## Instructions for Using the Special Education State Aid Printout and USD General, Supplemental General & Capital Improvement State Aid Printout

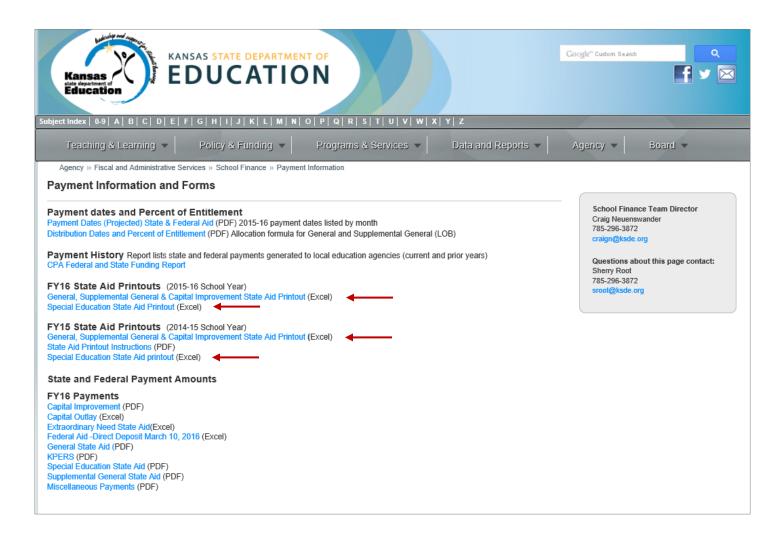
These reports will require a computer that has Microsoft Excel 2010 (Excel 2011 for Mac) or higher. Internet Explorer users must use IE version 9.0 or higher.

USD General, Supplemental General & Capital Improvement State Aid Printout This printout provides a snapshot of general and supplemental general fund budgets, payments, FTE weighting details, enrollment, local effort, tax rates, block grant, etc.

## Special Education State Aid Printout

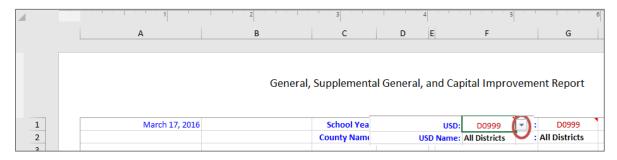
The **Special Education Report** provides a snapshot of special education transportation, categorical/ teachers, catastrophic aid and Medicaid replacement payments. Sponsoring districts of a Coop and Interlocals can view the flow-through aid to participating districts on the **Coop\_Split** worksheet. The USDs and interlocals view the direct payment on the **Payment Received** worksheet.

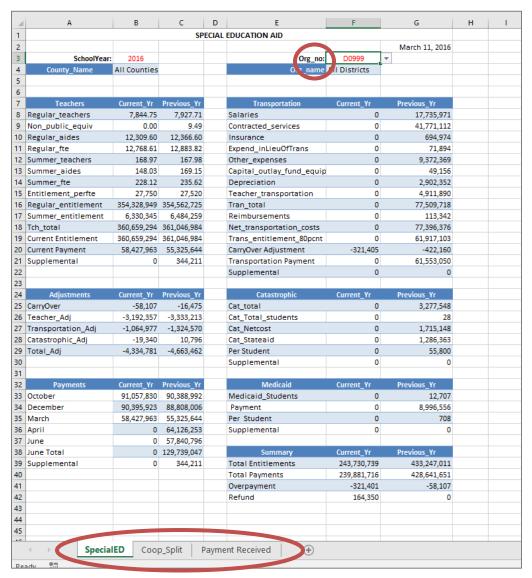
The **State Aid Printouts** are accessed via the **School Finance - Payment Information** webpage: http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information



## How to select your printout

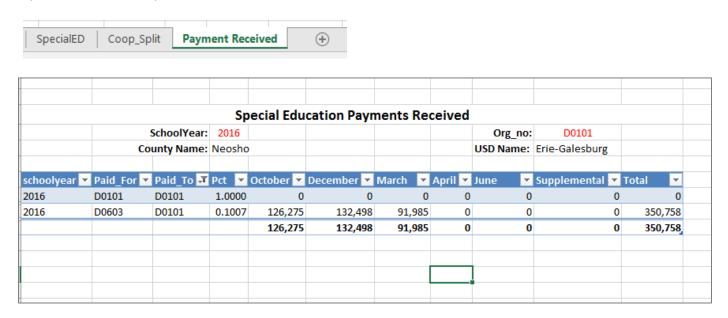
To select a district/LEA for either report, click in the Excel cell containing the USD/Org\_No. and using the arrow, scroll up to select the district from the dropdown list <u>or</u> simply type your USD number as D0101 (D zero ###). The page will refresh and display the data specific to the selected district. For state totals, select district D0999 from the bottom of the dropdown list.



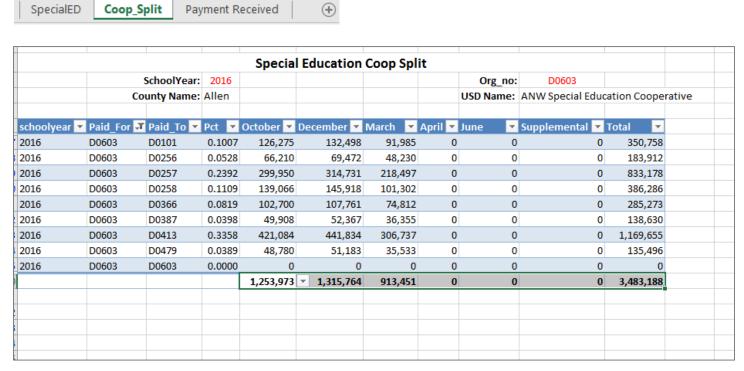


Please note the worksheet tabs (above) found at the bottom of the Special Education State Aid printout. These reports will provide payment detail regarding flow-through on behalf of a coop and direct payments received.

If you are a member of a Coop or Interlocal, you will find the percentage and amount of state aid your district receives on the 'Payment Received' tab. The flow-through payment received by the district must be forwarded to the Coop/Interlocal. Click on the 'Payment Received' tab at the bottom of the Special Education Aid printout.



If you are the sponsoring organization of a Coop or an Interlocal, you can find the percentages and state aid amounts anticipated from member districts on the **Coop\_Split** tab.



If you have any questions about the reports, please contact School Finance:

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