Counting Kids 2026-27

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What we will cover today...

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What we will cover today:

Audit Readiness

Kansas Education Data System (KEDS)

How not to lose funding

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...next

Audit process (generally)...

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Audit process – what to expect:

no surprises....

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Audit process – what to expect:

no surprises because... we tell you:

- when to expect the audit (scheduling)
- criteria we use (audit guides)
- how to be ready

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Audit process – what to expect:

when to expect the audit (scheduling)

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Audit process – what to expect:

scheduling:

- will start some audits by Oct. 12
- last audits will finish in mid-April 2027

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Audit process – what to expect:

scheduling: Oct 2026 - April 2027 (is a large window)

By when will you know?
- 6 weeks prior to audit start date
- watch for audit engagement letter (emailed)

Remember:
- October 10 – last date to submit student enrollment
- earliest scheduled audits: Oct. 12

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Audit process – what to expect:

scheduling:

- **calendar conflict?** please let us know right away.
- **specific date** preferred? ...
- **early audit** preference? ....

- **new staff?** (supt., board clerk,...etc..) ...
- **in-person/on-site audit** preference? ...let us know.

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Audit process – what to expect:

no surprises because... we tell you:

when to expect the audit (scheduling)

criteria we use

what to have ready (documentation)

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Audit process – what to expect:

criteria = audit guides

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Audit process – what to expect:

criteria = audit guides

audit guides and where to find them…

…KSDE Fiscal Auditing webpage

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Audit process – what to expect:

no surprises because… we tell you:

when to expect the audit (scheduling)

criteria we use (audit guides)

how to be ready

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…how to be ready…

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How to be ready...

New for you:

Audit Readiness Checklist

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How to be ready...

Audit Readiness Checklist

- is today's handout.
- will see again 6 weeks prior to audit start date.
- emailed with audit engagement letter.

- is different from the Documentation Checklist
- will use both together to be ready

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How to be ready...

Audit Readiness Checklist

- what to do
- by when
- includes milestones dates specific for your district

Documentation Checklist

- list of audit-related docs
- page 1 lists req uploads
- pgs 2-4 recommend uploads

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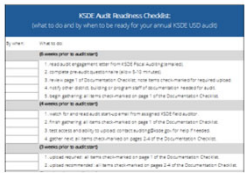
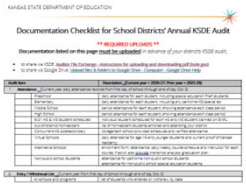
How to be ready...

Audit Readiness Checklist


KSDE Audit Readiness Checklist:
(what to do and by when to be ready for your annual KSDE USD audit)

By when:	What to do:
(8 weeks prior to audit start)	
	1. read audit engagement letter from KSDE Field Auditing (email).
	2. complete pre-audit questionnaire (also 5-10 minutes).
	3. review page 1 of Documentation Checklist; note items check-marked for required upload.
	4. notify other district, building or program staff of documentation needed for audit.
	5. begin gathering all items check-marked on page 1 of the Documentation Checklist.
(4 weeks prior to audit start)	
	1. watch for and read audit status email from assigned KSDE field auditor.
	2. finish gathering all items check-marked on page 1 of the Documentation Checklist.
	3. test access and ability to upload to district auditing@ksde.gov for help if needed.
	4. gather next all items check-marked on pages 2-4 of the Documentation Checklist.
(3 weeks prior to audit start)	
	1. upload required all items check-marked on page 1 of the Documentation Checklist.
	2. upload recommended all items check-marked on pages 2-4 of the Documentation Checklist.

Documentation Checklist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Documentation Checklist for School Districts' Annual KSDE Audit

** REQUIRED UPLOADS **

Documentation listed on this page must be uploaded *in advance of your districts KSDE audit.*

- to share via KSDE Auditor File Exchange - instructions for uploading and downloading all files.pdf
- to share via Google Drive: Upload files & folders to Google Drive - Computer - Google Drive Help

Audit Item	Description, (if current year = 2026-27, Prior year = 2025-26)
Attendance	(current year data; attendance records from first day of school through end of day, Oct. 5)
Elementary	daily attendance for each student, including special education (that students
Elementary	daily attendance for each student, including any sections 504 (same as
Middle School	period attendance for each student, ensuring attendance doesn't date period
Middle School	period attendance for each student, ensuring attendance doesn't date period
High School	daily attendance for each student, including any sections 504 (same as
High School	period attendance for each student, including any sections 504 (same as
Journal entries to homeschool	list of homeschool students enrolled and attending your district
Concurrent/Postsecondary	enrollment letters/records (dates, schools, and a verified attendance
Virtual Schools	daily attendance for age 16 and younger students and current proof of homeschool
Alternative Schools	attendance for non-attendance recovery, course schedule and transcripts for each
Nonpublic/Home students	attendance for participants in nonpublic/home students
	attendance for nonpublic/home students
Entry / Withdrawal List	(current year from first day of school through end of day, Oct. 5)
Jail schools and programs	list of students who entered or withdrew, by date

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Audit Readiness Checklist (new)...

In sum, it is a list of...

- what to do and
- by when

result = your district is ready for audit

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Audit Readiness Checklist (new)...

has milestone dates leading up to audit start date...

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Audit Readiness Checklist (new)...

general Milestones included:

- 6 weeks prior to audit start
- 4 weeks prior
- 3 weeks prior
- 2 weeks prior
- audit
- draft report provided
- exit and wrap up
- audit submitted to KSDE

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Audit Readiness Checklist (new)...

... the copy you have today does not have specific dates...

however...

....the Readiness Checklist emailed to you will have

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Audit Readiness Checklist (new)...

...examples of specific milestone dates for 2026-27:

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Audit Readiness Checklist (new)...

Example with audit start date: Nov. 10:

Sept. 29	6 weeks prior to audit start
Oct. 13	4 weeks prior
Oct. 20	3 weeks prior
Oct. 27	2 weeks prior
Nov. 10	audit
Nov. 14	draft report provided (estimated)
Nov. 20	exit and wrap up (estimated)
Nov. 24	audit submitted to KSDE (estimated)

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Audit Readiness Checklist (new)...

Another example... audit start date: Feb. 10:

Dec. 30	6 weeks prior to audit start
Jan. 13	4 weeks prior
Jan. 20	3 weeks prior
Jan. 27	2 weeks prior
Feb. 10	audit
Feb. 21	draft report provided (estimated)
Feb. 27	exit and wrap up (estimated)
Mar. 03	audit submitted to KSDE (estimated)

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Audit Readiness Checklist (new)...

Next....

.....a walk through what to do and by when....

....for each milestone

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Audit Readiness Checklist (new)...

6 weeks prior to audit start:

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Audit Readiness Checklist (new)...

6 weeks prior to audit start:

- read audit engagement letter
- complete pre-audit questionnaire (5-10 min)
- review page 1 of Documentation Checklist
- ask your staff to gather docs needed for audit
- start gathering all items check-marked on page 1

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Audit Readiness: 6 weeks prior

audit engagement letter: emailed to clerk & superintendent

- audit start date
- field auditor(s) assigned
- link to pre-audit questionnaire

- enclosures: Audit Readiness Checklist (w/ specific dates)
  Documentation Checklist

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Audit Readiness: 6 weeks prior

pre-audit questionnaire:

- access it using link in audit engagement letter
- helps us be better prepared for your audit…
  …helps ensure:
  - we have best staff contact and contact information
  - we know what to expect

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Audit Readiness: 6 weeks prior

Documentation Checklist for School Districts:

- this year, this Checklist will arrive with the audit engagement letter
- please review…
- page 1: will include check-marks next to items to upload
- key: let your staff know about the upcoming audit
- gather all items check-marked on page 1

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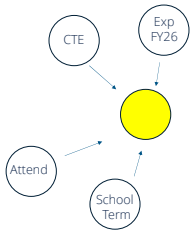
Audit Readiness: 6 weeks prior



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Documentation Checklist (not new)

Page 1: items *required* to be *uploaded in advance*:

- Attendance - daily from first day through end of day Oct 3
- Entry/Withdrawal list - first day through end of day Oct 3
- Career Technical Education – all related information
- Daily Logs (School Term) all bldgs and programs (prior year)
- Fund Accounting Report (prior year)

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Audit Readiness: 6 weeks prior

Documentation Checklist for School Districts:

- School Term – if 25-26 already audited this past summer
- fewer documents to upload during 26-27 USD audit

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Audit Readiness: 6 weeks prior

Questions?

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Audit Readiness 4 weeks prior

4 weeks prior to audit start:

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Audit Readiness 4 weeks prior

4 weeks prior to audit start:

- watch for start-up email from KSDE field auditor
- finish gather: items check-marked on pg 1 of Doc Checklist
- test access and ability to upload
- gather next: all items check-marked on pgs 2-4 of Doc Checklist

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Audit Readiness 4 weeks prior

start-up email from KSDE field auditor (watch for)

- will include reminder to finish gathering items check-marked on page 1…

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Audit Readiness 4 weeks prior

start-up email from KSDE field auditor (watch for)

- also will include instructions for uploading docs and
- and a reminder to test access/upload

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Uploading data in advance:

a couple choices:

Auditor File Exchange
Google Drive

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Auditor File Exchange: providing data to us in advance

- **secure** way to provide student records
- Auditor File Exchange User guide – see Fiscal Auditing webpage

- **do not email** personally identifiable student information

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Google Drive: providing data to us in advance

- please work with your assigned KSDE auditor
- will send a link to a shared Google Drive

- again, please do not email:
  personally identifiable student information

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Providing data to KSDE Fiscal Auditing:

what format should the data be provided in?

- a system-generated electronic report is preferred
- Excel, csv file or PDF; *Excel or csv is best*
- not scanned (please); please do not print, then scan
- if lots of paper records; let us know; we will review once on-site

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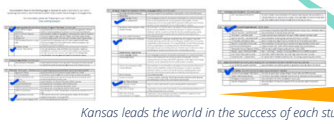
Audit Readiness 4 weeks prior

start-up email from KSDE field auditor

also will include a copy of Documentation Checklist, pages 2-4

- look for items check-marked on these pages…
- gather them next…



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Audit Readiness 3 weeks prior

3 weeks prior to audit start:

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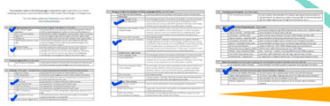
Audit Readiness 3 weeks prior

3 weeks prior to audit start:

1. required upload: all items check-marked pg 1 – Doc Checklist
2. recommended upload: all items check-marked page 2-4



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Audit Readiness 2 weeks prior

2 weeks prior to audit start:

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Audit Readiness 2 weeks prior

2 weeks prior to audit start:

only one (1) thing on the list...

...but it's **important....**

was the correct documentation uploaded?

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Audit Readiness 2 weeks prior

Correct documentation...

means:

- correct year
- accessible
- readable/legible
- relevant
- accurate...

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next... during audit

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Audit Readiness during the audit

during the audit:

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Audit Readiness during the audit

work with your assigned KSDE field auditor(s):

- ask questions
- we welcome them
- now is the time to ask questions (it's ok)

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Audit Readiness during the audit

During the audit...

- results: shared as we go
- goal: not to surprise you

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Audit Readiness draft audit report

draft audit report provided:

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Audit Readiness draft audit report

draft audit report provided:

nothing should surprise you

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Audit Readiness draft audit report

draft audit report provided:

- review the draft
- ask any additional questions
- corrections needed?
- provide documentation to support correction request
- confirm scheduled exit; will be within 1 week

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Audit Readiness Exit and wrap up

Exit and wrap up:

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Audit Readiness Exit and wrap up

Exit and wrap up:

- meet with KSDE auditor: in-person or by video call
- ask questions

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Audit Readiness Exit and wrap up

Exit and wrap up:

ready for audit to be submitted to KSDE? If so, let us know.

Our aim: to submit the draft report within 1 week

Last step for you: archive copy of draft audit report

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Audit Readiness KSDE review

Audit submitted for KSDE review…

….what happens next?

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Audit Readiness KSDE review

Audit submitted for KSDE review:

- are reviewed in order submitted, then…
- sent to School Finance
- School Finance reviews

- Legal Max letter prepared
- watch for letter

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Count Day

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900 S.W. Jackson St.,Topeka, KS 66612 | 785-296-4976 | lmurdie@ksde.org

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Count Day

Monday, September 21, 2026

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Attendance

(Documentation Checklist #1)

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Attendance – Traditional (regular enroll)

Enrolled and Attending on September 21 (count day)

- if ***absent*** on count day, then….
  must attend one day before and one day after
  but before October 4th
- **if your school is closed** on September 21, then
  count day is the next day your school is in session

Enrollment Handbook pgs 7-8

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Attendance
Virtual, aged 19 and younger

Attendance (*for funding purposes*) is taken on two days:

- day 1 is on or before September 20
- day 2 is on or after September 21 but before October 4

The timeframes do not overlap (Sept 21 is in the second timeframe)

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Proof of KS residency
Virtual students

- state law does not allow funding for non-residential virtual students

...only two exceptions to that:

- **homeless** student; as determined by local liaison
- **migran**t student; certificate of eligibility needed

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Proof of KS residency
current year virtual students, 19 and under

keep in mind:

- current school year begins July 1, 2026
- Count Day is September 21, 2026

- enrollment must be *during* the current school year; begins July 1
- proof of residency must be current as of student's enrollment date

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Proof of KS residency
current year, virtual students

list of appropriate documentation…

….accepted as current year proof of Kansas residency

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Proof of KS residency
Virtual students

- current Kansas Driver's License or ID renewal postcard
- current vehicle registration
- utility bill or equivalent, no more than two months old
- bank statement, no more two months old
- deed or mortgage with current Kansas address
- current rent or lease agreement; dated within past 12 months
- current Kansas voter registration card

Enrollment Handbook pg 25

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Attendance – Alternative school students

Attendance (for funding purposes) **includes two (2) days:**

careful… (not same days as virtual)

- day 1 is on or before September 18
- day 2 is on or after September 21 and through end of day Oct 3

- days submitted:
  - *should represent student's normal school day attended in-person*
  - *should be no different than any other day attended this year*

Enrollment Handbook pg 16

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Age requirements

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Age Requirements

- preschool **Special Education 3 or 4-year-old:** on or before Aug 31
- **preschool-Aged At-Risk** (3 or 4-year-old At-Risk): on or before Aug 31
- **Kindergarten:** 5 years old on or before Aug 31
- **first Grade:** 6 years old on or before Aug 31

- **Preschool 5-year-olds:** enroll as a Kindergartner for funding, but academically place where appropriate

Enrollment Handbook pgs 14-16

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Age – Adult Students - Grades

Adult student defined:

- a student who is over the age of 18 AND whose 5th year cohort has graduated or
- any student over the age of 21
- in KIDS – code as ungraded (UG) in Data Field D10

"Adult" definition has nothing to do with funding…

….but *does* determine the student's grade level

Enrollment Handbook pgs 17 & 55

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Age – Adult Students - Funding

Minutes enrolled (not age) – drives funding for:
- traditional/regularly enrolled students
- alternative schools/programs; students enrolled in

Age – IS considered when talking about **Virtual funding**
- 19 and under virtual – fund based on minutes enrolled
- 20 and older – funded based on credits earned
- 19 and under virtual dropout – funded based on credits
- Sept 20 is always the age determination date for virtual

Enrollment Handbook pg 55

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~~How to lose funding~~

How not to lose funding

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Checklist item 7:

Preschool-Aged At-Risk

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Preschool-Aged At-Risk

(3 and 4-year-old At-Risk)

Must be 3 or 4 years old on or before August 31. Not 5.

Must meet at least *one* qualifying criteria:

* poverty (free Lunch only)
* foster care or DCF referral
* parent – No Diploma / No GED
* English Learner – must qualify and service must be provided
* developmentally or academically delayed (*but no IEP*)
* homeless – as determined by local ed liaison
* single parent
* teen parent
* migrant

Enrollment Handbook pg 33-34

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Preschool-aged At-Risk – what to have ready

Checklist item #7: current year documentation to have ready:

Criteria	Documentation to have ready for KSDE audit:
poverty	free lunch application or if applicable, KSDE Household Econ Survey
single parent	enrollment form should indicate (by parent)
Foster care/ DCF referral	document from DCF showing in custody of DCF at any time between enrollment and count day; DCF referral must describe need for PKAR
teen parent	enrollment form should indicate (by parent)
no HS diploma	enrollment form should indicate (by parent)
bilingual student	bilingual documentation (HLS) KELPA and services
delayed	validated assessment *with score clearly indicated* on assessment

homeless
migrant

as determined by local education liaison
certificate of eligibility

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More – Preschool-Aged At-Risk

Preschool-Aged At-Risk (3 and 4-year-old at-risk):

- all Preschool students are coded grade level "PR" (KIDS data field D10)
- **but also**: data field *D58 must be marked "1" (in appropriate digit position(s))*
  if student not preschool-aged at risk, D58 = "0" in all digit positions

Don't forget: *each* preschool-aged at-risk program requirements…

- **school term**: minimum of 465 instruction hours for the year
- **teacher** must be **licensed**

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Preschool-Aged At-Risk vs. KPP

careful…

3 or 4-year-old at-risk – must be State-Board approved & submit data to KIDS
- must be 3 or 4 years old by Aug 31
- each child must meet at least one at-risk criteria – to generate $
- poverty criteria is: Free Lunch *only*

- **Kansas Preschool Pilot –** is a grant from KSDE; Early Childhood Team
- age 3 (by Aug 31) to 5, but not K eligible
- at least 50% of the children must meet one of the at-risk criteria
- poverty criteria is Free *and Reduced* Lunch

can receive both

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Checklist item 6:

At-Risk Weighting and Free Meals

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(State) At-Risk Student Weighting

- students who qualify for free lunch (data field D34)
- weighting factor: **0.484** (no change)
- to calculate the weighting:
  free lunch *headcount* x 0.484 (no change)

- **excludes:** virtual, part-time students, students 20 years or older and non-funded preschool students

Enrollment Handbook pgs 38-40

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At-Risk Student Weighting

Remember: KIDS data field D40 is NOT same as data field D34

D34 = Eligibility for National School Lunch / State At-Risk Funding

D40 = Kansas At-Risk Program *Participation*
student's **status can change** throughout the school year
does not generate state at-risk funding (weighting)

Enrollment Handbook pg 39

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At-Risk Student Weighting
KIDS data field D34

0 = not eligible
1 = eligible for reduced price lunch (lunch app or direct cert w/ Medicaid)
2 = eligible for *free* lunch (lunch app or direct cert w/ Medicaid)
3 = eligible for reduced price lunch (KSDE Household Econ Survey)
4 = eligible for *free* lunch (KSDE Household Econ Survey)

Enrollment Handbook pg 39

3 and 4: only use for students at CEP school or at school district preschool program and student doesn't participate in reimbursed meals

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KSDE Household Economic Survey...

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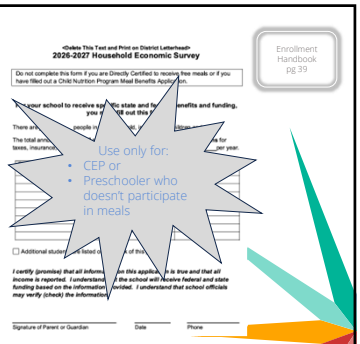
KSDE Household Economic Survey

Still exists but…

- cannot be used to qualify students for free and reduced-price **meals 26-27**
- cannot use prior year (25-26) apps for carryover

- CAN use it if you are a Community Eligible Provision (CEP) school to qualify students for State At-Risk Funds
- CAN use it for a USD preschool program if the program or child does not participate in CACFP/SNP reimbursement or meals



Enrollment Handbook pg 39

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At-Risk Verification

your KSDE auditor will check whether:

- 3% of income eligibility forms must be verified
- Nov 15 is deadline for verification – *please do not miss it*
- if not verified, then 3% reduction in at-risk count/state funding

Enrollment Handbook pg 40

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At-Risk Salary % Calculator

Don't forget: if using at-risk funds to support classroom teacher salaries

Enrollment Handbook pg 40

first: see…

- At-Risk Pupil Assistance Guidelines, item #14 in *those guidelines*
- State Board Approved Evidence-Based Best Practice (list) for At-Risk

then: see calculator on KSDE Fiscal Auditing webpage:

Oct. 31: At-Risk Accountability Plans are due; see upcoming trainings
Expenditure Report is also due

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At-Risk Accountability Plan due: Oct. 31

At-Risk Accountability Plans are due:
KSDE upcoming training (Sept & Oct)

Expenditure Report is also due:
find template on School Finance webpage

Neither will be reviewed or included in your annual KSDE USD audit

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Transportation

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Transportation - what to have ready

current year documentation to have ready:

Checklist item #9
- list of **students** (by SSID) for whom **transportation** is paid with **special ed** funds
- list of **part-time private school students** (if not already provided)

....nearly all other data needed to calculate funding is uploaded to KIDS

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Transportation

use care...

we use the data that you submit to KIDS:

- miles transported (D49)
- transportation FTE (D50)
- student address – including street, city and zip (D51, D52, D53)
- school address – attendance building

If the data is inaccurate; this can affect your transportation funding
- address, city and zip should be accurate
- no PO boxes

Enrollment Handbook pgs 18-20

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Transportation

miles transported:
- door to door
- *one way*
- most travelable route
- do not round up. Example: 2.46 is 2.4, not 2.5

transportation FTE
- round trip is 1.0 FTE
- one way is 0.5 FTE
- *0 FTE for student riding special education-funded bus (both ways)*

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Transportation

who SHOULD be reported for transportation purposes?

- if **transported**, submit regardless of distance (not funded if < 2.5 miles)
- **any student who resides 2.5 miles or more *one way*** from school building attended (most direct travelable route); by law must provide transportation
- data submitted should always be as of Count Day (Sept 21)

who should NOT be reported for transportation purposes?
- tech school or community college; students transported to and from
- special education students riding special education-funded bus/vehicle

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Transportation - Auditing

Preparing for audit
- we will check one-way route distance reported if claimed as 2.5 miles plus
- we will check whether the student is in or out of district (non-resident)

During audit, we will provide a list of students:

- claimed as more than 2.5 miles but that appear to be less
- claimed as in district, but appear to be out of district
- please review the information – let KSDE auditor know if you disagree

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Transportation documentation

Preparing for audit; current year MISCELLANEOUS documentation to have ready:

- road closings: list of closings if route distances affected *9/21/26*

Enrollment Handbook pg 19

- contracted transportation service(s)?
  - name of contracted service (s); *all of them*
  - specific person(s) to contact for each contracted service
  - contact information: including phone number and address

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Concurrent / Dual Enrollment

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Attendance - Concurrently Enrolled HS students

- high school students (grades 10, 11 & 12) attending a KS post secondary tech school, community college, or state college – as of Sept 22

Enrollment Handbook pgs 28-29

Also, must have:

- *IPS (individual plan of study) in place for the studentwebpage*
- *permission from HS principal to enroll (see form on Fiscal Auditing)*
- *course is approved by KBOR (Kansas Board of Regents)*
- *cooperative agreement in place (between district and post-secondary institution)*
- *attendance from both HS and post-secondary institution*

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Attendance – *upload in advance*
Concurrently Enrolled HS students

current year docs for each concurrent HS student - *upload in advance*

Checklist item #1

attendance *(first day of school through end of day Oct 3), including*

- high school
- post secondary (tech school, community college, state college)

institution must provide schedule and verified attendance

can include classes taught by the college *at the high school*

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Minutes – Concurrently Enrolled

KIDS Data field D25 – enter "1" if concurrently enrolled

careful…

do not confuse with KIDS Data field D47 – CTE Contact Minutes

- enter time in D47 only for *approved for funding* CTE courses offered *at* the high school
- if offered anywhere else (tech college, etc…) no minutes in D47

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Checklist item 11:

Bilingual / ESOL

(English for Speakers of Other Languages)

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Bilingual - Weighting

Must meet two requirements for bilingual weighting:

- student must qualify for service
- teacher must be qualified (have the proper license)

(no change)

Enrollment Handbook pgs 41-44

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Bilingual - Weighting

For *licensed teacher* to be qualified for ESOL, by count day:

- have an ESOL endorsement
- have a Kansas ESOL approved waiver
- have a Kansas ESOL provisional license
- have pre-standard license with ESOL endorsement
- have an ESOL Endorsement Plan of Study on file with district office *before* count day and have begun courses
- passed the ESOL PRAXIS *before count day* and applied for license endorsement

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Bilingual - Weighting

Teacher must be qualified; *if has an ESOL Endorsement Plan of Study*:

- again, make sure it is on file with the district office *before* count day
- teacher has 3 years to obtain the endorsement
- must make ANNUAL progress

For 26-27, *annual* progress means:

- teacher has or will take a class in any of the following:
  Spring 2026, Summer 2026, Fall 2026, Spring 2027

Enrollment Handbook pg 43

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Bilingual - Weighting

Paras providing services to English Learner:

- must be directly supervised by ESOL qualified teacher
- teacher cannot supervise more than 5 paras per year
- para is not solely responsible for instruction and preparing for it

- teacher and para must work in close proximity
- must have frequent and productive meetings – at least weekly – *meetings must be documented* – detail student's progress

Enrollment Handbook pgs 42-44

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Bilingual Weighting

Bilingual Weighting will be based on whichever is greater:

- FTE enrollment (based on contact minutes) x 0.395 **or**
- English Learner headcount x 0.185

- not an option for district to choose – KSDE will calculate both
- therefore, districts still <u>must</u> report bilingual contact minutes

Enrollment Handbook pgs 45

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Bilingual - Weighting

Use care in reporting Bilingual contact minutes:

- report minutes for regularly-attended classes (if services provided)
- not recess/not lunch
- if pull-out services, total minutes for 5 days and divide by 5
- if block schedule – use *average* minutes per day
- students in grades 1 to 12 – limited to 360 minutes
- preschool students are limited to 180 minutes
- *Kindergarten – up to 360 minutes*

Enrollment Handbook pg 44

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Calculator – Bilingual Minutes

Where to find the calculator: Fiscal Auditing

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Bilingual - exiting

Only two (2) ways to exit English Learners program:

- Proficient/Fluent on KELPA. Must EXIT if *score proficient ONE year. No retesting.*
  - monitored status (coded 8) – no services – no bilingual weighting OR
  - *optional* transition year (coded 7) – but must provide services
- Withdrawal - Parent withdraws student

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Bilingual – what to *have ready*

Checklist item #11: current year documentation to have ready (continued)

For each student with ESOL participation codes: 1, 2, 3 or 7 (KIDS data field D44):

- **contact minutes** *claimed* and how calculated (log can be used for this)
- daily minutes provided, listed **by provider** (teacher/paras), and by date provided

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Checklist item 3:

Career Technical Education(CTE)

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Career Technical Education (CTE)

Weighted funding: 0.5 funding x computed FTE based on CTE contact minutes

- classes must be *approved for 0.5 funding* through the Pathways Process
- course # for each class offered must be *exact* match to Pathways
- classes taken at tech college or community college – are not funded by KSDF: do not claim them (Ex: Excel in CTE)
- also not funded: CTE class integrated with non-Pathway/non-CTE course
- please *follow* the CTE policy on Doubled-up and Nested classes: Double-up and Nesting CTE Courses Policy

Enrollment Handbook pg 45

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Career Technical Education (CTE)

submit correct CTE minutes in KIDS (D47) for *each student*

- weighting is 0.5 x FTE based on average daily minutes student attended an *approved* class(es)
- average daily minutes are rounded to whole, for example:
  42.2 minutes = 42
  42.5 minutes = 43
  42.8 minutes = 43
- *do not include seminar minutes* – enter those on the PBR
  PBR: Principal's Building Report

Enrollment Handbook pg 46

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Career Technical Education (CTE)

Weighted funding: 0.5 funding x computed FTE based on CTE contact minutes

example:
student taking one approved-for-funding CTE class; 45 min *every day*:

- 45 minutes/60 minutes = .75 hours (rounds to 0.8 hours)
- 0.8 hours/6 hours = 0.1 FTE
- 0.1 FTE x 0.5 = .05 weighted FTE (rounds to 0.1)
- 0.1 FTE x 5,778 = 577.8 (rounds to 578) = $578

BASE for 2026-27 is $5,778 for General Fund.

Enrollment Handbook pg 49

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Career Tech Ed (CTE) - *upload in advance*

current year docs to upload *in advance*:

Checklist item #3

- 9/21 roster for each approved class with correct 16-digit course #
- high school master teacher schedule
- nesting/double-up approvals from KSDE (via email) must be by Oct 15
- bell schedule (all schedules, including for late start/early release)
- course handbook (each high school)
- dual-credit courses – need a list (not funded with 0.5 CTE funding)
- teacher's aides – list aides for each course, for each period/hour

Enrollment Handbook pg 48

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Career Technical Education (CTE)

Calculating Minutes – don't forget – depends on type of schedule at HS:

- **Same** schedule every day
- **Block** schedule, every other day
- **Modified** block

Enrollment Handbook pg 46

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Career Technical Education (CTE)

Help with calculating CTE minutes:
Fiscal Auditing

Don't know where to start? *Start here:*
- is very useful to complete the bell schedule calculator first…
- then complete the CTE minutes calculator

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Career Technical Education (CTE)

careful: when calculating CTE minutes…

calculate: *average daily minutes* for each (CTE) class, so…

- if it takes 1 week to get through a schedule, divide by 5
- if it takes 2 weeks to get through a schedule divide by 10

- add minutes from 1 week / divide by 5 = avg daily minutes or
- add minutes from 2 weeks / divide by 10 = avg daily minutes

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Career Technical Education (CTE)

careful; don't forget:

Enrollment Handbook pg 47

- if you have a 4-day school week, still divide by 5 (days)
- seminar calculation = avg daily # min for seminar / student class periods
  enter seminar minutes on the PBR, *not in KIDS*

  Example: 30 min daily seminar / 7 periods = 4.28 = 4 minutes
  4 min per student x 15 students in class = 60 minutes (in PBR)
- *CTE-funded course is not funded if integrated with a non-CTE course*

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Checklist item 4:

Daily Logs / School Term

122

School Term Requirement

School Term requirement is tracked separate from *individual* student time:

- School Term is tracked by **building or program**
- track the *current year* as you go
- 186 days or 1116 hours (1086 for seniors) – by state law, is minimum
- 465 hours for Preschool-Aged At-Risk (is a policy requirement)

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School Term Requirement

When calculating days/hours:

- again, track it by *building* and *program;* each needs to have a separate log
- parent-teacher conferences count: *1 to 1*
- professional development (PD): *count half the time*
- workdays: *do not count;* are not same as PD/in-service
- lunch and one passing period before or after - do not count
- breaks - do not count (is a passing period in excess of 10 min)
- recess...

Enrollment Handbook pg 9

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School Term: recess – update in policy

Recess

- effective starting last school year...
- recess may immediately precede or follow lunch *and be counted...*

...however, (still) limited to:

- one (1) morning recess, up to 15 minutes
- one (1) afternoon recess, up to 15 minutes
- any additional minutes over 15 per recess do not count

Enrollment Handbook pg 9

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School Term Requirement

Inclement weather:

- designate make-up inclement weather days – on the SO66 (Superintendent's Organizational Report)
- how make-up days work – what is forgiven time...*next....*
- only inclement weather – no other reason is forgiven – call if not sure
- only inclement weather early release/delay start – count all hours
- *early release for any other reason – only count the hours attended*

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School Term Requirement

how make-up days work – what is *forgiven time*?

- must list planned make-up days on S066; designate up to 5 days
- cannot be same dates already scheduled for PD/in-service
- *planned make-up days are (already) above the 1116/1086 minimum*

# make-up days listed on S066	# days actually made-up	# days forgiven, if needed	result
3	3	3	attended 3 make-up days; next 3 forgiven
3	1	0	must make-up all 3 before any forgiven
5	5	5	forgiven up to 5 days
0	0	0	designated 0, therefore 0 forgiven

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School Term Requirement

Resources:

Calculators: 1116 Hour Building Log:
465 Hour Building Log (Preschool-Aged At-Risk)
Fiscal Auditing

School Term Audit Guide

- use the calculators if they help you. If not that, then…
- please use something to help track the year as you go

School Term Guide; see webpage

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1116 hr (186 days) Bldg Log Calculator

Find it on the KSDE Fiscal Auditing webpage. See "**Calculators**"

- **once open, please read the "important information" tab first.**

- orange highlighted cells – you the district, input the data
- blue highlighted cells – the calculator will do the work (no input)
- please do not use the cut/paste function; instead use **copy**/paste

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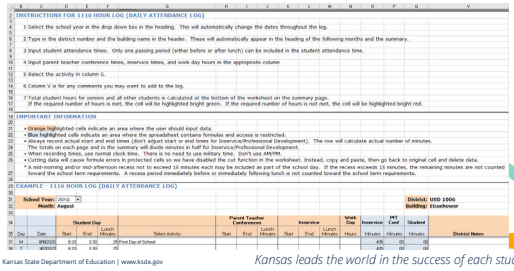
1116 hr (186 days) Bldg Log Calculator



INSTRUCTIONS FOR 1116 HOUR LOG (DAILY ATTENDANCE LOG)

1 Select the school year in the drop down box in the heading. This will automatically change the dates throughout the log.

2 Type in the district number and the building name in the header. These will automatically appear in the heading of the following months and the summary.

3 Input student attendance times. Only one passing period (either before or after lunch) can be included in the student attendance time.

4 Input parent teacher conference times, inservice times, and work day hours in the appropriate column

5 Select the activity in column C.

6 Column V is for any comments you may want to add to the log.

7 Total student hours for seniors and all other students is calculated at the bottom of the worksheet on the summary page.
If the required number of hours is met, the cell will be highlighted bright green. If the required number of hours is not met, the cell will be highlighted bright red.

IMPORTANT INFORMATION

- Orange highlighted cells indicate an area where the user should input data.
- Blue highlighted cells indicate an area where the spreadsheet contains formulas and access is restricted.
- Inservice and Work Day hours are input in hours (Inservice/Professional Development, Work Day/Professional Development). The row will calculate actual number of minutes. The totals on each page and in the summary will divide minutes in half for Inservice/Professional Development.
- When recording times, use normal clock time. There is no need to use military time. Don't use AM/PM.
- Cutting data will cause formula errors in protected cells so we have disabled the cut function in the worksheet. Instead, copy and paste, then go back to original cell and delete data.
- A mid-morning and/or mid-afternoon recess not to exceed 15 minutes each may be included as part of the school day. If the recess exceeds 15 minutes, the remaining minutes are not counted toward the school term requirements. A recess period immediately before or immediately following lunch is not counted toward the school term requirements.

EXAMPLE - 1116 HOUR LOG (DAILY ATTENDANCE LOG)

School Year: 2021-22 | District: USD 1006
Month: August | Building: Eisenhower

		Student Day				Parent Teacher Conferences			Inservice			Work Day	Inservice	PPT Conf	Student	
Day	Date	Start	End	Lunch Minutes	Select Activity	Start	End	Lunch Minutes	Start	End	Lunch Minutes	Hours	Minutes	Minutes	Minutes	District Notes
M	8/9/2021	8:30	3:30	30	First Day of School								420	60	60	
T	8/10/2021	8:30	3:30	30									420	60	60	

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Checklist item 12:

Work-Based Learning

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Attendance – *upload in advance*
Work-Based Learning

current year docs to upload *to have ready for audit*:

Checklist item #12
work log/timesheets/*attendance* *(first day of school through end of day Oct 3)*

but also, must have:
- **agreement**: between student, parent, teacher, supervisor
  Note: *not just the liability agreement*
- **work must be directly related to a class** student is taking or has taken
  (ex: job shadowing, internships, apprenticeships, etc… for HS students)

Enrollment Handbook pgs 31-32

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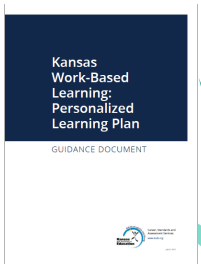
Work-Based Learning

Guidance Document includes:

- Work-Based Learning Agreement – pg 11
- Work Log/Timesheet – pg 27

Find it here:
Kansas Work-Based Learning: Personalized Learning Plan Guidance Document

Also, access it from KSDE Fiscal Auditing webpage



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Work-Based Learning

Sum of requirements and results if missing a requirement:

attendance	agreement	related to course	result
x	x	x	funded; up to 2 hours
	x	x	**no attendance;** missing work logs time not funded; likely part-time student
x		x	**no agreement;** time not funded; likely part-time student
x	x		**not related to course** taken/had taken time not funded; likely part-time student

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Work-Based Learning

Other work-based learning criteria…

- maintain a portfolio
- experience should be related to the student's career goals
- weekly meetings with the student
- worksite visits – at least one every nine weeks

…each of these helps ensure a *quality* Work-Based Learning experience

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Resources

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Keeping up on latest from KSDE

2 ways to do that…

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Keeping up on latest from KSDE: (1)

KSDEweekly

- one-stop source for upcoming deadlines and trainings
- released on Thursdays
- sent directly to your inbox

Not signed up?
Email: ksdeweekly@ksde.gov

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Keeping up on latest from KSDE: (2)

KSDE Statewide Zoom meetings

- timely updates for the field
- Thursdays (every other until January, then every Thursday)
- 12:30 pm central time

hosted by: Commissioner Steel
Deputy Commissioners: Harwood, Nugent and Conrad

link to meetings – sent via KSDE listservs

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How to best contact KSDE Fiscal Auditing:

Call: 785-296-4976
Email: auditing@ksde.gov

Email your field auditor: Staff Directory on webpage

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Laurel Murdie, Director
Fiscal Auditing
(785) 296-4976
laurel.murdie@ksde.gov

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