Superintendent Organization Report (S066)

User Guide

Submit by: October 10, 2022

Kansas leads the world in the success of each student.
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
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE, General Counsel, Office of General Counsel, KSDE, Lansing State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.
# Table of Contents

Table of Contents................................................................................................................... 3
Introduction ................................................................................................................................. 5
Important Terms ......................................................................................................................... 6
Accessing Superintendent’s Organizational Report .............................................................. 7
  Access Levels ......................................................................................................................... 7
  PBR........................................................................................................................................ 7
  SO66 ..................................................................................................................................... 7
  Current Users ....................................................................................................................... 7
  New Users ............................................................................................................................ 7
Logging into the Superintendent Organization Report ......................................................... 12
Quick “Tour” of the Superintendent’s Organization Report (SO66) ...................................... 14
Welcome Page ........................................................................................................................ 14
Navigation Menu .................................................................................................................... 14
Create SO66 ............................................................................................................................ 16
Page Navigation ....................................................................................................................... 16
Navigating the SO66 ............................................................................................................... 17
Administrative Data ............................................................................................................... 17
Schedule Info ......................................................................................................................... 18
KESA Assurances .................................................................................................................... 19
Salaries .................................................................................................................................... 21
Licensed Personnel ............................................................................................................... 23
Non-Licensed Personnel ....................................................................................................... 24
Federal Title Programs ......................................................................................................... 25
Headcounts Table .................................................................................................................. 25
Central Office Headcount .................................................................................................... 27
Headcount and Enrollment at a Glance ............................................................................... 29
Legal Max ............................................................................................................................... 30
Approve/Submit SO66 ............................................................................................................ 33
Printing Current Year ............................................................................................................ 34
Printing Prior Years .............................................................................................................. 35
Contacts .................................................................................................................. 35
Help Resources ........................................................................................................ 36
Confidentiality & Security ....................................................................................... 36
  Data Confidentiality .............................................................................................. 36
  Computer Environment Security ........................................................................ 36
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 S066. The S066 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.
# 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>
Accessing Superintendent’s Organizational Report

Access Levels

Access differentiates depending on responsibilities at each district, but below gives definitions of each access level on both the PBR and SO66.

PBR
- **District Read Only**: View data for all PBRs (schools) within USD (cannot edit or submit).
- **District/Org Approve**: View, edit and submit data for all PBRs (schools) within USD. May un-submit PBRs if SO66 has not been submitted.
- **School Read Only**: View data for specific school within USD (cannot edit or approve).
- **School Write**: View, edit and approve data for specific school within USD.

Note: If username is associated with a school the user is not associated with, a new username is necessary to get district-level access (all schools) or school-level access to a different school.

SO66
- **District/Org Read Only**: View data on SO66 (USD) as well as data for all PBRs (schools) within USD (cannot edit or submit).
- **District/Org Approve**: View, edit and submit data on SO66 (USD). May view data for all PBRs (schools) within USD but may not edit. May un-submit PBRs if SO66 has not been submitted.

Current Users

If you already have access to KSDE Web Applications, log in and make sure you have “Directory Updates” in your list of Web Applications.

1. Go to KSDE’s Web Applications site.
2. Log in and click Accept on the Legal Notice screen.
3. Check to see if you have Superintendent’s Organization Report (SO66) in your list of web applications (it may be a different number on your screen than number shown in the screen shot below).
   - If you do, click on Superintendent’s Organization Report (SO66).
Note: Once you log into the SO66, check the access level at the top right in the blue bar. If you are a Superintendent, this should say “District/Org Approve”, if it does not, please email the IT Helpdesk (helpdesk@ksde.org) with your username and ask to have your access level changed to “District/Org Approve”.

- If you do not, click on Manage My Account and then continue to Step 4.

4. If your account has district level access, the Superintendent’s Organization Report (SO66) will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to Superintendent’s Organization Report (SO66), then select one of the following in the Application Access Level column.

   District/Org Approve: This will give the user access to submit Principal Building Reports (PBRs) for schools within the district as well as the Superintendent’s Organization Report (SO66) to KSDE.

   Note: All Superintendents should select “District/Org Approve”.

   District/Org Read Only: This will give the user access to view, but not edit or submit Principal Building Reports (PBRs) for school within the district as well as the Superintendent’s Organization Report (SO66).
Note: If you do not see Superintendent’s Organization Report (SO66) here, your account does not have district level access. Please see the New Users section below to register a new account with district level access.

Tip: If you must register for a new username and password, take a minute to note what current Web Applications you are registered for and what user level you are for each. Then, when you re-register for a new username and request access to the Directory Updates application, you can also request access to the web applications you were already registered for and have all web applications you use available to you under your new username and password.

5. Scroll down to the bottom and fill in the three fields under In Case You Forget Your Password.

6. Click Submit.
   - Once this happens, KSDE’s IT department will email the USD contact denoted as the main contact on the Directory Updates web application for approval (for USD’s this will be the Superintendent). Once approved, KSDE’s IT department will add the requested application to your account then send you an email to let you know that you can now access the requested application.

7. Go to KSDE’s Web Applications Site and sign in.
   - You should see all web applications you have requested access to. The applications that have been approved will be clickable. The ones that you are still awaiting access for or will be greyed out. If the main contact approved access outside of KSDE’s office hours (M-F, 8:30 to 4:30), you will be granted access when KSDE office reopens.

New Users

Individuals who do not have access to KSDE web applications will need to register for access.

1. Go to KSDE's Web Applications Site.
2. Click Register
3. Enter in the required information.
   - Make sure to select your organization from the Organization drop-down list.
   - For the building drop-down box, please select based on the following guidance:
     - School Level Faculty: Please select your building from the Building drop-down list. This will then populate below a list of applications to sign up for.
     - District Level Faculty: Please select All Buildings from the Building drop-down list. This will then populate below a list of applications to sign up for.

Note: If you select a specific building instead of "All Buildings", the Superintendent's Organization Report (SO66) application will NOT populate in the list of applications.

Tip: Do not use spaces when defining your username login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the username, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.
• Scroll down and check Principal’s Building Report (PBR), then select one of the following in the Application Access Level column.
  o If you are a Principal, you will have the following two options:
    School Update: This will give the user access to Approve the Principal Building Reports (PBRs) for the school.

    **Note:** All Principals should select “School Update”.

    School Read Only: This will give the user access to view, but not edit or submit the Principal Building Reports (PBRs) for the school.

  o If you are a Superintendent, you will have the following two options:
    District/Org Approve: This will give the user access to submit Principal Building Reports (PBRs) for schools within the district.

    **Note:** All Superintendents should select “District/Org Approve”.

    District/Org Read Only: This will give the user access to view, but not edit or submit Principal Building Reports (PBRs) for schools within the district.

• If there are any other applications you would like to register for, please go through and check those as well as selecting the Application Access Level.

4. Click Submit.
  • Once this happens, KSDE’s IT department will email the contact denoted as the main contact on the Directory Updates web application for approval (for USDs this will be the Superintendent). Once approved, KSDE’s IT department will add the requested application to your account and send you an email to let you know that you can now access the requested application.

5. Go to [KSDE’s Web Application site](#) and sign in. You should then see all web applications you had registered and been approved for.

Tip: If you forget your KSDE web applications password, click on the link that says, “Forgot Your Password?” on the Authentication screen. Enter your username and a link will be emailed to the email address connected with your username. Click on the link in the email to go to the page where you can reset your password. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

6. Click Principal’s Building Report (PBR) and you should see the following screen. Check the access level at the top right in the blue bar. If you are a Superintendent, this should say “District/Org Approve”, if you are a Principal, this should say “School Update”. If it does not, please email the IT Helpdesk ([helpdesk@ksde.org](mailto:helpdesk@ksde.org)) with your username and ask to have your access level changed to “District/Org Approve” if you are a Superintendent or “School Update” if you are a Principal.
Notes: If you do not have access to the Principal’s Building Report (PBR) web application after requesting access for a current Username or registering for a new username, then please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.

At the top left in the blue bar, you can find the current organization associated with your username. If this organization is incorrect, please reference the New Users section and register as a new user for the correct district.

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, KESA Assurances, Salaries, Licensed Personnel, Non-Licensed Personnel, Federal Title Programs, Headcount Table, Central Office Headcounts Table, Headcount and Enrollment at a Glance, Legal Max, Submit S066, and Print S066.
The “Logout” link provided on all screens (in the top left corner) allows the user to exit the application at any time.

“NEW” KSA 72-6147. Bullying, school district policies.

Clicking on any of the menu items will link directly to that page. Quickly navigate to screens that have been started, require further review, or to verify data.

Click “Submit S066” to conduct a final review of all your data and submit your report to KSDE.

Clicking on “Print S066” will allow users to print sections or the entire report. You will also be able to print Prior Years.
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 cannot 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 20 count date.
KESA Assurances

Users must select Yes or No to the current status of each of the KESA Assurances listed below.

72-6147. Bullying, school district policies. The board of education of each school district shall adopt a policy to prohibit bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. The board of education of each school district shall adopt and implement a plan to address bullying, which must include provisions for training and education of staff and students.

Bullying Awareness and Prevention – Training Resources: https://www.ksde.org/Agency/Division-of-Learning-Services/Student-Staff-Training/Prevention-and-Responsive-Culture/Bullying-Awareness-and-Prevention

Contact Shanna Bigler for questions at 785-296-4941 or sbigler@ksde.org

KSA 72-6284. Jason Flatt act. The board of education of each school district shall provide suicide awareness and prevention programming to all school staff and shall notify the parents or legal guardians of students enrolled in such school district that the training materials provided under such programming are available to such parents and legal guardians. Such programming school include, at a minimum:

1) At least one hour of training each calendar year based on programs approved by the state board of education. Such training may be satisfied through independent self-review of suicide prevention training materials; and

2) A building crisis plan developed for each school building. Such plan shall include:
   a) steps for recognizing suicide ideation
   b) appropriate methods of interventions
   c) a crisis recovery plan

Contact Shanna Bigler for questions at 785-296-4941 or sbigler@ksde.org

91-31-43 Child abuse and neglect mandated reporter training. Each accredited education system shall develop and implement written policies for annual child abuse and neglect mandated reporter training of all employees. The training shall address child abuse and neglect reporting requirements when any individual has reason to suspect that a student attending the accredited education system has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse. Each accredited education system shall maintain documentation that each employee has met the annual training requirement. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution and K.S.A. 2019 Supp. 72-5170; effective Oct. 8, 2021.)

Contact Shanna Bigler for questions at 785-296-4941 or sbigler@ksde.org.
### KESA Assurances

<table>
<thead>
<tr>
<th>USD:</th>
<th>School Year:</th>
<th>Status:</th>
<th>Status Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#422 Kieva County</td>
<td>2022 - 2023</td>
<td>In Progress</td>
<td>9/8/2022 8:20:04 AM</td>
</tr>
</tbody>
</table>

**KSA 72-6147, Anti-Bullying Legislation,** requires school districts to adopt policies prohibiting bullying on school property, in school vehicles, or at school sponsored activities, and to adopt and implement a plan to address bullying, which must include provisions for training and education of staff and students. Refer questions to Shanna Bigler at 785-296-4941 or sbigler@ksde.org

Has your school district adopted and implemented a plan to address bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on school property, in a school vehicle, or at a school-sponsored activity or event, including provisions for the training and education of staff members and students?

- [ ] Yes
- [ ] No

The [Jason Flatt Act (Youth Suicide Awareness)](https://www.ksde.org) was passed during the 2016 Legislative session. On December 9, 2016, the State Board of Education adopted rules and regulations necessary to implement the provisions of this Act. KSA 72-6184 states the board of education of each school district shall provide suicide awareness and prevention programming to all school staff and shall notify the parents or legal guardians of students enrolled in such school district that the training materials provided under such programming are available to such parents or legal guardians. Such programming shall include, at a minimum:

1. At least one hour of training each calendar year based on programs approved by the state board of education. Such training may be satisfied through independent self-review of suicide prevention training materials, and
2. A building crisis plan developed for each school building. Such plan shall include:
   1. Steps for recognizing suicide ideation
   2. Appropriate method of interventions
   3. A crisis recovery plan

Refer questions to Shanna Bigler at 785-296-4941 or sbigler@ksde.org

Has your school district adopted and implemented a plan to address the Jason Flatt Act, including provisions for the training and education of staff members?

- [ ] Yes
- [ ] No

Has your district notified the parents or legal guardians of students enrolled that the training materials are available for their review?

- [ ] Yes
- [ ] No

Is Jason Flatt included in your USD Crisis Plan?

- [ ] Yes
- [ ] No

**KSA 72-9343:** Child abuse and neglect mandated reporter training. Each accredited education system shall develop and implement written policies for annual child abuse and neglect mandated reporter training of all employees. The training shall address child abuse and neglect reporting requirements when any individual has reason to suspect that a student attending the accredited education system has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse. Each accredited education system shall maintain documentation that each employee has met the annual training requirement. (Authorized by and implementing Article 6, Section 2(4) of the Kansas Constitution and K.S.A. 2018 Supp. 72-9170; effective Oct. 8, 2021.)

Contact Shanna Bigler for questions at 785-296-4941 or sbigler@ksde.org

Has your school district developed written policies and implemented procedures for reporting child abuse and neglect?

- [ ] Yes
- [ ] No

Are all staff trained annually in child abuse and neglect mandated reporting requirements?

- [ ] Yes
- [ ] No

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**NOTE:** Districts are required to report yearly on each KESA Assurance. You will not be allowed to submit to KSDE until each section has been answered.
Salaries

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.

<table>
<thead>
<tr>
<th>Number of FTE Principals, based on 10 mo. Contract (report to nearest tenth). Do NOT include Assistant or Vice Principals.</th>
<th>Total Actual 2021-2022</th>
<th>Total Contracted 2022-2023</th>
<th>Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

| 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. | 0 | 0 | 0.0 |
| Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties. | 0 | 0 | 0.0 |

| Total principal salaries | 0 | 0 | 0.0 |

| Average contracted salary for principals | 0 | 0 | 0.0 |

| Number of FTE classroom teachers (report to the nearest tenth) | 0.0 | 0.0 | 0.0 | 0.0 |
| 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. | 0 | 0 | 0.0 | 0.0 |
| Supplemental teacher salaries during the school year and extra pay for summer school. Pro-rate for teachers with other contractual duties. | 0 | 0 | 0.0 | 0.0 |
| Board paid fringe benefits for teachers. Pro-rate for teachers with other contractual duties. | 0 | 0 | 0.0 | 0.0 |

| Total classroom teacher salaries | 0 | 0 | 0.0 |

| Average contracted salaries for classroom teachers | 0 | 0 | 0.0 |

| Estimated average percent increase in salaries (summer fringe benefits) for returning teachers during 2021-2022 | 0 |

| Superintendent’s total salary including supplemental salary and fringe benefits (employee reduction and board paid) DO NOT PRORATE | 0 | 0 | 0.0 |
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.).

Paying close attention to details will help ensure your salary data is accurate as possible. In the screen shot below, you will notice the percentage change in red. To address this change, provide a simple explanation of the event that caused this change. Save your changes. 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.
Licensed Personnel

The licensed personnel screen allows users to report the district licensed personnel by building type. Report the full-time equivalency (FTE) for all licensed personnel employed by the district to the nearest tenth. **Sponsoring districts of special education coops should also include all licensed employees.** Do not exceed 1.0 FTE for any personnel.

This list may not match the Licensed Personnel Report your district completes later this school year.

Report the total number of personnel who have received the yearly Structured Literacy (SL) Dyslexia Training. **SL Trained Personnel should not exceed the total on each line.** This information has been requested by the Legislature Task Force on Dyslexia and will be used to address the need and mandate for accountability. Contact person for SL Trained Personnel is Laurie Curtis PhD at 785-296-2749 or lcurtis@ksde.org.

### Licensed Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>(01)</th>
<th>(02)</th>
<th>(05)</th>
<th>(06)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten Teachers</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All Other Teachers</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Library Media Specialists</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>School Counselors</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Clinical or School Psychologists</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nurses (RN or NP only)</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Speech Pathologists</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Audiologists</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>School Social Work Services</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reading Specialist/Teachers</td>
<td>24</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Others (specify below)</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>16</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Non-Licensed Personnel

Non-Licensed personnel should be aggregated for the district, in the 27 categories provided. Report the full-time equivalency (FTE) for all licensed personnel employed by the district to the nearest tenth. **Sponsoring districts of special education coops should also include all licensed employees.** Do not exceed 1.0 FTE for any personnel.

**“NEW” Non-Licensed Personnel name change:**
For All Other: Coaching Assistants is now reported as All Other: Rule 10 Coaches.

### Non-Licensed Personnel

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service/Directors/Coordinators/Supervisors (9)</td>
<td>(7)</td>
<td>0.0</td>
</tr>
<tr>
<td>Food Service: All Other Personnel</td>
<td>(8)</td>
<td>0.0</td>
</tr>
<tr>
<td>Transportation/Directors/Coordinators/Supervisors (9)</td>
<td>(9)</td>
<td>0.0</td>
</tr>
<tr>
<td>Transportation: All Other Personnel</td>
<td>(10)</td>
<td>0.0</td>
</tr>
<tr>
<td>Technology/Directors/Coordinators/Supervisors (11)</td>
<td>(11)</td>
<td>0.0</td>
</tr>
<tr>
<td>Technology: All Other Personnel</td>
<td>(12)</td>
<td>0.0</td>
</tr>
<tr>
<td>Other/Directors/Coordinators/Supervisors (13)</td>
<td>(13)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other Attendance Services Staff</td>
<td>(14)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other Library Media Aides</td>
<td>(15)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other Nurses (LPN or LVN only)</td>
<td>(16)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other Security Officers</td>
<td>(17)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other Social Services Staff</td>
<td>(18)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other Regular Education Teacher Aides</td>
<td>(19)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: Rule 10 Coaches</td>
<td>(20)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: Secretary/Clerical (Central Admin.)</td>
<td>(21)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: Secretary/Clerical (School Admin.)</td>
<td>(22)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: Secretary/Clerical (Student Support Service)</td>
<td>(23)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: Special Education Paraprofessionals</td>
<td>(24)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: Parents as Teachers</td>
<td>(25)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: School Resource Officer</td>
<td>(26)</td>
<td>0.0</td>
</tr>
<tr>
<td>All Other: Others (specify below)</td>
<td>(27)</td>
<td>0.0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

Full time equivalency of 1.0 should be based upon 2,080 hours (260 workdays times 8 hours). Report to the nearest tenth, not to exceed 1.0.

A. Include data processing, purchasing, accounting, insurance, payroll, etc. in Business Services.
B. Include only supervisory personnel receiving an annual salary of at least $35,000. All other supervisory personnel should be counted as "All Other Personnel" in their employment classification.

Refer questions on this screen to Rose Ireland at ireland@ksde.org or (785) 296-4973.
Federal Title Programs

The Title II Programs utilize non-public 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 2023-2024 allocations.

Each non-public school (accredited and non-accredited) located within the USD Boundary, as identified in the Directory Updates web application, will be reflected in the list below. For each non-public school listed, report their Total FTE student enrollment as of September 20, 2022. Please check the programs in which they intend to participate; if no participation, please do not check either box.

### Federal Title Programs

<table>
<thead>
<tr>
<th>USD</th>
<th>School Year</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>#422 Kiowa County</td>
<td>2022 - 2023</td>
<td>In Progress</td>
<td>9/8/2022 8:20:04 AM</td>
</tr>
</tbody>
</table>

**INFORMATION REQUIRED TO ADMINISTER ALLOCATIONS FOR THE TITLE II-A (TEACHER QUALITY) AND TITLE III (ENGLISH AS A SECOND LANGUAGE).**

The Title II-A and Title III Programs utilize non-public school enrollment within the unified school district boundary 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 2022-2023 allocations.

Each non-public school (accredited and non-accredited) located within the USD Boundary, as identified in the Directory Updates web application, will be reflected in the list below. For each non-public school listed, report their total FTE student enrollment as of September 20, 2022. Please check the programs in which they intend to participate for the school year; if no participation, please do not check either box.

It is our recommendation to have all information ready for entry to avoid timeouts. Select SAVE at the bottom of the screen when done entering.

No Private schools found for this District...

### Headcounts Table

This table provides the cumulative total students counted on September 20 as reported in the Principal Building Reports and further disaggregates the totals into subgroups that could potentially affect weightings for funding. 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 for Virtual State Aid funding based on the KSDE audit.

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 $5,600, part-time funded at $2,800 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 the minutes first and 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.
- It is our recommendation that all students be reported in their home school they would otherwise attend. For students that cannot be reported in their home school, their Funding School (D15) should be reported as the Central Office building and such enrollment will be displayed here for funding purposes. This screen is similar to the Principal's Building Report headcount table to reflect the same subgroups by grade and weighted FTE enrollment as applicable.

To find additional information on what students are used to populate the totals, simply 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

It is our recommendation that all students be reported in their home school they would otherwise attend. For students that cannot be reported in their home school, their Funding School (D15) should be reported as the Central Office building and such enrollment will be displayed here for funding purposes. This screen is similar to the Principal’s Building Report headcount table to reflect the same subgroups by grade and weighted FTE enrollment as applicable.

NEW: Virtual Credits (Dropouts 19 & Younger)

Dropout Diploma Completion Virtual

2022 Senate Sub for House Bill 2567 provides funding for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student. Funding will be $709 per credit earned (maximum of six credits per student earned between July 1 and June 30th). Please enter total credits earned for determining Virtual State Aid entitlement. Credits should be estimated through June 30. Credits will be audited the following school year.

To qualify:

1) Age 19 and under attending High School Virtually. (In an approved Virtual school)
   - 19 years of age and younger as of September 20
   - High School student attending virtually

2) Credit deficient < 75% of expected credits earned (5th cohort year)
   - Total credits required for graduation (ex. 21)
   - High School credits the student earned (ex 5)
   - Example: 5/21=24% (Credit Deficient)

3) Signed out of high school-these are the only dropouts that you will have at the beginning of 2022-2023.
   - Parent (or student) exempted the student from attendance
   - Student did not attend for 60 consecutive days during the 2022-23
Central Office Headcount Table

It is our recommendation that all students be reported in their home school they would otherwise attend. For students that cannot be reported in their home school, their Funding School (D15) should be reported as the Central Office building number. All enrollment data is populated from data submitted to the KIDS ENRL Collection System.

Beginning 2021-2022 school year, the decision was made to fund Preschool-Aged At-Risk (3yr old). These students generate 0.5 FTE and includes all applicable weightings.

Total & Concurrent HS Student Headcount and FTE: includes Virtual; excludes KAMS
Free Meal, Reduced Meal, Bilingual and IEP Headcounts: excludes Virtual & KAMS
Note: If the Central Office building number is not used as the Funding School (D15), then no enrollment data will be displayed.

Central Office Weightings Table

K.S.A 72-317 provides funding for full-time 15 years and under Virtual FTE at base state aid $5,690; part-time 15 years and under Virtual FTE at base state aid $2,800. Virtual students 20 years and over are funded at $709 per credit earned (maximum of six credits per student).

**NEW** 2022 Senate Sub for House Bill 2367 provides funding for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student. Funding will be at $709 per credit earned (maximum of six credits per student earned between July 1 and June 30th). Please enter total credits earned for determining Virtual State Aid entitlement. Credits should be estimated through June 30. Credits will be audited the following school year.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Headcount</th>
<th>Free Meal Headcount</th>
<th>Reduced Meal Headcount</th>
<th>IEP Headcount</th>
<th>Bilingual Headcount</th>
<th>Concurrent High School Student Headcount (Adult)</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>163</td>
<td>8</td>
<td>13</td>
<td>0</td>
<td>6</td>
<td>17</td>
<td>160.4</td>
</tr>
<tr>
<td>Net Graded</td>
<td>154</td>
<td>4</td>
<td>18</td>
<td>0</td>
<td>6</td>
<td>12</td>
<td>132.8</td>
</tr>
<tr>
<td>Total</td>
<td>163</td>
<td>8</td>
<td>13</td>
<td>0</td>
<td>6</td>
<td>17</td>
<td>160.4</td>
</tr>
</tbody>
</table>

CTE Seminar minutes: Guidelines and worksheets for counting CTE Contact Minutes (OMS), Seminar Minutes (High School Only) and ESL Contact Time can be found on the Fiscal Auditing website under "Calculators". Seminar minutes must be hand entered and should not be included in CTE contact minutes uploaded to KIDS.

<table>
<thead>
<tr>
<th>Weightings Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE Contact Minutes</td>
<td>0.0%</td>
</tr>
<tr>
<td>CTE Seminar Minutes</td>
<td>0.0%</td>
</tr>
<tr>
<td>CTE Contact Hours</td>
<td>11.3%</td>
</tr>
<tr>
<td>Bilingual Contact Hours</td>
<td>4.6%</td>
</tr>
<tr>
<td>Bilingual Headcount</td>
<td>6.0%</td>
</tr>
<tr>
<td>Free Meal Headcount (At-Risk Funding)</td>
<td>8.6%</td>
</tr>
<tr>
<td>Virtual Students FTE (Full-Time)</td>
<td>1.0</td>
</tr>
<tr>
<td>Virtual Students FTE (Part-Time)</td>
<td>0.6</td>
</tr>
<tr>
<td>Virtual Credits (20 and Older)</td>
<td>2.0</td>
</tr>
<tr>
<td>Virtual Credits (Dropping 19 &amp; Younger)</td>
<td>2.75</td>
</tr>
</tbody>
</table>
Headcount and Enrollment at a Glance

This screen provides a snapshot of headcounts and simple FTE’s that are used to compute the weighted FTE’s on the Legal Max Screen. 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 Headcount and Enrollment at a Glance page reports students who are included in special counts, such as Career and Tech Ed, Bilingual, and Virtual. By clicking on the underlined values, it will display a list of students included in the weighting.

NOTE: The FTE reported on this screen, is NOT the final weighted FTE. The FTE on this screen is used in the calculation to determine your final weighted FTE, or for information only.
• D41: ESOL/Bilingual Participation Codes (Values for headcount: 1, 2, 3, 5, 6 & 7 – Values for Contact Minutes (D45): 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). Approved CTE courses can be found by clicking this link: https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Career-Technical-Education-CTE/Career-Clusters-Pathways/ItemId/6886
• 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).

Legal Max

The Legal Max Screen is broken into three sections: Enrollment/FTE, Weightings and Virtual State Aid.

The Enrollment/FTE section displays the values used to compute your current year adjusted FTE enrollment. The Weightings section displays values for special funding received for special student populations.
If no military (2/20) enrollment, then the greater of the following:

1. The September 20, 2021 audited full time equivalent (FTE) number of students regularly enrolled (excludes Preschool-Aged At-Risk (3yr old and 4yr old), Virtual, KAMS & JDC), or
2. The September 20, 2020 audited FTE number of students regularly enrolled (excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC)

If military (2/20) enrollment, then the greater of the following:

1. The September 20, 2021 audited full time equivalent (FTE) number of students regularly enrolled plus the February 20, 2022 audited FTE (excludes Preschool-Aged At-Risk (4yr old) Virtual, KAMS & JDC), or
2. The September 20, 2020 audited FTE number of students regularly enrolled plus the February 20, 2021 audited (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: 2019-20, 2020-21, 2021-22 (includes 2/20; excludes Preschool-Aged At-Risk, Virtual, KAMS & JDC). Only districts that meet all three of the following criteria qualify for the three-year average for the prior year:
   a. The district received Federal Impact Aid
   b. The District had military dependent students enrolled during 2021-2022 school year
   c. The district declined in enrollment for 2021-2022 compared to 2020-2021 school year

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).
### FTE Enrollment

<table>
<thead>
<tr>
<th></th>
<th>9/20 FTE</th>
<th>2/20 FTE</th>
<th>Total FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/20/2019 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (3yr old), Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)</td>
<td></td>
<td></td>
<td>231.2</td>
</tr>
<tr>
<td>9/20/2020 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (3yr old), Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)</td>
<td></td>
<td></td>
<td>242.0</td>
</tr>
<tr>
<td>9/20/2021 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (3yr old), Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)</td>
<td></td>
<td></td>
<td>291.0</td>
</tr>
<tr>
<td>9/20/2022 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (3yr old), Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)</td>
<td>523.0</td>
<td>2.0</td>
<td>525.9</td>
</tr>
<tr>
<td>3 Year Average FTE (9/20/2019, 9/20/2020, 9/20/2021 – includes 2/20 if eligible)</td>
<td></td>
<td></td>
<td>254.7</td>
</tr>
<tr>
<td>2022-2023 Adjusted FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (3yr old), Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)</td>
<td></td>
<td></td>
<td>291.0</td>
</tr>
<tr>
<td>Preschool-Aged At Risk (3yr old) and Preschool-Aged At Risk (4yr old)</td>
<td>0.0</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>2022-2023 Total Adjusted FTE Enrollment (Includes 2/20, Preschool-Aged At Risk (3yr old), and Preschool-Aged At Risk (4yr old))</td>
<td>291.0</td>
<td></td>
<td>291.5</td>
</tr>
<tr>
<td>Low and High Enrollment</td>
<td>147.5</td>
<td></td>
<td>147.7</td>
</tr>
</tbody>
</table>

### Weightings

<table>
<thead>
<tr>
<th>Weighting</th>
<th>9/20 FTE</th>
<th>2/20 FTE</th>
<th>Total FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Education (CTE) Weighted FTE</td>
<td>0.0</td>
<td>0.1</td>
<td>1.0</td>
</tr>
<tr>
<td>Bilingual Weighted FTE (Contact Hours)</td>
<td>1.9</td>
<td>0.1</td>
<td>2.0</td>
</tr>
<tr>
<td>Bilingual Weighted FTE (Headcount)</td>
<td>7.2</td>
<td>0.2</td>
<td>7.4</td>
</tr>
<tr>
<td>Bilingual Weighted FTE (Higher of Contact Hours or Student Headcount)</td>
<td></td>
<td></td>
<td>7.4</td>
</tr>
<tr>
<td>Free Meal Headcounts (For At-Risk Funding)</td>
<td></td>
<td></td>
<td>170.0</td>
</tr>
<tr>
<td>At-Risk Weighted FTE</td>
<td></td>
<td></td>
<td>82.3</td>
</tr>
<tr>
<td>Free Meals Percent (Info Only)</td>
<td></td>
<td></td>
<td>32.02</td>
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<tr>
<td>High Density At-Risk Weighted FTE (USD Level)</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>High Density At-Risk Weighted FTE (School Level)</td>
<td></td>
<td></td>
<td>6.9</td>
</tr>
<tr>
<td>High Density At-Risk Weighted FTE (Higher of USD Level or School Level)</td>
<td></td>
<td></td>
<td>6.9</td>
</tr>
<tr>
<td>Transportation State Aid 2.5 Miles or Over for Current Year</td>
<td></td>
<td></td>
<td>199,377</td>
</tr>
<tr>
<td>Transportation Weighted FTE</td>
<td></td>
<td></td>
<td>41.1</td>
</tr>
<tr>
<td>KAMS FTE</td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Subtotal Weighted Enrollment (excluding Special Ed Weighted FTE)</td>
<td></td>
<td></td>
<td>577.9</td>
</tr>
</tbody>
</table>

### Virtual State Aid

<table>
<thead>
<tr>
<th></th>
<th>9/20 FTE</th>
<th>State Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Students FTE (Full-Time Students)</td>
<td>17.0</td>
<td>95,200</td>
</tr>
<tr>
<td>Virtual Students FTE (Part-Time Students)</td>
<td>7.4</td>
<td>20,720</td>
</tr>
<tr>
<td>Total Credits Earned (20 yrs and older)</td>
<td>7.00</td>
<td>4,963</td>
</tr>
<tr>
<td>Total Virtual Credits Earned (Dropout 19 yrs. and Younger)</td>
<td>6.75</td>
<td>4,786</td>
</tr>
</tbody>
</table>
Approve/Submit S066

When the report is accurate, it is time to submit the SO66. 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 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. Attempts to send KIDS Collection ENRL records will not be allowed after the S066 has been submitted.
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”.

![Print SO66](image-url)
### 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rose Ireland</td>
<td>(785) 296-4973</td>
<td><a href="mailto:rireland@ksde.org">rireland@ksde.org</a></td>
</tr>
<tr>
<td>Christie Wyckoff</td>
<td>(785) 296-6321</td>
<td><a href="mailto:cwyckoff@ksde.org">cwyckoff@ksde.org</a></td>
</tr>
<tr>
<td>Sara Barnes</td>
<td>(785) 296-4972</td>
<td><a href="mailto:sbarnes@ksde.org">sbarnes@ksde.org</a></td>
</tr>
<tr>
<td>Dale Brungardt</td>
<td>(785) 296-3872</td>
<td><a href="mailto:dbrungardt@ksde.org">dbrungardt@ksde.org</a></td>
</tr>
</tbody>
</table>

#### User Name and Password:

<table>
<thead>
<tr>
<th>Description</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSDE Help Desk</td>
<td>(785) 296-7935</td>
<td><a href="mailto:HelpDesk@ksde.org">HelpDesk@ksde.org</a></td>
</tr>
</tbody>
</table>
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: http://www.ksde.org/Default.aspx?tabid=319

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:
  - At least 8 characters long
  - Contains at least 1 numeric value or special character
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.

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