Timelines for 2012-2013 Reports

Please make a note on your calendar when KSDE will ask for the following information. The timelines indicated below are estimated dates KSDE claim forms and reports will be requested. Districts will be notified when reports are available.

NOTE: Actual open/due dates are subject to change. This list does not include every state report.

KSDE Reports, KIDS & MIS Collections and School Finance Forms & Web Applications

OPEN Year Round

Type of Report/Form/Collection	Contact Person	Phone No.
School Safety Hotline (Update Emergency Contacts)	Tamara Milligan	(785) 296-3871
Directory Updates (changes such as email, personnel, phone no, address, etc.)	Nik Stewart	(785) 296-4961
LCP (Local Consolidated Plan) Application (est. due Sept 15 – open year round for changes)	Norma Cregan	(785) 296-4906
EDCS (formerly Licensed Personnel Report) open 8/16/2012 to 7/15/2013	Lori Adams	(785) 296-3835
Sponsoring district coop reports through the sponsoring district; interlocals submit their own report		

Submit By 2012 — ***Note: These are projected dates and are subject to change.***

Submit By	Report	Contact Person	Phone No.
July 16	Request for Federal Funds (Form 240) for August	Rose Ireland	(785) 296-2020
July 16	CTE Pathways Student Data Management (deadline to submit)	Kim Mitchell	(785) 296-3907
July 20	Request for General State Aid for August (all USDs – request open July 16-20)	Kevin Mercer	(785) 296-4973
July 23	Directory Updates (review and update for Kansas Educational Directory)	Nik Stewart	(785) 296-4961
July 31	Outcomes Part B (Early Childhood Special Ed – Age 3-5)	Tiffany Smith	(785) 296-1944
July 31	Outcomes Part C (birth up to age 3)	Sarah Walters - KDHE	(785) 296-2245
August 5	Annual Teacher Vacancy Survey	Tamara Milligan	(785) 296-3871
August 10	Annual Statistical Report (a.k.a. 18-E Report)	Kevin Mercer	(785) 296-4973
August 15	KIDS Collection **STCO** (Student Course Records) – open Aug 15, 2012 to Aug 2013	KSDE Helpdesk	(785) 296-7935
August 15	Request for Federal Funds (Form 240) for September	Rose Ireland	(785) 296-2020
August 17	Request for General State Aid for September (all USDs – request open Aug 13-17)	Kevin Mercer	(785) 296-4973
August 25	Budget Document (USDs)	Dale Dennis, Craig Neuenswander or Sara Barnes	(785) 296-3871
August 25	Budget Document (Interlocals)	Dale Dennis, Craig Neuenswander or Sara Barnes	(785) 296-3871
August 31	Driver Education Reimbursement	Dale Anne Reser (785) 296-4971 or Kevin Mercer	(785) 296-4973
September 10	School Year Designation Form (1,116 hours or 186, 6-hour days)	Dale Dennis	(785) 296-3871
September 11	Designation of Attendance Officer(s)		
September 14	Request for General State Aid for October (all USDs – request open Sept 10-14)	Kevin Mercer	(785) 296-4973
September 14	Request for Federal Funds (Form 240) for October	Rose Ireland	(785) 296-2020
September 14	June 2011 **EOY MIS** collection - window closes	Mason Vosburgh	(785) 296-4945
Open Sept 1-30	LEA Application Part 1 – Title VI-B Flow Through - Please adhere to deadline		(785) 296-7454
October 1	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
Open Oct 1-Nov 2	Dropout/Graduation Summary Report (due Nov 2)	Jessica Noble	(785) 296-3163
Open 9/20-Oct 10	Superintendent's Organizational Report (a.k.a. SO-66) open Sept 20 - Oct 10	Kevin Mercer	(785) 296-4973
Open 9/20-Oct 10	Principal's Building Report (PBR) open Sept 20 - Oct 10	Kevin Mercer	(785) 296-4973
October 10	KIDS Collection **ENRL** – Funding and Enrollment	KSDE Helpdesk	(785) 296-7935
October 10	Interlocal Agreements	Sara Barnes	(785) 296-4972
October 15	Request for Federal Funds (Form 240) for November	Rose Ireland	(785) 296-2020
October 19	Request for General State Aid for November (all USDs – request open Oct 15-19)	Kevin Mercer	(785) 296-4973
November 1	KSDE Application for QPA Regulation Waiver/ Certification of Staff- 1st semester waiver	Susan Helbert	(785) 296-2289
November 16	Request for General State Aid for December (all USDs – request open Nov 12-16)	Kevin Mercer	(785) 296-4973
November 15	Request for Federal Funds (Form 240) for December	Rose Ireland	(785) 296-2020
Open Nov 15-Dec 31	December 1 MIS Child Count – data submission window is open Nov 15- Dec 31	Mason Vosburgh	(785) 296-4945
November 15	Career (CTE) Pathway Programs of Study Application & Maintenance window is open Nov 15 –March 15	Kim Mitchell	(785) 296-3907

When reports are available, instructions will be provided via Listserv.

Submit By	Type of Report/Form/Collection	Contact Person	Phone No.
December 3	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
December 3	Juvenile Detention Center Application	Dale Anne Reser	(785) 296-4971
December 14	Request for General State Aid for January (all USDs – request open Dec 10-14)	Kevin Mercer	(785) 296-4973
December 14	Request for Federal Funds (Form 240) for January	Rose Ireland	(785) 296-2020

2013 ***Note: These are projected dates and are subject to change.***

Open Jan 2-31	LEA Application Part II – Maintenance of Effort	Vacant	(785) 296-7454
January 11	KIDS Collection TITL – Title Allocations	KSDE Helpdesk	(785) 296-7935
January 15	Request for Federal Funds (Form 240) for February	Rose Ireland	(785) 296-2020
February 1	KSDE Application for QPA Regulation Waiver/ Certification of Staff– 2nd semester waiver	Susan Helbert	(785) 296-2289
February 15	Request for Federal Funds (Form 240) for March, 2011	Rose Ireland	(785) 296-2020
February 28	MIS – Collection window closes for Dec. 1 MIS Child Count	Mason Vosburgh	(785) 296-4945
February 28	Licensed (Certified) Personnel Report (deadline to submit)	Lori Adams	(785) 296-3835
February 28	LCP Consortium Assignments	Nicole Clark	(785) 296-4925
March 1	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
March 11	KIDS Collection MILT - Military Count	KSDE Helpdesk	(785) 296-7935
March 15	Request for Federal Funds (Form 240) for April	Rose Ireland	(785) 296-2020
March 15	Career (CTE) Pathway Programs of Study - Application & Maintenance deadline	Kim Mitchell	(785) 296-3907
April 1	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
April 1	Medicaid Replacement state aid and ensure all eligible claims for March 1 are processed	Craig Neuenswander	(785) 296-3872
April 15	Request for Federal Funds (Form 240) for May	Rose Ireland	(785) 296-2020
April 16	Special Ed Personnel Web System – Vacancy Report deadline	Evelyn Alden	(785) 296-3868
April 30	Special Education Catastrophic State Aid Application, NPE Contracts	Mason Vosburgh	(785) 296-4945
May 4	Special Ed Personnel Web System - Final Update: deadline to update Special Education Personnel - check FTE Discrepancy Report – include homebound	Evelyn Alden	(785) 296-3868
May 10	Special Education Transportation Claim Form (Form 308)	Sara Barnes	(785) 296-4972
May 13	Request for Federal Funds (Form 240) for June	Rose Ireland	(785) 296-2020
May 15	June 2013 EOY MIS collection (window open May 15 – Sept 15)	Mason Vosburgh	(785) 296-4945
May 15	CTE Pathways Student Data Management (window open May 15 – July 15)	Kim Mitchell	(785) 296-3907
May 15	State Deaf-Blind Funds (KSA 72-853) - Application opens	Cynthia Penrod	(785) 296-7454
May 27	Juvenile Detention Center Final Application	Dale Anne Reser	(785) 296-4971
June 3	Parents as Teachers (final expenditures claim form)	Dale Anne Reser	(785) 296-4971
June 3	Special Ed Para Inservice – Personnel Web System	Evelyn Alden	(785) 296-3868
June 7	Local Effort Form	Sara Barnes	(785) 296-4972
June 14	KAN-DIS (IDEA and NCLB discipline data)	KSDE Helpdesk	(785) 296-7935
June 14	Request for Federal Funds (Form 240) for July	Rose Ireland	(785) 296-2020
June 14	QPA Quality Criteria	AYP/QPA Help Desk	(785) 296-2261
June 14	KIDS Collection EOYA – End of Year Accountability	KSDE Helpdesk	(785) 296-7935
June 14	KIDS Collection TEST – Assessment Testing	KSDE Helpdesk	(785) 296-7935
June 14	LCP Annual Report (Local Consolidated Plan) tentative due date	Nicole Clark	(785) 296-4925
June 17	Request for General State Aid for July (all USDs – request open June 13-17)	Kevin Mercer	(785) 296-4973
June 17	Bond & Interest Form (to determine State Aid)	Kevin Mercer	(785) 296-4973
June 30	AYP Reports (due dates vary)	AYP/QPA Help Desk	(785) 296-2261
June 30	AYP/QPA Accountability (Data Check List/Sign Off) Principals	KSDE Helpdesk	(785) 296-2261

When reports are available, instructions will be provided via Listserv.

Web Applications –

- Web applications are reports submitted to KSDE using an authenticated
- When web applications are available for data entry, KSDE will send a listserv message which will provide instructions how to submit your data to KSDE online and when it is needed.
- Reports are filed at this website: https://online.ksde.org/authentication/login.aspx
- An individual login and password is needed to access each report. New staff members are required to register and be approved by the superintendent before gaining access to enter or review data.
- For assistance registering or logging into this site, contact the KSDE Help Desk at (785) 296-7935.

Food Service Claims

- Food service claims can be submitted to KSDE at any time -- but no later than 60 calendar days after the claim month. Claims will be paid according to when they are received.
- For assistance, call Jennifer Barger at (785) 296-4965 or Rose Ireland at (785) 296-2020.

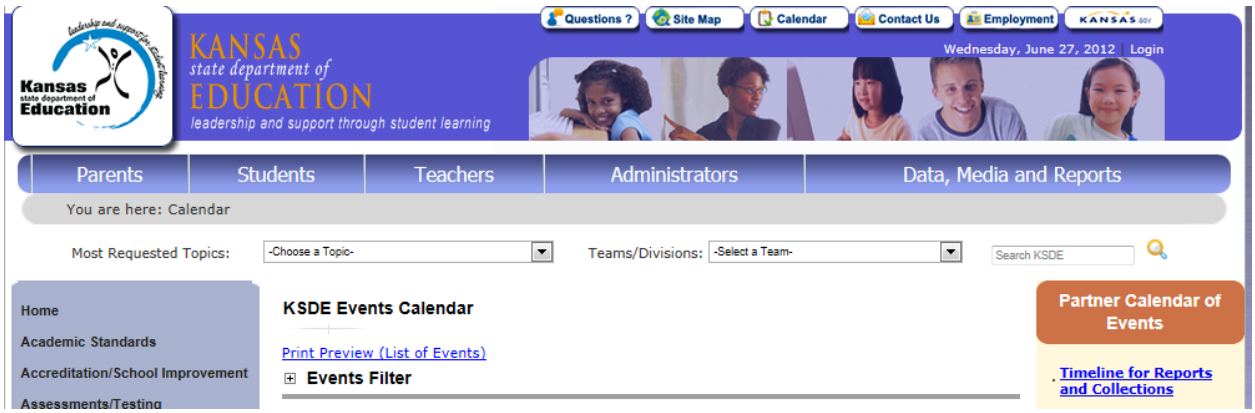
KSDE "Timeline for Reports and Collections" (available on the KSDE homepage)

A comprehensive document titled **Timeline for Reports and Collections** has been created for districts and school buildings use. This document was designed to provide information on reports that all schools or districts need to file with the KSDE during the course of the school year. It does not include any reporting information that must be submitted to KSDE for programs that do not include all districts/schools.

Information on each report can be found regarding the due date, how it is filed, which team receives it, and contact information for assistance.

To download or view this document,
go to the KSDE website: www.ksde.org

Select the Calendar tab



Click on Timeline for Reports and Collections