

Superintendent Organization Report (S066)

User Guide

Submit by: October 9, 2020



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2019 KANSAS STATE BOARD OF EDUCATION

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 measured locally
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- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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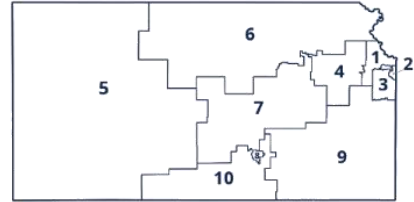


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Superintendent Organization Report

Introduction

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Welcome to the Superintendent's Organization Report (S066). Whether you have been involved with the S066 in the past or are brand-new to the S066, 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 S066 run smoothly.

Accuracy is extremely important when submitting the S066. The S066 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.

User Levels

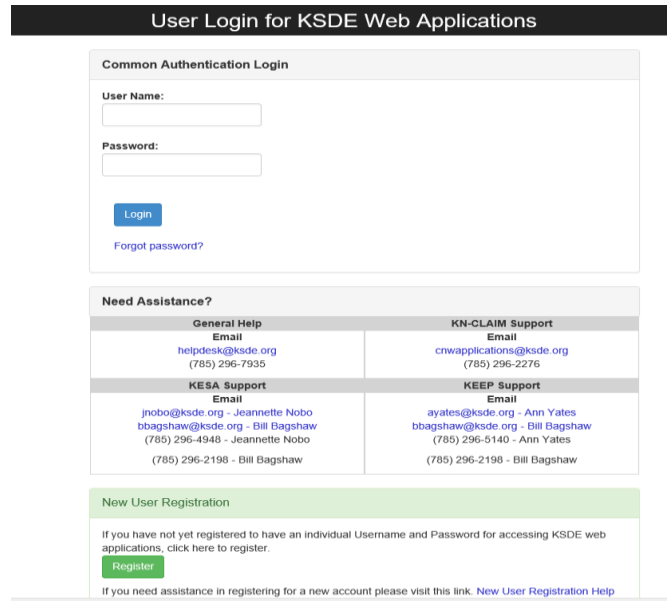
District/Org Read Only access is usually for data entry staff, administrators, and program staff who are reviewing district or PBR data for their school. District/Org Approve is for data entry staff, administrators, and program staff who submit and view PBR data for multiple schools within the same district and/or the SO66.

“Approve” access is the most typical form of access, and allows the user to both work in the application and view reports that are generated from KIDS data. “Read-only” access does not allow the user to interact with the application (i.e., upload batch files), but allows the user to view the data and reports contained in the PBR and/or SO66.

User Level	Defined Roles/Responsibilities
District/Org Approve	<ul style="list-style-type: none"> • Has write access to change manual data entry on the PBR for the building for which he/she is responsible. • Has write access to change manual data entry on the SO66 for the district for which he/she is responsible. • Has read access to the PBR for buildings in the district for which he/she is responsible. • Has read access to the SO66 in the district for which he/she is responsible. •
District/Org Read-Only	<ul style="list-style-type: none"> • Has read access to the PBR for buildings in the district for which he/she is responsible. • Has read access to the SO66 in the district for which he/she is responsible.

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.

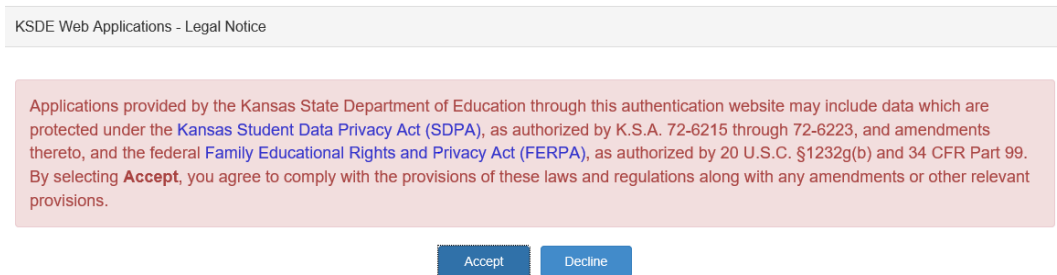


The image shows a login page titled "User Login for KSDE Web Applications". It features a "Common Authentication Login" section with fields for "User Name:" and "Password:", a "Login" button, and a "Forgot password?" link. Below this is a "Need Assistance?" section with a table of support contacts:

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

At the bottom, there is a "New User Registration" section with a "Register" button and a link to "New User Registration Help".

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

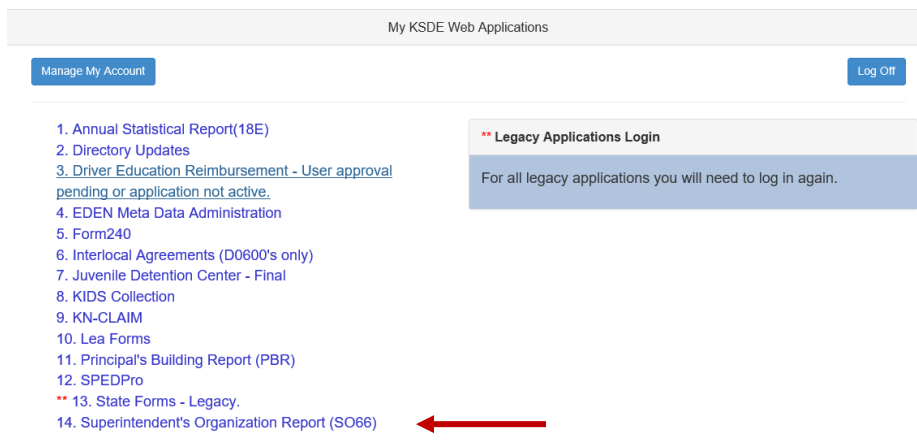


The image shows a "Legal Notice" box with the following text:

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.

Below the text are two buttons: "Accept" and "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.



The image shows a dashboard titled "My KSDE Web Applications". It includes a "Manage My Account" button and a "Log Off" button. A list of applications is shown:

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 (SO66)

A red arrow points to item 14. A blue box on the right contains the text: "** 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 Help
Welcome Bottom of Page

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

In an effort to meet the reporting requirements of the Federal *No Child Left Behind* legislation and reduce the data burden on local schools and districts, the Kansas State Department of Education has developed a student-level record system, known as Kansas Individual Data on Students, or KIDS. The KIDS system maintains student confidentiality while allowing for more accurate data available in multiple formats in a timelier manner.

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, Anti-Bullying Policy, Salaries, Certified/Licensed Personnel, Non-Certified Personnel, Federal Title Programs, Headcount Table, Central Office Headcounts Table, Headcount and Enrollment at a Glance, Legal Max, Submit S066, and Print S066.

The image shows a vertical navigation menu on the left side of a web application. At the top, there are links for 'Logout' and 'Return To App List'. Below these are sections for 'Welcome', 'PBR Work Queue', and 'SO66 Work Queue'. The main menu is under 'Create/Edit SO66', with 'Administrative Data' highlighted in yellow. Other items include 'Schedule Info', 'Anti-Bullying Policy', 'Salaries', 'Certified/Licensed Personnel', 'Non-Certified Personnel', 'Federal Title Programs', 'Headcounts Table', 'Central Office Headcounts Table', 'Headcount and Enrollment at a Glance', 'Legal Max', 'Submit S066', and 'Print S066'. Three callout boxes provide additional information: a blue box with a left-pointing arrow explains the 'Logout' link; a red box points to 'Anti-Bullying Policy' with text about direct linking; a green box points to 'Submit S066' with text about final review; and a blue box points to 'Print S066' with text about printing options.

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

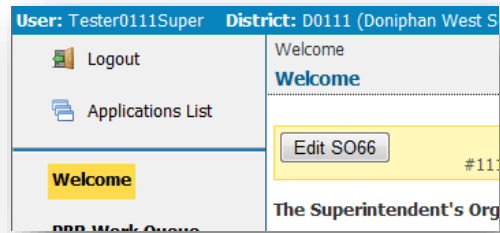
Clicking on any of the menu items will link directly to that page. Quickly navigate to screens that have been started, require further review, or to verify data.

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.

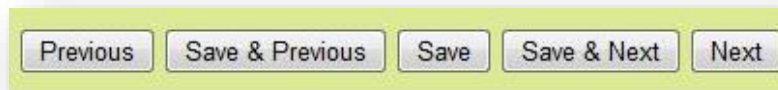
Create S066

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 Principal's Building Report. 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 will need to be made in the Directory Updates web application.

USD: #475 Geary County Schools	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/9/2020 1:00:57 PM
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.			
School Year:	2020 - 2021		
District:	Geary County Schools , USD # 475		
Address:	123 N. Eisenhower		
City:	Junction City	Zip:	66441-0370
Superintendent:	Ronald P. Walker		
ATTENDANCE BUILDINGS			
Only regular accredited school buildings will be listed as Closed/Open. It will not include "programs" (Special Education attendance buildings, Pre-Kindergarten attendance buildings, etc). If these are not correct, please contact Sara Barnes at (785)296-4972 or Rose Ireland (785) 296-4973 or Christie Wyckoff (785) 296-6321.			
Buildings Closed During This School Year:			
No buildings closed this school year...			
Buildings Opened During This School Year:			
No buildings opened this school year...			
CONTACT PERSON			
Name:	Phone:	Position:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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 in-service dates. **You can not 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 in-service training on the September 21 count date.

Schedule Info Bottom of Page

USD: #475 Geary County Schools	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/9/2020 1:00:57 PM
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If **Building** information on this page is incorrect or not available, please update it in the Directory Updates web application. Revisions will be reflected in real time.
Inclement weather and inservice dates entered below cannot be on the same day.

BUILDING HOURS
No data available...

INCLEMENT WEATHER DATES
No inclement weather dates found...

STAFF DEVELOPMENT OR IN-SERVICE TRAINING DATES
No training dates found...

Anti-Bullying Policy

District are required to certify if they have adopted and implemented a plan to address bullying. Users must select Yes or No to the current status of the district’s bullying policy. Jason Flatt Act was passed during the 2016 Legislative Session. Click Yes or No, if you have adopted rules or regulations to implement the provision of this Act.

Anti-Bullying Policy Bottom of Page

USD: #475 Geary County Schools	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/9/2020 1:00:57 PM
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KSA 72-6147, Anti-Bullying Legislation, requires school districts to adopt policies prohibiting bullying on school property, in school vehicles, or at school sponsored activities, and to adopt and implement a plan to address bullying, which must include provisions for training and education of staff and students. Refer questions to Kent Reed at 785-296-8109 or kreed@ksde.org.

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

The Jason Flatt Act (Youth Suicide Awareness) was passed during the 2016 Legislative session. On December 9, 2016, the State Board of Education adopted rules and regulations necessary to implement the provisions of this Act. KSA 72-6204 states 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 or 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:
 1. steps for recognizing suicide ideation
 2. appropriate methods of interventions
 3. a crisis recovery plan

Refer questions to Kent Reed at 785-296-8109 or kreed@ksde.org.

NOTE: The statute does not specify when this Act will go into effect. This section was added to bring awareness in order to plan for the implementation of this Act, if not already in place. Additional information will be provided after the State Board adopts the rules and regulations as to when this will become effective.

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

NOTE: Districts are required to report yearly on their District policy regarding bullying. You will not be allowed to approve the report until the bullying section is completed.

Salaries

The Headcount Table provides a snapshot of enrollment as it relates to funding, and further disaggregates the totals into subgroups that could potentially affect weightings for funding.

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.

USD: #475 Geary County Schools	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/9/2020 1:00:57 PM
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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.

		Total Actual 2019-2020	Total Contracted 2020-2021	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.	0.0	0.0	0.0	0.0
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. See help screen.	\$ 0	\$ 0		0.0
3.	Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties. See help screen.	\$ 0	\$ 0		0.0
4.	Total principals salaries	\$	\$		0.0
5.	Average contracted salary for principals	\$	\$		0.0
6.	Number of FTE classroom teachers (report to the nearest tenth)	0.0	0.0	0.0	0.0
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. See help screen.	\$ 0	\$ 0		0.0
8.	Supplemental teacher salaries during the school year and extra pay for summer school. Pro-rate for teachers with other contractual duties. See help screen.	\$ 0	\$ 0		0.0
9.	Board paid fringe benefits for teachers. Pro-rate for teachers with other contractual duties. See help screen.	\$ 0	\$ 0		0.0
10.	Total classroom teachers salaries	\$	\$		0.0
11.	Average contracted salaries for classroom teachers	\$	\$		0.0
12.	Estimated average percent increase in salary (including fringe benefits) for returning teachers during 2020-2021				0
13.	Superintendent's total salary including supplemental salary and fringe benefits (employee reduction and board paid) DO NOT PRORATE	\$ 0	\$ 0		0.0

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 on 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.
- 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
- Principals salaries:
 - Do not include Social Security, Worker's Compensation or Unemployment Insurance on 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.).

Pay close attention to details will help ensure your salary data is accurate as possible. To help guide your data entry, screenshots of the data entry, are provided below. In the screen shot below you will notice that several items have percentage changes that are in red. To address those changes, provide a simple explanation of the event that caused this change. Save your changes to record them. 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.

SUPERINTENDENT ORGANIZATION REPORT (S066)

USD: #101 Erie-Galesburg	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/1/2020 1:48:31 PM
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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.

		Total Actual 2019-2020	Total Contracted 2020-2021	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.	<input type="text" value="10.0"/>	<input type="text" value="20.0"/>	10.0	100.0 Please explain in brief detail the reasons for the unusual change in FTE: <input type="text"/>
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. See help screen.	<input type="text" value="\$ 50000"/>	<input type="text" value="\$ 100000"/>	50,000	100.0 Please explain in brief detail the reasons for the unusual change in salaries: <input type="text"/>
3.	Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties. See help screen.	<input type="text" value="\$ 50000"/>	<input type="text" value="\$ 100000"/>	50,000	100.0 Please explain in brief detail the reasons for the unusual change in Board paid fringe: <input type="text"/>
4.	Total principals salaries	\$ 100,000	\$ 200,000	100,000	100.0
5.	Average contracted salary for principals	\$ 10,000	\$ 10,000		0.0
6.	Number of FTE classroom teachers (report to the nearest tenth)	<input type="text" value="10.0"/>	<input type="text" value="20.0"/>	10.0	100.0 Please explain in brief detail the reasons for the unusual change in FTE: <input type="text"/>

Certified/Licensed Personnel

The certified personnel screen allows users to report the district certified personnel by building type. Do not exceed 1.0 FTE for any personnel. If a person with a certification holds a position that does not require a certification, do not count that individual in the certified personnel totals. Include them with your non-certified personnel. This list may not match the Licensed Personnel Report your district completes later this school year.

NOTE: Sponsoring districts of special education coops only: Do not forget to include all certified employees of the coop in this report.

SUPERINTENDENT ORGANIZATION REPORT (S066)

Certified/Licensed Personnel



USD: #475 Geary County Schools	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/9/2020 1:00:57 PM
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Administrator's contracts may vary from nine to twelve months. Do not exceed 1.0 FTE for any personnel. If a person with a certification holds a position that does not require a certification, do not count that individual in the certified personnel totals. Include them with your non-certified personnel.

(A) Report the total number of other certified 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.
 TOTALS: This data may not match the Licensed (Certified) Personnel report.

Refer questions on this screen to Rose Ireland at 785-296-4973.

NOTE: Sponsoring districts of special education coops only – do not forget to include all certified employees of the coop in this report.

Personnel (include all Certified Personnel)	Line	(01) Central Office	(02) Elementary	(03) Middle/Jr. High	(04) Sr. High	(05) Total
Superintendent	(1)	0				0.0
Assoc./Asst. Superintendents	(2)	0				0.0
Administrative Assistants(A)	(3)	0	0	0	0	0.0
Principals	(4)		0	0	0	0.0
Assistant Principals	(5)		0	0	0	0.0
Directors/Supervisors Spec. Ed. (B)	(6)	0	0	0	0	0.0
Directors/Supervisors of Health	(7)	0	0	0	0	0.0
Directors/Supervisors Career/Tech Ed (B)	(8)	0			0	0.0
Instructional Coordinators/Supervisors	(9)	0	0	0	0	0.0
All Other Directors/Supervisors (C)	(10)	0	0	0	0	0.0
Other Curriculum Specialists	(11)	0	0	0	0	0.0
Practical Arts/Career/Tech Ed Teachers	(12)		0	0	0	0.0
Special Ed. Teachers (B)	(13)		0	0	0	0.0
Prekindergarten Teachers (D)	(14)		0			0.0
Kindergarten Teachers	(15)		0			0.0
All Other Teachers	(16)		0	0	0	0.0
Library Media Specialists (B)	(17)		0	0	0	0.0
School Counselors	(18)		0	0	0	0.0
Clinical or School Psychologists (B)	(19)	0	0	0	0	0.0
Nurses (RN or NP only)	(20)		0	0	0	0.0
Speech Pathologists	(21)	0	0	0	0	0.0
Audiologists	(22)	0	0	0	0	0.0
School Social Work Services (B)	(23)	0	0	0	0	0.0
Reading Specialists/Teachers	(24)		0	0	0	0.0
Others (specify below)	(25)	0	0	0	0	0.0
<input type="text"/>						
Totals	(26)	0.00	0.00	0.00	0.00	0.00

Federal Title Programs

The Title II Programs utilize nonpublic 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 **2021-22** allocations.

If non-public schools will not participate in Title II programs select “No” in response to the question, “For the 2021-22 school year, will one or more private schools within your district boundary participate in Title II programs offered by your district?” click save, and proceed to the next screen. Selecting “Yes”, affirming participation, will expand the screen. As instructed on the screen, list the nonpublic schools located within your district by BOTH name and city. Report the total FTE student enrollment as of September 20 for the nonpublic school, and check the programs in which they intend to participate in the following school year.

TIP: **IMPORTANT – If you select “No”, you will not be able to change this later nor will you be eligible for Title II funds for participating non-public schools in the 2021-22 school year.**

Federal Title Programs Bottom of Page

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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 **2021-22** allocations.

For each non-public school located within your district boundary, report their total FTE student enrollment as of September 20, 2020. Please check the programs in which they intend to participate.

Non-public schools include all private accredited and non-accredited schools. When you are done entering all of your non-public schools, press the Save button below.

For the 2021 - 2022 school year, will one or more private schools within your district boundary participate in Title II or Title III programs offered by your district?
 Yes No

Enter school below...

Previous
Save
Next

Headcounts Table

This table provides the cumulative total students counted on September 21 as reported in the Principal Building Reports. 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)
- D25 Minutes Enrolled (Value greater than 17, or 14 for concurrent high school enrollment students)
- D16 Attendance School (9100 for KAMS)
- D17 Virtual Student (Value of 1)

Virtual Students

Only students attending virtual schools and programs approved by KSDE will be counted.

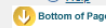
Virtual students 19 and under are funded based on the number of minutes enrolled and are not eligible for any weightings. (Full-time funded at \$5,000, part-time funded at \$1,700 x FTE). Virtual students 19 and under must be enrolled and attending in September in order to be counted. (No second count date.)

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

Headcounts Table



USD: #475 Geary County Schools	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/9/2020 1:00:57 PM
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KSA 72-5131 through 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.

Pre-Kindergarten (non IEP) is displayed for information only and is not included in the funding formula. While Pre-Kindergarten (non IEP) does not generate funding, we highly recommend to submit all students regardless. This information is used for various state and federal reports.

Five year old pre-school students that meet the age requirement (5 years of age on or before August 31) should be reported as Kindergarten for funding purposes, regardless of thier 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>20</u>	19.4	<u>0.0</u>	19.4	
Grade 1	<u>62</u>	62.0	<u>0.0</u>	62.0	
Grade 2	<u>158</u>	158.0	<u>0.0</u>	158.0	
Grade 3	<u>688</u>	688.0	<u>0.0</u>	688.0	
Grade 4	<u>675</u>	673.0	<u>2.0</u>	675.0	
Grade 5	<u>641</u>	640.0	<u>1.0</u>	641.0	
Grade 6	<u>617</u>	616.0	<u>1.0</u>	617.0	
Grade 7	<u>562</u>	562.0	<u>0.0</u>	562.0	
Grade 8	<u>572</u>	572.0	<u>0.0</u>	572.0	
Grade 9	<u>481</u>	481.0	<u>0.0</u>	481.0	
Grade 10	<u>445</u>	438.4	<u>4.3</u>	442.7	
Grade 11	<u>467</u>	458.0	<u>6.8</u>	464.8	
Grade 12	<u>659</u>	653.0	<u>5.3</u>	658.3	
Not Graded (Adult)	<u>608</u>	598.8	<u>6.6</u>	605.4	
Preschool-Aged (with IEP)	<u>6</u>	4.0	<u>0.0</u>	4.0	
Preschool-Aged At-Risk (4 yr old)	<u>10</u>	5.0	<u>0.0</u>	5.0	
Sub-Total	<u>6,671</u>	6,628.6	<u>27.0</u>	6,655.6	
Preschool-Aged (without IEP)	<u>40</u>	0.0	<u>0.0</u>	0.0	
Preschool-Aged At-Risk (3 yr old)	<u>8</u>	0.0	<u>0.0</u>	0.0	
Total	<u>6,719</u>	6,628.6	<u>27.0</u>	6,655.6	

To find additional information on what students are used to populate the totals, users simply need to 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.

Student Info (from KIDS enrollment records) CENTRAL OFFICE TOTAL for Not Graded 70 Records found										
<div style="text-align: right;"> Close Window Download Data </div>										
State Student Identifier	First Name	Middle Name	Last Name	Generation Code	Gender	Hispanic Ethnicity	Comprehensive Race	Grade	Funding School	Attendance/Program Identifier

Central Office Headcount

This screen displays students who are counted at the district’s central office for funding purposes. The purpose of this screen is to provide additional weighting details of central office students as they are not displayed on any Principal Building Report. Students are displayed here in the same manner as if the central office was a school building.

Central Office Headcounts Table Bottom of Page							
USD: #475 Geary County Schools		School Year: 2020 - 2021		Status: In Progress		Status Date: 9/9/2020 1:00:57 PM	
<p>The headcount enrollment information is for all grades of all students counted for funding in the central office as of the KIDS Collection 9/20 Count date. ALL enrollment data is prepopulated from data submitted to the KIDS Collection System. <i>If the central office building number is not used as the funding school, then no enrollment records will be displayed.</i></p> <p>Note: KAMS and Virtual students are included in the Total Headcount and FTE columns only. If the central office building number is not used as the funding school, then no enrollment records will be displayed.</p> <p>K.S.A 72-3715 provides funding for full-time 19 years and under Virtual FTE at base state aid \$5,000; part-time 19 years and under Virtual FTE at base state aid \$1,700; Virtual students 20 years and over are funded at \$709 per credit earned (maximum of six credits per student).</p>							
Grade	Total Headcount	Free Meal Headcount	Reduced Meal Headcount	IEP Headcount	Bilingual Headcount	Concurrent High School Student Headcount	FTE
Kindergarten	1	0	0	1	0	0	1.0
Not Graded (Adult)	122	26	22	17	1	0	122.0
Preschool-Aged At-Risk (4 yr old)	5	0	1	0	0	0	2.5
Sub-Total	128	26	23	18	1	0	125.5
Preschool-Aged (without IEP)	23	6	4	0	2	0	0.0
Preschool-Aged At-Risk (3 yr old)	4	1	2	0	0	0	0.0
Total	155	33	29	18	3	0	125.5

Include seminar minutes only for qualifying, CTE students included in the central office table above. Do NOT duplicate here, minutes reported on Principal Building Reports.

Weightings Category	Value
CTE Contact Minutes	2,388.0
CTE Seminar Minutes	0 <input type="text"/>
CTE Contact Hours	39.8
Bilingual Contact Hours	4.5
Bilingual Headcount	1.0
Free Meal Headcount (At-Risk Funding)	32.0
Virtual Students FTE (Full-Time)	0.0
Virtual Students FTE (Part-Time)	0.0
Total Virtual Credits (20 and Older)	0 <input type="text"/>

Headcount and Enrollment at a Glance

This screen provides a snapshot of headcounts and simple FTEs that are used to compute the weighted FTEs on the Legal Max Screen. Details on this screen include items that require manual entry (new facilities). 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 second year new facilities weighting will populate for those districts that reported new facilities on the previous year SO66.

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. Like on the Headcount Screen, clicking on underlined values will display a list of students included in the weighting.

SUPERINTENDENT ORGANIZATION REPORT (S066)

USD: #475 Geary County Schools	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/9/2020 1:00:57 PM
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This information is required to administer the Kansas School Equity and Enhancement Act (K.S.A. 72-5131 through 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 9/20, otherwise enter as zero.

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.

In order to qualify for new facilities weighting, a district must have adopted at least a 25% Local Option Budget (LOB) for 2014-15 school year and have constructed an entirely new facility or an addition to an existing facility. New facilities is only eligible to districts that had a bond election prior to July 1, 2015 and bond money was used for construction of new facilities or new schools that were built primarily with federal funds on a military reservation located in USD 207 or USD 475.

K.S.A. 72-3715 provides funding for full-time 19 years and under Virtual FTE at base state aid \$5,000; part-time 19 years and under Virtual FTE at base state aid \$1,700; Virtual students 20 years and over are 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, regardless if New Facilities is applicable.

Category	9/21/2020 District Total Headcount or Hours	9/21/2020 FTE	2/22/2021 District Total Headcount or Hours	2/22/2021 FTE
FTE Enrollment (Excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS and JDC)	6,628.0	6,623.6		
Total Headcount of Funded Students (excluding Virtual, KAMS and JDC)	6,638.0	6,628.6		
Preschool-Aged At-Risk (4yr old)	10.0	5.0		
Out-of-State Students (Info Only)	0			
Career and Technical Education (CTE) Contact Hours	388.6			
Bilingual Student Contact Hours	1,002.6			
Bilingual Student Headcount	526.0			
Free Meal Headcounts (For At-Risk Funding)	2244			
KAMS Students	0			
Students in Juvenile Detention Centers on September 20	80.0	65.6		
Number of transported students who live 2.5 miles or more from attendance centers	1,243.0	1,239.5		
Number of transported students who live less than 2.5 miles from attendance centers	805.0	805.0		
Number of Non-Resident (Out of District) transported students	11.0	11.0		
Virtual Students FTE (Full-Time Students)	40.0	40.0		
Virtual Students FTE (Part-Time Students)	22.0	8.8		
Total Virtual Credits Earned (20 yrs. and older)	0			
FTE Students housed in new facilities (nearest tenth)		0.0		

Tax Appeals	Amount
Amount of Ancillary Tax Appeal approved.	\$7,877,562
Amount of Cost of Living Authority approved.	\$

- D42: 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).
- D25 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).

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

TIP: **New Facility** – KSA 72-6465 limits the use of school facilities weighting to only those districts that have adopted a local option budget (LOB) of at least 25 percent of the amount of state financial aid and for which contractual bond obligations incurred by the district were approved by voters on or before July 1, 2014, or new schools that were built primarily with federal funds on a military reservation located in USD 207 or USD 475. **Be sure to <Save to List> when adding new facilities.**

Legal Max

The Legal Max Screen is broken into two sections: **Enrollment/FTE and Weightings**.

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

If no military enrollment, then the greater of the following:

1. The September 20, 2019 *audited* full time equivalent (FTE) number of students regularly enrolled (excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC), **or**
2. The September 20, 2018 *audited* FTE number of students regularly enrolled (excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC)

If military enrollment, then the greater of the following:

1. The September 20, 2019 audited full time equivalent (FTE) number of students regularly enrolled plus the February 20, 2020 estimated FTE (excludes Preschool-Aged At-Risk (4yr old) Virtual, KAMS & JDC), **or**
2. The September 20, 2018 audited FTE number of students regularly enrolled plus the February 20, 2019 estimated (includes 2/20; excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC) .
3. The average number of FTE students regularly enrolled in the district for three years; 2017-18, 2018-19, 2019-20 (includes 2/20; excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS & JDC).

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).

Legal Max Bottom of Page

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

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. Free meal counts also exclude Virtual.

K.S.A. 72-3715 provides funding for full-time 19 years and under Virtual FTE at base state aid \$5,000; part-time 19 years and under Virtual FTE at base state aid \$1,700; Virtual students 20 years and over are funded at \$709 per credit earned (maximum of six credits per student).

QUALIFICATION FOR THREE-YEAR AVERAGE FTE ENROLLMENT

Did the district receive Federal Impact Aid; and **YES**

Did the district have a military dependent student enrolled during the 2019-2020 school year; and **YES**

Did the district decline in enrollment for 2019-2020 school year compared to the 2018-2019 school year? **YES**

ENROLLMENT/FTE

	9/20 FTE	2/20 FTE	Total FTE
9/20/2017 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			7,639.1
9/20/2018 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			7,304.3
9/20/2019 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			7,289.0
9/20/2020 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC) (Info Only)	6,623.6		6,623.6
3 Year Average FTE (9/20/2017, 9/20/2018, 9/20/2019 – includes 2/20 if eligible)			7,410.8
2020-2021 Adjusted FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			7,410.8
Preschool-Aged At-Risk (4yr old)	5.0	0.0	5.0
2020-2021 Total Adjusted FTE Enrollment (Includes 2/20, and Preschool-Aged At Risk (4yr old))	7,415.8		7,415.8
Low and High Enrollment	259.8		259.8

WEIGHTINGS

Weighting	9/20 FTE	2/20 FTE	Total FTE
Career and Technical Education (CTE) Weighted FTE	32.4	0.0	32.4
Bilingual Weighted FTE (Contact Hours)	66.0	0.0	66.0
Bilingual Weighted FTE (Headcount)	97.3	0.0	97.3
Bilingual Weighted FTE (Higher of Contact Hours or Student Headcount)			97.3
Free Meal Headcounts (For At-Risk Funding)			2,244
At-Risk Weighted FTE			1,086.1
Free Meals Percent (Info Only)			33.81
High Density At-Risk Weighted FTE (USD Level)			0.0
High Density At-Risk Weighted FTE (School Level)			228.7
High Density At-Risk Weighted FTE (Higher of USD Level or School Level)			228.7
School Facilities Weighted FTE	0.0	0.0	0.0
Transportation State Aid 2.5 Miles or Over for Current Year			965,409
Transportation State Aid 2.5 Miles or Over for 2016-17			1,313,532
Transportation Weighted FTE (Higher of Current Year or 2016-17)			287.5
KAMS FTE	0.0		0.0
Subtotal Weighted Enrollment (excluding Special Ed Weighted FTE)			9,407.6

VIRTUAL STATE AID

	9/20 FTE	State Aid
Virtual Students FTE (Full-Time Students)	40.0	200,000
Virtual Students FTE (Part-Time Students)	8.8	14,960
Total Credits Earned (20 yrs and older)	0.00	0

Approve/Submit S066

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 additionally checked under the "Stop Submit?" column, the error must be resolved before users can submit the report.

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. At this time, attempts to send KIDS Collection ENRL records will not be allowed.

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If you have a Stop error messages, these messages will need to be corrected before you can submit. If you have Warning error messages, these messages will need to be reviewed but still can be submitted.

Errors Entry Error : 4 Missing Value : 9 Other : 2 Hide Error Details...									
Type	Brief	Description	Additional Data	Severity	Stop Submit?	Help Link (if available)	Create Date	ID	
Missing Value	Contact Person	Please enter the contact name		Cannot Submit	<input checked="" type="checkbox"/>		9/9/2020 1:00:57 PM	1	
Missing Value	Contact Person	Please enter the contact phone		Cannot Submit	<input checked="" type="checkbox"/>		9/9/2020 1:01:06 PM	2	
Missing Value	Contact Person	Please enter the contact position		Cannot Submit	<input checked="" type="checkbox"/>		9/9/2020 1:01:06 PM	3	
Missing Value	Inclement Weather Dates	Please enter the Inclement Weather Dates		Warning	<input type="checkbox"/>		9/9/2020 1:01:06 PM	20	
Missing Value	Staff Development or In-Service Training Dates	Please enter the Staff Development or In-Service Training Dates		Warning	<input type="checkbox"/>		9/9/2020 1:01:06 PM	21	
Missing Value	Anti-Bullying Policy	Please answer all questions		Cannot Submit	<input checked="" type="checkbox"/>		9/9/2020 1:01:06 PM	5	
Entry Error	Certified/Licensed Personnel	Superintendent (1) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/9/2020 1:01:06 PM	7	
Entry Error	Certified/Licensed Personnel	Principal (4) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/9/2020 1:01:06 PM	8	
Entry Error	Certified/Licensed Personnel	All Other Teachers (16) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/9/2020 1:01:06 PM	9	
Entry Error	Non-Certified Personnel	One or more FTE values are zero. If this is correct, go ahead and submit.	Missing personnel types: Assistant Superintendents; Business Managers; Business Services (A);Directors/Coordinators/Supervisors (B); Business Services (A);All Other Personnel; Maintenance and Operation:Directors/Coordinators/Supervisors (B); Maintenance and Operation:All Other Personnel; Food Service:Directors/Coordinators/Supervisors (B); Food Service:All Other Personnel; Transportation:Directors/Coordinators/Supervisors (B); Transportation:All Other Personnel; Technology:Directors/Coordinators/Supervisors (B); Technology:All Other Personnel; Other:Directors/Coordinators/Supervisors (B); All Other:Attendance Services Staff; All Other:Library Media Aides; All Other:Nurses (LPN or LVN only); All Other:Security Officers; All Other:Social Services Staff; All Other:Regular Education Teacher Aides; All Other:Coaching Assistants; All Other:Secretarial/Clerical (Central Admin.): All	Warning	<input type="checkbox"/>		9/9/2020 1:00:57 PM	10	

NOTE: If an error in data is discovered after approving the 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".

The screenshot shows the 'Print S066' interface. At the top, there is a yellow header bar with the following information: USD: #248 Girard, School Year: 2020 - 2021, Status: In Progress, and Status Date: 9/11/2020 11:02:22 AM. Below this, there is a dropdown menu for 'View prior year report:' set to '2017 - 2018' and a 'Download' button. A text box below the dropdown contains the instruction: '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.' Below this instruction is a list of radio button options: Administrative Data, Schedule Information, Anti-Bullying Policy, Salaries, Certified/Licensed Personnel, Non-Certified Personnel, Federal Title Programs, Headcounts Table, Central Office Headcounts Table, Headcount and Enrollment at a Glance, Legal Max, and Entire S066. At the bottom of the interface, there is a green bar with two buttons: 'Previous' and 'Download/Print as PDF'. The 'Download/Print as PDF' button is circled in red. There are also 'Bottom of Page' and 'Top of Page' navigation icons.

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.**

SUPERINTENDENT ORGINIZATION REPORT (S066)

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USD: #248 Girard	School Year: 2020 - 2021	Status: In Progress	Status Date: 9/11/2020 11:02:22 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
- Anti-Bullying Policy
- Salaries
- Certified/Licensed Personnel
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- Federal Title Programs
- Headcounts Table
- Central Office Headcounts Table
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Contacts

Principal Building Report:

Rose Ireland	(785) 296-4973	rireland@ksde.org
Christie Wyckoff	(785) 296-6321	cwyckoff@ksde.org
Sara Barnes	(785) 296-4972	sbarnes@ksde.org
Craig Neuenswander	(785) 296-3872	craign@ksde.org

User Name and Password:

KSDE Help Desk	(785) 296-7935	HelpDesk@ksde.org
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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: Craig Neuenswander
Title: Director
Team: School Finance
Phone: 785-296-3872
Email: craign@ksde.org



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