

KANSAS STATE DEPARTMENT OF EDUCATION GUIDANCE DOCUMENT INDEX

Career, Standards, and Assessment Services

Assessments

- Read-Aloud Training/Guidance (<http://www.ksde.org/Default.aspx?tabid=420>)
- Assessment Examiner's Manual (<http://www.ksde.org/Default.aspx?tabid=420>)
- Accommodations Manual (<http://www.ksde.org/Default.aspx?tabid=2372>)
- Kansas Guidelines for Use of a Scribe (<http://www.ksde.org/Default.aspx?tabid=2372>)
- Kansas English Language Proficiency Assessment (KELPA) Handbook (<http://www.ksde.org/Default.aspx?tabid=2450>)
- Kansas Alternate Assessment Teachers Guide (<http://www.ksde.org/Default.aspx?tabid=2384>)
- Kansas Alternate Assessment and Kansas Assessment of Modified Measures (KAMM) Eligibility (<http://www.ksde.org/Default.aspx?tabid=2384>)

Career & Technical Education

- Career Cluster Guidance Handbook (<http://www.ksde.org/Default.aspx?tabid=249>)
- Advisory Committee Handbook for Career Clusters (<http://www.ksde.org/Default.aspx?tabid=249>)
- Kansas Guide for Civil Rights Review (<http://www.ksde.org/Default.aspx?tabid=4934>)
- Developing a Voluntary Compliance Plan (<http://www.ksde.org/Default.aspx?tabid=4934>)

Child Nutrition & Wellness

Go to <http://www.kn-eat.org> and click on the appropriate program to find the documents below.

School Nutrition Programs

- Food Service Facts- Guidance & Forms for School Nutrition Program Administrators
- Wellness Policy Guidelines
- Food Safety Guidance
- KN-CLAIM Quick Reference Guides
- Menu Planning & Production Records
- Update Memos
- Program Initiation
- Program Renewal
- School Breakfast Waivers

Child & Adult Care Food Program

- Administrative Handbook
- Crediting Foods
- Infant Feeding Guide
- Menu Planning Book
- KSDE Policy Memos

- Claim Information
- Management Plan Guidance for Single-Site Sponsors
- Management Plan Guidance for Multiple-Site Sponsors
- Newsletters

Summer Food Service Program

- Administration-Program Initiation
- Administration-Program Renewal
- USDA Guidance
- Summer Nutrition Options
- Food Safety Guidance
- Food Service Facts

Fiscal Auditing

All documents are located at <http://www.ksde.org/Default.aspx?tabid=113>

Audit Guides

- Bond and Interest
- Child and Adult Care Food Program
- Deaf-Blind
- Driver Education
- Education Jobs Funds
- Enrollment Handbook
- Federal Programs
- Indirect Cost
- Juvenile Detention Center
- Mentor Teacher
- Parents As Teachers
- School Nutrition Program
- School Term
- Special Education
- State Expenditure Report
- Transportation

Additional Documents

- Alternative School and Independent Study Guidelines
- ESOL Guidelines
- OMB A-133 and Non A-133 Audit Submission
- School Bus Safety Regulations, Statutes and Mandates
- Special Education Reimbursement Guide
- Vocational Seminar Contact Time Guidelines
- Work Experience Guidelines

Information Technology

All documents are located at <http://www.ksde.org/Default.aspx?tabid=2491>

Kansas Individual Data on Students (KIDS)

- Guidelines for Reporting Early Childhood Program Participants
- Guidelines for Reporting Homeless Students in KIDS
- Guidelines for Reporting Students Attending the Kansas Academy of Math and Science (KAMS)
- Guidelines for Reporting Virtual Education Students to KIDS

Research and Evaluation

- Data Access and Use Policy (DAUP) (<http://www.ksde.org/Default.aspx?tabid=116>)

School Finance

All documents are located at <http://www.ksde.org/Default.aspx?tabid=119>

Budget Information (<http://www.ksde.org/Default.aspx?tabid=1811>)

- School District Finance and Quality Performance Act – Explanation of Legal Max (Form 150) Formula

Guidelines and Manuals (<http://www.ksde.org/Default.aspx?tabid=1877>)

- 18E Instruction Manual
- Driver's Ed Reimbursement Data Entry Handbook
- Enrollment Handbook
- PBR User's Guide
- S066 User's Guide
- 1,116 Hours School Year Requirement
- Building Needs Assessment (Academic)
- Capital Outlay Guide
- Child Care Facility Licensure Requirements
- Competitive Bidding Guidelines
- Compulsory Attendance and Dropout Form
- Fuel Excise Tax
- Guideline for Financial Reporting
- Investment of Idle Funds
- Kansas Accounting Handbook
- Record Keeping Requirements
- Sales Tax Exemptions
- School Bond Guide

Online Budget Packet (<http://www.ksde.org/Default.aspx?tabid=3599>)

- Bilingual and At-Risk Funds – Spending Authority
- Budget at a Glance – Tables and Graphs of Budget Data
- Budget Authority (Declining Enrollment, Facilities, COL Weightings)
- Budget Cover, Table of Contents, Coding Expenditures
- Budget Profile – Introduction, Accomplishments

- Budget Review by School Finance Officials
- Form 110 – Using Form 138 (from County) in Preparation
- Recording Expenditures in the USD Budget
- Reporting Staff and Average Salaries on the USD Budget
- Requirements to Republish the USD Budget
- Unencumbered Cash Balance Requirements
- Capital Outlay Resolution and Spending Guidelines
- Resolutions for Local Option Budget
- Age of Eligibility for School Entrance (Statute)
- At-Risk Pupil Assistance Program Guidelines
- At-Risk Weighting Definitions
- CPA Audit – Documents the Auditor Will Examine
- Driver Education Program – Records Needed for State Audit
- Graduated Driver’s License Law
- State Audit – Records to Verify 9/20 Count and Special Ed Aid
- Time and Effort Form and Certification of Time Form
- Work Experience Program – Rules and Forms Required
- Activity Funds Internal Accounting Control Recommendations
- Building needs Assessment (Academic)
- Bullying – Sample Policies and Safe School Resources
- Competitive Bidding Guidelines
- Fees and Text and Student Materials Revolving Fund
- IDEA Federal Funding Formula and Maintenance of Effort
- Mill Levies (How to Compute)
- Record Retention (Timelines for Destruction of Certain Records)
- Bus Depreciation and Book Value, Sale of Buses
- Drug and Alcohol Testing for Bus Drivers
- Fuel Excise Taxes (State & Federal)

Special Education Services

- Documents (<http://www.ksde.org/Default.aspx?tabid=3757>)
 - Kansas Special Education Process Handbook
 - Parents Rights
 - Guide to Special Education
 - Guide to Education of Children who are Deaf or Hard of Hearing
 - Disability History and Awareness resource guide
 - Eligibility Indicators
- Emergency Safety Interventions (<http://www.ksde.org/Default.aspx?tabid=3119>)
 - Guidance and Reports
 - Reporting done through KAN-DIS (<http://www.ksde.org/kandis>)
- Fiscal Resources (District Information) (<http://www.ksde.org/Default.aspx?tabid=2583>)
- Resources(<http://www.ksde.org/Default.aspx?tabid=2333>)
 - Dyslexia Resources
 - National Resources

Teacher Education and Licensure

Kansas Teaching Portfolio (KPTP)

- KPTP Content Guidelines
(http://www.ksde.org/LinkClick.aspx?fileticket=_Fqs1PIYbW8%3d&tabid=3769&mid=11692)
- KPTP Implementation Guidelines
(http://www.ksde.org/LinkClick.aspx?fileticket=_FxbAFAEop4%3d&tabid=3769&mid=11692)
- KPTP Overview
(<http://www.ksde.org/LinkClick.aspx?fileticket=QEgARXDjw8Q%3d&tabid=3769&mid=11692>)
- KPTP Templates
(<http://www.ksde.org/LinkClick.aspx?fileticket=rVueMhaMMjQ%3d&tabid=3769&mid=11692>)

Mentoring

- Mentoring Standards
(<http://www.ksde.org/LinkClick.aspx?fileticket=hefP3bMqPT0%3d&tabid=2067>)

Highly Qualified

- General Education Rubric
(<http://www.ksde.org/LinkClick.aspx?fileticket=Xi6/wdLwvMY=&tabid=1674>)
- Special Education Checklist
(http://www.ksde.org/Portals/0/Licensure%20Documents/NCLBHOUSSE_Checklist.pdf)
- Special Education Instructions
(http://www.ksde.org/Portals/0/Licensure%20Documents/SpecialEducation_ESOL_Instructions.pdf)

Title Programs & Services

- Kansas English to Speakers of Other Languages Guidelines (ESOL)
(<http://www.ksde.org/LinkClick.aspx?fileticket=LSxvdU-ysIM%3d&tabid=359&mid=886>)
- At-Risk Pupil Assistance Program Guidelines
(<http://www.ksde.org/LinkClick.aspx?fileticket=Jn3vEH5Yp00%3d&tabid=289&mid=8369>)