

December 5, 2025
KSDE SETS Special Education Administrators' Webinar
Agenda

Agenda Item	Presenter
Welcome	TASN Coordination
Director Updates • The Next 100-day Checklist: Oct-Dec • Data Collection Window Reminders • DLM Fall Test Window	Brian Dempsey
Personnel Categorical Aid	Evelyn Alden
IDEA Fiscal • VI-B Expired Grant Funds • VI-B Private School Participation- Window Opens Jan 6 • VI-B LEA Maintenance of Effort (MOE) and Excess Cost Reporting Window Closes	Helen Swanson & Dean Zajic
KSDE Early Childhood Special Education Updates	Angel Spann
KASEA Updates	Angie Karraker



Director Update -Reminders

- KSDE SETS Special Education Administrators Quarterly #3
 - Feb 23, 2026, in Wichita at the Holiday Inn
 - [Register for the Quarterly#3](#)
- Kansas Federal Education Funds Administration Forum
 - March 26-27, 2026, in Wichita at the Eugene Hughes Metropolitan Complex
 - [Registration for this Event](#)



100 Day Checklist October-December

- Next 100 Days- Checklist for Special Education Administrators
 - Administrators may use this checklist to identify and prepare for key items and deadlines occurring within the next 100 days, from October through December.
 - The following 100-day checklist starting in January will be coming soon....



Data Collection Window Reminders

- Period 1 :ESI data collection Window Closes December 20 (data gathered between June 1- November 30)
- Period 2:ESI Data Collection Window Opens January 1 (data gathered between Dec. 1- May 31)

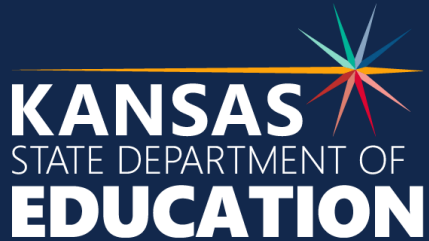
Any questions regarding the ESI Data collection Windows can be directed to Trish Backman at trish.backman@ksde.gov

December KSBOE Meeting – ABA Guidance

- The [Kansas State Board of Education](https://www.ksde.gov) will consider on December 9 Guidance on Applied Behavioral Analysis (ABA) in school settings.

DLM fall test window

Test window closes December 19th



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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

- The fall test window will close on December 19.
- The expectation is that all students meet the blueprint requirements in ELA and math.
- Use the Instructionally Embedded Monitoring Extract to monitor blueprint completion for a district.

Contact Information



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Personnel Categorical Aid (KGRS)

- Remember to set aside time to go over reports.
 - Errors-the words tell where the issue is
 - Discrepancy-the person is licensed correctly, but not for the entire time
- If you don't understand why someone is an error or discrepancy, contact Evelyn (email is best evelyn.alden@ksde.gov and don't be afraid to include names and/or ID numbers.)
- Make sure the person doing the report is aware of staff changes and has a way to get information.



Checking KSDE licenses



- Tip sheet at:

<https://www.ksde.org/Portals/0/SES/funding/CatAid/License-KSDELicenseLookup.pdf>

When checking licenses, either because they are in process, or to understand a discrepancy, the status date is important.

Application Status				
Name	Educator ID	Disciplinary Action	Application Status	Status Date
		NONE	APPLICATION IN PROCESS	8/25/2025

Above is an example of when follow-up needs to be made. Something has gone awry with this application!

If this teacher does not know what the holdup is, this teacher needs to contact teacher licensure ASAP! (Evelyn cannot help here!)





Substitutes

- “Substitute in process” means there’s nothing obviously wrong with the claim. The teacher has a license (or it’s in process).
- “Substitute not approved” means there is a critical issue with the claim.
 - The most common issue is that the claimed teacher does not have a license from KSDE suitable for being a substitute.
 - Another possibility is that the position is named Sub/Esub/Substitute.

Substitutes will be approved before the third payment, probably after February 1st.





Infant Toddler Programs (Part C)

- Infant Toddler is Birth through age 2.
 - The day a child turns 3, they become early childhood.
- **Selecting the appropriate Infant Toddler program in PCA adds that building number to your district.** Infant toddler positions may then be created in that building and reports easily run for the infant toddler program
- The **area of services** should match what the teacher is doing, the **grade levels** must be IT-IT



Reimbursement Deadlines



- February 1st – Final day to enter waivers for FY26
 - Apply as soon as possible!

The remaining payments pay on ONLY **ELIGIBLE** FTE!

- March 2nd – Final day to enter/update before third payment
 - Note: first business day after the 1st
- April 1st – Final day to enter/update before fourth payment
- April 15th – Final day to enter/update Vacancy report for special education staff
- May 1st – Final day to enter/update staff and positions for the year.
- June 1st – Final day to enter/update inservice

Deadlines are in Appendix A of the Reimbursement Guide, in the KIAS calendar, and separately here: <https://www.ksde.gov/Portals/0/SES/funding/CatAid/CatAid-Deadlines.pdf>





Expiring IDEA VI-B Funds

Expiring IDEA VI-B Funds

- Federal Fiscal Year 2023
 - 27-month period of performance: July 1, 2023-September 30, 2025
 - 90-day liquidation - September 30 – December 30
 - Reminder - To receive December payments, funds must be requested on Form 240 in November

*KSDE review of Form 240: All LEAs have zero balances for FFY23

- Looking Ahead
 - FFY 2024 Period of Performance: July 1, 2024-September 30, 2026
 - FFY 2025 Period of Performance: July 1, 2025-September 30, 2027





IDEA VI-B Private School Participation

IDEA VI-B Private School Participation

Data collection window: January 6-February 7, 2026

- Collection is used to determine the proportionate share of IDEA Part B funds for the next fiscal year

Completed in Kansas Grants Reporting System (KGRS)

<https://apps.ksde.org/authentication/login.aspx>



Data Collected – Consultation

- Timely and meaningful consultation
 - LEA shall consult with private school representatives and representatives of parents of the parentally enrolled private school children with disabilities.
 - The LEA shall obtain a written affirmation signed by the representatives of participating private schools.
 - If representatives do not provide such affirmation within a reasonable period of time, the LEA shall forward the documentation of the consultation process to KSDE.



Data Collected – Child Count

- All children determined to have a disability that are parentally placed in private schools regardless of whether or not they are receiving special education or related services or whether the child lives within the jurisdiction of the LEA.
- Only include five-year-olds who are enrolled in a private school kindergarten
- Do not include gifted
- Count date – Last Friday of October or December 1



Resources

- [Private School Proportionate Share FAQ document](#)
- [Kansas Special Education Process Handbook](#)
- Kansas Grants Reporting System User Guide
 - Located in the help section within the PSP data collection





IDEA VI-B MOE and Excess Cost Reporting

IDEA VI-B MOE and Excess Cost Reporting

The report is housed in Kansas Grants Reporting System (KGRS)

<https://apps.ksde.org/authentication/login.aspx>

November 14 to January 14 - Reporting collection window

- November 14 – Submission window opens
- December 15 - Submission deadline for coop/interlocal member districts
- January 14 - Submission window closes for stand alone, coop/interlocal LEAs



Resources

- Maintenance of Effort (MOE)
 - [KGRS User Guide: Maintenance of Effort and Excess Costs](#) (PDF)
 - [Excess Cost and MOE Instructions](#) (PDF)
 - [MOE Explanation](#) (PowerPoint)
 - [IDEA MOE Tracker](#) (Excel)
 - [Understanding Maintenance of Effort](#) (PDF)





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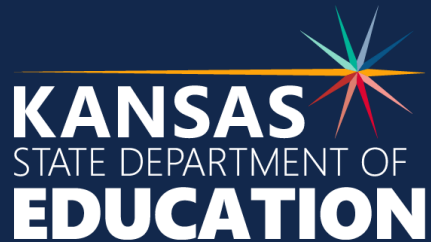
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KSDE Early Childhood Special Education Updates

Angel Spann, Early Childhood SPED Coordinator

December 5, 2025



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Early Childhood Special Education

Kansas early childhood special education programming is evaluated in the following ways:

- **Indicator 6**-measures preschool environments
- **Indicator 7**-measures outcomes of preschool programming
- **Indicator 12**- a compliance indicator measuring transitions be completed with 100% accuracy

Updates/Reminders for Indicators 6, 7 & 12



Updates/Reminders for Indicator 6

- Please utilize the Projected Indicator 6 Report in SPED Pro to monitor your preschool programming
- Please use the Indicator 6 Data Guide to analyze your Indicator 6 data and guide programming decisions [Indicator 6 Data Guide for Preschool Environments](#)

Please feel free to reach out to Angel Spann (angel.spann@ksde.gov) for support/assistance.

Updates/Reminders for Indicator 7

- Please utilize the Missing Exit/Entry report on the OWS site to make sure your district is exiting and entering students in a timely matter
- Please make sure you are using the resources on the OWS site to support you and your staff for completing COS forms

Please feel free to reach out to Angel Spann (angel.spann@ksde.gov) for support/assistance.

Updates/Reminders for Indicator 12

Should you need any assistance with KIAS regarding Indicator 12, please feel free to reach out to Melissa Valenza (melissa.valenza@ksde.gov) for support/assistance.

Professional Development Opportunities for Early Childhood Special Education Staff

- KDEC 44th Annual Early Childhood Conference [2026 Conference Information](#)
- National Resource Center for Paraeducators, Related Service Providers & Interventionists [Summary - 38th National NRCP Virtual Conference](#)



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Connecting with KASEA

- Advocacy and the Legislative Session

Winter Conference

- Social 2/23/26 River City Brewery
- Membership Meeting 2/24/26

Professional Development

- Greenbush - A Fresh Look at Functional Behavior Assessment and Behavior Support Planning
- Greenbush - Forums 12/9/25 Early Career and 12/16/25 Sped Leader Forum
- CASE Mindful Matters

Thank you for Joining us today!!!

Next webinar is scheduled for February 6, 2026

