

Superintendent's Organization Report (S066)

User Guide

Submit by: October 10, 2024



Kansas leads the world in the success of each student.

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

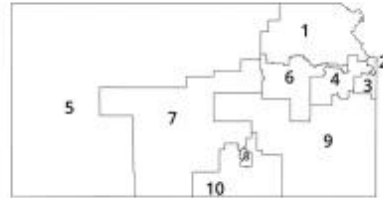
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

Kansas leads the world in the success of each student.

Jan. 25, 2024

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Superintendent Organization Report

Introduction

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Welcome to the Superintendent's Organization Report (SO66). Whether you have been involved with the SO66 in the past or are brand-new to the SO66, the Kansas State Department of Education (KSDE) wants to be sure that you have information and resources to make the submission of your school's SO66 run smoothly.

Accuracy is extremely important when submitting the SO66. The SO66 is the official data used to determine the enrollment and various weightings used for computing the district's General Fund and Supplemental General Fund Budgets. The aggregate PBR data will populate to the Superintendent's Organization Report. Throughout the year, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

Important Terms

KSDE has created a glossary of terms in the next few pages to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

| Terms | Meaning |
|---|---|
| Directory Updates | A district level web application, typically managed by someone in the Central Office (Superintendent, Board Clerk or other designated individual). Directory data for the building, such as Schedule Information, populates to portions of the PBR. |
| ENRL Record | The ENRL Collection focuses on gathering enrollment and program participation information on students. This is the data that is used to populate sections of the Principal's Building Report (PBR) and the Superintendent's Organizational Report (SO66), which are in turn used for state funding (based on the September 20th Rule) and for federal funding calculations. |
| KIDS System | Kansas Individual Data on Students (KIDS) system is used to manage educational data collected to meet state and federal reporting requirements. Data uploaded from your student information system to KIDS is used to populate the PBR. |
| Student Information System (SIS) | A software program that administers and maintains student information, such as enrollment, scheduling, attendance, accounting, and grade reporting, for that district/school. This software is installed on the school's local network and computers. |
| Superintendent's Organization Report (SO66) | A district-level report that aggregates unaudited data from the KIDS ENRL to determine funding. The electronic submission is considered your signature as certifying the data as accurate when submitted to KSDE. |

Accessing Superintendent's Organizational Report

Access Levels

Access differentiates depending on responsibilities at each district, but below gives definitions of each access level on both the PBR and SO66.

PBR

- District Read Only: View data for all PBRs (schools) within USD (cannot edit or submit).
- District/Org Approve: View, edit and submit data for all PBRs (schools) within USD. May un-submit PBRs if SO66 has not been submitted.
- School Read Only: View data for specific school within USD (cannot edit or approve).
- School Write: View, edit and approve data for specific school within USD.

Note: If username is associated with a school the user is not associated with, a new username is necessary to get district-level access (all schools) or school-level access to a different school.

SO66

- District/Org Read Only: View data on SO66 (USD) as well as data for all PBRs (schools) within USD (cannot edit or submit).
- District/Org Approve: View, edit and submit data on SO66 (USD). May view data for all PBRs (schools) within USD but may not edit. May un-submit PBRs if SO66 has not been submitted.

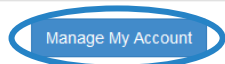
Current Users

If you already have access to [KSDE Web Applications](#), log in and make sure you have "Directory Updates" in your list of Web Applications.

1. Go to [KSDE's Web Applications site](#).
2. Log in and click **Accept** on the Legal Notice screen.
3. Check to see if you have [Superintendent's Organization Report \(SO66\)](#) in your list of web applications (it may be a different number on your screen than number shown in the screen shot below).
 - If you do, click on [Superintendent's Organization Report \(SO66\)](#).

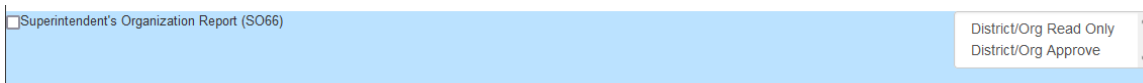
Note: Once you log into the SO66, check the access level at the top right in the blue bar. If you are a Superintendent, this should say "District/Org Approve", if it does not, please email the IT Helpdesk (helpdesk@ksde.org) with your username and ask to have your access level changed to "District/Org Approve".

- If you do not, click on **Manage My Account** and then continue to [Step 4](#).



1. Annual Statistical Report(18E)
2. Annual Statistical Report(18E) - Special Access
3. Directory Updates
4. Directory Updates - Special Access - User approval pending or application not active.
5. Interlocal Agreements (D0600's only)
6. Interlocal Agreements (D0600's only) - Special Access - User approval pending or application not active.
7. KIDS Collection
8. Lea Forms
9. Lea Forms - Special Access
10. Principal's Building Report (PBR)
11. Principal's Building Report - Special Access - User approval pending or application not active.
12. Superintendent's Organization Report (SO66)

4. If your account has district level access, the Superintendent's Organization Report (SO66) will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to [Superintendent's Organization Report \(SO66\)](#), then select one of the following in the [Application Access Level](#) column.



District/Org Approve: This will give the user access to submit Principal Building Reports (PBRs) for schools within the district as well as the Superintendent's Organization Report (SO66) to KSDE.

Note: All Superintendents should select "District/Org Approve".

District/Org Read Only: This will give the user access to view, but not edit or submit Principal Building Reports (PBRs) for school within the district as well as the Superintendent's Organization Report (SO66).

-
- Note:** If you do not see Superintendent's Organization Report (SO66) here, your account does not have district level access. Please see the [New Users](#) section below to register a new account with district level access.
- Tip:** If you must register for a new username and password, take a minute to note what current Web Applications you are registered for and what user level you are for each. Then, when you re-register for a new username and request access to the Directory Updates application, you can also request access to the web applications you were already registered for and have all web applications you use available to you under your new username and password.
-

5. Scroll down to the bottom and fill in the three fields under [In Case You Forget Your Password](#).

IN CASE YOU FORGET YOUR PASSWORD:
Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question.

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

6. Click [Submit](#).
- Once this happens, KSDE's IT department will email the USD contact denoted as the main contact on the Directory Updates web application for approval (for USD's this will be the Superintendent). Once approved, KSDE's IT department will add the requested application to your account then send you an email to let you know that you can now access the requested application.
7. Go to [KSDE's Web Applications Site](#) and sign in.
- You should see all web applications you have requested access to. The applications that have been approved will be clickable. The ones that you are still awaiting access for or will be greyed out. If the main contact approved access outside of KSDE's office hours (M-F, 8:30 to 4:30), you will be granted access when KSDE office reopens.

New Users

Individuals who do not have access to KSDE web applications will need to register for access.

- Go to [KSDE's Web Applications Site](#).
- Click [Register](#)

SUPERINTENDENT ORGANIZATION REPORT (S066)

Common Authentication Login

Username:

Password:

[Login](#)

[Forgot Your Password?](#)

Need Assistance?

| General Help | KN-CLAIM Support | KESA Support | KEEP Support |
|------------------------------------|---|--|--|
| Email: helpdesk@ksde.org | Email: crwapplications@ksde.org | Email: jnobo@ksde.org - Jeannette Nobo bbagshaw@ksde.org - Bill Bagshaw | Email: ayates@ksde.org - Ann Yates bbagshaw@ksde.org - Bill Bagshaw |
| Phone: (785) 296-7935 | Phone: (785) 296-2276 | Phone: (785) 296-4948 - Jeannette Nobo (785) 296-2198 - Bill Bagshaw | Phone: (785) 296-5140 - Ann Yates (785) 296-2198 - Bill Bagshaw |

New User Registration

If you have not registered to have an individual login and password for accessing KSDE web applications, click here to register.

[Register](#)

3. Enter in the required information.

- Make sure to select your organization from the [Organization](#) drop-down list.
- For the building drop-down box, please select based on the following guidance:
 - School Level Faculty: Please select your building from the [Building](#) drop-down list. This will then populate below a list of applications to sign up for.
 - District Level Faculty: Please select [All Buildings](#) from the [Building](#) drop-down list. This will then populate below a list of applications to sign up for.

Note: If you select a specific building instead of “All Buildings”, the Superintendent’s Organization Report (SO66) application will ***NOT*** populate in the list of applications.

Tip: Do not use spaces when defining your username login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the username, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

- Scroll down and check [Principal's Building Report \(PBR\)](#), then select one of the following in the Application Access Level column.

- If you are a ***Principal***, you will have the following two options:

School Update: This will give the user access to Approve the Principal Building Reports (PBRs) for the school.

Note: All Principals should select "School Update".

School Read Only: This will give the user access to view, but not edit or submit the Principal Building Reports (PBRs) for the school.

- If you are a ***Superintendent***, you will have the following two options:

District/Org Approve: This will give the user access to submit Principal Building Reports (PBRs) for schools within the district.

Note: All Superintendents should select "District/Org Approve".

District/Org Read Only: This will give the user access to view, but not edit or submit Principal Building Reports (PBRs) for school within the district.

- If there are any other applications you would like to register for, please go through and check those as well as selecting the Application Access Level.
4. Click **Submit**.
 - Once this happens, KSDE's IT department will email the contact denoted as the main contact on the Directory Updates web application for approval (for USDs this will be the Superintendent). Once approved, KSDE's IT department will add the requested application to your account and send you an email to let you know that you can now access the requested application.
 5. Go to [KSDE's Web Application site](#) and sign in. You should then see all web applications you had registered and been approved for.

Tip: If you forget your KSDE web applications password, click on the link that says, "Forgot Your Password?" on the Authentication screen. Enter your username and a link will be emailed to the email address connected with your username. Click on the link in the email to go to the page where you can reset your password. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

6. Click [Principal's Building Report \(PBR\)](#) and you should see the following screen. Check the access level at the top right in the blue bar. If you are a ***Superintendent***, this should say "District/Org Approve", if you are a ***Principal***, this should say "School Update". If it does not, please email the IT Helpdesk (helpdesk@ksde.org) with your username and ask to have your access level changed to "District/Org Approve" if you are a Superintendent or "School Update" if you are a Principal.

User: D0207 District: D0207 (Ft Leavenworth) Building: 0000 Access Level: DistrictApprove
 Return To App List Welcome Help

Notes: If you do not have access to the Principal’s Building Report (PBR) web application after requesting access for a current Username or registering for a new username, then please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.

At the top left in the blue bar, you can find the current organization associated with your username. If this organization is incorrect, please reference the [New Users](#) section and register as a new user for the correct district.

Logging into the Superintendent Organization Report

The Superintendent’s Organization Report (S066) is available on the KSDE Authentication page. To access the Superintendent’s Organization Report (S066), enter your username and password on the KSDE Web Applications page: Login the KSDE Authentication Portal: <https://appss.ksde.org/authentication/login.aspx> If you are unable to login, please click the “Forgot Your Password?” link or contact the Help Desk at 785-296-7935.

User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Login](#)

[Forgot password?](#)

Need Assistance?

| | | |
|---|---|--|
| General Help helpdesk@ksde.org (785) 296-7935 | KN-CLAIM Support cnwapplications@ksde.org (785) 296-2276 | KCCMS or Pathways Support pathwayshelpdesk@ksde.org (785) 296-4908 |
| KESA Support mmelton@ksde.org - Myron Melton (785) 296-8110 - Myron Melton | | KEEP Support ayates@ksde.org - Ann Yates (785) 296-5140 - Ann Yates |

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

[Register](#)

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)

Supported Web Browsers

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

| | |
|------------------------|-----------------------|
| 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 |

NOTE:

- Please ensure you are using one of these browsers before contacting technical support.
- Most modern web browsers are updated to the latest version automatically.

Microsoft Internet Explorer Users

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

Individuals will need to read the **Legal Notice** and click on the **Accept** link to continue.

KSDE Web Applications - Legal Notice

Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6215 through 72-6223, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.

[Accept](#) [Decline](#)

The user will see the Superintendent's Organization Report (S066) within the list of approved KSDE applications (example list shown below) and select Superintendent's Organization Report (S066) to begin.

My KSDE Web Applications

[Manage My Account](#) [Log Off](#)

1. Annual Statistical Report(18E)
2. Directory Updates
3. [Driver Education Reimbursement - User approval pending or application not active.](#)
4. EDEN Meta Data Administration
5. Form240
6. Interlocal Agreements (D0600's only)
7. Juvenile Detention Center - Final
8. KIDS Collection
9. KN-CLAIM
10. Lea Forms
11. Principal's Building Report (PBR)
12. SPEDPro
- ** 13. State Forms - Legacy.
14. Superintendent's Organization Report (S066) ←


**** Legacy Applications Login**
For all legacy applications you will need to log in again.

Note: Some of the applications may be grayed out. This means they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the numbering of applications is unique to each individual user.

Quick “Tour” of the Superintendent’s Organization Report (S066)

Welcome Page

For most users, this is the first screen that will appear after entering the report. From here you will be able to begin the report, jump to a specific screen, and review some basic information about the report.

Welcome 

The Superintendent’s Organization Report

The Superintendent’s Organization Report gathers and organizes data regarding headcount enrollment and additional district level data. Data is collected from the the Principal’s Building Report via the KIDS Collection System and the Directory Updates Web Application. Only authorized personnel have access to these applications.

Instructions are provided on each screen. Additional detailed help may be available for a screen by clicking on the question mark icon in the upper right hand corner of the screen. Some screens have specific points of contact for additional questions.

Additional help can be found by downloading the user manual located at: <https://www.ksde.org/Default.aspx?tabid=429>

Questions regarding the completion of his report may be directed to Rose Ireland, in School Finance, at 785-296-4973 or emailed to rireland@ksde.org

Completing the Report

Accuracy and completeness in reporting are extremely important since state aid payments and accreditation of schools are based on information given on the reports. Throughout the year, requests for information from these reports are given to legislators, educators, the U.S. Department of Education, members of the media, and patrons.

KSDE has a server designated to run our web based applications. This server should adequately support the large volume of users and allow you to complete these applications with minimal disruptions. Successful uploads to the KIDS Collection System should populate to this report every 15 minutes. Changes to the Directory Updates web application should reflect on this report in real time. **Delays to updates may occur if a large number of districts upload student data at peak times.**

Principal’s Building Report

Building and/or district level personnel must review and approve the Principal’s Building Report before the Superintendent Organization Report can be submitted to the state.

The District Office is responsible for reviewing the Principal’s Building Reports to ensure accuracy and completeness prior to completing the Superintendent’s Report. Many sections of the report can be completed EARLY (contact information, bullying information, salaries, personnel, etc) and will ease the burden and rush to enter data that often results in errors. Making data corrections after the due date is very difficult as data collected is used in public reports, calculating state aid payments and school accreditation.

KIDS Collection System

The Kansas Individual Data on Students (KIDS) system was implemented by the Kansas State Department of Education during the 2004-2005 school year to meet the reporting requirements of the Federal No Child Left Behind legislation. The KIDS system maintains student confidentiality while allowing for the submission of timely, accurate data in multiple formats. The KIDS system assigns a unique, randomly-generated state identification number for every student attending accredited public or private schools in Kansas. This ID number follows the student throughout his/her preK-12 education in Kansas schools. Through the use of the state identification number, KIDS reduces the time needed for data collection and allows quicker responses to data requests.

The Funding & Enrollment (ENRL) collection focuses on gathering the enrollment information on students. In order for a school district to receive funds, ALL students must be included in the KIDS system. KIDS data will determine enrollment and most weightings including: Vocational, Bilingual, At-Risk and Transportation. This is also the data that is used to populate sections of the Principal’s Building Report and the Superintendent’s Organizational Report.

To find out more information, go to the KIDS Project Website at: <http://www.ksde.org/kids>

Questions about KIDS? E-mail KSDE at kids@ksde.org

Note: If you do not save your data within 15 minutes, you will be logged off KSDE’s server and data that was not saved will be lost. Please note your local Internet Service Provider (ISP) may have a different ‘timeout’ session of as little as 10 minutes.

Navigation Menu

Below is the navigation menu that lists the thirteen links that can be used to navigate in the application – Administrative Data, Schedule Info, KESA Assurances, Salaries, Licensed Personnel, Non-Licensed Personnel, Federal Title Programs, Headcount Table, Central Office Headcounts Table, Headcount and Enrollment at a Glance, Legal Max, Submit S066, and Print S066.



The "Logout" link provided on all screens (in the top left corner) allows the user to exit the application at any time.

"NEW" KSA 72-6147. Bullying, school district policies.

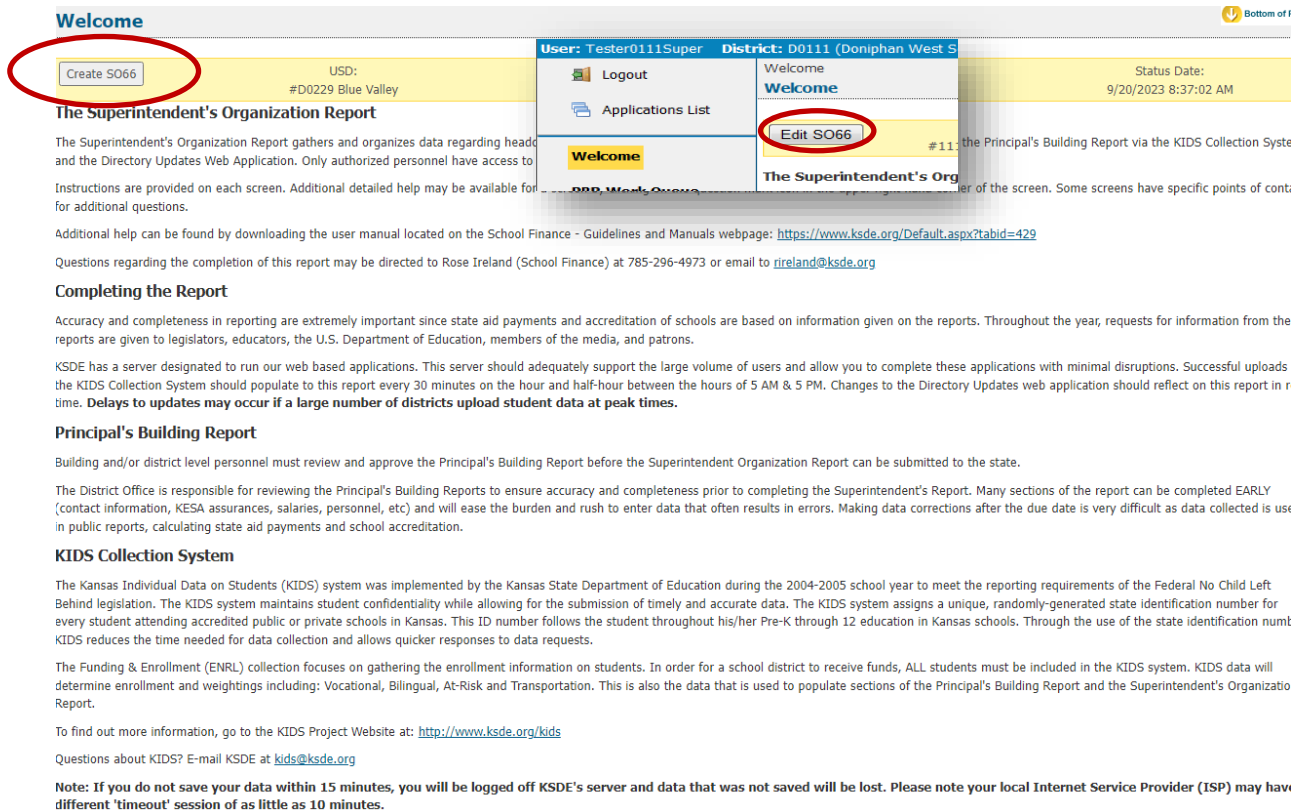
Clicking on any of the menu items will link directly to that page. Quickly navigate to screens that have been started, require further review, or to verify data.

Click "Submit S066" to conduct a final review of all your data and submit your report to KSDE.

Clicking on "Print S066" will allow users to print sections or the entire report. You will also be able to print Prior Years.

Create S066

When you are ready to begin the Superintendent’s Organization Report, click on the “Create S066” button below the school building data. Once you begin the report, this button will change to “Edit S066”. Click this button to resume your report or click on one of the menu items to go directly to that page.



Page Navigation

To navigate from page to page you will see a series of buttons on the screen. The following buttons are available for selection: **Previous**, **Save & Previous**, **Save**, **Save & Next**, and **Next**. Not all buttons will be available on all screens and may not be available if you have approved your report for superintendent review.



TIP: You should not use the “Refresh,” “Back,” or “Forward” browser buttons with the S066. There are links on every page that allow access to other screens.

Navigating the S066

Administrative Data

The first screen users will see is the Administrative Data Screen. District data is populated from the Directory Updates Web Application, Central Office Data Screen. Users are required to enter contact information for this report, including name, position title, and phone number. Once entered, click on the save and next button to proceed to the next screen.

If data is incorrect or not available, corrections must be entered in the Directory Updates web application, by district-level personnel, and once submitted will reflect in the S066 in real time.

Administrative Data
 Bottom of Pa

| | | | |
|---------------------|-----------------------------|-------------------------------|--------------------------------------|
| USD: #248 Girard | School Year: 2024 - 2025 | Status: In Progress | Status Date: 9/16/2024 8:01:09 AM |
|---------------------|-----------------------------|-------------------------------|--------------------------------------|

DISTRICT INFO

If this data is incorrect or not available, please correct it in the Directory Updates web application. Revisions will be reflected in real time. If you have questions regarding the Directory Updates web application, please contact Marcia Ricklefs at 785-296-4209.

| | | | |
|-----------------|--------------------|------|------------|
| School Year: | 2024 - 2025 | | |
| District: | Girard , USD # 248 | | |
| Address: | 415 North Summit | | |
| City: | Girard | Zip: | 66743-1128 |
| Superintendent: | Gary Snawder | | |

ATTENDANCE BUILDINGS

Only regular accredited school buildings will be listed as Closed/Open. It will not include "programs" (special education attendance buildings, pre-school attendance buildings, etc). If these are not correct, please contact Marcia Ricklefs at (785) 296-4209 or Rose Ireland (785) 296-4973.

Buildings Closed During This School Year:

No buildings closed this school year..

Buildings Opened During This School Year:

No buildings opened this school year..

STUDENTS ACCEPTED FROM CLOSED BUILDINGS

[K.S.A. 72-5149](#) allows for any district that receives the low enrollment weighting and attaches territory of all or part of a disorganized school district or accepts students in the current year who attended a school building that was closed by another school district in the preceding school year shall maintain the low enrollment weighting factor for the immediately preceding school year for the next three succeeding school years, or use the current low enrollment calculation if it is greater.

This information will be used to modify your low enrollment and high enrollment weighting, if applicable, when we prepare preliminary Legal Max letters in November.

Users must select Yes or No to the current status of the district for accepting students from closed buildings.

| | |
|---|---|
| Did your district enroll students from another school district that disorganized or closed a school building? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
|---|---|

CONTACT PERSON

| | | |
|--------------|----------------|-----------|
| Name: | Phone: | Position: |
| Rose Ireland | (785) 296-4973 | PSAII |

Schedule Info

The Schedule Info screen displays data populated from the Directory Updates web application, Central Office screen. Corrections to this data must be entered in the Directory Updates web application by district-level personnel and once made will reflect in the PBR in real time.

The Schedule Info screen requires school districts to identify all the inclement weather and inservice dates. **You cannot have the same dates for in-service and inclement weather.** Per KSA 72-3115(e)(2), you cannot schedule more than five (5) inclement weather days for the school year.

Please ensure you have not scheduled staff development or inservice training on the September 20 count date.

Schedule Info
 Bottom of P

| | | | |
|---------------------|-----------------------------|-------------------------------|--------------------------------------|
| USD: #248 Girard | School Year: 2024 - 2025 | Status: In Progress | Status Date: 9/16/2024 8:01:09 AM |
|---------------------|-----------------------------|-------------------------------|--------------------------------------|

If Building information on this page is incorrect or not available, please update it in the Directory Updates web application. Corrections will be reflected on this screen immediately after saving Directory Updates.

Inclement weather and In-service dates entered below cannot be on the same day. For questions on the 1,116 hour school requirement, you can download [Frequently Asked Questions](#).

BUILDING HOURS

| | |
|---|-----------|
| Number of Hours school was in session during 2023 - 2024: | 1500 |
| Scheduled opening date for 2024 - 2025: | 8/18/2024 |
| Scheduled closing date for 2024 - 2025: | 5/30/2025 |

INCLEMENT WEATHER DATES

| Date | Hours |
|-----------|-------|
| 9/26/2024 | 8 |
| 3/13/2025 | 8 |

STAFF DEVELOPMENT OR IN-SERVICE TRAINING DATES

| Date | Hours |
|-----------|-------|
| 9/25/2024 | 4 |
| 3/10/2025 | 4 |

Previous
Next

KESA Assurances

Users must select Yes or No to the current status of each of the KESA Assurances listed below.

72-6147. Anti-Bullying. The board of education of each school district shall adopt a policy to prohibit bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. The board of education of each school district shall adopt and implement a plan to address bullying, which must include provisions for training and education of staff and students.

Bullying Awareness and Prevention – Training Resources: <https://www.ksde.org/Agency/Division-of-Learning-Services/Student-Staff-Training/Prevention-and-Responsive-Culture/Bullying-Awareness-and-Prevention>

Contact Trish Backman for questions at 785-296-6937 or tbackman@ksde.org

KSA 72-6284. Jason Flatt Act. The board of education of each school district shall provide suicide awareness and prevention programming to all school staff and shall notify the parents or legal guardians of students enrolled in such school district that the training materials provided under such programming are available to such parents and legal guardians. Such programming school include, at a minimum:

- 1) At least one hour of training each calendar year based on programs approved by the state board of education. Such training may be satisfied through independent self-review of suicide prevention training materials; and
- 2) A building crisis plan developed for each school building. Such plan shall include:
 - a steps for recognizing suicide ideation
 - b appropriate methods of interventions
 - c a crisis recovery plan

Contact Trish Backman for questions at 785-296-6937 or tbackman@ksde.org

91-31-43 Child abuse and neglect mandated reporter training. Each accredited education system shall develop and implement written policies for annual child abuse and neglect mandated reporter training of all employees. The training shall address child abuse and neglect reporting requirements when any individual has reason to suspect that a student attending the accredited education system has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse. Each accredited education system shall maintain documentation that each employee has met the annual training requirement. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution and K.S.A. 2019 Supp. 72-5170; effective Oct. 8, 2021.)

Contact Trish Backman for questions at 785-296-6937 or tbackman@ksde.org.

KESA Assurances

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| | | | |
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| USD: #248 Girard | School Year: 2024 - 2025 | Status: In Progress | Status Date: 9/16/2024 8:01:09 AM |
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Anti-Bullying

K.S.A. 72-6147: Bullying, school district policies. The board of education of each school district shall adopt a policy to prohibit bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. The board of education of each school district shall adopt and implement a plan to address bullying, which must include provisions for training and education of staff and students.

Bullying Awareness and Prevention: [Resources](#)

Contact Trish Backman for questions at 785-296-6937 or tbackman@ksde.org

Users must select Yes or No to the current status of the district's bullying policy.

Has your school district adopted and implemented a plan to address bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on school property, in a school vehicle, or at a school-sponsored activity or event, including provisions for the training and education of staff members and students? Yes No

Jason Flatt Act

Suicide Awareness & Prevention

K.S.A. 72-6284: The board of education of each school district shall provide suicide awareness and prevention programming to all school staff and shall notify the parents or legal guardians of students enrolled in such school district that the training materials provided under such programming are available to such parents and legal guardians. Such programming shall include, at a minimum:

1. At least one hour of training each calendar year based on programs approved by the state board of education. Such training may be satisfied through independent self-review of suicide prevention training materials; and
2. A building crisis plan developed for each school building. Such plan shall include:
 - a. steps for recognizing suicide ideation
 - b. appropriate methods of interventions
 - c. a crisis recovery plan

Contact Trish Backman for questions at 785-296-6937 or tbackman@ksde.org

Users must select Yes or No to the Jason Flatt Act policies.

Has your school district adopted and implemented a plan to address the Jason Flatt Act, including provisions for the training and education of staff members? Yes No

Has your district notified the parents or legal guardians of students enrolled that the training materials are available for their review? Yes No

Is Jason Flatt included in your USD Crisis Plan? Yes No

Structured Literacy and/or Dyslexia Professional Development for 2023-2024 School Year.

The Legislative Task Force on Dyslexia and the Kansas State Board of Education have required that schools conduct annual professional development on structured literacy and/or dyslexia. Professional learning is required annually but each school system is allowed to determine the time and duration of the training. The training should be hands-on, with evidence-based practices, on the nature of dyslexia, procedures to identify students who are struggling in reading, intervention strategies and procedures, tiered intervention practices, or progress monitoring. The training can be held during consecutive meetings and do not require a dedicated professional development day.

New Teachers:

Do you have documented verification that all new teachers holding the following endorsements have received the [KSDE Required Dyslexia Training Online Modules](#) (required 6 hours of dyslexia training): Elementary; Early Childhood Unified; High Incidence SPED Teaching K-12; English Language Arts Grade 5-12; Reading Specialists; and School Psychologists. (New teachers trained during the 2023-2024 school year.)

New and Returning Teachers:

Do you have documented verification that all teachers holding the following endorsements have received the current annual professional development on structured literacy and/or dyslexia as identified in Kansas Dyslexia Handbook found on this website: [Structured Literacy and/ or Dyslexia Required Annual Training](#) Elementary; Early Childhood Unified; High Incidence SPED Teaching K-12; English Language Arts Grade 5-12; Reading Specialists; and School Psychologists. (Teachers trained during the 2023-2024 school year.)

Contact Laurie Curtis, PhD at lcurtis@ksde.org or 785-296-2749.

Structured Literacy and/or Dyslexia Professional Development for 2023-2024 School Year

The Legislative Task Force on Dyslexia and the Kansas State Board of Education have required that schools conduct annual professional development on structured literacy and/or dyslexia. Professional learning is required annually but each school system is allowed to determine the time and duration of the training. The training should be hands-on, with evidence-based practices, on the nature of dyslexia, procedures to identify students who are struggling in reading, intervention strategies and procedures, tiered intervention practices, or progress monitoring. The training can be held during consecutive meetings and do not require a dedicated professional development day. Refer questions to Laurie Curtis, PhD at lcurtis@ksde.org or 785-296-2749.

New Teachers

Do you have documented verification that all new teachers holding the following endorsements have received the [KSDE Required Dyslexia Training Online Modules](#) (required 6 hours of dyslexia training): Elementary; Early Childhood Unified; High Incidence SPED Teaching K-12; English Language Arts Grade 5-12; Reading Specialists; and School Psychologists. (New teachers trained during the 2023-2024 school year.)

New and Returning Teachers

Do you have documented verification that all teachers holding the following endorsements have received the current annual professional development on structured literacy and/or dyslexia as identified in **Kansas Dyslexia Handbook** found on this website: [Structured Literacy and/ or Dyslexia Required Annual Training](#) Elementary; Early Childhood Unified; High Incidence SPED Teaching K-12; English Language Arts Grade 5-12; Reading Specialists; and School Psychologists. (Teachers trained during the 2023-2024 school year.)

Do you have documented verification that all NEW teachers have received the KSDE Required Dyslexia Training Online Modules? Yes No

Do you have documented verification that all teachers have received the current annual professional development on structured literacy and/or dyslexia training? Yes No

NOTE: Districts are required to report yearly on each KESA Assurance. You will not be allowed to submit to KSDE until each section has been answered.

Salaries

Confirming Salary Variances

Salaries frequently fluctuate from year to year. Both percentage changes and cash value changes can appear odd. We ask you to confirm the values entered. If you locate errors in your reported data, make changes to your data and click save again.

SUPERINTENDENT ORGANIZATION REPORT (S066)

Salaries



| | | | |
|---------------------|-----------------------------|-------------------------------|--------------------------------------|
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|---------------------|-----------------------------|-------------------------------|--------------------------------------|


Enter the **actual** salaries paid from the previous school year and the **contracted** salaries for the current school year. Do not complete ANY portion of the CONTRACTED column (FTE, salary, benefits) if you are still in negotiation on the due date of the report. Once negotiations are settled, information should be provided to Rose Ireland at rireland@ksde.org.
 NOTE: If negotiations are not settled, please enter 'Negotiating' in each of the comment boxes in the Percent Change column in order to submit S066.

| | Total Actual 2023-2024 | Total Contracted 2024-2025 | Change | Percent Change |
|--|---------------------------|-------------------------------|--------------------|---|
| 1. Number of FTE Principals, based on 10 mo. Contract (report to the nearest tenth). Do NOT include Assistant or Vice Principals. | 1.5 | 2.0 | 0.5 | 33.3 Please explain in brief detail the reasons for the unusual change in FTE: raises |
| 2. Principal's salaries including supplemental salaries. Do NOT reduce by employee benefit salary reduction. Do not include board paid fringe benefits. Pro-rate for principals with other contractual duties. | \$ 78000 | \$ 85000 | \$ 7,000 | 9.0 Please explain in brief detail the reasons for the unusual change in salaries: raises |
| 3. Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties. | \$ 2500 | \$ 3600 | \$ 1,100 | 44.0 Please explain in brief detail the reasons for the unusual change in Board paid fringe benefits: raises |
| 4. Total principals salaries | \$ 80,500 | \$ 88,600 | \$ 8,100 | 10.1 |
| 5. Average contracted salary for principals | \$ 53,667 | \$ 44,300 | \$ -9,367 | -17.5 |
| 6. Number of FTE classroom teachers (report to the nearest tenth) | 29.0 | 28.0 | -1.0 | -3.4 |
| 7. Classroom teachers' salaries. Do NOT reduce by employee benefit salary reduction. Do NOT include board paid fringe benefits. Pro-rate for teachers with other contractual duties. | \$ 15248630 | \$ 14505510 | \$ -743,120 | -4.9 |
| 8. Supplemental teacher salaries during the school year and extra pay for summer school. Pro-rate for teachers with other contractual duties. | \$ 5900 | \$ 6500 | \$ 600 | 10.2 Please explain in brief detail the reasons for the unusual change in salaries: raises |
| 9. Board paid fringe benefits for teachers. Pro-rate for teachers with other contractual duties. | \$ 2450 | \$ 2650 | \$ 200 | 8.2 Please explain in brief detail the reasons for the unusual change in Board paid fringe benefits: raises |
| 10. Total classroom teachers salaries | \$ 15,256,980 | \$ 14,514,660 | \$ -742,320 | -4.9 |
| 11. Average contracted salaries for classroom teachers | \$ 526,103 | \$ 518,381 | \$ -7,722 | -1.5 |
| 12. Estimated average percent increase in salary (including fringe benefits) for returning teachers during 2024-2025 | | | | 0 |
| 13. Superintendent's total salary including supplemental salary and fringe benefits (employee reduction and board paid) DO NOT PRORATE | \$ 125000 | \$ 130000 | \$ 5,000 | 4.0 |

After enrollment, perhaps the most scrutinized, reviewed and verified data you will submit is salaries. Below are common errors when reporting salaries, as well as details on new features to help you review salary data:

- Not prorating both the FTE and Salary for a teacher or principal (Reporting principal's FTE as 0.5, but not prorating his salary accordingly).
- Prorating the superintendent's salary when the full amount should be reported. The superintendent's salary on line 13 should never be prorated, even if it is included (and prorated) on other lines. **Include Principal, coaching, and any other duties that are in Superintendent's contract.**
- Not rounding salaries to the nearest whole dollar (attempting to enter cents, so reporting is 150,000.00 becomes 15,000,000).
- Reporting average salaries, when the gross salaries are requested.
- Duplicating the supplemental salaries or fringe benefits in the regular salary line.
- Using the contracted salary from last year's S066 to complete the actual section of this year's report.
- Superintendent's salary:
 - Do not include KPERS surcharge
- Principal's salaries:
 - Do not include Social Security, Worker's Compensation or Unemployment Insurance on the Principal's salaries including Supplemental salaries and Board Paid Fringe Benefits.
 - Include life and health insurance, disability income, accidental death, hospital, surgical and/or medical insurance on Board Paid Fringe Benefits for Principals.
- Teacher's Salaries:
 - Classroom teachers: Regular base salary. Do not include optional life insurance.
 - Board paid fringe benefits include buyout for sick and vacation.
 - Supplemental teacher salaries: Any extra duty for teachers (afterschool sports, etc.).

Paying close attention to details will help ensure your salary data is accurate as possible. In the screen shot below, you will notice the percentage change in red. To address this change, provide a simple explanation of the event that caused this change. Save your changes. The red percentage will change to black indicating that this issue has been addressed. If School Finance has additional questions when we conduct our review, we will call on the district to clarify.

Salaries 

| | | | |
|---------------------|-----------------------------|-------------------------------|--------------------------------------|
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|---------------------|-----------------------------|-------------------------------|--------------------------------------|

Enter the **actual** salaries paid from the previous school year and the **contracted** salaries for the current school year. Do not complete ANY portion of the CONTRACTED column (FTE, salary, benefits) if you are still in negotiation on the due date of the report. Once negotiations are settled, information should be provided to Rose Ireland at rireland@ksde.org.

NOTE: If negotiations are not settled, please enter 'Negotiating' in each of the comment boxes in the Percent Change column in order to submit S066.

| | | Total Actual 2023-2024 | Total Contracted 2024-2025 | Change | Percent Change |
|----|--|---------------------------|-------------------------------|--------|---|
| 1. | Number of FTE Principals, based on 10 mo. Contract (report to the nearest tenth). Do NOT include Assistant or Vice Principals. | 1.5 | 2.0 | 0.5 | 33.3 <small>Please explain in brief detail the reasons for the unusual change in FTE: raises</small> |

Licensed Personnel

The licensed personnel screen allows users to report the district licensed personnel by building type. Report the full-time equivalency (FTE) for all licensed personnel employed by the district to the nearest tenth. **Sponsoring districts of special education coops should also include all licensed employees.** Do not exceed 1.0 FTE for any personnel.

Licensed Personnel Bottom

USD: #248 Girard School Year: 2024 - 2025 Status: **In Progress** Status Date: 9/16/2024 8:01:09 AM

Report the full-time equivalency (FTE) for all licensed personnel employed by the district to the nearest tenth. Sponsoring districts of special education coops should also include all licensed employees. Do not exceed 1.0 FTE for any personnel.

If a person with a certification holds a position that does not require a certification or license, do not count that individual in the licensed personnel totals, but rather include them with your non-licensed personnel.

(A) Report the total number of other licensed employees that serve in an administrative capacity district wide. Include area directors.
 (B) Report only those employed by this school district or system.
 (C) Include federal programs, except Headstart.
 (D) Include Headstart teachers and other preschool teachers.

Note (1) This data may not match the Licensed Personnel Report.
 Note (2) Administrator's contracts may vary from nine to twelve months.
 Note (3) If personnel have shared duties, please pro-rate their FTE based upon their contract.

Refer questions on Licensed Personnel to Rose Ireland at rireland@ksde.org or 785-296-4973.

| Personnel (include all Licensed Personnel) | Line | (01) Central Office | (02) Elementary | (03) Middle/Jr. High | (04) Sr. High | (05) Total |
|--|------|------------------------|--------------------|-------------------------|------------------|---------------|
| Superintendent | (1) | 1 | | | | 1.0 |
| Assoc./Asst. Superintendents | (2) | 1 | | | | 1.0 |
| Administrative Assistants(A) | (3) | 1 | 1 | 1 | 1 | 4.0 |
| Principals | (4) | | 1 | 1 | 1 | 3.0 |
| Assistant Principals | (5) | | 1 | 1 | 1 | 3.0 |
| Directors/Supervisors Spec. Ed. (B) | (6) | 1 | 1 | 1 | 1 | 4.0 |
| Directors/Supervisors of Health | (7) | 1 | 1 | 1 | 1 | 4.0 |
| Directors/Supervisors Career/Tech Ed (B) | (8) | 1 | | | 1 | 2.0 |
| Instructional Coordinators/Supervisors | (9) | 1 | 1 | 1 | 1 | 4.0 |
| All Other Directors/Supervisors (C) | (10) | 1 | 1 | 1 | 1 | 4.0 |
| Other Curriculum Specialists | (11) | 1 | 1 | 1 | 1 | 4.0 |
| Practical Arts/Career/Tech Ed Teachers | (12) | | 1 | 1 | 1 | 3.0 |
| Special Ed. Teachers (B) | (13) | | 1 | 1 | 1 | 3.0 |
| Prekindergarten Teachers (D) | (14) | | 1 | | | 1.0 |
| Kindergarten Teachers | (15) | | 1 | | | 1.0 |
| All Other Teachers | (16) | | 1 | 1 | 1 | 3.0 |
| Library Media Specialists (B) | (17) | | 1 | 1 | 1 | 3.0 |
| School Counselors | (18) | | 1 | 1 | 1 | 3.0 |
| Clinical or School Psychologists (B) | (19) | 1 | 1 | 1 | 1 | 4.0 |
| Nurses (RN or NP only) | (20) | | 1 | 1 | 1 | 3.0 |
| Speech Pathologists | (21) | 1 | 1 | 1 | 1 | 4.0 |
| Audiologists | (22) | 1 | 1 | 1 | 1 | 4.0 |
| School Social Work Services (B) | (23) | 1 | 1 | 1 | 1 | 4.0 |
| Reading Specialists/Teachers | (24) | | 1 | 1 | 1 | 3.0 |
| Others (specify below) | (25) | 1 | 1 | 1 | 1 | 4.0 |
| Totals | (26) | 14.00 | 22.00 | 20.00 | 21.00 | |

Previous Next

This list may not match the Licensed Personnel Report your district completes later this school year.

Non-Licensed Personnel

Non-Licensed personnel should be aggregated for the district, in the 27 categories provided. Report the full-time equivalency (FTE) for all licensed personnel employed by the district to the nearest tenth.

Sponsoring districts of special education coops should also include all licensed employees. Do not exceed 1.0 FTE for any personnel.

“NEW” Non-Licensed Personnel name change:

For All Other: Coaching Assistants is now reported as **All Other: Rule 10 Coaches**.

Non-Licensed Personnel Bottom of 1

| | | | |
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Report the full-time equivalency (FTE) for all non-licensed personnel employed by the district to the nearest tenth. Sponsoring districts of special education coops should also include all licensed employees. Do not exceed 1.0 FTE for any personnel.

Full time equivalency of 1.0 should be based upon 2,080 hours (260 workdays times 8 hours). Report to the nearest tenth, not to exceed 1.0.

A. Include data processing, purchasing, accounting, insurance, payroll, etc. in Business Services.
 B. Include only supervisory personnel receiving an annual salary of at least \$40,000. All other supervisory personnel should be counted as "All Other Personnel" in their employment classification.

Refer questions on this screen to Rose Ireland at rireland@ksde.org or (785) 296-4973.

| Non-Licensed Personnel | Line | Full-Time Equivalence |
|--|------|-----------------------|
| Assistant Superintendents | (1) | 1.0 |
| Business Managers | (2) | 1.0 |
| Business Services (A):Directors/Coordinators/Supervisors (B) | (3) | 1.0 |
| Business Services (A):All Other Personnel | (4) | 1.0 |
| Maintenance and Operation:Directors/Coordinators/Supervisors (B) | (5) | 1.0 |
| Maintenance and Operation:All Other Personnel | (6) | 1.0 |
| Food Service:Directors/Coordinators/Supervisors (B) | (7) | 1.0 |
| Food Service:All Other Personnel | (8) | 1.0 |
| Transportation:Directors/Coordinators/Supervisors (B) | (9) | 1.0 |
| Transportation:All Other Personnel | (10) | 1.3 |
| Technology:Directors/Coordinators/Supervisors (B) | (11) | 2.0 |
| Technology:All Other Personnel | (12) | 2.3 |
| Other:Directors/Coordinators/Supervisors (B) | (13) | 1.0 |
| All Other:Attendance Services Staff | (14) | 1.0 |
| All Other:Library Media Aides | (15) | 1.0 |
| All Other:Nurses (LPN or LVN only) | (16) | 1.0 |
| All Other:Security Officers | (17) | 1.0 |
| All Other:Social Services Staff | (18) | 1.0 |
| All Other:Regular Education Teacher Aides | (19) | 1.0 |
| All Other: Rule 10 Coaches | (20) | 1.0 |
| All Other:Secretarial/Clerical (Central Admin.) | (21) | 1.0 |
| All Other:Secretarial/Clerical (School Admin.) | (22) | 1.0 |
| All Other:Secretarial/Clerical (Student Support Service) | (23) | 11.0 |
| All Other:Special Education Paraprofessionals | (24) | 1.0 |
| All Other:Parents as Teachers | (25) | 1.0 |
| All Other:School Resource Officer | (26) | 1.0 |
| All Other:Others (specify below) | (27) | 1.0 |
| 1 | | |
| Total | | 39.6 |

Federal Title Programs

The Title II Programs utilize non-public school enrollment within the unified school district to calculate annual allocations. These programs require the use of the enrollment of those schools who DESIRE to participate in each program. These enrollment numbers will be used to calculate **2024-2025** allocations.

Each non-public school (accredited and non-accredited) located within the USD Boundary, as identified in the Directory Updates web application, will be reflected in the list below. For each non-public school listed, report their Total FTE student enrollment as of September 20, 2024. Please check the programs in which they intend to participate; if no participation, please do not check either box.

Federal Title Programs
 Bottom of Pa

| | | | |
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INFORMATION REQUIRED TO ADMINISTER ALLOCATIONS FOR THE TITLE II-A (TEACHER QUALITY) AND TITLE III (ENGLISH AS A SECOND LANGUAGE).

The Title II-A and Title III Programs utilize non-public school enrollment within the unified school district boundary to calculate annual allocations. These programs require the use of the enrollment of those schools who DESIRE to participate in each program. These enrollment numbers will be used to calculate **2025-2026** allocations.

Each non-public school (accredited and non-accredited) located within the USD Boundary, as identified in the Directory Updates web application, will be reflected in the list below. For each non-public school listed, report their total FTE student enrollment for grades K-12 as of September 20, 2024. Please check the programs in which they intend to participate for the school year; if no participation, please do not check either box.

It is our recommendation to have all information ready for entry to avoid timeout. Select SAVE at the bottom of the screen when done entering.

No Private schools found for this District...

Previous
Next

Errors
No Errors found.
[Show Error Details...](#)

Headcounts Table

This table provides the cumulative total students counted on September 20 as reported in the Principal Building Reports and further disaggregates the totals into subgroups that could potentially affect weightings for funding. If any students were counted in the central office, they will be reported in the appropriate column and added to the district total. The un-weighted FTE for these students is provided on this page as well. In populating the Headcounts Table, data is pulled from ENRL records uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

- D10: Current Grade Level (All Values)
- D24 Minutes Enrolled (Value greater than 17, or 15 for concurrent high school enrollment students)
- D16 Attendance School (9100 for KAMS)
- D17 Virtual Student (Value of 1)

Headcounts Table

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K.S.A 72-5131 through K.S.A 72-5176 and amendments thereto, is referred to as the Kansas School Equity and Enhancement Act. Information on this page will be used for funding purposes, as well as state and federal reporting.

Preschool-Aged (without IEP and not at-risk) is displayed for information only and is not included in the funding formula. While these students do not generate funding, we highly recommend to submit ENRL records for all students regardless. This information is used for various state and federal reports.

Preschool students that are 5 years old on or before August 31 should be reported as Kindergarten (D10 = Grade KG) for funding purposes, regardless of their placement.

NOTE: Virtual and KAMS students are included in the District Total and Total FTE columns only; Virtual is excluded from the FTE column but KAMS is included. However, when clicking the underlined number in District Total column, the Student Info (from KIDS enrollment records) list will include JDC (Funding Building 0003).

| Grade | District Total Headcount | FTE | Virtual FTE | Total FTE | KAMS |
|------------------|--------------------------|----------------|-------------|----------------|------|
| Kindergarten | <u>131</u> | 130.5 | <u>0.0</u> | 130.5 | |
| Grade 1 | <u>240</u> | 137.5 | <u>1.0</u> | 138.5 | |
| Grade 2 | <u>260</u> | 207.3 | <u>0.0</u> | 207.3 | |
| Grade 3 | <u>300</u> | 288.6 | <u>4.1</u> | 292.7 | |
| Grade 4 | <u>245</u> | 239.9 | <u>1.4</u> | 241.3 | |
| Grade 5 | <u>192</u> | 190.5 | <u>1.0</u> | 191.5 | |
| Grade 6 | <u>83</u> | 82.1 | <u>0.0</u> | 82.1 | |
| Grade 7 | <u>92</u> | 89.5 | <u>1.0</u> | 90.5 | |
| Grade 8 | <u>95</u> | 94.5 | <u>0.0</u> | 94.5 | |
| Grade 9 | <u>138</u> | 69.0 | <u>0.0</u> | 69.0 | |
| Grade 10 | <u>94</u> | 47.0 | <u>0.0</u> | 47.0 | |
| Grade 11 | <u>157</u> | 116.8 | <u>0.0</u> | 116.8 | |
| Grade 12 | <u>110</u> | 109.5 | <u>0.0</u> | 109.5 | |
| Sub-Total | 2,137 | 1,802.7 | 8.5 | 1,811.2 | |
| Preschool-Aged | <u>3</u> | 0.0 | <u>0.0</u> | 0.0 | |
| Total | 2,140 | 1,802.7 | 8.5 | 1,811.2 | |

Virtual Students

Only students attending virtual schools and programs approved by KSDE will be counted for Virtual State Aid funding based on the KSDE audit.

Virtual students 19 and under are funded based on the number of minutes enrolled and are not eligible for any weightings. (Full-time funded at \$5,600, part-time funded at \$5,600 x FTE). Virtual students 19 and under must be enrolled and attending in September in order to be counted. (No second count date.)

- if student is attending a traditional school in one district and a virtual school/program in another district, the traditional school counts the minutes first and the virtual school is limited to remaining minutes.

Virtual students 20 and over will be funded \$709 per credit earned from July 1 to June 30 (up to a maximum of six credits).

- Students who are enrolled for 1st semester – submit data on the ENRL records.
- Students who enroll after count window/during a semester – submit an ASGT record in KIDS.
- It is our recommendation that all students be reported in their home school they would otherwise attend. For students that cannot be reported in their home school, their Funding School (D15) should be reported as the Central Office building and such enrollment will be displayed here for funding purposes. This screen is similar to the Principal’s Building Report headcount table to reflect the same subgroups by grade and weighted FTE enrollment as applicable.

| State Student Identifier | First Name | Middle Name | Last Name | Generation Code | Gender | Hispanic Ethnicity | Comprehensive Race | Grade | Funding School | Attendance/Program Identifier |
|--------------------------|------------|-------------|-----------|-----------------|--------|--------------------|--------------------|-------|----------------|-------------------------------|
|--------------------------|------------|-------------|-----------|-----------------|--------|--------------------|--------------------|-------|----------------|-------------------------------|

To find additional information on what students are used to populate the totals, simply click on an underlined number, and a window will display with the student names along with additional information.

The data that displays depends on the column you select. You can use this list to balance against your student information system. Data is downloadable to MS Excel, as shown on the image below.

Central Office Headcount

It is our recommendation that all students be reported in their home school they would otherwise attend. For students that cannot be reported in their home school, their Funding School (D15) should be reported as the Central Office building and such enrollment will be displayed here for funding purposes. This screen is similar to the Principal's Building Report headcount table to reflect the same subgroups by grade and weighted FTE enrollment as applicable.

Dropout Diploma Completion Virtual

[K.S.A. 72-3715](#) provides funding for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student. You will manually enter your estimated total number of credits earned for the school year (July 1, 2023 to June 30, 2024). Funding will be \$709 per credit earned (maximum of six credits). The district will report actual Virtual Credits on the Local Effort form in June.

To qualify:

- 1) Age 19 and under attending High School Virtually. (In an approved Virtual school)
 - o 19 years of age and younger as of September 20
 - o High School student attending virtually
- 2) Credit deficient < 75% of expected credits earned (5th cohort year)
 - o Total credits required for graduation (ex. 21)
 - o High School credits the student earned (ex 5)
 - o Example: 5/21=24% (Credit Deficient)
- 3) Has dropped out of high school in one of the following ways:
 - o did not attend any school for 60 consecutive days or more in the current school year and is not reasonably anticipated to recommence enrollment or attendance in the current school year
 - o did not attend any school for 60 consecutive days or more in the preceding school year and student did not finish the preceding year and is no reasonably anticipated to recommence enrollment or attendance in the current school year
 - o exempted from compulsory attendance by written consent of parent per [K.S.A. 72-3120](#)

Central Office Headcounts Table

Bottom of f

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| USD: #248 Girard | School Year: 2024 - 2025 | Status: In Progress | Status Date: 9/16/2024 8:01:09 AM |
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Central Office Headcount Table

It is our recommendation that all students be reported in their home school they would otherwise attend. For students that cannot be reported in their home school, their Funding School (D15) should be reported as the Central Office building number. All enrollment data is prepopulated from data submitted to the KIDS ENRL Collection System.

Beginning 2021-2022 school year, the decision was made to fund Preschool-Aged At-Risk (3yr old). These students generate 0.5 FTE and includes all applicable weightings.

Total & Concurrent HS Student Headcount and FTE: includes Virtual; excludes KAMS

Free Meal, Reduced Meal, Bilingual and IEP Headcount: excludes Virtual & KAMS

Note: If the Central Office building number is not used as the Funding School (D15), then no enrollment data will be displayed.

Central Office Weightings Table

[K.S.A. 72-3715](#) provides funding for full-time 19 years and under Virtual FTE at base state aid \$5,600; part-time 19 years and under Virtual FTE at base state aid \$5,600; Virtual students 20 years and over are funded at \$709 per credit earned (maximum of six credits per student). Additionally, students who are 19 years and under who enroll in a virtual school as a dropout diploma completion virtual student will be funded at \$709 per credit earned (maximum of six credits per student).

For any students counted in the Central Office, please enter estimated Virtual Credits earned (if applicable) for determining Virtual State Aid entitlement. Credits should be estimated through June 30 and will be audited the following school year.

| Grade | Total Headcount | Free Meal Headcount | Reduced Meal Headcount | IEP Headcount | Bilingual Headcount | Concurrent High School Student Headcount | FTE |
|----------------|-----------------|---------------------|------------------------|---------------|---------------------|--|------------|
| Preschool-Aged | 6 | 1 | 3 | 0 | 0 | 0 | 0.5 |
| Total | 6 | 1 | 3 | 0 | 0 | 0 | 0.5 |

CTE Seminar minutes: Guidelines and worksheets for counting CTE Contact Minutes (D45), Seminar Minutes(High School Only) and ESL Contact Time can be found on the [Fiscal Auditing](#) website under "Calculators". Seminar minutes must be hand entered and should not be included in CTE contact minutes uploaded to KIDS.

| Weightings Category | Value |
|---|--------------------------------|
| CTE Contact Minutes | 0.0 |
| CTE Seminar Minutes | <input type="text" value="0"/> |
| CTE Contact Hours | 0.0 |
| Bilingual Contact Hours | 0.0 |
| Bilingual Headcount | 0.0 |
| Free Meal Headcount (At-Risk Funding) | 0.0 |
| Virtual Students FTE (Full-Time) | 0.0 |
| Virtual Students FTE (Part-Time) | 0.0 |
| Virtual Credits (20 and Older) | <input type="text" value="0"/> |
| Virtual Credits (Dropouts 19 & Younger) | <input type="text" value="0"/> |

🔔 **Errors**
No Errors found.
Show Error Details...

Headcount and Enrollment at a Glance

This screen provides a snapshot of headcounts and sample FTE's that are used to compute the weighted enrollment on the Legal Max Screen. Some items (ancillary tax appeal, cost of living tax appeal) will not display on this screen unless your district has been approved for such funding.

The Headcount and Enrollment at a Glance page reports students who are included in special counts, such as Career and Tech Ed, Bilingual, and Virtual. By clicking on the underlined values, it will display a list of students included in the weighting.

NOTE: The FTE reported on this screen is NOT the final weighted FTE. The FTE on this screen is used in the calculation to determine your final weighted FTE, or for information only.

Military Students:

To qualify for the **Military Second Count (2/20)**, this will be enrollment of military connected students not enrolled on September 20. This FTE must be at least 25.0 or 1% of the September 20 enrollment (excluding virtual). Only a few select districts will have FTE in these columns, all other districts will enter zero.

Headcount and Enrollment at a Glance Bottom of

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|---------------------|-----------------------------|-------------------------------|--------------------------------------|
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This information is required to administer the Kansas School Equity and Enhancement Act ([K.S.A. 72-5131](#) through [K.S.A. 72-5176](#)).

The 2/20 Headcount or Hours and 2/20 FTE estimates are only applicable to districts that have new students of military families not enrolled on the September 20 count date. In order to qualify for the Military Count, the enrollment of "Military Dependent" students on February 20 must be 25.0 FTE or an FTE equal or greater than 1% of the current year's September enrollment who were not already counted by the district (excluding virtual students). If not applicable, please enter as zero for all entry fields then <Save>. Blank values will result in "Cannot Submit" error.

For purposes of At-Risk funding, the free meal headcount excludes any pupil enrolled less than full time in grades 1 through 12 or any student 20 years of age or older as of September 20; these provisions would not apply for any student who has an individualized education program (IEP). Free meal counts also exclude Virtual and Preschool-Aged (without IEP).

[K.S.A. 72-3715](#) provides Virtual funding for full-time 19 years and under at base state aid \$5,600; part-time 19 years and under at base state aid \$5,600; Virtual students 20 years and over are funded at \$709 per credit earned (maximum of six credits per student). Additionally, students who are 19 years and under who enroll in a virtual school as a dropout diploma completion virtual student will be funded at \$709 per credit earned (maximum of six credits per student).

NOTE: Please click <Save> or <Save/Next> before navigating away from this screen.

| Category | 9/20/2024 District Total Headcount or Hours | 9/20/2024 FTE | 2/20/2025 District Total Headcount or Hours | 2/20/2025 FTE |
|---|---|------------------|---|--------------------------------|
| FTE Enrollment (Excludes Preschool-Aged At-Risk, Virtual, KAMS and JDC) | 2,127.0 | 1,802.7 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total Headcount of Funded Students (excluding Virtual, KAMS and JDC) | 2,127.0 | 1,802.7 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Preschool-Aged At-Risk (3 yr old & 4 yr old) | 0 | 0.0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Out-of-State Students (Info Only) | 307.0 | 153.3 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Career and Technical Education (CTE) Contact Hours | 10.8 | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Bilingual Student Contact Hours | 39.8 | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Bilingual Student Headcount | 29.0 | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Free Meal Headcounts (For At-Risk Funding) | 89 | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| KAMS Students | 0 | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Students in Juvenile Detention Centers on September 20 | 29.0 | 19.5 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Number of transported students who live 2.5 miles or more from attendance centers | 1,612.0 | 1,595.0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Number of transported students who live less than 2.5 miles from attendance centers | 24.0 | 22.5 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Number of Non-Resident (Out of District) transported students | 308.0 | 308.0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Virtual Students (Full-Time Students) | 8.0 | 8.0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Virtual Students (Part-Time Students) | 2.0 | 0.5 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total Virtual Credits Earned (20 yrs. and older) | 2 | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total Virtual Credits Earned (Dropout 19 yrs. and Younger) | 2.3 | | <input type="text" value="0"/> | <input type="text" value="0"/> |

- D43: ESOL/Bilingual Participation Codes (Values for headcount: 1, 2, 3, 5, 6 & 7 – Values for Contact Minutes (D45): 1, 2, 3 & 7).
- D45: ESOL/Bilingual Student Contact Minutes (divided by 60 to convert to hours).
- D46: Career and Technical Education (CTE) Contact Minutes (divide by 60 to calculate hours).

- D17: Virtual Education Student (Values 1).
- D24: Minutes Enrolled (For Part-Time: Value greater than 17 and less than 360, and Value greater than 14 and less than 300 for concurrent high school enrollment students).

Legal Max

The Legal Max Screen is broken into three sections: **Enrollment/FTE, Weightings and Virtual State Aid.**

The Enrollment/FTE section displays the values used to compute your current year adjusted FTE enrollment. The Weightings section displays values for special funding received for special student populations.

If no military (2/20) enrollment, then the greater of the following:

1. The September 20, 2024 audited full time equivalent (FTE) number of students regularly enrolled (excludes Preschool-Aged At-Risk (3yr and 4yr old), Virtual, KAMS & JDC), **or**
2. The September 20, 2023 *audited* full time equivalent (FTE) number of students regularly enrolled (excludes Preschool-Aged At-Risk (3yr old and 4yr old), Virtual, KAMS & JDC), **or**
3. The average number of FTE students regularly enrolled in the district for two years: 2022-2023, 2023-2024 (includes 2/20; excludes Preschool-Aged At-Risk (3yr old & 4yr old), Virtual, KAMS & JDC).

If military (2/20) enrollment, then the greater of the following:

1. The September 20, 2024 audited full time equivalent (FTE) number of students regularly enrolled plus the February 20, 2025 audited FTE (excludes Preschool-Aged At-Risk (3yr old & 4yr old) Virtual, KAMS & JDC), **or**
2. The September 20, 2023 audited FTE number of students regularly enrolled plus the February 20, 2024 audited (includes 2/20; excludes Preschool-Aged At-Risk (3yr old & 4yr old), Virtual, KAMS & JDC). **or**
3. The average number of FTE students regularly enrolled in the district for three years: 2021-2022, 2022-2023, 2023-2024 (includes 2/20; excludes Preschool-Aged At-Risk (3yr old & 4yr old), Virtual, KAMS & JDC). **or**
4. The average number of FTE students regularly enrolled in the district for two years: 2022-2023, 2023-2024 (includes 2/20; excludes Preschool-Aged At-Risk (3yr old & 4yr old), Virtual, KAMS & JDC).

Only districts that meet all three of the following criteria qualify for the three-year average.

- a. The district received Federal Impact Aid
- b. The District had military dependent students enrolled during 2023-2024 school year
- c. The district declined in enrollment for 2023-2024 compared to 2022-2023 school year

Legal Max



| | | | |
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This information is required to administer the Kansas School Equity and Enhancement Act (KSEEA) ([K.S.A. 72-5131](#) through [K.S.A. 72-5176](#)). **Enrollment data is subject to change as the KSDE audit has been completed.**

2024 Senate Bill 73 amended the enrollment determination criteria in the KSEEA beginning 2024-2025 to require school districts and KSDE to utilize the highest of the current year or prior year enrollment to determine state aid. This bill includes a one-year provision to allow school districts and KSDE to use the highest of the current year, prior year or two-year average of the preceding and second preceding year enrollment for school year 2024-2025 only. For districts that meet all three qualifications for the three-year average FTE, they can utilize the average of the preceding year, second preceding year, and third preceding year if higher.

For purposes of At-Risk funding, the free meal headcount excludes any pupil enrolled less than full-time in grades 1 through 12 or any student 20 years of age or older as of September 20; these provisions would not apply for any student who has an individualized education program (IEP). Free meal counts also exclude Virtual and Preschool-Aged (without IEP).

[K.S.A. 72-3715](#) provides Virtual funding for full-time 19 years and under at base state aid \$5,600; part-time 19 years and under at base state aid \$5,600; Virtual students 20 years and over are funded at \$709 per credit earned (maximum of six credits per student). Additionally, students who are 19 years and under who enroll in a virtual school as a dropout diploma completion virtual student will be funded at \$709 per credit earned (maximum of six credits per student).

Virtual Credits Earned are estimated for July 1 through June 30. Actual Virtual Credits Earned will be reported in June on Local Effort and audited the following school year.

QUALIFICATION FOR THREE-YEAR AVERAGE FTE ENROLLMENT

Did the district receive Federal Impact Aid; and **NO**

Did the district have a military dependent student enrolled during the 2023-2024 school year; and **NO**

Did the district decline in enrollment for 2023-2024 school year compared to the 2022-2023 school year? **YES**

FTE ENROLLMENT

| | 9/20 FTE | 2/20 FTE | Total FTE |
|---|----------|----------|-----------|
| 9/20/2021 FTE Enrollment (Includes 2/20; excludes, Preschool-Aged At Risk, Virtual, KAMS and JDC) | | | 965.5 |
| 9/20/2022 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk, Virtual, KAMS and JDC) | | | 979.5 |
| 9/20/2023 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk, Virtual, KAMS and JDC) | | | 935.5 |
| 9/20/2024 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk, Virtual, KAMS and JDC) | 1,802.7 | 0.0 | 1,802.7 |
| 2 Year Average FTE (9/20/2022, 9/20/2023 – includes 2/20 if eligible) | | | 957.5 |
| 3 Year Average FTE (9/20/2021, 9/20/2022, 9/20/2023 – includes 2/20 if eligible) | | | 960.2 |
| 2024-2025 Adjusted FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk, Virtual, KAMS and JDC) | | | 1,802.7 |
| Preschool-Aged At Risk (3 & 4 year old) | 0.0 | 0.0 | 0.0 |
| 2024-2025 Total Adjusted FTE Enrollment (Includes 2/20 and Preschool-Aged At Risk) | 1,802.7 | | 1,802.7 |
| Low and High Enrollment | 63.2 | | 63.2 |

WEIGHTINGS

| Weighting | 9/20 FTE | 2/20 FTE | Total FTE |
|---|----------|----------|-----------|
| Career and Technical Education (CTE) Weighted FTE | 0.9 | 0.0 | 0.9 |
| Bilingual Weighted FTE (Contact Hours) | 2.6 | 0.0 | 2.6 |
| Bilingual Weighted FTE (Headcount) | 5.4 | 0.0 | 5.4 |
| Bilingual Weighted FTE (Higher of Contact Hours or Student Headcount) | | | 5.4 |
| Free Meal Headcounts (For At-Risk Funding) | | | 89 |
| At-Risk Weighted FTE | | | 43.1 |
| Free Meals Percent (Info Only) | | | 4.18 |
| High Density At-Risk Weighted FTE (USD Level) | | | 0.0 |
| High Density At-Risk Weighted FTE (School Level) | | | 0.0 |
| High Density At-Risk Weighted FTE (Higher of USD Level or School Level) | | | 0.0 |
| Transportation State Aid 2.5 Miles or Over for Current Year | | | 1,421,030 |
| Transportation Weighted FTE | | | 264.2 |
| KAMS FTE | 0.0 | | 0.0 |
| Subtotal Weighted Enrollment (excluding Special Ed Weighted FTE) | | | 2,179.5 |

VIRTUAL STATE AID

| | 9/20 FTE | State Aid |
|--|----------|-----------|
| Virtual Students FTE (Full-Time Students) | 8.0 | 44,800 |
| Virtual Students FTE (Part-Time Students) | 0.5 | 2,800 |
| Total Credits Earned (20 yrs and older) | 2.00 | 1,418 |
| Total Virtual Credits Earned (Dropout 19 yrs. and Younger) | 2.30 | 1,631 |

Approve/Submit S066

If the PBR's are not showing up for the S066, you will need to click on the Submit All "Approved by Principal" PBR's.

Approved By Principal (Ready for Superintendent Review) | Total Count: 0

| | School Year | Org. # | Bldg. # | Bldg. | Approved By Principal Date | Submitted to KSDE Date | Edit By | Edit Date | |
|---|-------------|--------|---------|-------------|----------------------------|------------------------|--------------|-----------------------|------------------------------|
| View PBR | 2024 - 2025 | D0248 | 1262 | Girard High | 9/16/2024 10:16:59 AM | | RoseSuper248 | 9/12/2024 10:03:58 AM | Unsubmit PBR |
| Page 1 Page Size: 15 | | | | | | | | | |

Submit ALL 'Approved By Principal' PBR's

When the report is accurate, it is time to submit the SO66. This page will display a list of warnings that may require additional review. A warning does not necessarily mean that data is inaccurate; it simply means that data is missing or doesn't match an expected value. Some districts may receive no warnings at all.

The warning serves to ensure that the district has properly reported all information on the report. In some instances, the errors serve to ensure the district is properly coding their students for potential funding.

If a warning is checked under the "Stop Submit?" column, the error must be resolved before users can submit the report.

Submit S066 ↓ Botto

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If you have a Stop Submit check mark, please review and correct. These must be corrected before submitting. If you have a Warning message, please review and submit if correct.

| ! Errors Missing Value : 1 Range Error : 1 Other : 1 Hide Error Deta | | | | | | | |
|--|------------------|--|--|---------------|-------------------------------------|--------------------------|-----------------------|
| Type | Brief | Description | Additional Data | Severity | Stop Submit? | Help Link (if available) | Create Date |
| Range Error | Headcounts Table | One or more students have been reported multiple times and generate an FTE > 1.0 | KIDS Ids: 3582834905 | Warning | <input type="checkbox"/> | | 9/16/2024 8:37:11 AM |
| Missing Value | Legal Max | One or more values are zero. If this is correct, go ahead and submit. | Categories with zero (0) value(s): Preschool-Aged At Risk (3 & 4 year old);KAMS FTE | Warning | <input type="checkbox"/> | | 9/16/2024 10:05:21 AM |
| Other | Submit | One or more buildings have not submitted a PBR | Buildings that have not submitted a PBR: #1258 - R V Haderlein Elem #1260 - Girard Middle #1262 - Girard High | Cannot Submit | <input checked="" type="checkbox"/> | | 9/16/2024 10:21:58 AM |

Submit S066 The "Submit S066" is considered your electronic signature. Your signature is certifying the data as accurate when submitted to KSDE.

When all the errors and warnings have been addressed, the Superintendent can click the, "Submit to KSDE" button to finalize the report. Once this action is performed, the report is complete. Attempts to send KIDS Collection ENRL records will not be allowed after the S066 has been submitted.

Submit S066 Bottom of Page

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|---------------------|-----------------------------|-------------------------------|--------------------------------------|

If you have a Stop Submit check mark, please review and correct. These must be corrected before submitting. If you have a Warning message, please review and submit if correct.

| ❗ Errors Missing Value : 1 Range Error : 1 Hide Error Details... | | | | | | | | |
|--|------------------|--|--|----------|--------------------------|--------------------------|-----------------------|----|
| Type | Brief | Description | Additional Data | Severity | Stop Submit? | Help Link (if available) | Create Date | ID |
| Range Error | Headcounts Table | One or more students have been reported multiple times and generate an FTE > 1.0 | KIDS Ids: 3582834905 | Warning | <input type="checkbox"/> | | 9/16/2024 8:37:11 AM | 11 |
| Missing Value | Legal Max | One or more values are zero. If this is correct, go ahead and submit. | Categories with zero (0) value(s): Preschool-Aged At Risk (3 & 4 year old);KAMS FTE | Warning | <input type="checkbox"/> | | 9/16/2024 10:05:21 AM | 16 |

Submit S066 The "Submit S066" is considered your electronic signature. Your signature is certifying the data as accurate when submitted to KSDE.

NOTE: If an error in data is discovered after approving the S066 report, you must contact KSDE to reopen the report. Please call School Finance at 785-296-4973.

Printing Current Year

The print function allows users to print individual sections of the report, or the report in its entirety. Simply click on a radio button and then click on "Download/Print as PDF".

Print S066 bottom of page

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View prior year report: 2017 - 2018

Select the section or Entire S066 that you want to download/print for the current year. To print prior years, click the down arrow button and select which year you want printed and click Download.

- Administrative Data
- Schedule Information
- KESA Assurances
- Salaries
- Licensed Personnel
- Non-Licensed Personnel
- Federal Title Programs
- Headcounts Table
- Central Office Headcounts Table
- Headcount and Enrollment at a Glance
- Legal Max
- Entire S066

Printing Prior Years

Users can download previous years S066 by selecting the school year from the pull-down list and click the Download button. **Be advised that screens, data, or requirements may have changed from previous years.**

Print S066 bottom of page

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| USD: #248 Girard | School Year: 2024 - 2025 | Status: In Progress | Status Date: 9/16/2024 8:01:09 AM |
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View prior year report: 2017 - 2018

Select the section or Entire S066 that you want to download/print for the current year. To print prior years, click the down arrow button and select which year you want printed and click Download.

- Administrative Data
- Schedule Information
- KESA Assurances
- Salaries
- Licensed Personnel
- Non-Licensed Personnel
- Federal Title Programs
- Headcounts Table
- Central Office Headcounts Table
- Headcount and Enrollment at a Glance
- Legal Max
- Entire S066

Contacts

Principal Building Report:

| | | |
|-----------------|----------------|--|
| Rose Ireland | (785) 296-4973 | rireland@ksde.org |
| Marcia Ricklefs | (785) 296-4209 | mricklefs@ksde.org |
| Sara McCullah | (785) 296-4972 | smccullah@ksde.org |
| Dale Brungardt | (785) 296-3872 | dbrungardt@ksde.org |

User Name and Password:

| | | |
|----------------|----------------|--|
| KSDE Help Desk | (785) 296-7935 | HelpDesk@ksde.org |
|----------------|----------------|--|

Help Resources

Specific questions relating to a specialized topic should be directed to the point of contact listed on the screen.

If you have difficulty working with the KIDS system, please contact the KSDE Help Desk during regular business hours at (785) 296-7935. By contacting the Help Desk, your questions will be directed to the appropriate staff member.

If you need assistance or guidance on how to report a specific data element for a student, submit your questions via email to kids@ksde.org or visit the KIDS Project website at www.ksde.org/kids for guidance documents.

For additional guidance, please download the [Enrollment Handbook](#) located under Audit Guides heading, which includes auditing guidelines for counting pupils for funding purposes:
<http://www.ksde.org/Default.aspx?tabid=319>

If any other questions arise in the completion of your report, please direct them to Rose Ireland, in School Finance, at 785-296-4973 or email at rireland@ksde.org.

Confidentiality & Security

Data Confidentiality

In recognition of the importance of confidentiality surrounding student data, KSDE has developed a Privacy Statement. This statement has been adopted by KSDE and is included in all staff security awareness training.

We encourage districts to review and understand this policy. Districts should determine how the information in this policy relates to their staff and their internal practices, and are welcome to adopt it or any portion of it. The Privacy Statement document can be found on the [Research and Evaluation page of the KSDE website](#).

Computer Environment Security

The following are generally considered to be the basic guidelines for maintaining a safe, secure computer environment. This is by no means a comprehensive list, but these guidelines can help ensure that viruses, hackers, and other threats do not compromise data or an entire computer network.

- Maintain up-to-date antivirus software: Anti-virus software for any particular type of device should be running and up-to-date on every level of device, including clients, file servers, mail servers, and other types of networked devices.
- Use host-based firewall software when possible: Host-based firewall software, for any particular type of device, should be running and configured according to the guidelines for your organization.
- Use strong Passwords and protect them: The following are guidelines for a “strong” password:
 - At least 8 characters long
 - Contains at least 1 numeric value or special character
 - Contains at least 1 upper case letter
 - Contains at least 1 lower case letter

There are some basic guidelines for creating good passwords. Do NOT write your passwords down on a notepad, on a sticky note, or anywhere else where it might be seen. Do not use the name of your partner, your address, your pet’s name, your children’s names, etc. as your password—these are probably the first words that somebody attempting to access your information or software system would try. Do not use words. No matter how expansive your vocabulary is, there exist “cracking” programs that can try every word in the dictionary to find your password. One of the best techniques for creating a good password is to use initials of a saying or sentence that is meaningful to you. Use numbers and “special” characters (such as symbols, spaces, and capital letters) in your password.

For more information, contact:

Name: Dale Brungardt
Title: Director
Team: School Finance
Phone: 785-296-3872
Email: dbrungardt@ksde.org



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.org