Timelines for 2013-2014 Reports

Please make a note on your calendar when KSDE will ask for the following information. The timelines indicated below are estimated dates KSDE claim forms and reports will be requested. Districts will be notified when reports are available.

NOTE: *Actual open/due dates are subject to change. This list does not include* <u>every</u> *state report.*

KSDE Reports, KIDS & MIS Collections and School Finance Forms & Web Applications

	Type of Report/Form/Collection	Contact Person	Phone No.
OPEN Year Round	School Safety Hotline (Update Emergency Contacts)	Tamara Milligan	(785) 296-3871
	Directory Updates (changes such as email, personnel, phone no, address, etc.)	Nik Stewart	(785) 296-4961
	LCP (Local Consolidated Plan) Application (est. due Oct. 1 — open year round for changes)	Norma Cregan	(785) 296-4906
	EDCS (formerly Licensed Personnel Report) (Submission Feb. 28 — open year round)	Lori Adams	(785) 296-3835
	Sponsoring district coop reports through the sponsoring district; interlocals submit their own report		

Submit By

2013   *Note: These are* <u>projected</u> *dates and are subject to change.*

		Contact Person	Phone No.
July 15	Unencumbered Cash Balances on July 1	Sara Barnes	(785) 296-4972
Open July 15	KIDS Collection **STCO** (Student Course Records) — open July 15, 2013 to Aug 2014	KSDE Helpdesk	(785) 296-7935
July 19	Request for Federal Funds (Form 240) for August	Rose Ireland	(785) 296-2020
July 19	Request for General State Aid for August (all USDs — request open July 15-19)	Kevin Mercer	(785) 296-4973
July 31	Directory Updates (review and update for Kansas Educational Directory)	Nik Stewart	(785) 296-4961
July 31	Outcomes Part B (Early Childhood Special Ed — Age 3-5)	Tiffany Smith	(785) 296-1944
July 31	Outcomes Part C (birth up to age 3) Infant and Toddler Services	Sarah Walters - KDHE	(785) 296-2245
August 7	Annual Teacher Vacancy Survey	Tamara Milligan	(785) 296-3871
August 9	Annual Statistical Report (a.k.a. 18-E Report)	Kevin Mercer	(785) 296-4973
August 15	CTE Pathways Student Data Management (deadline to submit)	Angie Feyh	(785) 296-4908
August 16	Request for General State Aid for September (all USDs — request open Aug 12-16)	Kevin Mercer	(785) 296-4973
August 20	Request for Federal Funds (Form 240) for September	Rose Ireland	(785) 296-2020
August 25	Budget Document (USDs)	Dale Dennis, Craig Neuenswander or Sara Barnes	(785) 296-3871
August 25	Budget Document (Interlocals)	Dale Dennis, Craig Neuenswander or Sara Barnes	(785) 296-3871
August 31	Driver Education Reimbursement	Dale Anne Reser (785) 296-4971 or Kevin Mercer	(785) 296-4973
September 11	School Year Designation Form (1,116 hours or 186, 6-hour days)	Tamara Milligan	(785) 296-3871
September 11	Designation of Attendance Officer(s)	Emily Leeper	(785) 296-3204
September 13	Request for General State Aid for October (all USDs — request open Sept 9-13)	Kevin Mercer	(785) 296-4973
September 13	June 2013 **EOY MIS** collection - window closes	Mason Vosburgh	(785) 296-4945
September 20	Request for Federal Funds (Form 240) for October	Rose Ireland	(785) 296-2020
Open Sept 1-30	LEA Application Part 1 — Title VI-B Flow Through - Please adhere to deadline	Dean Zajic	(785) 296-2425
September 30	Special Ed Personnel Web System — deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
October 1	LCP (Local Consolidated Plan) (Application due Oct. 1 — open year round for changes)	Norma Cregan	(785) 296-4906
October 10	Superintendent's Organizational Report (a.k.a. SO-66) open Sept 20 - Oct 10	Kevin Mercer	(785) 296-4973
October 10	Principal's Building Report (PBR) open Sept 20 - Oct 10	Kevin Mercer	(785) 296-4973
October 10	KIDS Collection **ENRL** — Funding and Enrollment	KSDE Helpdesk	(785) 296-7935
October 10	Interlocal Agreements	Sara Barnes	(785) 296-4972
October 18	Request for General State Aid for November (all USDs — request open Oct 14-18)	Kevin Mercer	(785) 296-4973
October 21	Request for Federal Funds (Form 240) for November	Rose Ireland	(785) 296-2020
November 1	KSDE Application for QPA Regulation Waiver/ Certification of Staff- 1st semester waiver	Susan Helbert	(785) 296-2289
November 2	Dropout/Graduation Summary Report (open Oct 1- Nov 2)	Jessica Noble	(785) 296-3163
November 15	Request for General State Aid for December (all USDs — request open Nov 11-15)	Kevin Mercer	(785) 296-4973
Open Nov 15	Career (CTE) Pathway Programs of Study- Application & Maintenance window is open Nov 15 — March 14	Angie Feyh	(785) 296-4908
Open Nov 15	December 1 MIS Child Count — data submission window is open Nov 15 — Dec 31	Mason Vosburgh	(785) 296-4945
November 20	Request for Federal Funds (Form 240) for December	Rose Ireland	(785) 296-2020

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Submit By	Type of Report/Form/Collection	Contact Person	Phone No.
December 2	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
December 2	Juvenile Detention Center Application	Kevin Mercer	(785) 296-4973
December 13	Request for General State Aid for January (all USDs – request open Dec 9-13)	Kevin Mercer	(785) 296-4973
December 20	Request for Federal Funds (Form 240) for January	Rose Ireland	(785) 296-2020

2014 *Note: These are <u>projected</u> dates and are subject to change.*

Submit By	Type of Report/Form/Collection	Contact Person	Phone No.
Open Jan 2-31	LEA Application Part II – Maintenance of Effort	Dean Zajic	(785) 296-2425
January 10	KIDS Collection TITL – REAP Funding	KSDE Helpdesk	(785) 296-7935
January 20	Request for Federal Funds (Form 240) for February	Rose Ireland	(785) 296-2020
February 1	KSDE Application for QPA Regulation Waiver/ Certification of Staff— 2nd semester waiver	Susan Helbert	(785) 296-2289
February 20	Request for Federal Funds (Form 240) for March	Rose Ireland	(785) 296-2020
February 28	MIS – Collection window closes for Dec. 1 MIS Child Count	Mason Vosburgh	(785) 296-4945
February 28	Licensed (Certified) Personnel Report – deadline for submission	Lori Adams	(785) 296-3835
February 28	LCP Consortium Assignments	Nicole Clark	(785) 296-4925
March 3	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
March 10	KIDS Collection MILT - Military Count	KSDE Helpdesk	(785) 296-7935
March 14	Career (CTE) Pathway Programs of Study - Application & Maintenance deadline	Angie Feyh	(785) 296-4908
March 20	Request for Federal Funds (Form 240) for April	Rose Ireland	(785) 296-2020
March 31	Special Ed Personnel Web System – deadline to update Personnel Web System	Evelyn Alden	(785) 296-3868
April 15	Medicaid Replacement state aid and ensure all eligible claims for March 1 are processed	Craig Neuenswander	(785) 296-3872
April 15	Special Ed Personnel Web System – Vacancy Report deadline	Evelyn Alden	(785) 296-3868
April 20	Request for Federal Funds (Form 240) for May	Rose Ireland	(785) 296-2020
April 30	Special Education Catastrophic State Aid Application, NPE Contracts	Mason Vosburgh	(785) 296-4945
May 2	Special Ed Personnel Web System - <u>Final Update</u>: deadline to update Special Education Personnel - check FTE Discrepancy Report — include homebound	Evelyn Alden	(785) 296-3868
May 9	Special Education Transportation Claim Form (Form 308)	Sara Barnes	(785) 296-4972
May 15	June 2014 EOY MIS collection opens (window open May 15 – Sept 13)	Mason Vosburgh	(785) 296-4945
May 15	CTE Pathways Student Data Management (window open May 15 – August 15)	Angie Feyh	(785) 296-4908
May 15	State Deaf-Blind Funds (KSA 72-853) - Application opens	Cynthia Penrod	(785) 296-7454
May 20	Request for Federal Funds (Form 240) for June	Rose Ireland	(785) 296-2020
May 27	Juvenile Detention Center Final Application	Kevin Mercer	(785) 296-4973
June 2	Parents as Teachers (final expenditures claim form)	Kevin Mercer	(785) 296-4973
June 2	Special Ed Para Inservice – Personnel Web System	Evelyn Alden	(785) 296-3868
June 9	Local Effort Form	Sara Barnes	(785) 296-4972
June 13	Request for General State Aid for July (all USDs – request open June 9-13)	Kevin Mercer	(785) 296-4973
June 13	Bond & Interest Form (to determine State Aid)	Kevin Mercer	(785) 296-4973
June 13	KIDS Collection EOYA – End of Year Accountability	KSDE Helpdesk	(785) 296-7935
June 13	KAN-DIS (IDEA and NCLB discipline data)	Teresa White	(785) 296-7884
June 13	QPA Quality Criteria	Jessica Noble	(785) 296-3163
June 13	KIDS Collection TEST – Assessment Testing	KSDE Helpdesk	(785) 296-7935
June 16	LCP Annual Report (Local Consolidated Plan) tentative due date	Nicole Clark	(785) 296-4925
June 20	Request for Federal Funds (Form 240) for July	Rose Ireland	(785) 296-2020
June 30	Assessment & Accountability Reports (due dates vary)	Assessment & Accountability Helpdesk	(785) 296-2261
June 30	Accountability (Data Check List/Sign Off) Principals	Assessment & Accountability Helpdesk	(785) 296-2261

When reports are available, instructions will be provided via Listserv.

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Web Applications –

- Web applications are reports submitted to KSDE through an authenticated submission website.

- When web applications are available for data entry, KSDE will send a listserv message which will provide instructions how to submit your data to KSDE online and when it is needed.

- Reports are filed at this website: https://online.ksde.org/authentication/login.aspx

- An individual login and password is needed to access each report. New staff members are required to register and be approved by the superintendent before gaining access to enter or review data.

- For assistance registering or logging into this site, contact the KSDE Help Desk at (785) 296-7935.

Food Service Claims

- Food service claims can be submitted to KSDE at any time -- but no later than 60 calendar days after the claim month. Claims will be paid according to when they are received.

- For assistance, call Jennifer Barger at (785) 296-4965 or Rose Ireland at (785) 296-2020.

KSDE "Timeline for Reports and Collections" (available on the KSDE homepage)

A comprehensive document titled **Timeline for Reports and Collections** has been created for districts and school buildings use. This document was designed to provide information on reports that all schools or districts need to file with the KSDE during the course of the school year. It does not include any reporting information that must be submitted to KSDE for programs that do not include all districts/schools.

Information on each report can be found regarding the due date, how it is filed, which team receives it, and contact information for assistance.

To download or view this document, go to the KSDE website: www.ksde.org

Select the Calendar tab

Click on Timeline for Reports and Collections

Kansas State Department of Education |120 SE 10th Avenue | Topeka KS 66612

School Finance | (785) 296-3872 | Craig Neuenswander, Director | craign@ksde.org