Superintendent Organization Report (S066)

User Guide

Submit by: October 9, 2020

Kansas leads the world in the success of each student.
2019 KANSAS STATE BOARD OF EDUCATION

MISSION
To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

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

MOTTO
Kansans Can

SUCCESS DEFINED
A successful Kansas high school graduate has the
• Academic preparation,
• Cognitive preparation,
• Technical skills,
• Employability skills and
• Civic engagement
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES
• Social-emotional growth measured locally
• Kindergarten readiness
• Individual Plan of Study focused on career interest
• High school graduation
• Postsecondary success

KANSAS STATE DEPARTMENT OF EDUCATION

BOARD MEMBERS

CHAIRMAN
District 1
Kathy Busch
KansasCityBoard.org

VICE CHAIR
District 2
Janet Waugh
Wauchope.org

DISTRICT 1
Steve Roberts
sroberts@ksde.org

DISTRICT 2
Michelle Dombrosky
mdombrosk@ksde.org

DISTRICT 3
Dr. Deena Herst
herst@ksde.org

DISTRICT 4
Ben James
kjames@ksde.org

DISTRICT 5
Jim Porter
jporter@ksde.org

DISTRICT 6
Legislative Liaison

DISTRICT 7
Ann E. Mah
aphillips@ksde.org

DISTRICT 8
Jean Clifford
jeanclifford@ksde.org

DISTRICT 9
Legislative Liaison

DISTRICT 10
Jim McNiece
jmcmierce@ksde.org

KANSAS CAN
Kansas leads the world in the success of each student.
# Table of Contents

Table of Contents .................................................................................................................. 3
Introduction ................................................................................................................................. 4
Important Terms .......................................................................................................................... 5
User Levels .................................................................................................................................. 6
Logging into the Superintendent Organization Report ......................................................... 6
Quick “Tour” of the Superintendent’s Organization Report (S066) ........................................ 8
Welcome Page ............................................................................................................................ 8
Navigation Menu ........................................................................................................................ 9
Create S066 ............................................................................................................................... 9
Page Navigation .......................................................................................................................... 10
Navigating the S066 .................................................................................................................... 10
Administrative Data ................................................................................................................... 10
Schedule Info ............................................................................................................................. 11
Anti-Bullying Policy ................................................................................................................... 12
Salaries ....................................................................................................................................... 13
Certified/Licensed Personnel .................................................................................................... 15
Federal Title Programs ............................................................................................................. 16
Headcounts Table ...................................................................................................................... 17
Central Office Headcount ......................................................................................................... 19
Headcount and Enrollment at a Glance ..................................................................................... 20
Legal Max .................................................................................................................................. 22
Approve/Submit S066 ............................................................................................................... 24
Printing Current Year ............................................................................................................... 25
Printing Prior Years .................................................................................................................. 25
Contacts .................................................................................................................................... 26
Help Resources .......................................................................................................................... 26
Confidentiality & Security ......................................................................................................... 27
  Data Confidentiality ................................................................................................................ 27
  Computer Environment Security ........................................................................................... 27
Superintendent Organization Report

Introduction

Welcome to the Superintendent’s Organization Report (SO66). Whether you have been involved with the SO66 in the past or are brand-new to the SO66, the Kansas State Department of Education (KSDE) wants to be sure that you have information and resources to make the submission of your school’s SO66 run smoothly.

Accuracy is extremely important when submitting the SO66. The SO66 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 PBR data will populate to 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.

Dale M. Dennis
Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
ddennis@ksde.org

Craig Neuenswander
Director, School Finance
Division of Fiscal & Administrative Services
Kansas State Department of Education
craign@ksde.org
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>
</tbody>
</table>
User Levels

District/Org Read Only access is usually for data entry staff, administrators, and program staff who are reviewing district or PBR data for their school. District/Org Approve is for data entry staff, administrators, and program staff who submit and view PBR data for multiple schools within the same district and/or the SO66.

“Approve” 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 and/or SO66.

<table>
<thead>
<tr>
<th>User Level</th>
<th>Defined Roles/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>District/Org Approve</td>
<td>• Has write access to change manual data entry on the PBR for the building for which he/she is responsible.</td>
</tr>
<tr>
<td></td>
<td>• Has write access to change manual data entry on the SO66 for the district for which he/she is responsible.</td>
</tr>
<tr>
<td></td>
<td>• Has read access to the PBR for buildings in the district for which he/she is responsible.</td>
</tr>
<tr>
<td></td>
<td>• Has read access to the SO66 in the district for which he/she is responsible.</td>
</tr>
<tr>
<td>District/Org Read-Only</td>
<td>• Has read access to the PBR for buildings in the district for which he/she is responsible.</td>
</tr>
<tr>
<td></td>
<td>• Has read access to the SO66 in the district for which he/she is responsible.</td>
</tr>
</tbody>
</table>

Logging into the Superintendent Organization Report

The Superintendent's Organization Report (S066) is available on the KSDE Authentication page. To access the Superintendent’s Organization Report (S066), enter your username and password on the KSDE Web Applications page: Login the KSDE Authentication Portal: 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 Superintendent’s Organization Report (S066) within the list of approved KSDE applications (example list shown below), and select Superintendent’s Organization Report (S066) to begin.
NOTE: Some of the applications may be grayed out. This means they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the numbering of applications is unique to each individual user.

Quick “Tour” of the Superintendent’s Organization Report (S066)

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.
Navigation Menu

Below is the navigation menu that lists the thirteen links that can be used to navigate in the application – Administrative Data, Schedule Info, Anti-Bullying Policy, Salaries, Certified/Licensed Personnel, Non-Certified Personnel, Federal Title Programs, Headcount Table, Central Office Headcounts Table, Headcount and Enrollment at a Glance, Legal Max, Submit S066, and Print S066.

Create S066

When you are ready to begin the Superintendent’s Organization Report, click on the “Create S066” button below the school building data. Once you begin the report, this button will change to “Edit S066”. Click this button to resume your report or click on one of the menu items to go directly to that page.
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.

Navigating the S066

Administrative Data

The first screen users will see is the Administrative Data Screen. District data is populated from the Directory Updates Web Application, Central Office Data Screen. Users are required to enter contact information for this report, including name, position title, and phone number. Once entered, click on the save and next button to proceed to the next screen.

If data is incorrect or not available, corrections will need to be made in the Directory Updates web application.
Schedule Info

The Schedule Info screen displays data populated from the Directory Updates web application, Central Office 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.

The Schedule Info Screen requires school districts to identify all the inclement weather and in-service dates. **You can not have the same dates for in-service and inclement weather.** Per KSA 72-3115(e)(2), you cannot schedule more than five (5) inclement weather days for the school year.

Please ensure you have not scheduled staff development or in-service training on the September 21 count date.
Anti-Bullying Policy

District are required to certify if they have adopted and implemented a plan to address bullying. Users must select Yes or No to the current status of the district's bullying policy. Jason Flatt Act was passed during the 2016 Legislative Session. Click Yes or No, if you have adopted rules or regulations to implement the provision of this Act.
NOTE: Districts are required to report yearly on their District policy regarding bullying. You will not be allowed to approve the report until the bullying section is completed.

Salaries

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.

Confirming Salary Variances

Salaries frequently fluctuate from year to year. Both percentage changes and cash value changes can appear odd. We ask you to confirm the values entered. If you locate errors in your reported data, make changes to your data and click save again.

| USD: #475 Gary County Schools | School Year: 2020 - 2021 | Status: In Progress | Status Date: 9/9/2020 1:00:37 PM |

<table>
<thead>
<tr>
<th></th>
<th>Total Actual 2019-2020</th>
<th>Total Contracted 2020-2021</th>
<th>Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of FTE Principals, based on 10 mo. Contract (report to the nearest tenth). Do NOT include Assistant or Vice Principals.</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>2. Principal's salaries including supplemental salaries. Do NOT reduce by employee benefit salary reduction. Do NOT include board paid fringe benefits. Pro-rate for principals with other contractual duties. See help screen.</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>3. Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties. See help screen.</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>4. Total principals salaries</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>5. Average contracted salary for principals</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>6. Number of FTE classroom teachers (report to the nearest tenth)</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>7. Classroom teachers' salaries. Do NOT reduce by employee benefit salary reduction. Do NOT include board paid fringe benefits. Pro-rate for teachers with other contractual duties. See help screen.</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>8. Supplemental teacher salaries during the school year and extra pay for summer school. Pro-rate for teachers with other contractual duties. See help screen.</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>9. Board paid fringe benefits for teachers. Pro-rate for teachers with other contractual duties. See help screen.</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>10. Total classroom teachers salaries</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>11. Average contracted salaries for classroom teachers</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>12. Estimated average percent increase in salary (including fringe benefits) for returning teachers during 2020-2021</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>13. Superintendent's total salary including supplemental salary and fringe benefits (employee reduction and board paid) DO NOT PRORATE</td>
<td>$0</td>
<td>$0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
After enrollment, perhaps the most scrutinized, reviewed and verified data you will submit is salaries. Below are common errors when reporting salaries, as well as details on new features to help you review salary data:

- Not prorating both the FTE and Salary for a teacher or principal (Reporting principal’s FTE as 0.5, but not prorating his salary accordingly).
- Prorating the superintendent’s salary on the superintendent’s salary when the full amount should be reported. The superintendent’s salary on line 13 should never be prorated, even if it is included (and prorated) on other lines.
- Not rounding salaries to the nearest whole dollar (attempting to enter cents, so reporting is 150,000.00 becomes 15,000,000).
- Reporting average salaries, when the gross salaries are requested.
- Duplicating the supplemental salaries or fringe benefits in the regular salary line.
- Using the contracted salary from last year’s S066 to complete the actual section of this year’s report.
- Superintendent’s salary:
  - Do not include KPERS surcharge
- Principals salaries:
  - Do not include Social Security, Worker’s Compensation or Unemployment Insurance on Principal’s salaries including Supplemental salaries and Board Paid Fringe Benefits.
  - Include life and health insurance, disability income, accidental death, hospital, surgical and/or medical insurance on Board Paid Fringe Benefits for Principals.
- Teacher’s Salaries:
  - Classroom teachers: Regular base salary. Do not include optional life insurance.
  - Board paid fringe benefits include buyout for sick and vacation.
  - Supplemental teacher salaries: Any extra duty for teachers (afterschool sports, etc.).

Pay close attention to details will help ensure your salary data is accurate as possible. To help guide your data entry, screenshots of the data entry, are provided below. In the screen shot below you will notice that several items have percentage changes that are in red. To address those changes, provide a simple explanation of the event that caused this change. Save your changes to record them. The red percentage will change to black indicating that this issue has been addressed. If School Finance has additional questions when we conduct our review, we will call on the district to clarify.
Certified/Licensed Personnel

The certified personnel screen allows users to report the district certified personnel by building type. Do not exceed 1.0 FTE for any personnel. If a person with a certification holds a position that does not require a certification, do not count that individual in the certified personnel totals. Include them with your non-certified personnel. This list may not match the Licensed Personnel Report your district completes later this school year.

NOTE: Sponsoring districts of special education coops only: Do not forget to include all certified employees of the coop in this report.
Federal Title Programs

The Title II Programs utilize nonpublic school enrollment within the unified school district to calculate annual allocations. These programs require the use of the enrollment of those schools who DESIRE to participate in each program. These enrollment numbers will be used to calculate 2021-22 allocations.
If non-public schools will not participate in Title II programs select “No” in response to the question, “For the 2021-22 school year, will one or more private schools within your district boundary participate in Title II programs offered by your district?” click save, and proceed to the next screen. Selecting “Yes”, affirming participation, will expand the screen. As instructed on the screen, list the nonpublic schools located within your district by BOTH name and city. Report the total FTE student enrollment as of September 20 for the nonpublic school, and check the programs in which they intend to participate in the following school year.

**TIP:** IMPORTANT – If you select “No”, you will not be able to change this later nor will you be eligible for Title II funds for participating non-public schools in the 2021-22 school year.

### Headcounts Table

This table provides the cumulative total students counted on September 21 as reported in the Principal Building Reports. If any students were counted in the central office, they will be reported in the appropriate column and added to the district total. The un-weighted FTE for these students is provided on this page as well.

In populating the Headcounts 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 17, or 14 for concurrent high school enrollment students)
- D16 Attendance School (9100 for KAMS)
- D17 Virtual Student (Value of 1)
Virtual Students

Only students attending virtual schools and programs approved by KSDE will be counted.

Virtual students 19 and under are funded based on the number of minutes enrolled and are not eligible for any weightings. (Full-time funded at $5,000, part-time funded at $1,700 x FTE). Virtual students 19 and under must be enrolled and attending in September in order to be counted. (No second count date.)

- if student is attending a traditional school in one district and a virtual school/program in another district the traditional school counts minutes first, the virtual school is limited to remaining minutes.

Virtual students 20 and over will be funded $709 per credit earned from July 1, to June 30 (up to a maximum of six credits).

- Students who are enrolled for 1st semester – submit data on the ENRL records.
- Students who enroll after count window/during a semester – submit an ASGT record in KIDS.

To find additional information on what students are used to populate the totals, users simply need to click on an underlined number, and a window will display with the student names along with 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, as shown on the image below.

**Central Office Headcount**

This screen displays students who are counted at the district’s central office for funding purposes. The purpose of this screen is to provide additional weighting details of central office students as they are not displayed on any Principal Building Report. Students are displayed here in the same manner as if the central office was a school building.
Headcount and Enrollment at a Glance

This screen provides a snapshot of headcounts and simple FTEs that are used to compute the weighted FTEs on the Legal Max Screen. Details on this screen include items that require manual entry (new facilities). Some items (ancillary tax appeal, cost of living tax appeal) will not display on this screen unless your district has been approved for such funding. The second year new facilities weighting will populate for those districts that reported new facilities on the previous year SO66.

The Headcount and Enrollment at a Glance 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.
The 2/20 Headcount or Hours and 2/20 FTE estimates are only applicable to districts that have new students of military families not enrolled on 9/20, otherwise enter as zero.

For purposes of at-risk funding, the free meal headcount excludes 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 who has an individualized education program (IEP). Free meal counts also exclude Virtual.

In order to qualify for new facilities weighting, a district must have adopted a 25% Local Option Budget (LOB) for 2014-15 school year and have constructed an entirely new facility or an addition to an existing facility. New facilities are only eligible to districts that had a bond election prior to July 1, 2011 and bond money was used for construction of new facilities or new schools that were built primarily with federal funds on a military reservation located in USD 477 or USD 475.

K.S.A. 72-3715 provides funding for full-time 19 years and under Virtual FTE at base state aid $5,000; part-time 19 years and under Virtual FTE at base state aid $1,700; Virtual students 20 years and over are funded at $799 per credit earned (maximum of six credits per student).

NOTE: Please click <Save> or <Save/Next> before navigating away from this screen, regardless if New Facilities is applicable.

<table>
<thead>
<tr>
<th>Category</th>
<th>9/30/2020 District Total Headcount or Hours</th>
<th>9/21/2020 FTE</th>
<th>2/22/2021 District Total Headcount or Hours</th>
<th>2/22/2021 FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Enrollment (Excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS and JDC)</td>
<td>6,628.0</td>
<td>6,623.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Headcount of Funded Students (excluding Virtual, KAMS and JDC)</td>
<td>6,628.0</td>
<td>6,628.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool-Aged At-Risk (4yr old)</td>
<td>19.0</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State Students (Info Only)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career and Technical Education (CTE) Contact Hours</td>
<td>388.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilingual Student Contact Hours</td>
<td>1,002.6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilingual Student Headcount</td>
<td>528.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Meal Headcounts (For At-Risk Funding)</td>
<td>2264</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAMS Students</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students in Juvenile Detention Centers on September 20</td>
<td>60.0</td>
<td>0.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of transported students who live 2.5 miles or more from attendance centers</td>
<td>1,243.0</td>
<td>1,239.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of transported students who live less than 2.5 miles from attendance centers</td>
<td>805.0</td>
<td>805.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Non-Resident (Out of District) transported students</td>
<td>11.0</td>
<td>11.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Students FTE (Full-Time Students)</td>
<td>69.0</td>
<td>40.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Students FTE (Part-Time Students)</td>
<td>22.0</td>
<td>8.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Virtual Credits Earned (20 yrs. and older)</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE Students housed in new facilities (nearest tenth)</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax Appeals</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Auxiliary Tax Appeal approved.</td>
<td>$7,877,562</td>
</tr>
<tr>
<td>Amount of Cost of Living Authority approved.</td>
<td>$</td>
</tr>
</tbody>
</table>

- D42: ESOL/Bilingual Participation Codes (Values for headcount: 1, 2, 3, 5, 6 & 7 – Values for Contact Minutes (D45): 1, 2, 3 & 7).
- D45: ESOL/Bilingual Student Contact Minutes (divided by 60 to convert to hours).
- D46: Career and Technical Education (CTE) Contact Minutes (divide by 60 to calculate hours).
- D17: Virtual Education Student (Values 1).
- D25 Minutes Enrolled (For Part time: Value greater than 17 and less than 360, and Value greater than 14 and less than 300 for concurrent high school enrollment students).
NOTE: Where FTE is reported on this screen, it is NOT the final weighted FTE. The FTE is reflected here only when it is used in the calculation to determine your final weighted FTE, or for information only.

TIP: New Facility – KSA 72-6465 limits the use of school facilities weighting to only those districts that have adopted a local option budget (LOB) of at least 25 percent of the amount of state financial aid and for which contractual bond obligations incurred by the district were approved by voters on or before July 1, 2014, or new schools that were built primarily with federal funds on a military reservation located in USD 207 or USD 475. Be sure to <Save to List> when adding new facilities.

Legal Max

The Legal Max Screen is broken into two sections: Enrollment/FTE and Weightings.

The enrollment FTE section displays the values used to compute your current year FTE enrollment. The weightings section displays values for special funding received for special student populations.

If no military enrollment, then the greater of the following:

1. The September 20, 2019 audited full time equivalent (FTE) number of students regularly enrolled (excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC), or
2. The September 20, 2018 audited FTE number of students regularly enrolled (excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC)

If military enrollment, then the greater of the following:

1. The September 20, 2019 audited full time equivalent (FTE) number of students regularly enrolled plus the February 20, 2020 estimated FTE (excludes Preschool-Aged At-Risk (4yr old) Virtual, KAMS & JDC), or
2. The September 20, 2018 audited FTE number of students regularly enrolled plus the February 20, 2019 estimated (includes 2/20; excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC).
3. The average number of FTE students regularly enrolled in the district for three years; 2017-18, 2018-19, 2019-20 (includes 2/20; excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC).
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 S066

When the report is accurate, it is time to submit the S066. This page will display a list of warnings that may require additional review. 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.

The warning serves to ensure that the district has properly reported all information on the report. In some instances, the errors serve to ensure the district is properly coding their students for potential funding.

If a warning is additionally checked under the “Stop Submit?” column, the error must be resolved before users can submit the report.

When all the errors and warnings have been addressed, the Superintendent can click the, “Submit to KSDE” button to finalize the report. Once this action is performed, the report is complete. At this time, attempts to send KIDS Collection ENRL records will not be allowed.
NOTE: If an error in data is discovered after approving the report, you must contact KSDE to reopen the report. Please call School Finance at 785-296-4973.

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”.

Printing Prior Years

Users can download previous years S066 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
- Craig Neuenswander  (785) 296-3872  craign@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.
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:
  - At least 8 characters long
  - Contains at least 1 numeric value or special character
  - Contains at least 1 upper case letter
  - Contains at least 1 lower case letter

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