

# Superintendent Organization Report (S066)

## User Guide

Submit by: October 8, 2021



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

900 S.W. Jackson Street, Suite 600  
Topeka, Kansas 66612-1212  
(785) 296-3203  
[www.ksbe.org](http://www.ksbe.org)

# KANSAS STATE BOARD OF EDUCATION

CHAIRMAN  
DISTRICT 9

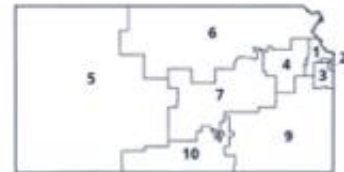


Jim Porter  
[jporter@ksbe.org](mailto:jporter@ksbe.org)

VICE CHAIR  
DISTRICT 1



Janet Waugn  
[jwaugh@ksbe.org](mailto:jwaugh@ksbe.org)



DISTRICT 2



Melanie Haas  
[mhaas@ksbe.org](mailto:mhaas@ksbe.org)

DISTRICT 3



Michelle Dambrosky  
[m-dambrosky@ksbe.org](mailto:m-dambrosky@ksbe.org)

DISTRICT 4



Ann E. Mah  
[amah@ksbe.org](mailto:amah@ksbe.org)

DISTRICT 5



Jean Clifford  
[jclifford@ksbe.org](mailto:jclifford@ksbe.org)

LEGISLATIVE LIAISON  
DISTRICT 6



Dr. Deena Horst  
[ahorst@ksbe.org](mailto:ahorst@ksbe.org)

LEGISLATIVE LIAISON  
DISTRICT 7



Ben Jones  
[bjones@ksbe.org](mailto:bjones@ksbe.org)

DISTRICT 8



Betty Arnold  
[bernold@ksbe.org](mailto:bernold@ksbe.org)

DISTRICT 10



Jim McIwee  
[jmcIwee@ksbe.org](mailto:jmcIwee@ksbe.org)



# KANSAS STATE DEPARTMENT OF EDUCATION

COMMISSIONER OF  
EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONER  
Division of Fiscal and Administrative Services



Dr. S. Craig Neuenswander

DEPUTY COMMISSIONER  
Division of Learning Services



Dr. Brad Neuenswander

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSEB General Counsel, Office of General Counsel, KSEB, Landon State Office Building, 900 S.W. Jackson, Suite 100, Topeka, KS 66612, (785) 296-3301.

July 2021

## Table of Contents

Table of Contents.....	3
Introduction .....	4
Important Terms .....	5
User Levels .....	6
Logging into the Superintendent Organization Report.....	6
Quick “Tour” of the Superintendent’s Organization Report (S066).....	8
Welcome Page .....	8
Navigation Menu .....	8
Create S066.....	9
Page Navigation.....	10
Navigating the S066.....	10
Administrative Data.....	10
Schedule Info.....	11
Anti-Bullying Policy .....	11
Salaries.....	12
Certified/Licensed Personnel.....	14
Federal Title Programs.....	16
Headcounts Table.....	17
Central Office Headcount.....	19
Headcount and Enrollment at a Glance.....	20
Legal Max.....	21
Approve/Submit S066.....	22
Printing Current Year.....	23
Printing Prior Years .....	24
Contacts.....	25
Help Resources.....	25
Confidentiality & Security .....	25
Data Confidentiality.....	25
Computer Environment Security .....	26

# Superintendent Organization Report

## Introduction

Craig Neuenswander  
Deputy Commissioner  
Division of Fiscal & Administrative  
Services  
Kansas State Department of  
Education  
[craign@ksde.org](mailto:craign@ksde.org)

Dale Brungardt  
Director, School Finance  
Division of Fiscal & Administrative  
Services  
Kansas State Department of  
Education  
[dbrungardt@ksde.org](mailto:dbrungardt@ksde.org)

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.

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

## 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?**

<p><b>General Help</b></p> <p><b>Email</b></p> <p><a href="mailto:helpdesk@ksde.org">helpdesk@ksde.org</a> (785) 296-7935</p>	<p><b>KN-CLAIM Support</b></p> <p><b>Email</b></p> <p><a href="mailto:cnwapplications@ksde.org">cnwapplications@ksde.org</a> (785) 296-2276</p>
<p><b>KESA Support</b></p> <p><b>Email</b></p> <p><a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo <a href="mailto:bbagshaw@ksde.org">bbagshaw@ksde.org</a> - Bill Bagshaw (785) 296-4948 - Jeannette Nobo (785) 296-2198 - Bill Bagshaw</p>	<p><b>KEEP Support</b></p> <p><b>Email</b></p> <p><a href="mailto:ayates@ksde.org">ayates@ksde.org</a> - Ann Yates <a href="mailto:bbagshaw@ksde.org">bbagshaw@ksde.org</a> - Bill Bagshaw (785) 296-5140 - Ann Yates (785) 296-2198 - Bill Bagshaw</p>

**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](#)

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](mailto: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>

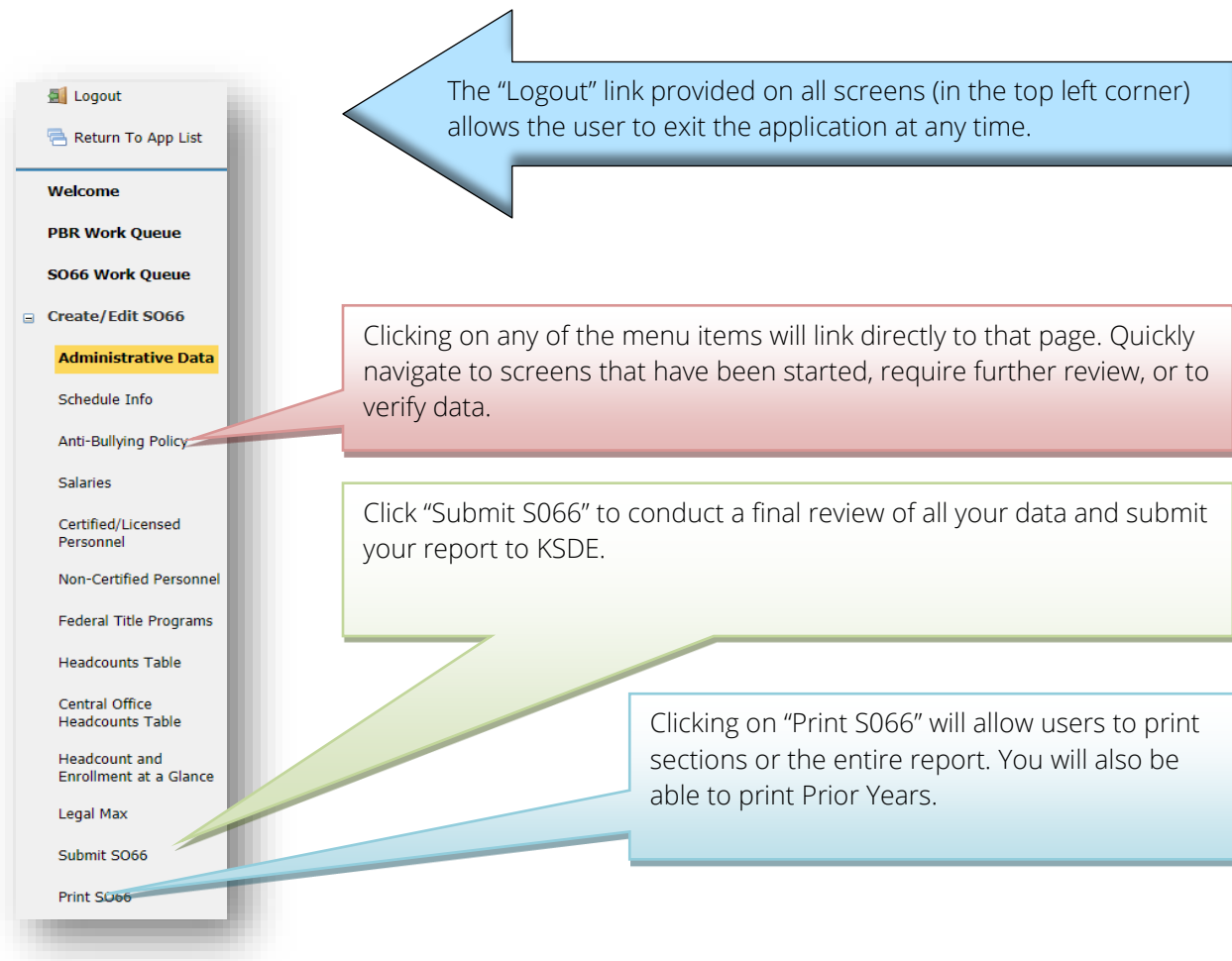
Questions about KIDS? E-mail KSDE at [kids@ksde.org](mailto:kids@ksde.org)

**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

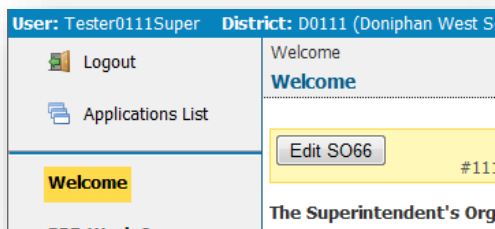
Below is the navigation menu that lists the thirteen links that can be used to navigate in the application – Administrative Data, Schedule Info, Anti-Bullying Policy, Salaries, Certified/Licensed Personnel, Non-Certified Personnel, Federal Title Programs, Headcount Table, Central Office Headcounts Table,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





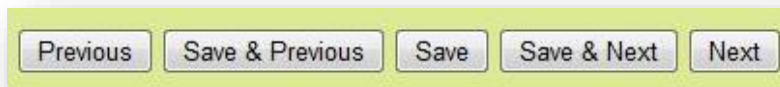
## Create S066

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.


 A screenshot of the 'Administrative Data' screen. At the top, a yellow header bar contains the title 'Administrative Data' and a 'Help' icon. Below the header, a table displays summary information: 'USD' (Geary County Schools), 'School Year' (2021 - 2022), 'Status' (In Progress), and 'Status Date' (9/2/2021 11:55:05 AM). The main section is titled 'DISTRICT INFO' and includes a disclaimer about data accuracy. Below this, fields for 'School Year', 'District', 'Address', 'City', and 'Superintendent' are populated with specific data for Geary County Schools. A section titled 'ATTENDANCE BUILDINGS' contains two text boxes for 'Buildings Closed During This School Year' and 'Buildings Opened During This School Year', both showing 'No buildings closed this school year...'. The bottom section, 'CONTACT PERSON', has fields for 'Name', 'Phone', and 'Position', which are currently empty.

## 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 20 count date.

**Schedule Info**


USD: #475 Geary County Schools	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/2/2021 11:55:05 AM
-----------------------------------	-----------------------------	-------------------------------	--------------------------------------

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 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**

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: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/2/2021 11:55:05 AM
-----------------------------------	-----------------------------	-------------------------------	--------------------------------------

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@kdsde.org](mailto:kreed@kdsde.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 72-6284 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@kdsde.org](mailto:kreed@kdsde.org).

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

### 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.

## Salaries

Bottom of Page

USD: #475 Geary County Schools	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/2/2021 11:55:05 AM
-----------------------------------	-----------------------------	-------------------------------	--------------------------------------

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](mailto: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 2020-2021	Total Contracted 2021-2022	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.	\$ 0	\$ 0	\$	0.0
3.	Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties.	\$ 0	\$ 0	\$	0.0
4.	<b>Total principals salaries</b>	\$	\$	\$	<b>0.0</b>
5.	<b>Average contracted salary for principals</b>	\$	\$	\$	<b>0.0</b>
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.	\$ 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.	\$ 0	\$ 0	\$	0.0
9.	Board paid fringe benefits for teachers. Pro-rate for teachers with other contractual duties.	\$ 0	\$ 0	\$	0.0
10.	<b>Total classroom teachers salaries</b>	\$	\$	\$	<b>0.0</b>
11.	<b>Average contracted salaries for classroom teachers</b>	\$	\$	\$	<b>0.0</b>
12.	Estimated average percent increase in salary (including fringe benefits) for returning teachers during 2021-2022				0
13.	Superintendent's total salary including supplemental salary and fringe benefits (employee reduction and board paid) <b>DO NOT PRORATE</b>	\$ 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.).

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**

USD: #422 Kiowa County      School Year: 2021 - 2022      Status: **In Progress**      Status Date: 8/24/2021 10:45:42 AM

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](mailto: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 2020-2021	Total Contracted 2021-2022	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.	2.0	2.0	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.	\$ 60000	\$ 70000	\$ 10,000	100.0 Please explain in brief detail the reasons for the unusual change in salaries:
3. Board paid fringe benefits for principals. Pro-rate for principals with other contractual duties.	\$ 2000	\$ 2500	\$	0.0
4. Total principals salaries	\$ 10,000	\$ 20,000	\$ 10,000	100.0
5. Average contracted salary for principals	\$ 5,000	\$ 10,000	\$ 5,000	100.0

## 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.

**NEW:** Please report the total number of personnel who have received the yearly Structured Literacy (SL) Dyslexia Training. This information has been requested by the Legislature Task Force on Dyslexia and will be used to address the need and mandate for accountability, and may be published on the Kansas Report Card beginning December 2022.

**Certified/Licensed Personnel**

Bottom of Page

USD: #450 Shawnee Heights	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/15/2021 4:14:17 PM
------------------------------	-----------------------------	-------------------------------	--------------------------------------

Report the full time equivalency (FTE) for all certified/licensed personnel employed by the district to the nearest tenth. Sponsoring districts of special education coops should also include all certified 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 certified personnel totals, but rather 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.

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.

**NEW:** Please report the total number of personnel who have received the yearly Structured Literacy (SL) Dyslexia Training. This information has been requested by the Legislature Task Force on Dyslexia and will be used to address the need and mandate for accountability, and may be published on the Kansas Report Card beginning December 2022.

Refer questions on Certified Personnel to Rose Ireland at [rireland@ksde.org](mailto:rireland@ksde.org) or 785-296-4973.

Refer questions regarding Structured Literacy Training to Joann McReil at [jmcreil@ksde.org](mailto:jmcreil@ksde.org) or 785-296-2144.

Personnel (include all Certified Personnel)	Line	(01) Central Office	(02) Elementary	(03) Middle/Jr. High	(04) Sr. High	(05) Total	(06) SL Trained Personnel
Superintendent	(1)	0				0.0	0
Assoc./Asst. Superintendents	(2)	0				0.0	0
Administrative Assistants(A)	(3)	0	0	0	0	0.0	0
Principals	(4)		0	0	0	0.0	0
Assistant Principals	(5)		0	0	0	0.0	0
Directors/Supervisors Spec. Ed. (B)	(6)	0	0	0	0	0.0	0
Directors/Supervisors of Health	(7)	0	0	0	0	0.0	0
Directors/Supervisors Career/Tech Ed (B)	(8)	0			0	0.0	0
Instructional Coordinators/Supervisors	(9)	0	0	0	0	0.0	0
All Other Directors/Supervisors (C)	(10)	0	0	0	0	0.0	0
Other Curriculum Specialists	(11)	0	0	0	0	0.0	0
Practical Arts/Career/Tech Ed Teachers	(12)		0	0	0	0.0	0
Special Ed. Teachers (B)	(13)		0	0	0	0.0	0
Prekindergarten Teachers (D)	(14)		0			0.0	0
Kindergarten Teachers	(15)		0			0.0	0
All Other Teachers	(16)		0	0	0	0.0	0
Library Media Specialists (B)	(17)		0	0	0	0.0	0
School Counselors	(18)		0	0	0	0.0	0
Clinical or School Psychologists (B)	(19)	0	0	0	0	0.0	0
Nurses (RN or NP only)	(20)		0	0	0	0.0	0
Speech Pathologists	(21)	0	0	0	0	0.0	0
Audiologists	(22)	0	0	0	0	0.0	0
School Social Work Services (B)	(23)	0	0	0	0	0.0	0
Reading Specialists/Teachers	(24)		0	0	0	0.0	0
Others (specify below)	(25)	0	0	0	0	0.0	0
<input type="text"/>							
<b>Totals</b>	<b>(26)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Previous Next

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

## Non-Certified Personnel

The non-certified personnel are entered on this screen. Non-certified personnel should be aggregated for the district, in the 27 categories provided. Do not exceed 1.0 FTE for any personnel.

### Non-Certified Personnel

Bottom

USD: #208 Wakeeney	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 8/24/2021 10:43:24 AM
-----------------------	-----------------------------	-------------------------------	---------------------------------------

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 \$35,000. 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](mailto:rireland@ksde.org) or (785) 296-4973.

Non-Certified Personnel	Line	Full-Time Equivalence
Assistant Superintendents	(1)	0.0
Business Managers	(2)	0.0
Business Services (A):Directors/Coordinators/Supervisors (B)	(3)	0.0
Business Services (A):All Other Personnel	(4)	0.0
Maintenance and Operation:Directors/Coordinators/Supervisors (B)	(5)	0.0
Maintenance and Operation:All Other Personnel	(6)	0.0
Food Service:Directors/Coordinators/Supervisors (B)	(7)	0.0
Food Service:All Other Personnel	(8)	0.0
Transportation:Directors/Coordinators/Supervisors (B)	(9)	0.0
Transportation:All Other Personnel	(10)	0.0
Technology:Directors/Coordinators/Supervisors (B)	(11)	0.0
Technology:All Other Personnel	(12)	0.0
Other:Directors/Coordinators/Supervisors (B)	(13)	0.0
All Other:Attendance Services Staff	(14)	0.0
All Other:Library Media Aides	(15)	0.0
All Other:Nurses (LPN or LVN only)	(16)	0.0
All Other:Security Officers	(17)	0.0
All Other:Social Services Staff	(18)	0.0
All Other:Regular Education Teacher Aides	(19)	0.0
All Other:Coaching Assistants	(20)	0.0
All Other:Secretarial/Clerical (Central Admin.)	(21)	0.0
All Other:Secretarial/Clerical (School Admin.)	(22)	0.0
All Other:Secretarial/Clerical (Student Support Service)	(23)	0.0
All Other:Special Education Paraprofessionals	(24)	0.0
All Other:Parents as Teachers	(25)	0.0
All Other:School Resource Officer	(26)	0.0
All Other:Others (specify below)	(27)	0.0
<b>Total</b>		<b>0.00</b>



## 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 **2022-2023** 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, 2021. Please check the programs in which they intend to participate; if no participation, please do not check either box.

### Federal Title Programs

 Bottom of Page

USD: #234 Fort Scott	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/16/2021 9:12:16 AM
-------------------------	-----------------------------	-------------------------------	--------------------------------------

#### 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 **2022-2023** 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, 2021.** Please check the programs in which they intend to participate; 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.

Private School's Org No	Building Number	Private School	City	2022 - 2023 Title Programs Participation	Total FTE
Z0031	0940	St Mary Elem [Fort Scott]	Ft Scott	<input type="checkbox"/> Title II A <input type="checkbox"/> Title III	0

Previous Next

## 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)
- 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 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 \$5,000, 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 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.

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										
Close Window					Download Data					
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

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.

### Central Office Headcounts Table

USD: #208 Wakeney	School Year: 2021 - 2022	Status: In Progress	Status Date: 8/24/2021 10:43:24 AM
----------------------	-----------------------------	------------------------	---------------------------------------

#### 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.

**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 \$5,000; 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).

Grade	Total Headcount	Free Meal Headcount	Reduced Meal Headcount	IEP Headcount	Bilingual Headcount	Concurrent High School Student Headcount	FTE
Not Graded (Adult)	22	14	14	11	1	6	26.5
<b>Sub-Total</b>	<b>77</b>	<b>14</b>	<b>14</b>	<b>11</b>	<b>1</b>	<b>6</b>	<b>76.5</b>
Preschool-Aged (without IEP)	2	2	3	0	0	0	0.0
<b>Total</b>	<b>84</b>	<b>16</b>	<b>17</b>	<b>11</b>	<b>1</b>	<b>6</b>	<b>76.5</b>

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.

	FTE
CTE Contact Minutes	120.0
CTE Seminar Minutes	60
CTE Contact Hours	3.0
Bilingual Contact Hours	0.0
Bilingual Headcount	1.0
Free Meal Headcount (At-Risk Funding)	14.0
Virtual Students FTE (Full-Time)	0.0
Virtual Students FTE (Part-Time)	0.0
Virtual Credits (20 and Older)	60

Previous Next

## 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 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.

**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.

### Headcount and Enrollment at a Glance

USD: #208 Wakeeney	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 8/24/2021 10:43:24 AM
-----------------------	-----------------------------	-------------------------------	---------------------------------------

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 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 non-funded preschool students.

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 Virtual funding for full-time 19 years and under at base state aid \$5,000; part-time 19 years and under 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	9/20/2021 District Total Headcount or Hours	9/20/2021 FTE	2/21/2022 District Total Headcount or Hours	2/21/2022 FTE
FTE Enrollment (Excludes Preschool-Aged At-Risk (4yr old), Virtual, KAMS and JDC)	812.0	809.1		3.5
Total Headcount of Funded Students (excluding Virtual, KAMS and JDC)	819.0	812.6	2	
Preschool-Aged At-Risk (4yr old)	7.0	3.5	2	
Out-of-State Students (Info Only)	0			
Career and Technical Education (CTE) Contact Hours	6.3		13.77	
Bilingual Student Contact Hours	12.8		12.45	
Bilingual Student Headcount	15.0		2	
Free Meal Headcounts (For At-Risk Funding)	287		2	
KAMS Students	0			
Students in Juvenile Detention Centers on September 20	0	0.0		
Number of transported students who live 2.5 miles or more from attendance centers	313.0	305.5		3.5
Number of transported students who live less than 2.5 miles from attendance centers	3.0	2.0		3.5
Number of Non-Resident (Out of District) transported students	0	0.0		3.5
Virtual Students (Full-Time Students)	13.0	13.0		
Virtual Students (Part-Time Students)	2.0	0.9		
Total Virtual Credits Earned (20 yrs. and older)	180.66	0.5		
FTE Students housed in new facilities (nearest tenth)		30.5		3.5

- D41: ESOL/Bilingual Participation Codes (Values for headcount: 1, 2, 3, 5, 6 & 7 – Values for Contact Minutes (D45): 1, 2, 3 & 7).
- D44: ESOL/Bilingual Student Contact Minutes (divided by 60 to convert to hours).
- D45: 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).

**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 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 enrollment, then the greater of the following:**

1. The September 20, 2020 *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, 2019 *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, 2020 audited full time equivalent (FTE) number of students regularly enrolled plus the February 20, 2021 audited FTE (excludes Preschool-Aged At-Risk (4yr old) Virtual, KAMS & JDC), **or**
2. The September 20, 2019 audited FTE number of students regularly enrolled plus the February 20, 2020 audited (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: 2018-19, 2019-20, 2020-21 (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).

## SUPERINTENDENT ORGINIZATION REPORT (S066)

### Legal Max

Bottom of Page

USD: #208 Wakeeney	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 8/24/2021 10:43:24 AM
-----------------------	-----------------------------	-------------------------------	---------------------------------------

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 (IEP). Free meal counts also exclude Virtual and non-funded preschool students.

K.S.A. 72-3715 provides Virtual funding for full-time 19 years at base state aid \$5,000; part-time 19 years and under 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 **NO**

Did the district have a military dependent student enrolled during the 2020-2021 school year; and **NO**

Did the district decline in enrollment for 2020-2021 school year compared to the 2019-2020 school year? **YES**

### FTE ENROLLMENT

	9/20 FTE	2/20 FTE	Total FTE
9/20/2018 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			375.5
9/20/2019 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			384.5
9/20/2020 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			355.1
9/20/2021 FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC) (Info Only)	809.1	3.5	812.6
3 Year Average FTE (9/20/2018, 9/20/2019, 9/20/2020 – includes 2/20 if eligible)			371.7
2021-2022 Adjusted FTE Enrollment (Includes 2/20; excludes Preschool-Aged At Risk (4yr old), Virtual, KAMS and JDC)			384.5
Preschool-Aged At-Risk (4yr old)	3.5	1.0	4.5
2021-2022 Total Adjusted FTE Enrollment (Includes 2/20, and Preschool-Aged At Risk (4yr old))	388.0		389.0
Low and High Enrollment	176.1		176.6

### WEIGHTINGS

Weighting	9/20 FTE	2/20 FTE	Total FTE
Career and Technical Education (CTE) Weighted FTE	0.5	1.1	1.7
Bilingual Weighted FTE (Contact Hours)	0.8	0.8	1.7
Bilingual Weighted FTE (Headcount)	2.8	0.4	3.1
Bilingual Weighted FTE (Higher of Contact Hours or Student Headcount)			3.1
Free Meal Headcounts (For At-Risk Funding)			289
At-Risk Weighted FTE			139.9
Free Meals Percent (Info Only)			35.20
High Density At-Risk Weighted FTE (USD Level)			0.4
High Density At-Risk Weighted FTE (School Level)			31.5
High Density At-Risk Weighted FTE (Higher of USD Level or School Level)			31.5
School Facilities Weighted FTE	7.6	0.9	8.5
Transportation State Aid 2.5 Miles or Over for Current Year			383,155
Transportation Weighted FTE			81.4
KAMS FTE	0.0		0.0
Subtotal Weighted Enrollment (excluding Special Ed Weighted FTE)			831.7

### VIRTUAL STATE AID

	9/20 FTE	State Aid
Virtual Students FTE (Full-Time Students)	13.0	65,000
Virtual Students FTE (Part-Time Students)	0.9	1,530
Total Credits Earned (20 yrs and older)	180.66	128,088

## 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.

**Submit S066**

Bottom of Page

USD: #475 Geary County Schools	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/2/2021 11:55:05 AM
-----------------------------------	-----------------------------	-------------------------------	--------------------------------------

If you have a Stop error messages and Warnings with a check mark on the Stop Submit, 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 and if you have Warning

Errors								
Entry Error : 4   Missing Value : 8   Other : 2				<a href="#">Hide Error Details...</a>				
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"/>		9/2/2021 11:55:05 AM	1
Missing Value	Contact Person	Please enter the contact phone		Cannot Submit	<input checked="" type="checkbox"/>		9/2/2021 11:55:14 AM	2
Missing Value	Contact Person	Please enter the contact position		Cannot Submit	<input checked="" type="checkbox"/>		9/2/2021 11:55:14 AM	3
Missing Value	Inclement Weather Dates	Please enter the Inclement Weather Dates		Warning	<input type="checkbox"/>		9/2/2021 11:55:14 AM	20
Missing Value	Staff Development or In-Service Training Dates	Please enter the Staff Development or In-Service Training Dates		Warning	<input type="checkbox"/>		9/2/2021 11:55:14 AM	21
Missing Value	Anti-Bullying Policy	Please answer all questions		Cannot Submit	<input checked="" type="checkbox"/>		9/2/2021 11:55:14 AM	5
Entry Error	Certified/Licensed Personnel	Superintendent (1) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/2/2021 11:55:14 AM	7
Entry Error	Certified/Licensed Personnel	Principal (4) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/2/2021 11:55:14 AM	8
Entry Error	Certified/Licensed Personnel	All Other Teachers (16) total must be greater than zero		Cannot Submit	<input checked="" type="checkbox"/>		9/2/2021 11:55:15 AM	9

**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".

## SUPERINTENDENT ORGINIZATION REPORT (S066)

### Print S066

Bottom of Page

USD: #475 Geary County Schools	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/2/2021 11:55:05 AM
-----------------------------------	-----------------------------	-------------------------------	--------------------------------------

View prior year report: 2020 - 2021

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
- ☐ Non-Certified 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

USD: #475 Geary County Schools	School Year: 2021 - 2022	Status: <b>In Progress</b>	Status Date: 9/2/2021 11:55:05 AM
-----------------------------------	-----------------------------	-------------------------------	--------------------------------------

View prior year report: 2020 - 2021

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
- ☐ Non-Certified 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	<a href="mailto:rireland@ksde.org">rireland@ksde.org</a>
Christie Wyckoff	(785) 296-6321	<a href="mailto:cwyckoff@ksde.org">cwyckoff@ksde.org</a>
Sara Barnes	(785) 296-4972	<a href="mailto:sbarnes@ksde.org">sbarnes@ksde.org</a>
Dale Brungardt	(785) 296-3872	<a href="mailto:dbrungardt@ksde.org">dbrungardt@ksde.org</a>

### User Name and Password:

KSDE Help Desk	(785) 296-7935	<a href="mailto:HelpDesk@ksde.org">HelpDesk@ksde.org</a>
----------------	----------------	--

## 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](mailto:kids@ksde.org) or visit the KIDS Project website at [www.ksde.org/kids](http://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](mailto: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](mailto:dbrungardt@ksde.org)



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
[www.ksde.org](http://www.ksde.org)