Kansas state department of Education

School Finance

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Date: September 17, 2012

To: Chief School Administrators

From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT
Effective 9/17/12 through 9/23/12

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.15%**	0.15%
3 Months	**0.11%**	0.11%
6 Months	**0.13%**	0.14%
1 Year	**0.19%**	0.19%
18 Months	**0.23%**	0.24%
2 Years	**0.25%**	0.25%

Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210

Attn: KIDS Staff - ENRL Upload on September 20

IMPORTANT: Beginning on Thursday (9/20/12), the person that enters the **KIDS** data at the building or district level can **upload** **ENRL** data into the **KIDS collection**, which automatically pre-populates enrollment numbers into your reports. If this data has not appeared in your reports after 9/20/12, check first with your **KIDS** staff. Ask the following questions:

1. Were **ENRL** student records uploaded with zero (0) showing in Minutes Enrolled (field D24)?
2. Was the **ASGT** record uploaded, but the **ENRL** record was not? A valid **ENRL** record is required to populate the reports;
3. What time did the upload of **ENRL** records occur? Depending on the size of your enrollment, it takes approximately 15 minutes for data to appear in your reports.

Please download the User Guides for staff entering data

User Guides and blank report forms for your staff to use for data collection are available on the School Finance homepage. Follow this link to download: http://www.ksde.org/Default.aspx?tabid=1877 These User Guides for the SO66 and PBR (Principal's Building Reports) will describe how to:

- Navigate through the screens.
- Help you identify where data is pulling from the KIDS collection system.
- Answer questions on how data should appear in your report.
- Help you audit this data against your student information system.

Need help while working on the reports?

If you have questions counting students or reporting data, call or email School Finance staff:

785-296-4973 Kevin Mercer kmercer@ksde.org
785-296-3872 Sara Barnes sbarnes@ksde.org
Craig Neuenswander craign@ksde.org

All reports (SO66 and PBRs) due Wednesday, October 10.

The district office may consider asking their building staff to *submit the PBR to the district office prior to October 10*. This will give the district office sufficient time to review the PBRs and correct discrepancies. The district office is responsible for finalizing all reports and submitting the SO66 and PBRs to KSDE no later than October 10.

State Board meets September 18-19

The agenda for the September Kansas State Board of Education meeting is posted on the KSDE homepage: http://www.ksde.org/Default.aspx?tabid=54. The meeting will be held Tuesday and Wednesday, September 18-19, at KSDE in Topeka.

Instructions to listen to the meeting via KSDE LiveMedia streaming can be accessed online at http://www.ksde.org/Default.aspx?tabid=2279.

Council of Superintendents meets September 19

Reminder: The **Council of Superintendents** will hold their first meeting on Wednesday, September 19, at 2:00 p.m. in the KSDE State Board room in Topeka. The draft agenda is posted on the KSDE website: http://www.ksde.org/Default.aspx?tabid=1664.

For more information about the Council of Superintendents, please visit the KSSA website: http://www.usakansas.org/kssa/phpdocs/KSSA_Council.php.

Kansas Setoff Program collects debts owed to USDs

Does your district have delinquent Accounts Receivable? Have you attempted to collect repeatedly without success? The State of Kansas has a program available to help. The Setoff Program collects monies by intercepting state payments that are issued to individuals or businesses to apply towards debts. The largest source of monies collected comes from income tax refunds.

For an overview of how the Kansas Setoff Program can benefit your school district, follow this link: http://www.ksde.org/Default.aspx?tabid=3599 - scroll down under the heading **Guidelines for Administrators and Business Office.** Debts submitted to the Setoff Program must be $25 or more and you must have made at least three collection attempts prior to submitting the debt to the Setoff Program.

To participate in the Setoff Program, you must enter into an agreement with the State. Agreements are on the Setoff Program website: http://www.da.ks.gov/ar/setoff/. Free half-day training sessions to learn about the **Kansas Debt Recovery System** are being offered at several locations across the state:

Date	8:30 to 11:30 a.m	1:30 to 4:30 p.m
October 3	Topeka	
October 5	Overland Park	
October 17	Pittsburg	Iola
October 25	Wichita	Emporia
October 30	Salina	Hays
November 6	Dodge City	

Open the **Training Notice 2012** on Setoff Program's website at http://www.da.ks.gov/ar/setoff/ for training locations and further information about how the Setoff Program can help. If you have questions, contact the Setoff Program at (785) 296-4628.

Registration deadline extended to sign up for eTranscript

KSDE is pleased to announce that the eTranscript vendor, Parchment, Inc., has extended the registration deadline for eTranscript services through September 17, **2013.** This service enables districts to send electronic transcripts for current and former students. Registration is easy and it's free. Why wait?

View a list of Kansas high schools already participating to see whether yours still needs to register: http://www.ksde.org/Portals/0/eTranscript/eTranscript%20Live%20Schools.pdf. KSDE strongly encourages districts to get their high schools on board ***as soon as possible***.

For more information on the **Kansas eTranscript Initiative**, please visit the website at: http://www.ksde.org/Default.aspx?tabid=3870 . If you have questions, please contact Patti Passow at ppassow@parchment.com or call (480) 719-1646, extension 1028.

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