a list of warnings that may require additional review, and possibly edits, by you before submitting.

A warning does not necessarily mean that data is inaccurate; it simply means that data is missing or doesn’t match an expected value. Some districts may receive no warnings at all. In the screenshot below, the warning is showing the building didn’t upload any ESOL/Bilingual Student Data in KIDS. This warning serves to ensure that the building is properly coding their students for potential funding.

Even though this warning does not have to be corrected before submitting your PBR, it is good practice to verify that the data uploaded into KIDS is correct before submitting your PBR.

If the severity of the warning is “Cannot Submit” and also has the “Stop Submit?” box checked, the error must be resolved before users can approve the report.
When all the errors and warnings have been addressed, the principal can click the, "Approved by Principal" button to begin the superintendent review. Once the report is approved, the report is complete. At this time, attempts to send KIDS Collection ENRL records will not be allowed.
WAIT! An error was found after approving the PBR – now what?

If an error in data is discovered after approving the PBR report, first contact the person in your district responsible for submitting the S066 report to KSDE.

- If the S066 was already submitted to KSDE, the contact person will need to call KSDE School Finance to request the S066 and PBR be unsubmitted. This way the district office is aware they must resubmit the S066 again after your PBR corrections are complete.
- If the S066 has not been submitted, you can unsubmit the PBR.

Printing Current Year

The print function allows users to print individual sections of the report, or the report in its entirety. Simply click on a radio button and then click on “Download/Print as PDF”.

![Print PBR screenshot]
Printing Prior Years

Users can download previous years PBR by selecting the school year from the pull-down list and click the Download button. Be advised that screens, data, or requirements may have changed from previous years.

Contacts

Principal Building Report:

Rose Ireland (785) 296-4973 rireland@ksde.org
Christie Wyckoff (785) 296-6321 cwyckoff@ksde.org
Sara Barnes (785) 296-4972 sbarnes@ksde.org
Dale Brungardt (785) 296-3872 dbrungardt@ksde.org

User Name and Password:

KSDE Help Desk (785) 296-7935 HelpDesk@ksde.org
Help Resources

Specific questions relating to a specialized topic should be directed to the point of contact listed on the screen.

If you have difficulty working with the KIDS system, please contact the KSDE Help Desk during regular business hours at (785) 296-7935. By contacting the Help Desk, your questions will be directed to the appropriate staff member.

If you need assistance or guidance on how to report a specific data element for a student, submit your questions via email to kids@ksde.org or visit the KIDS Project website at www.ksde.org/kids for guidance documents.

For additional guidance, please download the Enrollment Handbook located under Audit Guides heading, which includes auditing guidelines for counting pupils for funding purposes:

If any other questions arise in the completion of your report, please direct them to Rose Ireland, in School Finance, at 785-296-4973 or email at rireland@ksde.org.

Confidentiality & Security

Data Confidentiality

In recognition of the importance of confidentiality surrounding student data, KSDE has developed a Privacy Statement. This statement has been adopted by KSDE and is included in all staff security awareness training.

We encourage districts to review and understand this policy. Districts should determine how the information in this policy relates to their staff and their internal practices, and are welcome to adopt it or any portion of it. The Privacy Statement document can be found on the Research and Evaluation page of the KSDE website.

Computer Environment Security

The following are generally considered to be the basic guidelines for maintaining a safe, secure computer environment. This is by no means a comprehensive list, but these guidelines can help ensure that viruses, hackers, and other threats do not compromise data or an entire computer network.

- Maintain up-to-date antivirus software: Anti-virus software for any particular type of device should be running and up-to-date on every level of device, including clients, file servers, mail servers, and other types of networked devices.
- Use host-based firewall software when possible: Host-based firewall software, for any particular type of device, should be running and configured according to the guidelines for your organization.
- Use strong Passwords and protect them: The following are guidelines for a “strong” password:
  o At least 8 characters long
There are some basic guidelines for creating good passwords. Do NOT write your passwords down on a notepad, on a sticky note, or anywhere else where it might be seen. Do not use the name of your partner, your address, your pet’s name, your children’s names, etc. as your password—these are probably the first words that somebody attempting to access your information or software system would try. Do not use words. No matter how expansive your vocabulary is, there exist “cracking” programs that can try every word in the dictionary to find your password. One of the best techniques for creating a good password is to use initials of a saying or sentence that is meaningful to you. Use numbers and “special” characters (such as symbols, spaces, and capital letters) in your password.

For more information, contact:

Name: Craig Neuenswander
Title: Director
Team: School Finance
Phone: 785-296-3872
Email: craign@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.org