

KIAS

Kansas Integrated Accountability System

IDEA Indicator 13 File Review



Introduction



This guide explains how LEA users can access the Kansas Integrated Accountability System (KIAS) to complete the IDEA Indicator 13 module.

The Special Education and Title Services (SETS) Team monitors federal and state programs utilizing the KIAS cycle of continuous data collection, reporting, verification, and improvement. SETS monitors to ensure both state and district-level compliance with federal and state program requirements.

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System Requirements

KSDE currently supports the following web browsers for use with its web applications:

- > Microsoft Edge (version 18 or higher), Apple Safari (version 12.1 or newer), Google Chrome (version 76 or newer), Mozilla Firefox (version 68 or newer). *Most modern web browsers are updated to the latest version automatically.

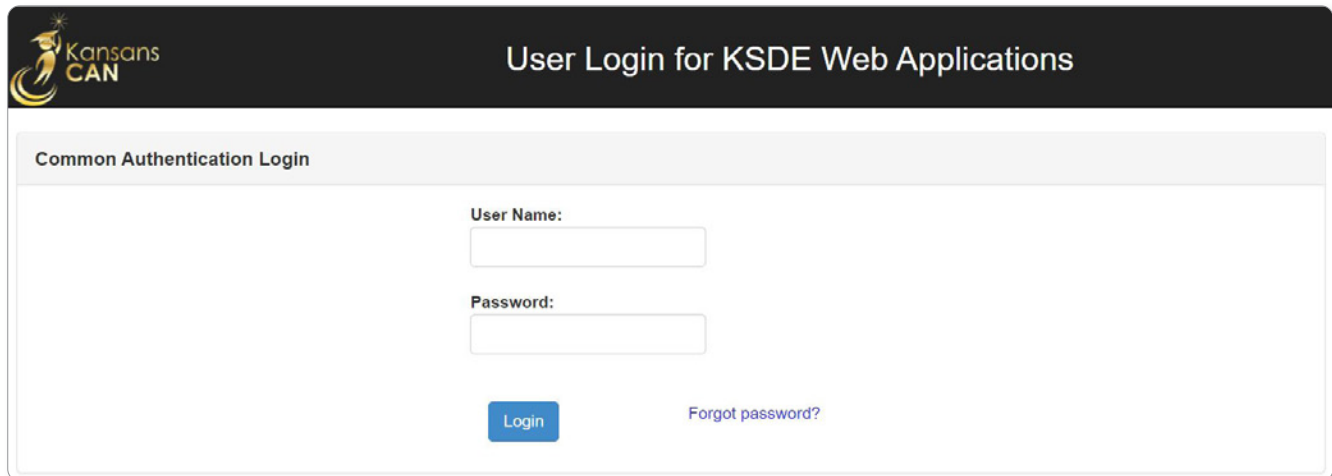
NOTE: Please ensure you are using one of these browsers before contacting technical support.

Microsoft Internet Explorer Users: Microsoft has ended support for IE and is encouraging users to discontinue its use. While IE may work with KSDE web applications, it should not be used.

Login

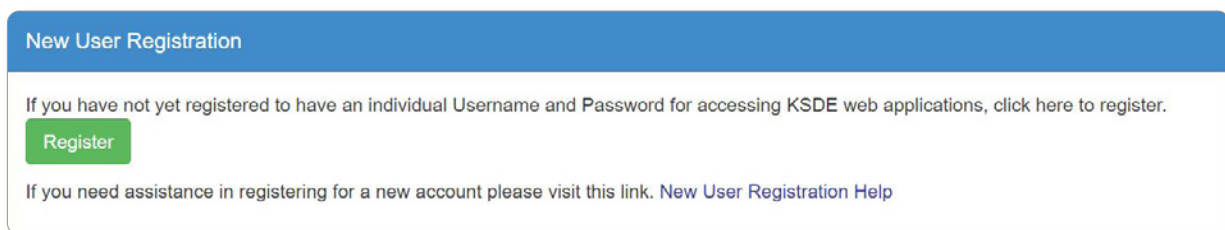
Kansas Integrated Accountability System (KIAS) is part of the KDSE single sign-on system. To reach the KSDE Web Applications page, type the following URL into your browser’s address bar:

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



Once there, enter your **User Name** and **Password** in the fields and click the blue **Login** button. Follow the KSDE procedure for accessing system applications.

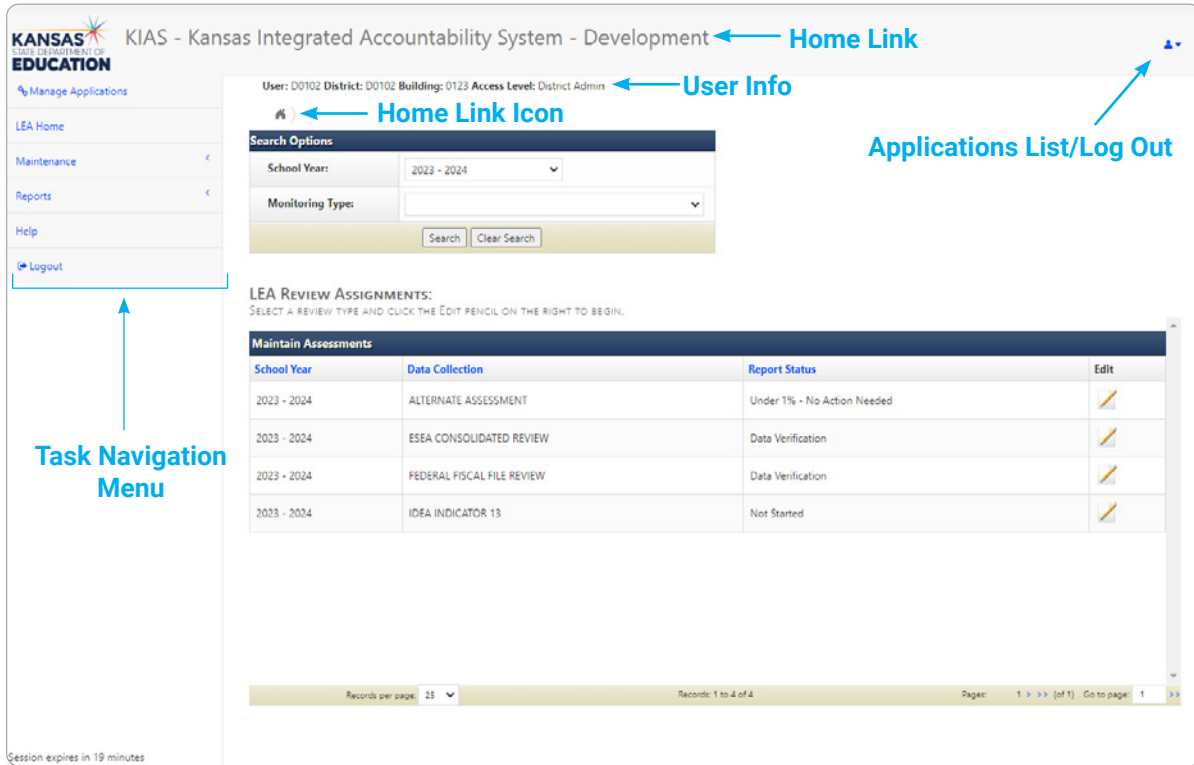
◆NOTE: If you do not already have access to Authenticated Applications, you must request access to the KIAS application by filling out the **KSDE Registration Form**. To do this, click the green **Register** button. For instructions, please click the “New User Registration Help” link.



After access is granted, you may log back into the system and choose KIAS to access the **home page**. Once there, a summary grants listing is visible, along with search options for filtering.

Navigation

KIAS has several wayfinding elements that can be found on each page of the application.



The **Task Navigation** menu is the area along the left side of each page that provides links to common tasks within the site. **NOTE:** LEA **users** see the following list of options: Manage Applications, LEA Home, Reports, Help, and Logout. LEA **admins.** see each of the above options, as well as a Maintenance link.

| | |
|---------------------|------------------------------------------------------------------------------------------|
| Manage Applications | Returns you to the main KSDE Web Applications page |
| LEA Home | Returns you to the district homepage to select another year |
| Maintenance | Allows LEA admin. to perform site maintenance & assign security settings for other users |
| Reports | Lists any available reports for viewing |
| Help | Displays a list of phone numbers, hours of operation, and other resources |
| Logout | Logs you out of the application |

Navigating to the **Home Page** can be achieved one of three ways: via the Home Link, the Home Link icon, or the Task Navigation menu link "LEA Home."

Helpful **User Info.** is available at the top of each page. It shows any applicable **Login credentials, District #, Building #, and Access Level.** Additionally, a breadcrumb menu is available from the Home Link.

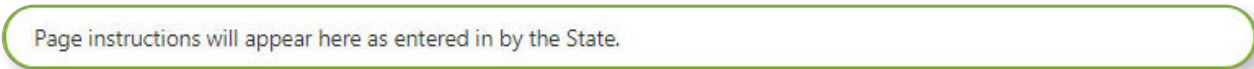
User: D0417 District: D0417 Building: 5986 Access Level: District Admin

Information Fields

The KIAS features helpful visual elements for quick recognition of information. Each page contains a yellow **Summary Field** which displays a summary of the current window: the organization being worked on, the dates for the window, the remaining days, the status, and the KSDE contact (also, Incident Dates, if applicable).



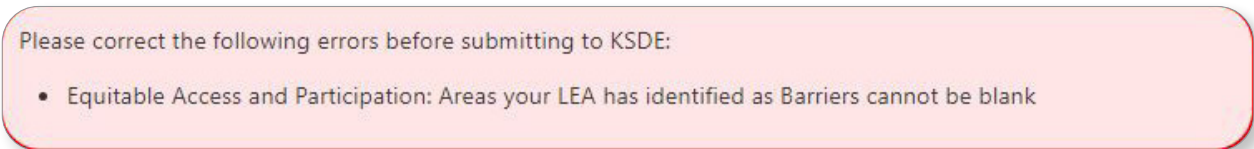
Some pages contain an **Instructions Field** which displays state-assigned instructions for that page.



When page data is saved correctly, a green field will appear to confirm success.

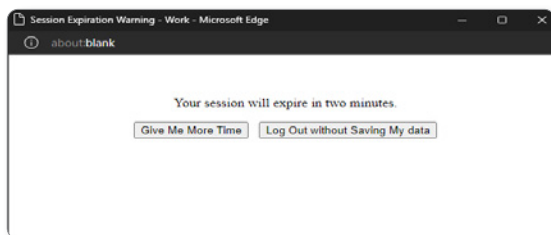


When required data is missing, a red **Error Field** will appear, alerting you to a mistake on that page.



Session Timer

To keep track of session length, each login is automatically set to 20 minutes. Once remaining time reaches 2 minutes, a pop-up window warning of session expiration will appear. You have a choice to either stay signed in or sign out. If you choose to stay signed in, the session timer resets to 20 minutes each time you perform a page action or navigate to a new page. If you are automatically signed out, you will return to the main KDSE Web Applications page.



NOTE: Save often... Automatic logout due to session timeouts = all unsaved data is lost

NOTE: Manually **logging out** of the system can be done by clicking the Profile Icon logout option or clicking the Logout link in the Task Navigation menu.

DATA ENTRY


IDEA Indicator 13 File Review

An example of how to complete an IDEA Indicator 13 File Review is provided. Through the KSDE single sign-on system, selecting KIAS takes you to the application home page.

Note that you are not required to finish all of a particular assessment at one time. You can answer some of the questions, save, and return to continue your work. However, you will not be able to submit the assessment until all questions are answered.

Session expires in 5 minutes

IDEA INDICATOR 13 FILE REVIEW TAB

From the home page (above), use the Search Options to choose a **School Year** and **Monitoring Type** from the dropdown menus. Click the **Search** button. Alternatively, you can scroll through the grid to reach the **IDEA Indicator 13** line and click on the **Edit**  icon in the corresponding column.

A new screen will open to display the **File Review Tab**.

The **Student List Grid** displays a list of students selected by the system for the IDEA Indicator 13 File Review. The grid also shows a record status for each (Not Started/In Process/Complete), the number of answered questions, and how many were non-compliant (those answered with a “no”).

To filter, choose a **Record Status** from the Search Options dropdown. Click the **Search** button. Alternatively, you can click on any of the blue column headings to sort the student list grid by that category.

Removing Students

Districts wishing to remove a student/KIDS ID from the file review/self-assessment phase of IDEA Indicator 13 File Review must email filereview@ksde.org and state the reason/justification for the requested student removal. The KSDE consultant will then determine whether or not the student can be removed.

TO REQUEST A STUDENT REMOVAL FROM SELF-ASSESSMENT, PLEASE EMAIL FILEREVIEW@KSDE.ORG ALONG WITH A REASON/JUSTIFICATION FOR THE REMOVAL.

NOTE: Unless the district can explain unique circumstances, the KSDE consultant will not approve requests to remove student files for the following reasons: student moved, student transferred, student graduated, student no longer attends in the district, or student exited special education.

It is not appropriate to remove a student from the sample because he/she moved out of the district/state. Districts must answer file review questions for those students because the file review is based on last school year’s documentation.


The student’s file remains relevant to the District’s overall policies and procedures and a District Corrective Action Plan is warranted to correct any identified noncompliance. Per OSEP guidance, districts will not be required to complete an Individual Corrective Action Plan to correct individual noncompliance for a student who is no longer within the jurisdiction of the district (*see OSEP Memo 09-02: Reporting on Correction of Noncompliance, Oct. 17, 2008). The Student Removal function is available in the **DCAP/ICA** tab of each file review; districts are able to remove a student from an Individual Corrective Action Plan, if the student is no longer in the district’s jurisdiction.

Student Assessments

To begin working/continue working on an assessment, click on the **Edit icon** under the **Action** column for the corresponding student in the list (above). A **Student File Review** screen will appear (below) with a grid of **Yes/No** questions for the student’s self-assessment.

NOTE: Multiple users can work in the system at the same time, but only one person can access each student at a time.

ACOTHLEY, STEPHANIE STUDENT FILE REVIEW:
ANSWER ALL QUESTIONS. YOU MAY EDIT THE SELF-ASSESSMENT PRIOR TO SUBMITTING TO KSDE.

 [Kansas State Performance Plan: Indicator 13: Secondary Transition](#)

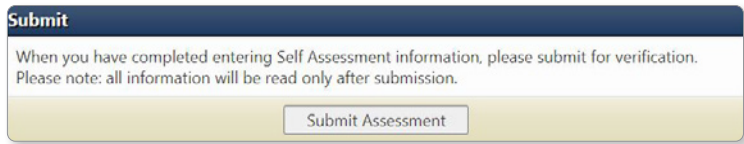
| NSTTAC Indicator 13 Checklist | | | |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------|
| Question Number | Question Desc | IEA Comment | Answer |
| 1 | Is there an appropriate measurable postsecondary goal or goals for Education/ Training? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |
| 2 | Is there an appropriate measurable postsecondary goal or goals for Employment? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |
| 3 | Is there an appropriate measurable postsecondary goal or goals for Independent Living? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A |
| 4 | Is the postsecondary goal(s) updated annually? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |
| 5 | Is there evidence that the measurable postsecondary goals were based on age appropriate transition assessment? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |
| 6 | Are there transition services in the IEP that will reasonably enable the student to meet his or her postsecondary goal(s)? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A |
| 7 | Do the transition services include courses of study that will reasonably enable the student to meet his or her postsecondary goal(s)? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |
| 8 | Is (are) there annual IEP goal(s) that are related to the student’s transition services needs? | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |

For details about how to answer questions, a link to the state’s performance plan is provided above the grid (above). Click the hyperlinked file name or the Adobe PDF icon to open the document and print/save it for a reference as you are working on the self-assessment screen.

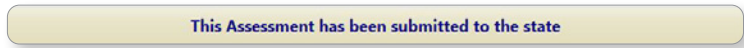
In addition to Yes/No answers, some questions have a N/A option. You will encounter the need for this choice when working on Gifted students or IDEA students for which a question may not apply.

Once all questions have been answered for each student, click the **Save** button at the bottom of the page.

This will take you back to the main File Review page. The Submit section next to **Search Options** now displays an option to submit for verification. Click the **Submit Assessment** button.



Confirm the action by clicking the blue **OK** button in the pop-up window. After submission, the Submit section displays a message in place of the button: *"This Assessment has been submitted to the state."*



Upon submission, answers are **view only** and locked from editing; the Student List grid will contain a **View icon** in the Action column.

DATA VERIFICATION TAB

This tab is for districts that have been selected for data verification as a result of the state running the Data Verification process. The districts will be able to upload files for each question that appears in the grid on this tab.

If a district is a part of the data verification process because one or more students from the File Review tab were randomly selected, OR one or more students were self-reported as being noncompliant (because one or more questions on the File Review page that were eligible for compliance checking were answered with "No"), then the grid on this page will contain those students in the **Students for Data Verification** grid.

The grid can be filtered with the **Search Options** box by **Verification Reason** (either Random or Self-Reported) and by **Student Last Name**.

To upload files for the questions, click on the edit icon under the **Maintain Documents** column. Click the **Choose File** button to select a file from your computer to upload; fill in the **Comment** field; and click **Upload File** to submit the documentation.

Click the plus sign on the left side of the grid to display any files uploaded for that particular student.

Search Options

Verification Reason:

Student Last Name:

IF THE VERIFY REASON COLUMN READS:

RANDOM: LEA MUST UPLOAD DOCUMENTATION FOR EACH STUDENT FILE TO ADDRESS QUESTIONS KSDE SELECTED.

SELF-REPORTED: LEA MAY UPLOAD DOCUMENTATION FOR A STUDENT FILE IF THE ADDITIONAL INFORMATION MAY CLEAR THE SELF-REPORTED NONCOMPLIANCE.

TO UPLOAD NEW DOCUMENTATION OR DELETE EXISTING DOCUMENTS, CLICK THE MAINTAIN DOCUMENTS PENCIL.


STUDENTS FOR DATA VERIFICATION


| Compliance List | | | | | | | |
|-----------------|----------------|------------|-----------------------------|---------------|-------------------------|-----------|--------------------|
| | Student Name | KIDS ID | Data Verification Questions | Verify Reason | Number of Docs Uploaded | Compliant | Maintain Documents |
| + | Bedgood, Jill | 7935133743 | | Self-Reported | 0 | N/A | |
| + | Brandt, Floyd8 | 5964051891 | | Self-Reported | 0 | N/A | |

POTENTIAL NONCOMPLIANCE VERIFICATION TAB

This tab is for districts that have been selected for Data Verification as a result of the state running the Data Verification process that have one or more students that have found to be noncompliant on the Data Verification tab (if Self-Reported) OR that have one or more students that have been selected randomly. The district will be able to upload files for each student that appears in the **Students for IDEA Data Verification** grid on this tab.

The grid can be filtered with the Search Options box by **Verification Reason** (either Random or Self-Reported) and by **Student Last Name**.

To upload files for the questions, click on the edit icon  under the **Maintain Documents** column. After filling in all the required information, pressing the **Upload File** button will submit the file into KIAS for this student.

Click the plus sign  on the left side of the grid to display any files uploaded for that particular student.

DCAP/ICA TAB

This section will be available to LEAs that are a part of the District Corrective Action Plan/Individual Corrective Action process; any districts that are found to be noncompliant as a part of the Data Verification process will have to go to this page to enter in DCAP and ICA information, and then submit it to the state for review.

Click on the **Edit** pencil icon under the **Action** column to submit responses for any questions flagged as noncompliant. After saving these, you may view your answers by clicking the folder icon in the **Action** column. When you have completed all of the fields on every DCAP and/or ICA record, click **Submit DCAP to KSDE** or **Submit ICA to KSDE** to complete the submission process.
















DCAP/ICA UPDATED DATA FILE REVIEW TAB

This tab will be available for districts that have had DCAPs/ICAs created for them as a result of being found noncompliant during the Data Verification process. After the state runs the Updated Data routine, if there are any students that have been pulled they will appear in the Student List grid on this page. The fields displayed will be similar to the other grids on the various other tabs. The **Student List** grid can be sorted by **Student Last Name** via the **Search Options** box.

Click the **Edit** pencil icon in the **Action** column to perform the self-assessment for that particular student. Answer **Yes** or **No** for all of the questions on the page, optionally leaving a comment. Click **Save** or **Cancel** at the bottom of the screen. Alternatively, click the red badge/X icon to remove the student from Updated File Review.

The submit button will be disabled until the district has answered all of the questions for all of the students. After the district has completed all of the questions, the **Submit Assessment** button will become available. The information will become read-only after submission.

CLICK THE PENCIL TO DO THE UPDATED DATA SELF-ASSESSMENT FOR THE STUDENT.

| Record Status | Student Name | KIDS ID | Answered Count | Potential Noncompliance Count | Action |
|---------------|------------------------|------------|----------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete | 2168400318, 2168400318 | 203589510 | 1/1 | 0 |   |
| Not Started | Abts, Isaiah | 6017313746 | 0/1 | 0 |   |
| Not Started | Acothley, Stephanie | 6734970493 | 0/1 | 0 |   |
| Not Started | Ayala, Kenny151 | 0168571067 | 0/1 | 0 |   |
| Not Started | Bisconer, Elaina | 5625286949 | 0/1 | 0 |   |
| Not Started | Brevil, Israel | 5950145704 | 0/1 | 0 |   |
| Not Started | Easley, Len | 3883366285 | 0/1 | 0 |   |
| Not Started | Evans, Hugh94 | 2496112821 | 0/1 | 0 |   |

Records per page: 25 | Records: 1 to 25 of 28 | Pages: 1 >> (of 2) | Go to page: 1 >>

DCAP/ICA UPDATED DATA VERIFICATION TAB

This tab will show the available students for data verification. The **Student List** grid can be sorted by **Student Last Name** via the **Search Options** box.

The **Compliant** column shows the student record's status with KSDE: **Yes** indicates that KSDE has marked "yes" to all answers for this student; **No** indicates KSDE has marked "no" to all answers for this student; **N/A** indicates KSDE has not yet finished with this student record.



Click the plus icon to display any uploaded documents for that student.

File Review | Data Verification | Potential Noncompliance Verification | DCAP/ICA | DCAP/ICA Updated Data File Review | DCAP/ICA Updated Data Verification

Search Options

Student Last Name: TO UPLOAD NEW DOCUMENTATION OR DELETE EXISTING DOCUMENTS, CLICK THE MAINTAIN DOCUMENTS PENCIL.

STUDENTS FOR UPDATED DATA VERIFICATION

| | Student Name | KIDS ID | Number of Docs Uploaded | Compliant | Maintain Documents |
|----------------------------------|------------------------|------------|-------------------------|-----------|----------------------------------|
| <input type="button" value="+"/> | 2168400318, 2168400318 | 203589510 | 0 | N/A | <input type="button" value="✎"/> |
| <input type="button" value="+"/> | Abts, Isaiah | 6017313746 | 0 | N/A | <input type="button" value="✎"/> |
| <input type="button" value="+"/> | Acothley, Stephanie | 6734970493 | 0 | N/A | <input type="button" value="✎"/> |
| <input type="button" value="+"/> | Ayala, Kenny151 | 0168571067 | 0 | N/A | <input type="button" value="✎"/> |
| <input type="button" value="+"/> | Bisconer, Elaina | 5625286949 | 0 | N/A | <input type="button" value="✎"/> |
| <input type="button" value="+"/> | Brevil, Israel | 5950145704 | 0 | N/A | <input type="button" value="✎"/> |
| <input type="button" value="+"/> | Easley, Len | 3883366285 | 0 | N/A | <input type="button" value="✎"/> |
| <input type="button" value="+"/> | Evans, Hugh94 | 2496112821 | 0 | N/A | <input type="button" value="✎"/> |

Compliant:
Yes: KSDE has marked 'Yes' to all answers for this Student.
No: KSDE has marked 'No' to one or more answers for this Student.
N/A: KSDE has not finished with this student.

Records per page: 25 | Records: 1 to 25 of 28 | Pages: 1 >> (of 2) | Go to page: 1 >>

Click the **Edit** pencil icon under the **Maintain Documents** column to upload and comment on relevant documents (above). From this Document Upload page, you may view the **Updated Data Verification Questions** grid which displays KSDE comments on the data verification process for this student (below).

Click the **Choose File** button and browse your computer to select a file for upload. You may leave text in the **Comment** field if desired. Click **Upload File** to save. Saved files will be displayed in the **Document Uploads for Updated Data Verification** section. Click **Return to Student List** to return to the tab's main window.

File Review | Data Verification | Potential Noncompliance Verification | DCAP/ICA | DCAP/ICA Updated Data File Review | DCAP/ICA Updated Data Verification

STUDENT: ABTS, ISIAAH

DOCUMENT UPLOAD:

When submitting documentation, you must:

- Submit scanned copies from the original document.
- Include on each piece of documentation:
 - the KIDS ID number;
 - the File Review question number that the documentation supports; and
 - the applicable information clearly marked on the scanned IEP (i.e. circled, highlighted, underlined).
- Submit only required information. Additional information is subject to review and further action could be taken.

Updated Data Verification Questions

| Question Num. | Question Desc | KSDE Updated Data Verification Comment | KSDE Answer |
|---------------|------------------------------------------------------------------------------------------------|----------------------------------------|-------------|
| 8 | Is (are) there annual IEP goal(s) that are related to the student's transition services needs? | | N/A |

File to Upload: No file chosen

Comment:

Files being uploaded must be one of these types:
 .docx, .doc, .xls, .xlsx, .txt, .pdf, .csv, .ppt, .xps, .bmp, .gif, .jpg, .jpeg, .tif, .tiff, .png

DOCUMENT UPLOADS FOR UPDATED DATA VERIFICATION:
 No uploaded documents found.

Reports

From the Task Navigation menu, click the **Reports** link to expand the various options within KIAS. A list of 12 links will appear.

ALTERNATE ASSESSMENT PARTICIPATION BY SUBJECT SUBGROUP REPORT

This report displays data for a selected school year, used to determine if a district is over 1% for any of the given subjects.

From the Reports list, click the **Alternate Assessment Participation By Subject Subgroup Report** link. A new screen will display **Report Options**.

Select the **School Year** from the dropdown. Next, choose a **Subject Area**. Choose either the PDF or Excel format radio button and click the **Generate Report** button.

DISABILITY CATEGORIES TAKING THE DLM

This report displays Alternate Assessment Participation data and the calculated Risk Ratio for a selected school year, used to determine if a district is over 1% for any of the given subjects.

From the Reports list, click the **Disability Categories Taking the DLM** link. A new screen will display **Report Options**. Just as in the previous report, select the **School Year** from the dropdown. Next, choose a **Subject Area**. Choose either the PDF or Excel format radio button and click the **Generate Report** button.

DISCIPLINE IDEA DATA VALIDATION REPORT

This report displays which students and incidents do not have a corresponding match for IEP service lines (gifted service lines are excluded) in the SPEDPro application on the date of the incident. Should this report alert you to data that does not match data in the SPEDPro application, please check with the individual responsible for entry of your district's special education data into SPEDPro prior to editing the Discipline Data Collection. Doing so will ensure that changes are made in the correct application.

From the Reports list, click the **Discipline IDEA Data Validation Report** link. A new screen will display **Report Options**.

Select the **School Year** from the dropdown. Next, choose a **Building**. Choose either the PDF or Excel format radio button and click the **Generate** button.

DISCIPLINE INCIDENT DETAIL REPORT

This report will list Discipline Data entered into KIAS for the selected school year. By default, only submitted data is displayed. From the Reports list, click the **Discipline Incident Detail Report** link. A new screen will display **Report Options**.

Select the **School Year** from the dropdown. Next, choose a **Building**. Select the appropriate **Section** radio button to define the type of reported information (not all types will be available to all users). Choose either the PDF or Excel format radio button and click the **Generate** button.

◆ **NOTE:** To request data not yet submitted, select the **Show Not Submitted Incidents** checkbox.

DISCIPLINE INCIDENT DUPLICATES REPORT

This report will display any duplicate discipline incidents within the data collection for a given school year. The KIDS ID, Incident Date, and Incident Type are listed.

◆ **NOTE:** The entire Discipline Incident Record must match for it to appear on this report.

From the Reports list, click the **Discipline Incident Duplicates Report** link. A new screen will display **Report Options**. Select the **School Year** from the dropdown. Next, choose a **Building**. Choose either the PDF or Excel format radio button and click the **Generate** button.

DISCIPLINE FOSTER CARE VERIFICATION REPORT

This report will list all student incidents for the selected school year with a “Yes” marked for the question, “Do you have an incident to report involving a child within the foster care system?” Additionally, the report will check against the KSDE Foster Care Application and seek matches based on the KIDS ID and School Year. If a match is found, “Yes” displays in the report column “In KSDE Foster Care Application.”

From the Reports list, click the **Discipline Foster Care Verification Report** link. A new screen will display **Report Options**. Just as in previous report options, select the **School Year** from the dropdown. Next, choose a **Building**. Choose either the PDF or Excel format radio button and click the **Generate** button.

ESI STUDENT DATA REPORT

This report will list all of the Emergency Safety Intervention Data entered for a given school year. If no information has been entered, or *There were no emergency safety intervention incidents this reporting period* has been checked, no data will appear.

From the Reports list, click the **ESI Student Data Report** link. A new screen will display **Report Options**.

| Options | |
|-----------------------------------------|------------------------------------------------------------------|
| School Year: | 2022 - 2023 |
| Reporting Period: | Both Reporting Periods |
| Building: | Select a Building |
| Printed Report or Excel: | <input checked="" type="radio"/> PDF <input type="radio"/> Excel |
| <input type="button" value="Generate"/> | |

Select the **School Year** and **Reporting Period** from the drop-down menus. Next, choose a **Building**. Choose either the PDF or Excel format radio button and click the **Generate** button.

KAN-DIS ARCHIVE REPORTS

These reports pull 2009-2017 aggregate discipline data from the legacy KAN-DIS system.

From the Reports list, click the **Kan-Dis Archive Reports** link to access a new screen with **Report Options**. You can view past data by selecting **School Year** and **Building** from the dropdowns. Choose either the PDF or Excel format radio button and click the **Generate** button.

SUBMITTED/NOT SUBMITTED REPORT

This report will display data collections and submission status details for the selected school year and monitoring type.

From the Reports list, click the **Submitted/Not Submitted Report** link. A new screen will display **Report Options**.

Select the **School Year** from the dropdown. Next, choose the **Monitoring Type**.

NOTE: If ESI is selected for the monitoring type, the options will change to include a **Reporting Window** dropdown. From here, you must choose either **Reporting Period #1** or **Reporting Period #2**.

Optionally, the report can be filtered using the **Submitted Status** dropdown to display data that has been submitted or *has not* been submitted to KSDE (leaving it blank will display both Submitted & Not Submitted).

Check the **Only show late submissions** box to display data collections that were *NOT submitted* to KSDE prior to the end of the data collection window end date. *This option will not display results if the data

collection for the selected **School Year** and **Monitoring Type** is still open; data is only displayed after the collection window is closed. (They are not considered “late” until after the Data Collection Window closes).

Choose either the PDF or Excel format radio button and click the **Generate Report** button.

SUMMARY REPORT

This report will list the total number of Yes, No, and N/A answers marked for associated questions, along with grand totals for each answer. *This will only display results for submitted data; if your district has not yet submitted data, it will not be included.

From the Reports list, click the **Summary Report** link. A new screen will display **Report Options**. Just as in previous report options, select the **School Year** from the dropdown. Next, choose a **Monitoring Type**. Choose either the PDF or Excel format radio button and click the **Generate Report** button.

VIEW GENERATED LETTERS

This report will allow you to view letters received for a selected **School Year** and **Review Type**. Make your selections from the drop-down menus and click the **Generate** button to view the PDF that was sent.

| Letter Options | |
|--------------------------------------------------------------------------------------|-------------------------|
| School Year: | 2022 - 2023 |
| Review Type (Optional): | Select a Review Type |
| Letter Type (Optional): | Select a Review Type... |
| <input type="button" value="Generate"/> <input type="button" value="Clear Filters"/> | |

Letter Types (by Review Type)

- **Discipline Data Collection** - Discipline Submit Deadline Reminder
- **ESEA Consolidated Review; IDEA & Gifted Requirements Review; Indicator 11 & 12** - 100% Compliant, Correction of Non-Compliance, Non-Compliant
- **IDEA Indicator 13** - 100% Compliant, Non-Compliance; Secondary Transition Correction of Non-Compliance

SIGNIFICANT DISPROPORTIONALITY DATA

This report will display for the selected criteria the calculated Final Risk Ratio for all ethnicities for a given District and Subcategory.

| Report Options | |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Start Year: | Select a School Year |
| Category: | Select a Category |
| Filter: | Select a Filter |
| Printed Report or Excel: | <input checked="" type="radio"/> PDF <input type="radio"/> Excel |
| <input type="button" value="Generate Report"/> <input type="button" value="Return to Reports"/> | |

Support

Software support associated with KIAS system navigation, data entry, and editing is provided by the Leader Services Help Desk staff (M - F | 7 am - 5 pm). The Help Desk can be reached via email or toll-free phone number.

email: helpdesk@leaderservices.com

phone: 877-456-8777

General help topics related to workflows and processes is provided by the KSDE Help Desk.

email: helpdesk@ksde.org

phone: 785-296-7935

front desk: 785-296-3201

fax: 785-296-7933

📌 **NOTE:** Information about the Leader/KSDE help desk, additional KIAS system resources and other links can be accessed by clicking the Help link in **Task Navigation**.

User: D0417 **District:** D0417 **Building:** 5986 **Access Level:** District Admin

🏠 > Help >

HELP DESK - ASSISTANCE WITH THE KIAS SYSTEM (NAVIGATING, DATA ENTRY, EDITING, ETC).

PHONE TOLL-FREE: (877) 456-8777

HOURS (EXCLUDING HOLIDAYS): MONDAY-FRIDAY, 7 A.M. - 5 P.M.

SYSTEM REQUIREMENTS:

THE KGMS APPLICATION SHOULD WORK WITH THE LATEST VERSIONS OF ALL MODERN BROWSERS. HOWEVER, FOR BEST RESULTS, KSDE RECOMMENDS USE OF THE FOLLOWING:

- Microsoft Edge *version 18 or newer*
- Apple Safari *version 12.1 or newer*
- Google Chrome *version 76 or newer*
- Mozilla Firefox *version 68 or newer*

MICROSOFT INTERNET EXPLORER USERS:

- *Microsoft has ended support for IE, and is encouraging users to discontinue its use.*
- *While Internet Explorer may work with the KGMS application, it should not be used.*

6.9.23_KIAS-LEA-QSG

