



ESEA Program Administrator's Webinar

KSDE Special Education & Title Services Team

April 10, 2026

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Agenda Item	Presenter
Consolidation of Administrative Funds	Dean Zajic
Federal Updates	Dean Zajic
Title IA Program and Process Updates	Roxanne Zillinger
Neglected or Delinquent	Heather Terrill
Reminders	Twyla Sprouse

Consolidation of Administrative Funds at the LEA Level

Dean Zajic



CONSOLIDATING ADMINISTRATIVE FUNDS



- ESEA SECTION 8203
 - A district, with State approval, may consolidate funds available for administration under one or more ESEA programs provided the amount set aside under each program is equal to or less than the amount the statute allows for administration
 - A district that consolidates administrative funds does not need to keep separate records for affected administrative funds

Federal Updates

Dean Zajic





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Title I, Part A

Roxanne Zillinger



Title IA Requirements - District



Each District must house required documents in KansaStar.

District KansaStar Upload Requirements -

Important: The requirements have not changed. Only the due date and submission process have been updated.

Spring Documentation due **June 15, 2026**

- ☐ District Verification of Teacher Qualifications Letter (fillable PDF available in KansaStar)
- ☐ Parents Right to Know –
 - ☐ Template of Timely Notice of Teacher Qualification (template available in KansaStar)
- Comprehensive Checklist for SY 2026/2027 - Coming Soon

District Verification of Teacher Qualifications Letter



This documentation verifies whether classes were or were not taught by a teacher meeting state grade level and content area certification.

Reminder:

- Documentation must be uploaded to KansaStar by June 15th.
- Required!

Re: Title I Parents Right to Know

The Every Student Succeeds Act (ESSA) includes several parental involvement requirements, including that all districts within the State understand and comply with the requirement of timely notification to parents in Title I schools where their children are taught by a teacher who did not meet applicable State certification or licensure requirements at grade level and subject area in which the teacher has been assigned for four or more consecutive weeks. The Kansas State Department of Education (KSDE) defines *timely* as "notification within two weeks." All districts must provide evidence of compliance with this provision to KSDE for the school year **2025-2026**.

Districts must provide KSDE a copy of the template that was used to notify parents in a Title I school for the **2025-2026** school year, which must be uploaded into the District KansaStar Account no later than **June 15, 2026**.

Please complete the information below and indicate which of the following conditions apply to the district.

District Number: _____ District Name: _____

_____ One or more of the Title I schools had a class or classes taught for four or more consecutive weeks by a teacher who did not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher was assigned (if additional space is needed, please utilize the second page, attaching a spreadsheet in PDF format is also acceptable).

Name of Building _____

Name of Building _____

_____ All classes were taught by a teacher who met applicable state certification or licensure requirements at the grade level and subject area in which the teacher was assigned. Attached is a copy of the template letter to be utilized if the need arises.

District Administrator Name _____

District Authorized Signature _____

Please complete and upload into the District KansaStar Account by **June 15, 2026**

District - Template of Timely Notice of Teacher Qualification



This documentation is required by Title IA to be sent to parents, in a timely manner, to notify them that their child has been instructed for **four or more** continuous weeks by a teacher that does not meet state grade level and content area certification.

If all teachers meet qualification requirements – upload a copy of the template letter that will be used, should the need arise.

Sample Letter – Title I, Part A
Parents Right-To-Know: Timely Notice of Teacher Qualifications
[\[Use LEA or School Letterhead\]](#)

[\[Date\]](#)

Dear Parents,

The federal Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA) requires schools that receive Title I, Part A funds to notify parents or legal guardians in a timely manner when their child has been taught for four (4) consecutive weeks by a teacher who has not met “applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.” [ESSA Sec. 1112(e)(1)(b)(ii)] The Kansas State Department of Education (KSDE) defines *timely* as “notification within two weeks.”

In Kansas, notification *could* mean the teaching assignment is held by a teacher who holds a(an):

- Standard Kansas Teaching license but does not hold an endorsement at the grade level in which they teach.
- Nonstandard Kansas license in the endorsement area. Examples are:
 - Restricted Teaching License in the endorsement area
 - Temporary nonrenewable license in the endorsement area
 - Provisional license in the endorsement area
 - Limited Teaching Licenses
 - Limited Residency license
 - Limited TAP license
 - Limited Elementary Residency License
- A State Board approved waiver to serve in the position
- Substitute license

During the past four or more consecutive weeks, your child has been receiving instruction from (Name of teacher) in the following class: (Content Area) at (School Building). If you have any questions regarding the qualifications of [\[Teacher's Name\]](#), please contact [\[LEA Contact\]](#) at [\[Phone Number\]](#).

Additional information about Kansas' teacher certification and licensure requirements can be found here: [KSDE – Teacher Licensure Department](#)

Title IA Requirements - Building



Each Schoolwide Program, and Targeted Assistance Program must house required documents in KansaStar.

Important: The requirements have not changed. Only the due date and submission process have been updated.

Spring Documentation due **June 15, 2026**

- ☐ Parents Right to Know –
 - ☐ Timely Notice of Teacher Qualification (template available in KansaStar)
 - ☐ Title IA Parent Evaluation and Results (example available in KansaStar)
 - ☐ Title IA Staff Evaluation and Results (example available in KansaStar)
- Comprehensive Checklist for SY 2026/2027 - Coming Soon

Building - Timely Notice of Teacher Qualification



Required parent notification when a student is taught for four or more continuous weeks by a teacher that does not meet state grade level and content area certification requirements.

- If teachers did not meet qualification requirements – upload the actual letters that were sent to parents.

Reminder:

- Documentation must be uploaded to KansaStar by June 15th.
- Required!

Sample Letter – Title I, Part A Parents Right-To-Know: Timely Notice of Teacher Qualifications

[Use LEA or School Letterhead]

[Date]

Dear Parents,

The federal Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA) requires schools that receive Title I, Part A funds to notify parents or legal guardians in a timely manner when their child has been taught for four (4) consecutive weeks by a teacher who has not met “applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.” [ESSA Sec. 1112(e)(1)(b)(ii)] The Kansas State Department of Education (KSDE) defines *timely* as “notification within two weeks.”

In Kansas, notification *could* mean the teaching assignment is held by a teacher who holds a(an):

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 - Provisional license in the endorsement area
 - Limited Teaching Licenses
 - Limited Residency license
 - Limited TAP license
 - Limited Elementary Residency License
- A State Board approved waiver to serve in the position
- Substitute license

During the past four or more consecutive weeks, your child has been receiving instruction from (Name of teacher) in the following class: (Content Area) at (School Building). If you have any questions regarding the qualifications of [Teacher's Name], please contact [LEA Contact] at [Phone Number].

Additional information about Kansas' teacher certification and licensure requirements can be found here: [KSDE – Teacher Licensure Department](#)

Title IA Parent Evaluation and Results



The effectiveness of the Title I program should be evaluated annually by parents/families.

The evaluation should consider all aspects of the Title I program, including effectiveness of policies, involvement of parent/guardians and impact of equitable services for private school children, where applicable.

The results of all evaluations should be used for planning and improving the services offered to students and families.

Reminder:

- Documentation must be uploaded to KansaStar by June 15th.
- Required!

Sample – Title I, Part A
Parent Evaluation

[Use LEA or School Letterhead]

Title I Program Annual Parent Evaluation

[Date]

All parents of a student who participated in the Title I program this year are asked to complete this evaluation page. Your input is important to us and most questions can be answered with "yes" or "no." The results of all evaluations will be used for planning and improving the services offered to students and their families.

Name: (optional): _____

Date: _____ School: _____

Program

1. Do you believe you have the information you need to understand the content of what your child is being taught in the Title I program? _____
2. Do you have enough information about the achievement standards expected of all children? _____
3. Do you want more information about the means or strategies used to teach your child? _____

Parent Services

4. Do you want more information about the developmental levels of children? _____
5. Would you find it helpful to attend meetings with others parents to hear about strategies parents can use to assist them with their parenting skills in dealing with children or teenagers? _____
6. Would it be helpful to attend a parent meeting for ideas on how you could help your student prepare for the next Kansas assessment that she/he will take? _____

Communication

7. Were you kept informed about your child's progress in school? _____
8. If your student took a Kansas assessment last year, did you get the test scores of your child? _____
9. Did you meet with your child's teachers to talk about his/her progress? _____
10. Do you use PowerSchool's parent access to check on your student's progress? _____



KansaStar Login Page



<https://www.indistar.org/>

A screenshot of the Indistar Login page. The page features two input fields: "Indistar Login" and "Password". Below these fields are two buttons: a dark blue "LOGIN" button and a yellow "Tech Support" button. The background of the screenshot shows a person in a white shirt and blue tie, holding a tablet.

KansaStar Home Page



Select the file folder icon



Indistar® Welcome, Academic School District! Logins ▾

KansaSTAR Kansas leads the world in the success of each student. #KansansCan

Our Direction
Normative Objectives (Ongoing)
0
Update Profile
Set Direction
Mission/Goals - Data Review - Select Indicators

Our Meetings
Leadership Team Meetings (Last 90 Days)
0
Manage Meetings

Our Plan
Actions Completed (Last 90 Days)
0
Assess, Create, Monitor

Our Progress
Objectives Met (Last 90 Days)
0
View Reports
View Feedback

Complete Forms ▾ **Submissions ▾** **Snapshot ▾**

Choose Site to View
Back to My Dashboard
Home
Our Direction
Profile & Team
Set Direction
Our Meetings
Manage Meetings
Our Plan
Assess, Create, Monitor
Our Progress
Reports
Feedback
Complete Forms
Submissions
Resources
Need Help?

KansaStar Document Upload Page



Select "Upload a New File"

The screenshot shows the KansaStar Document Upload interface. On the left is a sidebar with navigation links: Home, Our Direction (Profile & Team, Set Direction), Our Meetings (Manage Meetings), Our Plan (Assess, Create, Monitor), Our Progress (Reports, Feedback), Complete Forms, Submissions, Resources, and Need Help?. The main content area has a header 'Document Upload' and a message 'No files have been shared at this time.' Below this is a button 'Upload a New File' which is highlighted by a red arrow. To the right of this button is a 'View Archived Files' button. Below the buttons is an 'Important Notes' section with two bullet points: 'For browser compatibility, any spaces in the name of the file you are uploading will be replaced with underscores "_".' and 'If you are getting an error upon attempting to upload a scanned document, please re-save the file to a pdf. (Open scanned document in your computer, click FILE, Save As, ...pdf)*'. Below the notes is a section for 'Document Type' with a radio button for 'New File' and a 'Choose File' button. Below this is a text input for 'Web Site Link:'. Then there is a '*Title:' label followed by a text input and a note 'Symbol \'/>

KansaStar Document Upload Folder



Select "*Add in Folder: 25-26 SY Title IA Required Documents Folder"

Document Type:
☒ New File:
 No file chosen
Allowed File Types: .doc, .docx, .xls, .xlsx, .pdf, .ppt, .pptx, .txt
File size limit: 20 MB
☐ Web Site Link:

*Title: Symbol '&' not allowed. Maximum title length is 100 characters.

*Add in Folder:

- Select Folder -

- Select Folder -

25-26 SY Title IA Required Documents

Agendas and Minutes Folder

Data

2017-2018 Uploads

2016-2017 Uploads

 or create a new folder. Symbol '&' not allowed. Maximum name length is 100 characters.

Description:

Uploaded by:

Reminder:
• Documentation must be uploaded to KansaStar by June 15th.



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



Neglected or Delinquent

Heather Terrill



Title I, Part D Subpart 2 Update



- Currently, to receive funds through Title I, Part D Subpart 2 an LEA must submit an Annual Survey Count of at least **15**.
 - That makes us the highest in the country!
- After discussing with Neglected or Delinquent contacts from other states, KSDE is considering lowering the minimum from **15** to **5**.
- Reminder: Title I, Part D Subpart 2 funds are used to support LEAs who provide educational services in facilities where the students have been adjudicated by a judge to be there.
 - Juvenile Detention Centers

Title I, Part D Subpart 2 Update



Why?

- Lowering the minimum Annual Survey Count to **5**, would allow for smaller LEAs and their facilities to qualify for funds through Title I, Part D Subpart 2.

What does this mean for districts?

- If this change takes place, it will affect the Annual Survey Count for **SY 27/28**, which is submitted to the Department of Education in **January of 2027**.
 - Training will be provided by KSDE to ensure understanding of how to complete the Annual Survey Count accurately.



Heather Terrill
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Reminders

Twyla Sprouse



2026 – 2027 Private School Consultation Form



_____ The private school official should initial here if they agree that timely and meaningful consultation occurred before the local education agency made decisions that affected the participation of eligible private school children in the following Title program services: Title I A, Title I C, Title II A, Title III, and Title IV A.

In 2026-2027, the private school will participate in the following programs:

- ☐ Title I, Part A Improving Basic Programs Operated by State and Local Education Agencies
- ☐ Title I, Part C Education of Migratory Children
- ☐ Title II, Part A Preparing, Training, and Recruiting High Quality Teachers, Principals and Other School Leaders
- ☐ Title III, Language Instruction for English Learners and Immigrant Students
- ☐ Title IV, Part A, Student Support and Academic Enrichment Grants

_____ In 2026-2027, the private school has chosen not to participate.

ESEA Consolidated Review Next Steps



- Data verification window closed 4/8.
- KSDE ESEA programs staff data verification review window opened on 4/9 and will close on 5/8.
- The LEA will be contacted by KSDE staff should more information be needed or a document not meet compliance requirements.
- The review process should be complete by June 5, 2026.
- [LCP Consultants by District](#) or contact Twyla Sprouse, 785.296.6714, with questions.

Local Consolidated Plan (LCP)

Twyla Sprouse



LCP Assurances



- The Local Consolidated Plan (LCP) Application is the Authenticated Application districts complete to explain the 2026-2027 budgets and the use of funds for the following programs:
 - Title I, Part A - Improving Basic Programs Operated by State and Local Educational Agencies
 - Title I, Part C - Education of Migratory Children
 - Title II, Part A - Supporting Effective Instruction
 - Title III, Part A - Language Instruction for English Learners and Immigrant Students
 - Immigrant Programs
 - Title IV, Part A - Student Support and Academic Enrichment Grants
 - REAP and Transferability
- **Due Date:** June 5, 2026

LCP Revision and Carryover



- The Local Consolidated Plan (LCP) Revision and Carryover is the last approved budget districts submit for federal funds included in the LCP Application. It is also used to request that funds be carried over into the next fiscal year. The funds included are:
 - Title I, Part A - Improving Basic Programs Operated by State and Local Educational Agencies
 - Title I, Part C - Education of Migratory Children
 - Title II, Part A - Supporting Effective Instruction
 - Title III, Part A - Language Instruction for English Learners and Immigrant Students
 - Immigrant Programs
 - Title IV, Part A - Student Support and Academic Enrichment Grants
- **Due Date: July 1, 2026**

LCP Annual Report



- The Local Consolidated Plan (LCP) Annual Report is the data collection form in which districts report their actual participant numbers and other data from the 2025-2026 school year for the following programs:
 - Title I, Part A - Improving Basic Programs Operated by State and Local Educational Agencies
 - Title III, Part A - Language Instruction for English Learners and Immigrant Students
 - Title IV, Part A - Student Support and Academic Enrichment Grants
 - State At-Risk – Per Dr. Frank Harwood, State At-Risk **will be** reported on the LCP Annual Report.
- **Due Date: July 15, 2026**



KAP and DLM - Test Window Closes April 24th

Cary Rogers

DLM Monitoring Test Completion

- Spring test window closes April 24, 2026
 - ELA and math – expectation is to meet the blueprint requirements in both subjects.
 - Science (Grades 5, 8, 11) – complete the 9 testlets that the computer sends to the student.
 - Encouraged to complete any field tests that are sent to the student – Every student testing in science will receive 2 bundled testlets.
 - Opportunity to submit writing samples – not required, but encouraged.
 - Encouraged to complete the teacher surveys.



Data Extract – DLM Instructionally Embedded Monitoring

State	District	School ID	School Name	Grade	Student Last Name	Student First Name	Student State ID	Window	ELA Educator Last Name	Blueprint Requirement ELA % Met	Total Number of ELA Testlets Taken	ELA Blueprint Requirement 1	ELA Blueprint Requirement 2	ELA Blueprint Requirement 3	ELA Blueprint Requirement 4	Math Educator Last Name	Blueprint Requirement Math % Met	Total Number of Math Testlets Taken	Math Blueprint Requirement 1	Math Blueprint Requirement 2	Math Blueprint Requirement 3	Math Blueprint Requirement 4	Science Educator Last Name	Science Testlets Completed
Kansas				6				Fall Window		50	4	Met	Not Met	Not Met	Met		25	3	Not Met	Not Met	Not Met	Met	NA	NA
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0



Special Circumstance Codes – KAP and DLM

- Communicate with your test coordinator if you have a student who needs an SC code entered.
- [Special Circumstance Codes for Kansas](#) Only enter 1 SC code per subject.
- Test coordinator emails KSDE with the SSID, SC code, and reason.
- SC codes need to be entered for the spring test window before the test window closes on April 24th, no codes can be entered once the window is closed.





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Upcoming Events



- ESOL/Title III Update Webinar
 - Thursday, April 16, 2026, 1:00 – 2:00 pm
 - Registration Link: [ESOL/Title III Update Webinar](#)
- Highly Mobile Office Hours
 - Tuesday, April 28, 2026, 2:00 – 4:00 pm
 - Registration Link: [Highly Mobile Office Hours](#)
- ESEA Title IA Office Hours
 - Thursday, April 30, 2026, 9:00 – 10:00 am
 - Registration Link: [ESEA Title IA April Office Hours](#)

KSDE Weekly & Listserv Information



The KSDE Weekly newsletter is the primary source of communication for the agency. Click [here](#) to have KSDEweekly sent to your inbox.

Curriculum Leaders Listserv

Pat Bone, (785) 296-2303

Pat.Bone@ksde.gov

ESL Listserv

Emily Scott, (785) 296-4941

Emily.Scott@ksde.gov

Homeless Listserv

Maureen Tabasko, (785) 296-1101

Maureen.Tabasko@ksde.gov

Kansas Alternate Assessment Listserv

Cary Rogers, (785) 296-0916

Cary.Rogers@ksde.gov

LCP listserv

Alysha Nichols, (785) 296-6066

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Thank you for joining us!



The next webinar is scheduled for:

May 8, 2026

10:30 a.m.



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