

August 30, 2024

KSDE SETS Special Education Administrators' Webinar

Agenda

Agenda Item	Presenter
Welcome and Purpose of Webinars	<u>Kevin Davis</u>
Director Updates	<u>Bert Moore</u>
<u>100 Day Checklist</u>	<u>Doug Tressler</u>
<u>Categorical Aid- Fall Vacancy Report</u>	<u>Evelyn Alden</u>
<u>Indicator 8- Parent Involvement</u>	<u>Josie McClendon</u>
<u>Indicator 11: Child Find</u>	<u>Melissa Valenza</u>
<u>Indicator 12: Early Childhood Transition and C to B (KIAS Initial Data Collection)</u>	<u>Melissa Valenza</u>
<u>Dynamic Learning Maps (DLM) Updates</u>	<u>Cary Rogers</u>
<u>IDEA and Gifted File Review-</u>	<u>Cary Rogers</u>
Expiring IDEA Funds Reminders	<u>Dean Zajic</u>
<u>Federal Fiscal File Review</u>	<u>Dean Zajic</u>
<u>KASEA Updates</u>	<u>Lena Kisner</u>





SETS STATE DIRECTOR REPORT

August 30, 2024

Kansas leads the world in the success of each student.

DIRECTOR UPDATES

- Office of Special Education Programs Monitoring of Kansas September 4-6, 2024
- Kansas Integrated Accountability System - Stakeholders Group
- Open “Seats” Enrollment for the 2024-2025 school year
- Transition Councils in Kansas
- Tristate Law Conference – Omaha, NB – November 7-8, 2024
- Director Quarterly Meeting – Quarterly#2 November 21st in Wichita- [Register on TASN](#)
- Special Education Advisory Council – Open Meetings
- Keep the Main Thing the Main Thing



Contact Information



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SETS Director
(785) 296-4949
bmoore@ksde.org

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100 DAY CHECKLIST UPDATE

- MAKE SURE YOU UPDATED ALL DIRECTORIES
 - The KSDE Directory window was July6-Aug21
 - Authenticated Applications
 - KIAS
 - Spedpro
 - Form 240
 - KGMS- TIP closes Sept 30
 - Kansas APR Report
- Interlocal Directors UPDATE INTERLOCAL AGREEMENT
 - Window is Sept20-OCT10
- Indicator 12
 - Data collection Window is Open Aug 25-Sept26
- KIAS
 - COHORT 1 for the School Year 24-25
- MIS MANUAL- Must be reviewed/updated this year
- Private School Consultation
 - [Private School Proportionate Share FAQ Document](#)





Personnel Categorical Aid (KGRS)

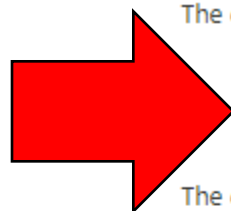
- Access is to Kansas Grants Reporting System (KGRS), then a district administrator gives access to PCA within KGRS.
- I have instructions in an email for granting access within KGRS and in this PDF <https://www.ksde.org/Portals/0/SES/funding/CatAid/KGRS-PCA-Registering.pdf>



PCA – home/summary page

On the home page is a list of the current deadlines

The currently active window(s) for the Personnel Categorical Aid data collection are:



Personnel Categorical Aid Para Inservice Window: 07/11/2022 - 06/01/2023 (266 days left) | Due 06/01/2023 (266 days left)

Personnel Categorical Aid Vacancy Window: 07/13/2022 - 04/15/2023 (219 days left) | Due 04/15/2023 (219 days left)

Personnel Categorical Aid 1st Payment Window: 08/01/2022 - 10/03/2022 (**25 days left**) | Due 10/03/2022 (**25 days left**)

The current status of this Data Collection is **ESY Term In Process** | **Regular Term In Process** | **Para Inservice Not Started**.

Term: ESY			
Number of Professional Positions:	14	Professional Positions Total Claimed FTE:	1.54
Number of Para Positions:	14	Para Positions Total Claimed FTE:	0.76

Term: Regular			
Number of Professional Positions:	6	Professional Positions Total Claimed FTE:	0.00
Number of Para Positions:	0	Para Positions Total Claimed FTE:	0.00
Number of Substitutes:	0		



PCA-# of positions

Also on the home page is a summary showing the total number of positions in ESY and Regular

The currently active window(s) for the Personnel Categorical Aid data collection are:

Personnel Category: [red arrow] Para Inservice Window: 07/11/2022 - 06/01/2023 (266 days left) | Due 06/01/2023 (266 days left)
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Term: Regular			
Number of Professional Positions:	6	Professional Positions Total Claimed FTE:	0.00
Number of Para Positions:	0	Para Positions Total Claimed FTE:	0.00
Number of Substitutes:	0		



PCA-FTE claimed!

There is also a summary of the FTE that is claimed.

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Number of Para Positions:	0	Para Positions Total Claimed FTE:	0.00
Number of Substitutes:	0		



Reimbursement Deadlines

- October 1st–Final day to enter/update before the first payment.

The first payment pays on ALL FTE that is claimed.

If you don't claim any FTE, you will receive no funds.

Deadlines are in Appendix A of the Reimbursement Guide, in the KIAS calendar, and separately here:

<https://www.ksde.org/Portals/0/SES/funding/CatAid/CatAid-Deadlines.pdf>



Other Reminders

- Deadline for waivers for staff working this semester is 11/1. Be sure the waiver area and grades match what the person is doing and what is claimed (which should be the same thing).
- Stay on top of KSDE license applications. “In process” applications need to be watched closely. The status date is the last time the file had activity. 90 days and the application can be deleted. KSDE licensed staff can apply for renewal 6 months prior to expiration.
- Non-KSDE license renewals are important as well. Most can apply at least 45 days prior to expiration.



Authenticated Applications
Problems logging in or
creating/removing accounts:

helpdesk@ksde.org
(785) 296-7935

Categorical Aid
questions/issues:

cataid@ksde.org



Categorical Aid page

<https://www.ksde.org/Default.aspx?tabid=538>

Catastrophic/Non-Public Equivalency

Mason Vosburgh

mvosburgh@ksde.org

(785) 296-4945

Transportation/Medicaid Replacement

Sara McCullah smccullah@ksde.org

(785) 296-4972

Special Teacher Reimbursement

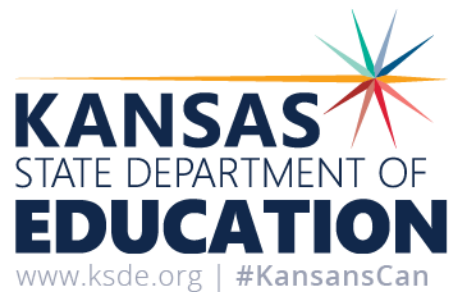
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Indicator 8



Josie McClendon

Kansas leads the world in the success of each student.

What is Indicator 8?



- Indicator 8 is part of the State Performance Plan/Annual Performance Report (SPP/APR) that is submitted to the Office of Special Education Programs (OSEP) every February
- Indicator 8 measures parent involvement in their child's education
 - Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. 20 U.S.C. § 1416(a)(3)(A).
- KSDE uses a short survey linked in a parent letter to gather the information necessary for this Indicator

Who should receive the survey?



- Parents of students with a **disability** should receive the survey!
- If a parent(s) have more than one child with a disability, they should fill out the survey for the **eldest child still in school/receiving services**.
- Since Indicator 8 is used for **federal** reporting, **parents of students who are gifted only should NOT receive the survey.**

Survey Information



- The survey is very short. There is one question about parent involvement, five demographic questions, and one optional comment box.
- The survey is open from the date the survey letter is sent to Special Education directors through May 31st. This is to allow as much time as possible to allow for parent participation.

LEA Involvement



- A large part of getting the most accurate data for Indicator 8 is getting the letter that contains the survey to parents. This is where KSDE needs the help of those who interact with parents!
- Every fall the parent letter is sent by the lead for Indicator 8 (Josie McClendon) to Special Education Directors.
- From there, the director will decide how the survey is sent out. The most common forms are email, mail, or attached to the child's IEP.

After surveys are sent out



- Once the surveys have been sent out, the Special Education Director will delegate a representative from the LEA to email the Indicator 8 lead (Josie McClendon) the following information:
 - The number of parents that were sent the parent survey letter
 - The method in which the parent survey letter was distributed
 - Email
 - Mail
 - Attached to IEPs- if this is the method of distribution for an LEA, you may have to wait until the end of the school year to provide this information which is okay!

Contact Information



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State Performance Plan (SPP) Indicator 11

State Performance Plan: Indicator 11

“Percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or, if the State established a timeframe within which the evaluation must be conducted, within that timeframe.”

Kansas has established a **60 school day** timeline (K.A.R 91-40-8(f).



Exceptions to the Timeline

1. The parent of the child repeatedly fails or refuses to produce the child for the evaluation.
2. If a child enrolls in a new district after the evaluation has begun and before the determination of eligibility, however, the new district is required to make sufficient progress to ensure a prompt completion of the evaluation, and the parent and school district must agree to a specific timeline for completion.
3. If a parent agrees in writing to extend the timeline. This written extension should also include the date of when the initial evaluation will be completed.



Use the exceptions wisely!

- When a district applies one of the exceptions for not meeting the 60 school day timeframe, the district *must submit documentation to KSDE through the KIAS web application.*
- The documentation is then reviewed by Indicator 11 team to determine if the exception was used appropriately.
- The exceptions may *only be used within the timeframe of the initial evaluation that is occurring.*



Helpful Hints



- Designate someone in district to track the number of school days of the initial evaluations that are occurring and provide reminders.
- Shorten the number of days for the initial evaluations to be completed by the respective evaluators.
- Schedule Initial Evaluation eligibility meeting well in advance of the 60 day school deadline.



Helpful Hints



- When calculating the number of school days, use the most up to date district calendar that reflects any changes that may have occurred within the school year.
- Appropriate Access level to KIAS Indicator 11 module
 - User's Guide Registering and Making Account Changes in KIAS
https://www.ksde.org/Portals/0/ECSETS/KIAS/Auth_App_Regist_Acct_KIAS.pdf
- KSDE Directory Information is current



Timeline

September 15, 2024- Deadline for submission of data within the KSDE KIAS web application Module KIAS Indicator 11.

Any data not submitted by this date will see a one-point deduction on the Timely and Accurate worksheet for Level of Determination.



Contact Information



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Indicator 12: Early Childhood Transition and Part C to Part B Electronic Referral System (CBER)

Melissa Valenza, Special Education & Title Services
Coordinator (mvalenza@ksde.org)

KSDE Staffing Update

- KSDE is seeking a knowledgeable candidate to fill the role of Early Childhood Special Education Consultant (Section 619 Coordinator). Visit jobs.ks.gov and search for Job ID 213308 to share the posting with individuals who may be interested.
- In the meantime, share early childhood special education questions or requests for support with KSDE Special Education & Title Services Coordinator Melissa Valenza (mvalenza@ksde.org).



Indicator 12: Part C to Part B Transition

- Smooth, seamless transitions from Part C to Part B ensure young children with disabilities receive services without disruption or delay.
- Indicator 12 is a compliance indicator that measures the percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented **by their third birthdays**. 20 U.S.C. § 1416(a)(3)(B).



Part C to Part B Electronic Referral System (CBER)

Make sure your agency is regularly logging in to the CBER system to review and accept referrals.

- KSDE is required by the Office of Special Education Programs (OSEP) to maintain a statewide system that tracks children who are transitioning from Part C to Part B.
- The CBER system allows for confirmation of the accuracy of referral dates reported by both C and B programs.
- The transition timeline for a referral begins on the date it is sent by Part C unless the referral is actively rejected by Part B.
- The CBER system will help you plan and prepare for smooth transitions from Part C to Part B.



Part C to Part B Electronic Referral System (CBER)

New Part C to Part B Electronic Referral System site:
<https://ksits.kdhe.ks.gov>

- Contact Beccy Strohm (bstrohm@ksde.org) to add or remove users.
 - Do not share usernames between staff.
 - Notify Beccy when users need to be deleted.
- Email kdhe.ksits@ks.gov and CC Beccy for requests for technical assistance.
- CBER Part B User's Guide: Visit ksde.org, [Special Education and Title Services, Special Education, KIAS, SPP and APR, Indicator 12](#)



Part C to Part B Electronic Referral System (CBER)

- Every Part B system should be regularly logging in to the CBER system to accept referrals. Please confirm that your agency has a staff member who has logged into their CBER account and who accepts referrals.
- In Fall 2023, the Kansas Department of Health and Environment launched an updated CBER system.
 - Related to the system update, some Part B users may see referrals that are several years old. Part B users should accept these referrals; if Part B users reject the referrals, they will return the referral to the Part C users to address.
 - The only reason a Part B user would reject a referral would be if the child does not live within the boundaries of a district or special education cooperative/interlocal at the time of the referral, or if the contact information is incomplete.



Indicator 12: Part C to Part B Transition

Resources:

- [OSEP 2023 Early Childhood Transition Questions and Answers](#)
- [KSDE TASN Site: Indicator 12](#)
- [Indicator 12 FAQ's](#)
- CBER Part B User's Guide: Visit ksde.org, [Special Education and Title Services, Special Education, KIAS, SPP and APR, Indicator 12](#)



Contact Information



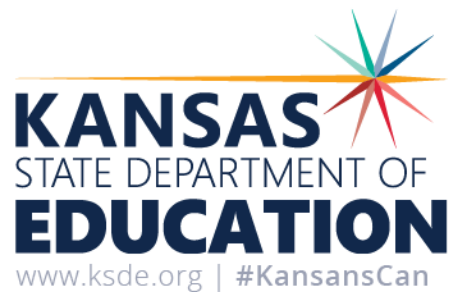
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Alternate Assessment Updates - DLM



Dynamic Learning Maps (DLM) & Essential Elements

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IDEA

Sec. 300.160 Participation in assessments

(a) General. A State must ensure that all children with disabilities are included in all general State and districtwide assessment programs, including assessments described under section 1111 of the ESEA, 20 U.S.C. 6311, with appropriate accommodations and alternate assessments, if necessary, as indicated in their respective IEPs.



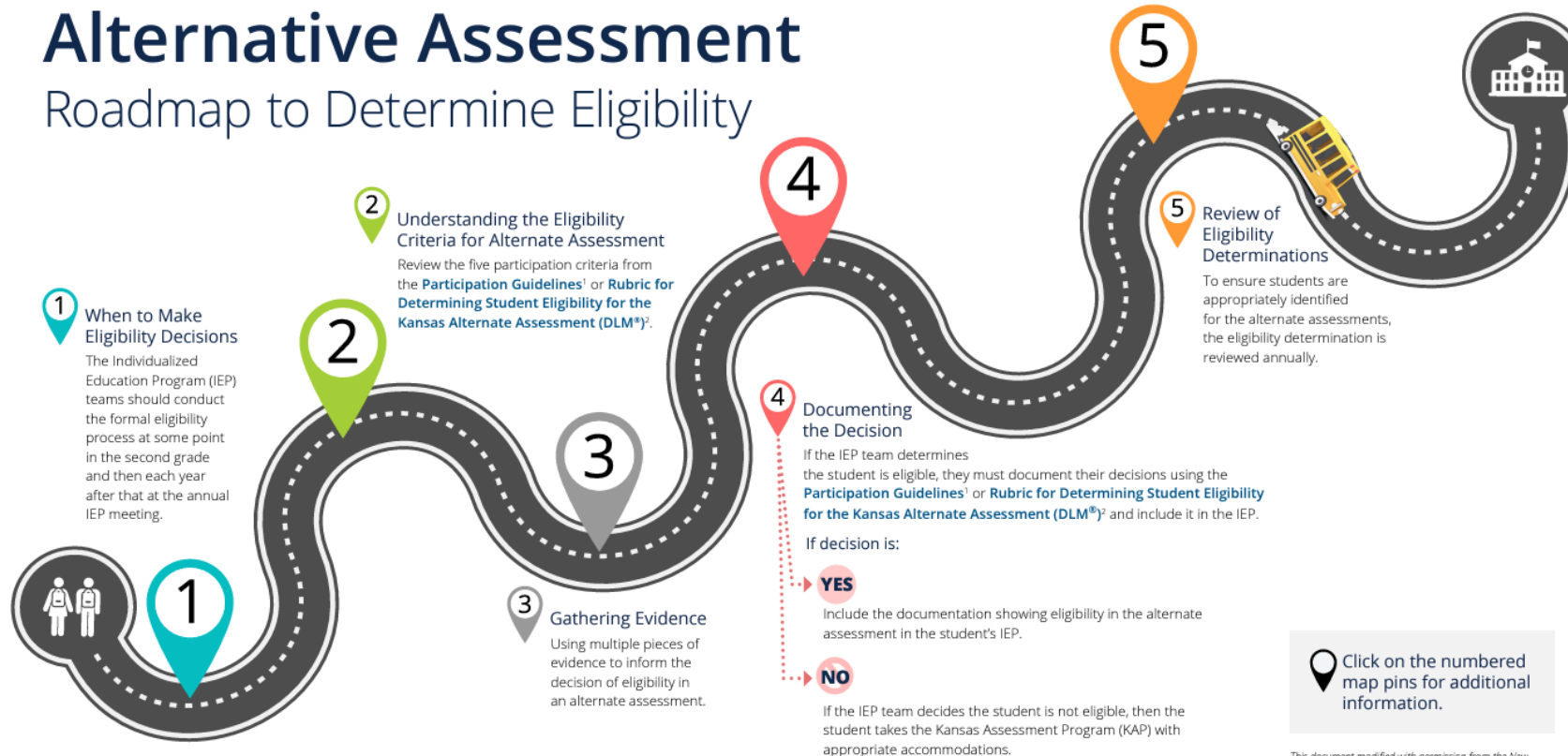
IEP Requirement for Alternate District-Wide and State Assessment

1. It needs to reflect that the student will take an alternate district assessment (and what the teacher is going to do or use for this) and/or state assessment.
2. Why the student isn't able to take the regular district/state assessment. Ex. The student has a most significant cognitive disability and would not be able to complete or access the district/state assessment with accommodations. The student is currently untestable using standardized test. Currently the student is working from the grade-level Essential Elements which are at a reduced depth, breadth, and complexity.
3. Why the alternate district assessment is appropriate. Ex. The student is working from the grade-level Essential Elements at the distal precursor level.
4. For students taking the alternate assessment, each goal must have at least 2 benchmarks/objectives.



Alternate Assessment Roadmap

Alternative Assessment Roadmap to Determine Eligibility



DLM Dates



DLM Dates	Date open	Date closed
Required training	August 6, 2024	April 25, 2025
Fall testing window	September 9, 2024	December 20, 2024
Spring testing window	February 3, 2025	April 25, 2025

Who tests?



Test Window	ELA	Math	Science	HGSS
Fall Test Window	Grades 3-8, 10	Grades 3-8, 10	Optional Grades 5, 8, 11	Only required 1 time per year (not in Kite)
Spring Test Window	Grades 3-8, 10	Grades 3-8, 10	Grades 5, 8, 11	Grades 4, 7, once in HS

What needs to be done before September 9th?

- DLM Test Coordinator Checklist
 - Make sure all teachers administering the DLM have access to Educator Portal as a teacher for the DLM (monitor using the Training Status extract)
 - Make sure students are enrolled and rostered in Educator Portal (use the Student Roster and First Contact Survey Status extract to monitor)
 - Use Manage Special Enrollments for students who are accountable to another district.
- DLM Test Administrator Checklist
 - Complete DLM required training
 - Use the updated DLM participation guidelines to verify that students are eligible for the DLM alternate assessment
 - Communicate with test coordinators – make sure they have the name, SSID, grade, primary exceptionality, and subjects the student will need to be enrolled in
 - Complete the First Contact Survey



DLM Test Administrator Checklist

August-September 8, 2024

✓	Task	Resource
	Verify DLM participation guidelines for each student	Participation Guidelines (PDF)
	Sign up for DLM test updates	Subscribe to DLM Test Updates
	Sign up for KAA listserv	To sign up, send this information: Subject line: KAA Listserv Body of message: Email address, First Name, Last Name, USD Number, USD Name, Send to this address: crogers@ksde.org
	Notify district test coordinator of student, primary exceptionality, grade, and subjects for DLM	
	Login to Educator Portal (role- teacher; assessment program- DLM)	Educator Portal Contact district test coordinator if you do not have access
	Sign security agreement in Educator portal	Educator Portal
	Complete required Test Administrator Training (2 1/2 hours - new teachers; 1 1/4 hour - returning teachers) Must pass with 80% and print certificate	Educator Portal Test Administration Manual (pdf) Guide to DLM Required Test Administrator Training for Instructionally Embedded Model States Educators with the Teacher role should access Dynamic Learning Maps® (DLM®) Required Test Administrator Training in the training section of Kite® Educator Portal
	View and check student data and rosters	Educator Portal
	Complete/Update PNP Profile for each student	Educator Portal Accessibility Manual , Educator Portal User Guide
	Complete/update first contact for each student (make sure the primary exceptionality matches the IEP)	Educator Portal Educator Portal User Guide
	Have Kite Student Portal loaded on all testing devices	The new client will be required for this testing year,

September 9 – December 20, 2024

✓	Task	Resource
	Print Kansas Essential Elements Blueprint/Record for each student according to grade level	Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade (PDF)
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	Educator Portal Educator Portal User Guide
	Teachers may use the EE by linkage level data for planning and monitoring instruction	Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11 (PDF)
	Begin instruction on individual EE's	Refer to DLM Professional Development Modules
	Access practice activities and release testlets to familiarize the students with the format	Guide to Practice Activities and Released Testlets
	Assign testlet when student is ready Read or print teacher information page	Educator Portal Educator Portal User Guide
	Administer the required number of testlets per grade and subject to meet the blueprint requirements	Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade (PDF) Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	Educator Portal Educator Portal User Guide

February 3 – April 25, 2025

✓	Task	Resource
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	Educator Portal Educator Portal User Guide
	Teachers may use the EE by linkage level data for planning monitoring instruction	Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11 (PDF)
	Begin instruction on individual EE's	Refer to DLM Professional Development Modules
	Assign testlet when the student is ready to test. Read or print teacher information page	Educator Portal Educator Portal User Guide
	Administer the required number of testlets per grade/subject to meet the blueprint requirements. Science administer all 9 testlets.	Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade (PDF) Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	Educator Portal Educator Portal User Guide

Fall Window: Sept. 9 - Dec. 20, 2024



Essential Elements for ELA and Mathematics

- are selected in the Instruction and Assessment Planner.
- are required to be assessed.
- have blueprint requirements.
- contribute to a student's final, end-of-year Individual Student Score Report.

Essential Elements for Science

- are selected in the Instruction and Assessment Planner.
- are not *required* to be assessed.
- do not have blueprint requirements.
- do not contribute to the student's final, end-of-year Individual Student Score Report.

DLM webinars for 2024-2025

[Register for entire 2024-25 Webinar Series](#)

All webinars start at 3:00 pm

****Content is subject to change at any time due to current events****

August 22 What do I need to do to get ready for the fall test window? [Webinar Registration](#)

September 4 How do I write instructional plans? [Webinar Registration](#)

October 10 DLM resources – How do I prepare my students for the DLM? [Webinar Registration](#)

December 5 DLM fall test window wrap-up What needs to be finished by Dec 20th? [Webinar Registration](#)

February 6 DLM spring window [Webinar Registration](#)

April 10 DLM wrap-up What needs to be finished by April 25th? [Webinar Registration](#)

[Join Zoom Meeting](#)

Meeting ID: 897 7927 3623

Passcode: 947213

One tap mobile: +13462487799,,89779273623#,,,,,0#,,947213# US (Houston)



Contact Information



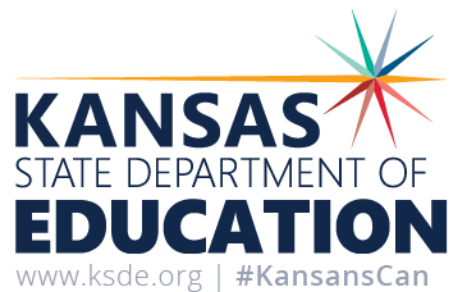
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IDEA & Gifted File Review



Kansas leads the world in the success of each student.

Cohort 2 – 2025-2026

- IDEA and gifted file review workshop 9:00-3:00

September 9th in Wichita

WSU's Eugene M Hughes Metropolitan Complex
Wichita IDEA & Gifted File Review Registration Link

September 18th in Hays

Fort Hays State University campus Ballroom
Hays IDEA & Gifted File Review Registration Link

September 20th in Topeka

Bishop Professional Development Center
Topeka IDEA & Gifted File Review Registration Link



Cohort 1 -Data Verification (9/20-10/2) and Compliance Verification (10/11-10/25)

- Any district that initially reports non-compliance can submit documentation that they have located showing they are compliant.
 - This does not include documentation showing they have corrected the non-compliance after submitting initial data collection
- 20 districts that report 100% compliance will be randomly selected for data verification.
 - These districts will be required to submit documentation on 5-7 questions that KSDE has chosen for random data verification.
 - One IDEA and one gifted SSID will be pulled from the original SSID pull



Contact Information



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Josie McClendon
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Expiring IDEA Fund Reminders:

- All funds that were awarded in 2022-23 School year must be obligated by September 30, 2024 and must be drawn down no later than December 30, 2024 (which means requests should be made in the Form 240 in November at the latest).
- If you have a 2022-23 private school proportionate share funds remaining, and private schools with eligible children have declined services, you can contact Dean Zajic to request to transfer these funds for regular IDEA use before they expire. You will need to provide documentation of the decline of services from the private school
- If you have questions or concerns about utilizing all of you funds, please contact Dean Zajic at dzajic@ksde.org



Fiscal File Review

- LEAs in Cohort 1 will complete Fiscal File review this year. Remember that it is a consolidated review that covers all federal programs, so it should be completed by staff that are sufficiently familiar with the oversight and implementation of each program. In most cases this will be district business office or administrators, but SPED Directors will likely need to assist with some of the IDEA specific questions.
- The report will open in KIAS next week on September 1, 2024 and closes October 25, 2024
- Please Contact Renee Brandt rbrandt@ksde.org with any questions.



E-mail Communications

8/29 KASEA Monthly Update & Connecting with KASEA - Dr. Lena Kisner



Resources

[Kansas Special Education Administrators' Guide & Resources](#)

[Early Career Special Education Leaders Forum](#)

[Special Education Leaders Forum](#)

[Zirkel Legal Update](#)

KASEA & Friends Calendar

Early Childhood Programming in KS
9/10/24 9:00-2:00 in Sallina

Connecting with KASEA
9/11/24 12:00-1:00

Sped & the Building Leader
Various dates & locations

Budget Organization w/ April Hilyard
10/10/24 9:00-2:00 in Andover

Tri-State Law Conference
11/7-8/24 in Omaha

Winter Conference
January 30 & 31, 2025
Drury Hotel, Wichita

Our first [Connecting with KASEA](#) session is coming up September 11th at 12:00. This members-only benefit will include a discussion regarding KSDE licensure waivers, substitutes, and vacancies. A team member from KSDE licensure will be presenting and Evelyn Alden will be logged in to help answer any questions you may have. Grab your lunch and come prepared to ask questions. The first waiver deadline is November 1st.

KASEA is gearing up to start working on the special education administrator evaluation tool. This partner project with K-State will result in a free resource available to the field. If you haven't already notified Lena of your interest in participating on the committee, please do so right away.

If you are a member of CASE, there is an upcoming webinar entitled Strategies to Improve Equity in Access Across Special Education Programs on September 5th. Check it out [here!](#)

The [KASEA calendar for the 24-25 school year](#) has been set. Be sure to add the membership meetings and Connecting with KASEA sessions to your schedule. Renew or join today so you don't miss out on any of your KASEA membership benefits! You can join KASEA through the USA-KS website. Here are the [instructions for joining KASEA](#). Only paid KASEA members will get email updates beginning in mid-September. Pay your dues now! Remember, we are also an affiliate of USA-KS. Check out the USA-KS [member benefits!](#)

Thank you for Joining us today!!!

Next webinar is scheduled October 11th, 2024

