



Superintendent's Organization Report (SO66)

2018-19 User's Guide

Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

<https://svapp15586.ksde.org/authentication/login.aspx>

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel 900 SW Jackson, Topeka, KS 66612, 785-296-3204

Related Documents

All documents unless otherwise specified may be found on the KIDS Project website (www.ksde.org/kids) under the “Documents” tab.

Date	Document Title/Location	Comments
7/22/2018	2018-19 Enrollment Handbook https://www.ksde.org/Portals/0/Auditing/Enrollment%20Handbook%20FY19%20posted%209.4.18.pdf?ver=2018-09-04-215112-707	The purpose of this booklet is to explain how a student is counted and how to determine the appropriate entries into the KIDS system to generate the correct amount of state aid.
9/03/2018	KIDS 2018-19 File Specifications	Data Dictionary offering a complete list of the KIDS Collection fields and their valid values.
9/03/2018	KIDS 2018-19 Submission Overview	Contains an overview of the KIDS record types and the Collection Schedule of Submission Windows for the year.
9/09/2018	KIDS 2018-19 Submission Details (ENRL, TEST, EXIT, ASGT, EOYA, QERY, SMSC, STCO & TASC)	Nine documents (one for each KIDS record type—ENRL, TEST, EXIT, etc.) that contain a list of required and optional data elements, submission guidelines, and list which reports return data submitted by that record type.
9/12/2018	PBR 2018-19 User’s Guide Kansas State Department of Education > Agency > Fiscal and Administrative Services > School Finance > Guidelines and Manuals	Manual with instructions on completing the Principal’s Building Reports in preparation of submission of the SO66.

Table of Contents

Revision History	2
Related Documents	2
Table of Contents.....	3
Part I: Introduction	4
Part II: About this Manual.....	4
Part III: Important Terms	5
Part IV: User Levels	6
Part V: Registering for Access to the SO66	7
Part VI: Logging into the Superintendent’s Organization Report.....	10
Part VII: Quick “Tour” of the Superintendent’s Organization Report	12
Welcome Page	12
Navigation Menu	13
Page Navigation	14
PBR Work Queue	15
Part VIII: Navigating the SO66.....	16
A. Administrative Data	16
B. Schedule Info	17
Yearly Schedule.....	17
Inclement Weather and Staff Development/In-Service Sections	17
C. Anti-Bullying Policy/Jason Flatt Act.....	17
D. Salaries	18
Confirming Salary Variances	18
Common Salary Errors	19
E. Certified Personnel	21
F. Non-Certified Personnel.....	21
G. Federal Title Programs	22
H. Headcounts Table.....	23
I. Central Office Headcount.....	25
J. Headcount Enrollment at a Glance.....	25
K. Legal Max.....	28
L. Approve/Submit SO66	29
M. Print SO66.....	31
Part X: Help Resources.....	32
Appendix A: Best Practices	32
Appendix B: Data Quality.....	35

Part I: 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.

Part II: About this Manual

This User’s Guide will describe how to:

- Navigate through the SO66 screens.
- Help you identify where data is pulling from the KIDS collection system.
- Answer questions on how data should appear in your report and the purpose behind the collection.
- Review specific information about your reported totals and help you audit this data against your student information system, for the purpose of ensuring data accuracy.
- View various sub-reports that are collected for the purpose of funding and other state reporting data.

We have also included some notes and tips that highlight important topics.

NOTE: The “Notes” box will mention items that require special attention.

TIP: The “Tip” box will contain recommendations and/or “shortcuts” as the user works through the SO66.

Part III: Important Terms

Are you new to the vocabulary of the SO66? Don't worry—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:

Term	Meaning
Directory Updates	A district level web application, typically managed by someone in the Central Office (eg Superintendent, Board Clerk or other designated individual). Directory data for the building, such as Schedule Information, populates to portions of the PBR.
ENRL Record	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.
KIDS System	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.
Student Information System (SIS)	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.
Superintendent's Organization Report (SO66)	A district level report that compiles data from the PBRs and provides the initial, unaudited data used for student funding. Principals, or the appropriate designee, approve the PBR for the superintendent's review and acceptance of the building totals.

Part IV: 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.

User Level	Defined Roles/Responsibilities
District/Org Approve	<ul style="list-style-type: none">• Has write access to change manual data entry on the PBR for buildings in the district for which he/she is responsible.• Has write access to change manual data entry on the SO66 for the district for which he/she is responsible.• Has read access to the PBR for buildings in the district for which he/she is responsible.• Has read access to the SO66 in the district for which he/she is responsible.
District/Org Read-Only	<ul style="list-style-type: none">• Has read access to the PBR for buildings in the district for which he/she is responsible.• Has read access to the SO66 in the district for which he/she is responsible.

Part V: Registering for Access to the SO66

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://svapp15586.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:

NOTE: You may want to skip this section if you have used the SO66 before, or if you already registered for access to the SO66.

Kansans CAN User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Login](#)

[Forgot Your Password?](#)

The LCP System will be down for maintenance beginning at 7:00AM on Wednesday, September 13, 2017.

KN-CLAIM Help Desk: 785-296-2276 or CNWApplications@ksde.org

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) IE 10, IE 11 when run in compatibility mode; for Macintosh - Firefox v27 to v44.0
[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

[Register](#)

On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is entered in the “Building” field on the web applications registration page. For example, if you will be submitting and viewing data at the district-level for KIDS, select the “All Buildings” option under the “Building” field.

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.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:

Organization: **** Please select an organization **** Building: **** Please select a building ****

Please enter a login ID and password.

Login ID:*

Password:*

Confirm Password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

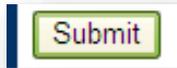
Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

<input checked="" type="checkbox"/> Superintendent's Organization Report (SO66)	District/Org Read Only District/Org Approve
<input type="checkbox"/> Technology Plan	District

When you have completed all required information on the registration form, click the "Submit" button at the bottom of the screen.



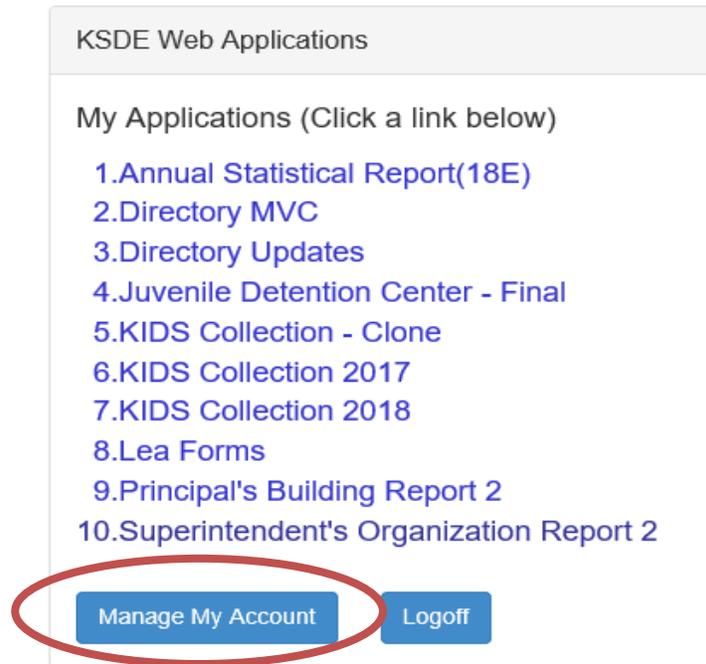
If all data on the registration form is valid, you will get a message that says "Thank You for Registering". The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the Superintendent's Organization Report to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the Superintendent's Organization Report to your list of available KSDE web applications:

- Login on the KSDE Web Applications page
- Click the "Manage My Account" link
- Check the box in front of Superintendent's Organization Report
- Select your access level (school or district and read-write or read-only)
- Click "Submit"

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the Superintendent's Organization Report.



TIP: If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be navigated to a screen in which you must enter your Username then click <Send Password Reset Token>. In order for you to change your password, an email with a temporary link will be sent to the email address associated with this username.

Part VI: Logging into the Superintendent’s Organization Report

The Superintendent’s Organization Report, like the other KSDE web applications, is available on the KSDE Authentication page. To access the SO66, enter your username and password on the KSDE Web Applications page (<https://svapp15586.ksde.org/authentication/login.aspx>).

Individuals will need to read the Legal Notice and click on the Accept link to continue.

Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6215 through 72-6223, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.

Accept

Decline

The user will see the Superintendent's Organization Report on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on the application to open it.

KSDE Web Applications

My Applications (Click a link below)

1. Annual Statistical Report(18E)
2. Directory MVC
3. Directory Updates
4. Juvenile Detention Center - Final
5. KIDS Collection - Clone
6. KIDS Collection 2017
7. KIDS Collection 2018
8. Lea Forms
9. Principal's Building Report 2
10. Superintendent's Organization Report 2

Manage My Account

Logoff

NOTE:

Some of the applications may be grayed out. This means that 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.

After clicking on the link for the Superintendent’s Organization Report, you will see the Welcome page.

Part VII: Quick “Tour” of the Superintendent’s Organization Report

Welcome Page

Welcome

[Welcome](#) [Help](#)

[Bottom of Page](#)

The Superintendent’s Organization Report

The Superintendent’s Organization Report gathers and organizes data regarding headcount enrollment and additional district level data. Data is collected from the the Principal’s Bulding Report via the KIDS Collection System and the Directory Updates Web Application. Only authorized personnel have access to these applications.

Instructions are provided on each screen. Additional detailed help may be available for a screen by clicking on the question mark icon in the upper right hand corner of the screen. Some screens have specific points of contact for additional questions.

Additional help can be found by downloading the user manual located at: <http://www.ksde.org/Default.aspx?tabid=429>

Questions regarding the completion of his report may be directed to Rose Ireland, in School Finance, at 785-296-4973 or emailed to rireland@ksde.org

Completing the Report

Accuracy and completeness in reporting are extremely important since state aid payments and accreditation of schools are based on information given on the reports. Throughout the year, requests for information from these reports are given to legislators, educators, the U.S. Department of Education, members of the media, and patrons.

KSDE has a server designated to run our web based applications. This server should adequately support the large volume of users and allow you to complete these applications with minimal disruptions. Successful uploads to the KIDS Collection System should populate to this report every 15 minutes. Changes to the Directory Updates web application should reflect on this report in real time. **Delays to updates may occur if a large number of districts upload student data at peak times.**

Principal’s Building Report

Building and/or district level personnel must review and approve the Principal’s Building Report before the Superintendent Organization Report can be submitted to the state.

The District Office is responsible for reviewing the Principal’s Building Reports to ensure accuracy and completeness prior to completing the Superintendent’s Report. Many sections of the report can be completed EARLY (contact information, bullying information, salaries, personnel, etc) and will ease the burden and rush to enter data that often results in errors. Making data corrections after the due date is very difficult as data collected is used in public reports, calculating state aid payments and school accreditation.

KIDS Collection System

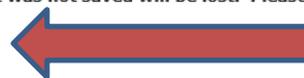
In an effort to meet the reporting requirements of the Federal *No Child Left Behind* legislation and reduce the data burden on local schools and districts, the Kansas State Department of Education has developed a student-level record system, known as Kansas Individual Data on Students, or KIDS. The KIDS system maintains student confidentiality while allowing for more accurate data available in multiple formats in a timelier manner.

The Funding & Enrollment (ENRL) collection focuses on gathering the enrollment information on students. In order for a school district to receive funds, ALL students must be included in the KIDS system. KIDS data will determine enrollment and most weightings including: Vocational, Bilingual, At-Risk and Transportation. This is also the data that is used to populate sections of the Principal’s Building Report and the Superintendent’s Organizational Report.

To find out more information, go to the KIDS Project Website at: <http://www.ksde.org/kids>

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

Note: If you do not save your data within 15 minutes, you will be logged off KSDE’s server and data that was not saved will be lost. Please note your local Internet Service Provider (ISP) may have a different “timeout” session of as little as 10 minutes.



For most users, this is the first screen that will appear after entering the report (other users may see the work queue, discussed further, below). From here you will be able to begin the report, jump to a specific screen, and review some basic information about the report.

TIP: The “Logout” link provided on all screens (in the top left corner) allows the user to exit the application at any time. The “Applications List” link allows you to go directly to your authenticated home page.

Navigation Menu

Below is the navigation menu that lists the nine links that can be used to navigate in the application – **Administrative Data, Student Information System, Schedule Info, Anti-Bullying Policy, Salaries, Certified/Licensed Personnel, Non-Certified Personnel, Federal Title Programs, Headcounts Table, Central Office Headcounts Table, Headcount and Enrollment at a Glance, Legal Max, Submit SO66, and Print SO66.**

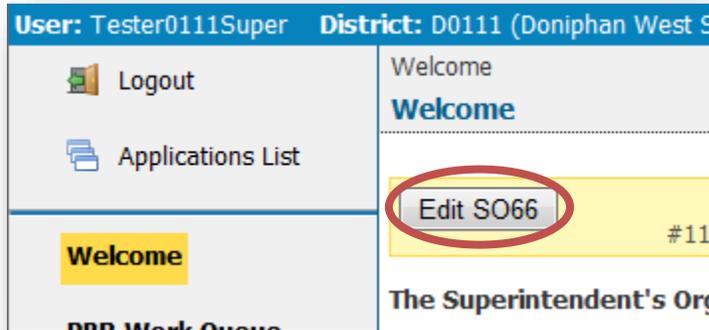


Clicking on any of the menu items will link directly to that page. Quickly navigate to screens that have been started, require further review, or to verify data.

Click "Submit SO66" to conduct a final review of all your data and submit your report to KSDE.

Clicking on "Print SO66" will allow users to print sections or the entire report.

When you are ready to begin the Superintendent’s Organization Report, click on the “**Create SO66**” button below the school building data. Once you begin the report, this button will change to “**Edit SO66**”. 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 submitted your report to KSDE.



TIP: You should not use the “**Refresh**,” “**Back**,” or “**Forward**” browser buttons with the Superintendent’s Organization Report. There are links on every page that allow access to other screens.

PBR Work Queue

The work queue shows the current status of Principal Building Reports in the district. There are four levels of progress: **Not Started**, **In progress**, **Approved by Principal (Ready for Superintendent Review)** and **Submitted to KSDE**. As the building reports are completed, they will move from level to level. If no buildings are at the specified level, the queue will be blank.

PBR Work Queue [Help](#)

PBR Work Queue Bottom of Page

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

Status of Building Reports
To submit building reports that are approved by principal (i.e. ready for superintendent review), click Application List, select Principal's Building Report, select the building number you wish to review, verify the data, and submit the report.

Building:

Not Started | Total Count: 29

School Year	Org. #	Bldg. #	Bldg.	Approved By Principal Date	Submitted to KSDE Date	Edit By	Edit Date
2018 - 2019	D0229	0757	Lakewood Middle				
2018 - 2019	D0229	0759	Timber Creek Elementary School				
2018 - 2019	D0229	0765	Liberty View Elementary				
2018 - 2019	D0229	0768	Stanley Elementary				
2018 - 2019	D0229	0771	Morse Elementary				
2018 - 2019	D0229	0772	Valley Park Elementary				
2018 - 2019	D0229	0773	Leawood Elementary				
2018 - 2019	D0229	0774	Stilwell Elementary				
2018 - 2019	D0229	0776	Blue Valley Middle				
2018 - 2019	D0229	0777	Mission Trail Elementary				
2018 - 2019	D0229	0778	Leawood Middle				
2018 - 2019	D0229	0779	Overland Trail Elementary				
2018 - 2019	D0229	0780	Indian Valley Elementary				
2018 - 2019	D0229	0781	Overland Trail Middle				
2018 - 2019	D0229	0782	Oak Hill Elementary				

Approved By Principal (Ready for Superintendent Review) | Total Count: 0

There are no PBRs in this Work Queue.

Submit ALL 'Approved By Principal' PBR's

Submitted to KSDE | Total Count: 0

There are no PBRs in this Work Queue.

Loaded by KSDE | Total Count: 0

There are no PBRs in this Work Queue.

If a district level user wishes to approve all reviewed Principal Building Reports, simply click on the “Submit ALL ‘Approved by Principal’ PBR’s” button.

Submit ALL 'Approved By Principal' PBR's

Part VIII: Navigating the SO66

A. 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.

Administrative Data

Bottom of

USD: #101 Erie-Galesburg	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/6/2018 10:08:53 AM
-----------------------------	-----------------------------	-------------------------------	--------------------------------------

DISTRICT INFO

If this data is incorrect or not available, please correct it in the Directory Updates web application.

School Year:	2018 - 2019		
District:	Erie-Galesburg , USD # 101		
Address:	205 S Main		
City:	Erie3	Zip:	66733
Superintendent:	John Wayne		

ATTENDANCE BUILDINGS

Only regular accredited school buildings will be listed as Closed/Open. It will not include "programs" (eg. Special Education attendance buildings, Pre-Kindergarten attendance buildings, etc). If these are not correct, please contact Sara Barnes at (785)296-4972 or Rose Ireland at (785)296-4973.

Buildings Closed During This School Year:

No buildings closed this school year...

Buildings Opened During This School Year:

No buildings opened this school year...

CONTACT PERSON

Name:	Phone:	Position:
<input type="text"/>	() - -	<input type="text"/>

B. Schedule Info

Yearly Schedule

The Schedule Info Screen requires school districts to identify all the inclement weather and in-service dates.

Schedule Info Bottom of 1

USD: #101 Erie-Galesburg	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/6/2018 10:08:53 AM
-----------------------------	-----------------------------	-------------------------------	--------------------------------------

If **YEARLY SCHEDULE** information on this page is incorrect or not available, please update it in the Directory Updates web application.
Inclement weather and inservice dates entered below cannot be on the same day.

YEARLY SCHEDULE

Number of Hours school was in session during 2017 - 2018:	1100
Scheduled opening date for 2018 - 2019:	8/13/2018
Scheduled closing date for 2018 - 2019:	5/16/2019

INCLEMENT WEATHER DATES

No inclement weather dates found...

STAFF DEVELOPMENT OR IN-SERVICE TRAINING DATES

No training dates found...

Previous Next

Inclement Weather and Staff Development/In-Service Sections

Please ensure you have not scheduled staff development or in-service training on the September 20 count date. Per KSA 72-1106, you cannot schedule more than five (5) inclement weather days for the school year.

C. Anti-Bullying Policy/Jason Flatt Act

Districts 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.

Anti-Bullying Policy Bottom of Page

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

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 Kent Reed at 785-296-8109 or kreed@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) was passed during the 2016 Legislative session. On or before January 1, 2017, the State board of education shall adopt rules and regulations necessary to implement the provisions of this Act. KSA 72-6284 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 methods of interventions
 3. a crisis recovery plan

Refer questions to Kent Reed at 785-296-8109 or kreed@ksde.org.

NOTE: The statute does not specify when this Act will go into effect. This section was added to bring awareness in order to plan for the implementation of this Act, if not already in place. Additional information will be provided after the State Board adopts the rules and regulations as to when this will become effective.

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

D. Salaries

Confirming Salary Variances

Salaries frequently fluctuate from year to year. Both percentage changes and cash value changes can appear odd. A new feature allows you to review changes to your report and provide details to School Finance on why changes have occurred. 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.

Often, data is accurate, but the changes to your data have produced a result that appears unusual. Previously, School Finance would contact districts and ask for clarification on the numbers. Now explanations can be provided on screen.

Salaries Bottom of Page

USD: #229 Blue Valley School Year: 2018 - 2019 Status: **In Progress** Status Date: 9/5/2018 11:30:45 AM

Enter the **actual** salaries paid from the previous school year and the **contracted** salaries for the current school year. Do not complete ANY portion of the CONTRACTED column (FTE, salary, benefits) if you are still in negotiation on the due date of the report. Once negotiations are settled, information should be provided to Rose Ireland at rireland@ksde.org or fax 785-296-6659.

		Total Actual 2017-2018	Total Contracted 2018-2019	Change	% Change
1.	Number of FTE Principals, based on 10 mo. Contract (report to the nearest tenth). Do NOT include Assistant or Vice Principals.	1.5	1.5	0.0	0.0
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.	\$ 50000	\$ 75000	25,000	50.0 Please explain in brief detail the reasons for the unusual change in salaries: <input type="text"/>
3.	Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties. See help screen.	\$ 0	\$ 0		0.0
4.	Total principals salaries	\$ 50,000	\$ 75,000	25,000	50.0
5.	Average contracted salary for principals	\$ 33,333	\$ 50,000	16,667	50.0
6.	Number of FTE classroom teachers (report to the nearest tenth)	0.0	0.0	0.0	0.0
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.	\$ 0	\$ 0		0.0
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.	\$ 0	\$ 0		0.0
9.	Board paid fringe benefits for teachers. Pro-rate for teachers with other contractual duties. See help screen.	\$ 0	\$ 0		0.0
10.	Total classroom teachers salaries	\$	\$		0.0
11.	Average contracted salaries for classroom teachers	\$	\$		0.0
12.	Estimated average percent increase in salary (including fringe benefits) for recurring teachers during 2017-2018				0
13.	Superintendent's total salary including supplemental salary and fringe benefits (employee reduction and board paid) DO NOT PRORATE	\$ 0	\$ 0		0.0

Previous Save & Previous Save Save & Next Next

Common Salary Errors

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 (e.g. Reporting a principal's FTE as 0.5, but not prorating his salary accordingly).

- Prorating the superintendent’s salary on the superintendent’s salary line 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 (e.g. Attempting to enter cents, so reporting 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** SO66 to complete the **actual** section of **this year’s** report.

Paying close attention to details will help ensure your salary data is as accurate as possible. To help guide your data entry a possible salary scenario, and 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

Salaries Bottom of Page

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

Enter the **actual** salaries paid from the previous school year and the **contracted** salaries for the current school year. Do not complete ANY portion of the CONTRACTED column (FTE, salary, benefits) if you are still in negotiation on the due date of the report. Once negotiations are settled, information should be provided to Rose Ireland at rireland@ksde.org or fax 785-296-6659.

	Total Actual 2017-2018	Total Contracted 2018-2019	Change	% Change
1. Number of FTE Principals, based on 10 mo. Contract (report to the nearest tenth). Do NOT include Assistant or Vice Principals.	1.5	1.5	0.0	0.0
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.	\$ 50000	\$ 75000	25000	50.0 Please explain in brief detail the reasons for the unusual change in salaries:

Look at the principal data above. While the average contracted salary on line five only increased 5.0%, remember that School Finance Salary Reports include salaries disaggregated by subgroup. So a percentage change on line two or three could appear that a district has increased their salaries fringe benefit spending significantly.

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.

E. Certified 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.

Create/Edit/View Certified/Licensed Personnel

Certified/Licensed Personnel

 Bottom of Page

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

Administrator's contracts may vary from nine to twelve months. 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.

- (A) Report the total number of other certified employees that serve in an administrative capacity district wide. Include area directors.
- (B) Report only those employed by this school district or system.
- (C) Include federal programs, except Headstart.
- (D) Include Headstart teachers and other preschool teachers.

TOTALS: This data may not match the Licensed (Certified) Personnel report.

NOTE: Sponsoring districts of special education coops only – do not forget to include all certified employees of the coop in this report.

Personnel (include all Certified Personnel)	Line	(01) Central Office	(02) Elementary	(03) Middle/Jr. High	(04) Sr. High	(05) Total
Superintendent	(1)	<input type="text" value="0"/>				0.0
Assoc./Asst. Superintendents	(2)	<input type="text" value="0"/>				0.0
Administrative Assistants(A)	(3)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0
Principals	(4)		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0
Assistant Principals	(5)		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0
Directors/Supervisors Spec. Ed. (B)	(6)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0
Directors/Supervisors of Health	(7)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0
Directors/Supervisors Career/Tech Ed (B)	(8)	<input type="text" value="0"/>			<input type="text" value="0"/>	0.0
Instructional Coordinators/Supervisors	(9)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0
All Other Directors/Supervisors (C)	(10)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0
Other Curriculum Specialists	(11)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0

F. Non-Certified Personnel

The non-certified personnel are entered on this screen. Non-certified personnel should be aggregated for the district, in the 27 categories provided. Do not exceed 1.0 FTE for any personnel.

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

Refer questions on this screen to School Finance at (785) 296-4973.

Full time equivalency of 1.0 should be based upon 2080 hours (260 workdays times 8 hours). Compute 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.

Non-Certified Personnel	Line	Full-Time Equivalence
Assistant Superintendents	(1)	<input type="text" value="0.0"/>
Business Managers	(2)	<input type="text" value="0.0"/>
Business Services (A):Directors/Coordinators/Supervisors (B)	(3)	<input type="text" value="0.0"/>
Business Services (A):All Other Personnel	(4)	<input type="text" value="0.0"/>
Maintenance and Operation:Directors/Coordinators/Supervisors (B)	(5)	<input type="text" value="0.0"/>
Maintenance and Operation:All Other Personnel	(6)	<input type="text" value="0.0"/>
Food Service:Directors/Coordinators/Supervisors (B)	(7)	<input type="text" value="0.0"/>
Food Service:All Other Personnel	(8)	<input type="text" value="0.0"/>
Transportation:Directors/Coordinators/Supervisors (B)	(9)	<input type="text" value="0.0"/>
Transportation:All Other Personnel	(10)	<input type="text" value="0.0"/>
Technology:Directors/Coordinators/Supervisors (B)	(11)	<input type="text" value="0.0"/>
Technology:All Other Personnel	(12)	<input type="text" value="0.0"/>
Other:Directors/Coordinators/Supervisors (B)	(13)	<input type="text" value="0.0"/>
All Other:Attendance Services Staff	(14)	<input type="text" value="0.0"/>
All Other:Library Media Aides	(15)	<input type="text" value="0.0"/>
All Other:Nurses (LPN or LVN only)	(16)	<input type="text" value="0.0"/>
All Other:Security Officers	(17)	<input type="text" value="0.0"/>
All Other:Social Services Staff	(18)	<input type="text" value="0.0"/>
All Other:Regular Education Teacher Aides	(19)	<input type="text" value="0.0"/>

G. 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 **2019-2020** allocations.

If non-public schools will not participate in Title II programs select “No” in response to the question, “For the 2018-19 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, 2018 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 2018-19 school year.

Federal Title Programs

Bottom of Page

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

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 **2019-20** allocations.

For each non-public school located within your district boundary, report their total FTE student enrollment as of September 20, 2018. Please check the programs in which they intend to participate.

Non-public schools include all private accredited and non-accredited schools. When you are done entering all of your non-public schools, press the Save button below.

For the 2019 - 2020 school year, will one or more private schools within your district boundary participate in Title II or Title III programs offered by your district?

Yes No

Enter school below...

H. Headcounts Table

This table provides the cumulative total students counted on September 20 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)
- D24 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)

I. Central Office Headcounts Table

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.

Central Office Headcounts Table
Bottom of Page

USD: #101 Erie-Galesburg	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/6/2018 10:08:53 AM
-----------------------------	-----------------------------	-------------------------------	--------------------------------------

The headcount enrollment information is for all grades of all students that are counted for funding in the central office as of the KIDS Collection System 9/20 Count date. ALL enrollment data is prepopulated from data submitted to the KIDS Collection System.

Note: KAMS and Virtual students are included in the Total Headcount and FTE columns only. If the central office building number is not used as the funding school, then no enrollment records will be displayed.

2017 Senate Bill 19 provides funding for full-time 18 years and under Virtual FTE at base state aid \$5,000; part-time 18 years and under Virtual FTE at base state aid \$1,700; Virtual students 19 years and over are funded at \$709 per credit earned (maximum of six credits per student).

Grade	Total Headcount	Free Meal Headcount	Reduced Meal Headcount	IEP Headcount	Bilingual Headcount	Concurrent High School Student Headcount	FTE
Grade 7	2	0	0	0	0	0	0.6
Grade 11	3	0	0	0	0	0	0.9
Total	5	0	0	0	0	0	1.5

Include seminar minutes only for qualifying, CTE students included in the central office table above. Do NOT duplicate here, minutes reported on Principal Building Reports.

Weightings Category	Value
CTE Contact Minutes	0.0
Seminar Minutes	<input type="text" value="0"/>
CTE Contact Hours	0.0
Bilingual Contact Hours	0.0
Bilingual Headcount	0.0
Free Meals for At-Risk Funding	0.0
Virtual Students FTE (Full-Time)	0.0
Virtual Students FTE (Part-Time)	1.5
Total Virtual Credits (19 and Older)	<input type="text" value="0"/>

Previous
Save & Previous
Save
Save & Next
Next

J. 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 (i.e 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 student included in the weighting.

In populating the Headcount and Enrollment at a Glance Table, data is populated based on ENRL records uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

Headcount and Enrollment at a Glance

Bottom of Page

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

This information is required to administer the Kansas School Equity and Enhancement Act (K.S.A. 72-5131 through 72-5176).

Note: FTE Enrollment excludes Virtual, 4YR Old At-Risk, KAMS and JDC.

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 over 19 years of age 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 at least 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 is only eligible to districts that had a bond election prior to July 1, 2015 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 207 or USD 475.

K.S.A. 72-3715 provides funding for full-time 18 years and under Virtual FTE at base state aid \$5,000; part-time 18 years and under Virtual FTE at base state aid \$1,700; Virtual students 19 years and over are funded at \$709 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.

Category	9/20/2018 District Total Headcount or Hours	9/20/2018 FTE	2/20/2019 District Total Headcount or Hours	2/20/2019 FTE
FTE Enrollment (excludes 4-Year Old At-Risk, Virtual and KAMS)	<u>10.0</u>	9.0		
Total Headcount of Funded Students (excluding Virtual, KAMS and JDC)	<u>10.0</u>	9.0		
4-Year Old At-Risk (State Funded)	0	0.0		
Out-of-State Students (Info Only)	0			
Career and Technical Education (CTE) Contact Hours	<u>1.3</u>			
Bilingual Student Contact Hours	13			
Bilingual Student Headcount	9			
Students Eligible for Free Meals for At-Risk Funding	1			
KAMS Students	<u>1.0</u>			
Students in Juvenile Detention Centers on September 20	0	0.0		
Number of transported students who live 2.5 miles or more from attendance centers	<u>2.0</u>	2.0		
Number of transported students who live less than 2.5 miles from attendance centers	<u>2.0</u>	2.0		
Number of Non-Resident (Out of District) transported students	0	0.0		
Virtual Students FTE (Full-Time Students)	<u>4.0</u>	4.0		
Virtual Students FTE (Part-Time Students)	<u>1.0</u>	0.8		
Virtual Credits Earned (19 yrs and older)	0			
FTE Students housed in new facilities (nearest tenth)		0.0		

Tax Appeals	Amount
Amount of Ancillary Tax Appeal approved.	\$7,877,562
Amount of Cost of Living Authority approved.	\$ <input type="text"/>

- D41: ESOL/Bilingual Student Contact Minutes (divided by 60 to convert to hours)
- D42: Career and Technical Education Contact Minutes (divided by 60 to convert to hours)
- D17: Virtual Education Student (Values 1)
- D24 Minutes Enrolled (For Part time: Value greater than 17 and less than 360, and less than 300 for concurrent high school enrollment students)

Add New Facility

Building Name:

9/20 FTE:

First or Second Year Facilities Weighting:

First Year

Second Year

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.**

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.**

K. 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.

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

1. The September 20, 2017 *audited* full time equivalent (FTE) number of students regularly enrolled (excluding 4 year-old at-risk, KAMS and Virtual), **or**
2. The September 20, 2016 *audited* FTE number of students regularly enrolled (excludes 4 year old at-risk, KAMS and Virtual)

If military enrollment, then the greater of the following:

1. The September 20, 2017 *audited* full time equivalent (FTE) number of students regularly enrolled *plus* the February 20, 2018 estimated FTE (excluding 4 year old at-risk and virtual), **or**
2. The September 20, 2016 *audited* FTE number of students regularly enrolled *plus* the February 20, 2017 estimated (excluding 4 year old at-risk and virtual)
3. The average number of FTE students regularly enrolled in the district for three years; 2015-16, 2016-17, 2017-18 (excluding 4 year old at-risk and virtual)

Legal Max

 Bottom of Page

USD: #229 Blue Valley	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/5/2018 11:30:45 AM
--------------------------	-----------------------------	-------------------------------	--------------------------------------

This information is required to administer the Kansas School Equity and Enhancement Act (K.S.A. 72-5131 through 72-5176). Enrollment data is subject to change after the KSDE audit has been completed.

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 over 19 years of age as of September 20,; these provisions would not apply for any student who has an individualized education program. Free meal counts also exclude Virtual.

K.S.A. 72-3715 provides funding for full-time 18 years and under Virtual FTE at base state aid \$5,000; part-time 18 years and under Virtual FTE at base state aid \$1,700; Virtual students 19 years and over are funded at \$709 per credit earned (maximum of six credits per student).

QUALIFICATION FOR THREE-YEAR AVERAGE FTE ENROLLMENT

Did the district receive Federal Impact Aid; and **NO**

Did the district have a military dependent student enrolled during the 2017-18 school year; and **NO**

Did the district decline in enrollment for 2017-18 school year compared to the 2016-17 school year? **NO**

WEIGHTINGS

Weighting	9/20 FTE	2/20 FTE	Total FTE
Career and Technical Education (CTE)	63.3	0.0	63.3
Bilingual Weighting (Contact Hours)	135.3	0.0	135.3
Bilingual Weighting (Headcount)	398.9	0.0	398.9
Bilingual Weighted FTE (Higher of Contact Hours or Student Headcount)			398.9
At-Risk Weighting (Free Meals Headcount)			7,652
At-Risk Weighted FTE			3,703.6
Free Meals Percent (Info Only)			24.31
High Density At-Risk Weighting (USD Level)			0.0
High Density At-Risk Weighting (School Level)			0.0
High Density At-Risk Weighted FTE (Higher of USD Level or School Level)			0.0
Amount of tax appeal approved (Ancillary)			4,801.9
Amount of tax appeal approved (Cost of Living Authority)			0.0
School Facilities Weighted FTE	0.0	0.0	0.0
Transportation State Aid 2.5 Miles or Over for Current Year			6,686,350
Transportation State Aid 2.5 Miles or Over for 2016-17			3,241,458
Transportation Weighted FTE (Higher of Current Year or 2016-17)			1,605.4
KAMS FTE	493.0		493.0
Subtotal Weighted Enrollment (excluding Spec Ed Wtg)			42,063.1

VIRTUAL STATE AID

	9/20 FTE	State Aid
Virtual Students FTE (Full-Time Students)	811.0	4,055,000
Virtual Students FTE (Part-Time Students)	37.6	63,920
Total Credits Earned (19 yrs and older)	0.00	0

The weightings section displays values for special funding received for special student populations.

K. Approve/Submit SO66

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 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.

Submit S066

Bottom of Page

USD: #101 Erie-Galesburg	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/6/2018 10:08:53 AM
-----------------------------	-----------------------------	-------------------------------	--------------------------------------

The following errors and/or warnings exist:

Errors									
Entry Error : 4				Missing Value : 10		Other : 2		Hide Error Details...	
Type	Brief	Description	Additional Data	Severity	Stop Submit?	Help Link (if available)	Create Date	ID	
Missing Value	Contact Person	Please enter the contact name		Cannot Submit	<input checked="" type="checkbox"/>		9/6/2018 10:08:53 AM	1	
Missing Value	Contact Person	Please enter the contact phone		Cannot Submit	<input checked="" type="checkbox"/>		9/6/2018 10:08:55 AM	2	
Missing Value	Contact Person	Please enter the contact position		Cannot Submit	<input checked="" type="checkbox"/>		9/6/2018 10:08:55 AM	3	
Missing Value	Inclement Weather Dates	Please enter the Inclement Weather Dates		Warning	<input type="checkbox"/>		9/6/2018 10:08:55 AM	20	
Missing Value	Staff Development or In-Service Training Dates	Please enter the Staff Development or In-Service Training Dates		Warning	<input type="checkbox"/>		9/6/2018 10:08:55 AM	21	
Missing Value	Schedule Info	Please answer question about full day Kindergarten	Answer all questions on the Schedule Info page	Cannot Submit	<input checked="" type="checkbox"/>		9/6/2018 10:08:55 AM	27	
Entry Error	Certified/Licensed Personnel	Superintendent (1) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/6/2018 10:08:55 AM	7	
Entry Error	Certified/Licensed Personnel	Principal (4) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/6/2018 10:08:55 AM	8	
Entry Error	Certified/Licensed Personnel	All Other Teachers (16) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/6/2018 10:08:55 AM	9	
Entry Error	Non-Certified Personnel	One or more FTE values are zero. If this is correct, go ahead and submit.	Missing personnel types: Assistant Superintendents; Business Managers; Business Services (A):Directors/Coordinators/Supervisors (B); Business Services (A):All Other Personnel; Maintenance and Operation:Directors/Coordinators/Supervisors (B); Maintenance and Operation:All Other Personnel; Food Service:Directors/Coordinators/Supervisors (B); Food Service:All Other Personnel; Transportation:Directors/Coordinators/Supervisors (B); Transportation:All Other Personnel; Technology:Directors/Coordinators/Supervisors (B); Technology:All Other Personnel; Other:Directors/Coordinators/Supervisors (B); All Other:Attendance Services Staff; All Other:Library	Warning	<input type="checkbox"/>		9/6/2018 10:08:53 AM	10	

L. Print SO66

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”.

Users also have the ability to see your prior year PBR data by selecting the report feature. Click on the Download button by the View prior year report. **Be advised that screens, data, or requirements may have changed from last year and may not match data collected, the manner in which it is collected, or purpose behind the collection for this collection year.** Click Download

Print SO66 Bottom of Page

USD: #101 Erie-Galesburg	School Year: 2018 - 2019	Status: In Progress	Status Date: 9/6/2018 10:08:53 AM
-----------------------------	-----------------------------	-------------------------------	--------------------------------------

Select the section you want to download/print. Users can also download prior year reports as PDF format beginning with 2011-12 school year.

View prior year report:

- Administrative Data
- Student Information System
- Schedule Information
- Anti-Bullying Policy
- Salaries
- Certified/Licensed Personnel
- Non-Certified Personnel
- Federal Title Programs
- Headcounts Table
- Central Office Headcounts Table
- Headcounts and Weighted Enrollment At-A-Glance
- Legal Max
- Entire SO66



Part X: 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.

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 e-mail at rireland@ksde.org or Sara Barnes, in School Finance, at 785-296-4972 or email at sbarnes@ksde.org.

Appendix A: Best Practices

File Management

The KIDS system relies upon data batch files as the means for collecting information from, and providing information back to, schools and districts in Kansas. The process of uploading and downloading batch files from KIDS can become very confusing if there is not a good file management and organizational system in place. Batch files look very similar to one another, and it can be easy to misplace them while correcting file errors, downloading State IDs, and resubmitting corrected files to KIDS.

Organizing Files

- Although many people save data files directly onto their local computer (usually in the “My Documents” folder), it is best to save files onto a **server** that is backed up periodically. This ensures that information that you save will be retrievable if the worst case occurs and your local system or hard drive fails.
- It is also recommended that you use folders to organize your KIDS Collection files. Files that are “works-in-progress” should be separated from those that have been submitted in “final” form to KIDS and from files that have been processed and downloaded from KIDS. For example, you might find it helpful to create a “KIDS Collection Batch Files” folder that contains subfolders for *submitted files*, *downloaded files with errors*, etc.

Archiving Files

Archiving is the process of moving files and information that are no longer needed or used on a regular basis into a storage location. KSDE recommends archiving all uploaded and downloaded batch files after you have finished processing them. This helps prevent accidental overwriting of old, historical data with new data.

- KSDE recommends you move these archive files to another set of folders on the server hard drive. One option for archiving is to create archive files for each KIDS Collection subfolder (I.E. DOWNLOADERROR) that you create. Another strategy would be to create a general Archive folder under the main KIDS Collection folder, and then create folders under Archive that represent each school year (i.e., “2017-18”).
- Please note that schools and districts are **not** required to retain, store, and/or archive files that have been submitted to KIDS. Once a file has been submitted and all student records in that file have processed successfully, the batch files may be deleted from the local computer or network.

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:
 1. At least 8 characters long
 2. Contains at least 1 numeric value or special character
 3. Contains at least 1 upper case letter
 4. 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.

TIP: For example:
Phrase: Now Is the Time
Password: NO_1s_Th_T1

**Used the first 2 letters of each word and substituted zero and one for the “o” and “l”.

- Maintain good physical security: Unauthorized physical access to an unattended device can result in harmful or fraudulent modification of data, fraudulent email use, or any number of other potentially dangerous situations. In light of this, where possible and appropriate, devices should be configured to "lock" and require a user to re-login if a computer is left unattended for more than 10 minutes.
- Maintain regular backups: Backup your system in proportion to the amount of data that you are willing to lose--work done last month? Last week? Today? Make sure you are able to restore data from your backup. Have a start-up disk handy in case your computer system files get damaged.
- Use care when reading email and downloading files: Emails are the principal sources of computer virus infections.
 1. Be sure to know the source and the reason for an attachment before opening it.
 2. Be wary of URLs in email.
 3. Use care when downloading files.
 4. Do not run/install a program with an unknown origin.
 5. Do not download software unless it was written by an entity you trust.
 6. Do not give permission to third parties to download software on your machine.

Additional Data Security & Confidentiality Tips

- Never attach student (KIDS) records to e-mails without encryption software in place.
- Don’t share KSDE usernames and passwords; each individual should have their own.
- Position computer screens so that they are not visible to passers-by.
- Do not discuss confidential or sensitive information in a public or high-traffic area.
- Shred confidential information that is no longer needed (including KIDS reports).
- Take care when transporting confidential student information to or from work on a laptop.

Appendix B: Data Quality

Good data is critical to effective teaching, learning, and management of schools. Therefore, data should be treated as a resource that is as important to schools as staff and books, and policy-makers should be willing to invest time and effort toward the creation of high quality data. Four components of high quality data listed in the Forum Guide to Building a Culture of Quality Data (National Forum on Education Statistics, 2005) are:

- **Accuracy.** The information is correct and complete. Data entry procedures are reliable.
- **Security.** The confidentiality of student and staff records is ensured, and data are safe.
- **Utility.** The data provide the right information to answer the questions that are asked.
- **Timeliness.** Data are entered in a timely manner.

Issues with Data

Even though data quality is critical to accurate interpretation and effective use of data, the following challenges to data quality exist in most organizations:

- **Data redundancy.** The same data appears in different places and formats, and it is often unclear which of the incidences of the data is most accurate and/or most current.
- **High variability.** There are as many as ten variations in format, content, or meaning of a “fact” or piece of data.
- **Increasing volume and disparity of data.** Technology has allowed the rapid collection and storage of an increasing amount of data. Staff members who do not know that the data they need are already being collected or who are not satisfied with the accuracy and format of the data available to them can too easily begin their own separate collections. Not only does this increase disparity, it also increases costs and decreases productivity (since more time is spent finding needed data and resolving problems).

Increasing Data Quality

Steps can be taken to increase data quality and make data a true asset to education, including:

- Assigning a data steward for each collection who is truly knowledgeable about the collection
- Informing staff about the data being collected by the school or organization.
- Teaching staff members a number of ways to check data accuracy:
 - Spot check, using forms from which data were entered.
 - Develop and run automated data edits.
 - Check aggregate reports for reasonableness.

- Providing professional development related to the ways accurate data can support the overall purpose of education.
- Developing clear data policies, standards, definitions, and timelines:
 - Develop a process to follow if a data error is found.
 - Establish clear lines of responsibility for data-related tasks.
 - Provide training and documentation for each data collection.
 - Compile and publicly post a calendar of data-related dates and deadlines.
 - Provide opportunities for feedback about the data process, training, and/or documentation.
 - Make assistance available if problems are encountered.
- Develop clear documentation about the data resources, and keep the documentation current so that staff can actually use the resources and so that data will not be lost due to staff attrition.
- Develop a phased improvement schedule instead of trying to overhaul the entire data resource at once. Incremental steps can help ensure success, gain recognition of the value of the initiative, and gain support for moving ahead.
- Ensure that the hardware and software products used at the school/district can support the data collection initiatives.
- Work hard to establish a data entry environment that is as secure and free of distractions as possible

The goal of any organization should be data that are alike in kind, quality, and character; and that are well integrated, easily identified and understood, readily accessed and shared, and utilized to their fullest potential (Brckett, 2000). It is important to help staff understand the current state of their organization’s data resource and compare that state to this desired goal. When the benefits of a quality data resource are general knowledge, it is easier to remove obstacles that prevent attainment of the goal.

Educational organizations must make a concerted effort to reduce the natural drift of their data resource toward disparity and low quality and increase the general understanding of the role accurate, accessible data can play in improving teaching and learning. Data will not be considered an asset to education until this occurs.

Resources for more information

- Brckett, Michael H., 2000. Data Resource Quality: Turning Bad Habits into Good Practices, Boston: Addison-Wesley.
- U.S. Department of Education National Forum on Education Statistics, 2004. Forum Guide to Building a Culture of Quality Data: A School & District Resource, <http://nces.ed.gov>