

Annual Statistical Report (18E)

Instruction Manual

Submit by: August 31, 2026



Kansas leads the world in the success of each student.



Kansas State Board of Education

900 S.W. Jackson Street, Suite 600 | Topeka, Kansas 66612-1212 | (785) 296-3203 | www.ksde.gov/state-board

Vision

Kansas leads the world in the success of each student.

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.

District 1



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District 3



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District 9

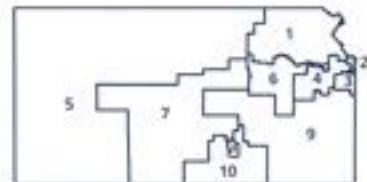


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District 10



Debby Potter
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Kansas divided into the ten State Board of Education districts.



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of Education



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Dr. Zach Conrad
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The Kansas State Board 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 Big Schools 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 1812, Topeka, KS 66612, (785) 296-3201.

May 27, 2020

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18E ANNUAL STATISTICAL REPORT

Introduction

Frank Harwood

Deputy Commissioner
Division of Fiscal & Administrative
Services
Kansas State Department of
Education
[Frank Harwood](#)

Dale Brungardt

Director, School Finance
Division of Fiscal & Administrative
Services
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Welcome to the Annual Statistical Report (18E). This report is used to collect transportation data for various surveys and state and federal reports. In addition, the transportation expenditures will be audited to determine the 110 percent cap for transportation state aid for the current year.

Specific questions relating to a specialized topic should be directed to the point of contact listed on the screen. Additional guidance may be available by clicking on the HELP button on the left column of the screen. This report is due on August 31.

If any other questions arise in the completion of your report, please direct them to [Rose Ireland](#) at (785) 296-4973.

Instructions

Login the KSDE Authentication Portal: <https://apps.ksde.gov/authentication/login.aspx>

Enter ***your*** User Name and Password. 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?

General Help Email helpdesk@ksde.org (785) 296-7935	KN-CLAIM Support Email cnwapplications@ksde.org (785) 296-2276
KESA Support Email jnobo@ksde.org - Jeannette Nobo bbagshaw@ksde.org - Bill Bagshaw (785) 296-4948 - Jeannette Nobo (785) 296-2198 - Bill Bagshaw	KEEP Support Email ayates@ksde.org - Ann Yates bbagshaw@ksde.org - Bill Bagshaw (785) 296-5140 - Ann Yates (785) 296-2198 - Bill Bagshaw

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](#)

Click Annual Statistical Report (18E) to begin.

Manage My Account

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 2020

9. KN-CLAIM

10. Lea Forms

11. Principal's Building Report (PBR)

12. SPEDPro

** 13. State Forms - Legacy.

14. Superintendent's Organization Report (SO66)

Click Create New Report for 2026 to begin.

You May create your 2026 report by clicking on (Create New Report for 2026) below.
You may edit your current report or view prior reports by clicking Select next to the fiscal year.

	Fiscal Year	Status	Due Date
Select	2025	SUBMITTED	August 31, 2025
Select	2024	SUBMITTED	August 31, 2024
Select	2023	SUBMITTED	August 31, 2023
Select	2022	SUBMITTED	August 31, 2022
Select	2021	SUBMITTED	August 31, 2021
Select	2020	SUBMITTED	August 31, 2020
Select	2019	SUBMITTED	August 31, 2019
Select	2018	SUBMITTED	August 31, 2018
Select	2017	SUBMITTED	August 31, 2017
Select	2016	SUBMITTED	August 29, 2016
Select	2015	SUBMITTED	August 28, 2015
Select	2014	SUBMITTED	August 29, 2014

Create New Report for 2026

NOTE: Data should be saved frequently to reduce the risk of losing data. Session timeouts may vary due to inactivity.

Administrative Data

Please enter the appropriate contact information for your district. This should be the person responsible for submitting the report or the most knowledgeable person should KSDE need to contact your office.

Click <Save> then <Next Screen>.

Administrative Data

Next Screen

USD information is populated from KSDE directory information.

USD #	D0102
Name	Cimarron-Ensign
Address	314 N. First
City	Cimarron
State	KS
Zip	67835-0489
Superintendent	Mr. Mike Waters

Enter/Change the contact information and click the save button.

Contact Name	
Contact Position	
Email	
Phone Number ###-###-####	

Save

Bonds Proceeds for Publicly Owned School Buildings

This screen collects data on active bonds, their related revenues and expenditures, remaining bond authority, and projects started as a result of bond issuance.

- **Revenues:**
 - Bonds proceeds received: Enter any bond proceeds received during the previous school year.
 - Other authorized revenue: Enter any interest earned during the previous school year.
- **Expenditures:** Include both actual prior year expenses and prior year encumbrances during the 12- month period.
- **Cash and Investments held at end of fiscal year:**
 - Cash and Deposits (include CD's and security holdings) June 30: Report the total amount of cash on hand as of June 30, 2026 for the Bond Construction Fund only.
- **Amount of Bonds Authorized But not yet sold:** Enter the total amount of bonds approved by an election, but not yet sold.

NOTE: Only report revenue and expenditures encumbered in the collection year for current and ongoing general obligation bond projects. Do not report expenditures for projects from other funds.

Bond Proceeds for Publicly Owned School Buildings

Previous ScreenNext Screen

Enter Whole numbers only. Click on the Save button at the bottom of screen to save your changes.
For detailed description hover your cursor over the item's description.

A. Revenues

	Total (Whole numbers)
Bond proceeds received	0
Other authorized revenue (include Bond Premiums and Interest)	0
Totals:	0

B. Expenditures

	Total (Whole numbers)
Cost of new sites and additions to sites	0
Cost of new buildings (include Architect's fees)	0
Cost of additions to buildings	0
Cost of remodeling buildings	0
Cost of temporary classrooms	0
Cost of equipment and furniture	0
Other allowable expenditures	0
Totals:	0

C. Cash and Investments Held at End of Fiscal Year(Bond Construction Fund Only)

	Total
Cash and Deposits (include CD's and security holdings) on June 30	0

D. Amount of Bonds Authorized But Not Yet Sold

	Total
Bond Authority Remaining	0

Bond Projects

KSA 72-1167 requires school districts to annually submit a report on all construction activity that is financed by bonds for which the bonds have not matured.

The Bond Projects list will be maintained for future reports. If you have a project in the process that has not been entered on this report, please enter the project and report the actual start date. When you complete a project, make sure to update with the actual costs and completion date.

Add New Project:

- 1. Click on “New Project”.
- 2. Enter the project information into the Project Name, Estimated Cost, Starting Date.
- 3. Click on “Save Project”.

Updating Projects Listed:

- 1. Click “Select” next to the project in the list you want to edit.
- 2. Edit the information in the Project Name, Estimated Cost, Actual Cost, Starting Date and Completion Date fields.
- 3. Click on “Save Project”.

E. Bond Projects

When first entering screen, enter project and press Save Project. For each project after that, press New Project, enter data then press Save Project. The Save button on the bottom of the screen only saves the projects listed in the table below. Enter whole dollars and dates like MM/DD/YYYY. You must press SAVE on the bottom of the screen before going to the next screen.

Project Name

Tennis Field

Estimated Cost

50000

Actual Cost

Starting Date

06-25-2025

Completion Date

New Project

Save Project

	Project Name	Estimated Cost	Actual Cost	Start Date	Completion Date
Select	Tennis Field	50000		06-25-2025	
Select	Gymnasium	750000	745000	07-15-2022	07-15-2024
Select	Track and Field	125000	11000	07-15-2023	06-30-2025

Save

TIP: The “Save Project” button and “Save” button are closely positioned on the screen but serve two important purposes.

- Save Project: only adds items to the project list.
- Save: will save all the data entered on this screen.

Do not proceed from this page without first clicking on the “Save” button.

Bonds and School Property

Bond amounts and related property values are reported here. Bond payments should include principal only. **Do not include interest on this screen.**

Bonds are outstanding indebtedness incurred as a result of purchasing or improving any site or sites necessary for school district purposes, such as acquiring, constructing, equipping, furnishing, repairing, remodeling or making additions to buildings and/or purchasing school buses.

NOTE: ONLY REPORT INFORMATION FOR GENERAL OBLIGATION FUNDS.

- 2. Bonds (in dollar amount) outstanding at the beginning of year 7-1-2025: should be the same as the bonds outstanding at the end of the prior school year (6-30-2026).
- 6. Principal Payments for General Obligation Bonds [include refunded/refinanced bonds]: only include principal payments. Do not include interest payments.
- 7. Bonds outstanding at the end of year (6-30-2026) (#5 minus #6): confirm by subtracting total principal payments (line 6) from the outstanding balance at the beginning of the year (line 5).

Bonds and School Property

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Next Screen

Enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.

1. What was the number of bond elections held during the school year?	0
a. If an election(s) passed, what was the total amount approved in dollars?	0
2. Bonds (in dollar amount) outstanding at beginning of year 7-1-2025	0
3. Bonds issued (in dollar amount) during the year (new bonds only)	0
4. Bonds issued due to refunding/refinancing	0
5. Bonds outstanding plus bonds issued (#2 plus #3 plus #4):	0
6. Principal Payments for General Obligation Bonds [include premiums due to refunded/refinanced bonds that was paid or set aside toward principal]	0
7. Bonds outstanding at the end of year (6-30-2026)(#5 minus #6)	0

Save

Constitutional Challenge

KSA 72-5171 requires districts to report the total expenditures from any fund for expenses incurred as a result of the school district's participation in any legal proceeding challenging the constitutional adequacy of any school finance laws under section 6 of article 6 of the constitution of the state of Kansas, regardless of whether such school district was a named party in such legal proceedings, and including any dues, fees or other expenses incurred by such school district as a result of its membership in any organization that participates in any legal proceeding challenging the constitutional adequacy of any school finance laws under section 6 of article 6 of the constitution of the state of Kansas for the following years.

Constitutional Challenge

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Next Screen

KSA 72-5171 require districts to report the total expenditures from any fund for expenses incurred as a result of the school district's participation in any legal proceeding challenging the constitutional adequacy of any school finance laws under section 6 of article 6 of the constitution of the state of Kansas, regardless of whether such school district was a named party in such legal proceedings.

Include any dues, fees or other expenses incurred by such school district as a result of its membership in any organization that participates in any legal proceeding challenging the constitutional adequacy of any school finance laws under section 6 of article 6 of the constitution of the state of Kansas.

Fiscal Year	PLEASE ENTER WHOLE NUMBER (Expenditures)
July 1, 2026 - June 30, 2027 (Estimate)	0
July 1, 2025 - June 30, 2026	0

Save

Indirect Costs and School Days in Session

Costs reported here are used in the indirect cost calculation to determine a rate for each school district that can be used to reimburse expenses incurred in the general fund and supplemental general fund. Please check with the Title Services for specific guidelines on each federal program.

Indirect Costs and School Days in Session

Previous Screen

Next Screen

Enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.
For detailed description hover your cursor over the item's description.

	Total
1. Superintendent's salary	0
2. Assistant Superintendent's salary	0
3. Area Director's salary	0
4. Board of education expenses	0
5. District election expenses	0
Totals:	0

Superintendent's Salary: Determine the gross salary of the Superintendent for the duties as a Superintendent. Exclude fringe benefits (such as health insurance, reimbursements for actual expenditures incurred, etc.,) and prorated time spent in some other capacity (principal). If part of the salary is tax free (sec. 125), auditors are to consider that portion as fringe. If any benefits or payments are taxable, then include them as salary. This salary is found in function 2300 (more specifically 2321, object 110) of the school district's budgets in the general fund and supplemental general fund.

Assistant Superintendent's Salary: Gross salary of the assistant superintendent excluding fringe benefits and prorated time spent in another capacity. If part of the salary is tax free, that portion is considered fringe benefit and deducted from the salary reported. This salary is found in function 2300 (more specifically 2321, object 110) in the general fund and supplemental general fund.

Area Director's Salary: Activities concerned with area-wide supervisory responsibility, paid from Function 2300 or 2500. Included in Function 2500 would be the Director of Fiscal Services, Director of

IT, and the Director of Human Resources. Included in Function 2300 would be Director of Curriculum, Director of Secondary Education, Director of Elementary Education, Director of Legal Services, and Director of Instruction. Other directors of district-wide instructional programs that have administrative responsibilities paid from either 2300 or 2500 would be included.

Samples of those individuals to exclude: Director of Transportation Director of Food Service Director of Operations and Maintenance Director of Special Education.

Board of Education expenses: KSA 72-1137 allows compensation of school board members effective 7-1-2025. Expenses that can be directly attributable to the District’s Board. This would include such items as:

- Travel and registrations for Board members.
- Salaries and Benefits
- Dues such as KASB and National Association of School Boards.
- Periodicals, books and subscriptions for Board members. (Include professional dues)
- Legal expenses related to litigation against the Board.
- Other expenses that are directly related to the Board.

Items that would **not** be included are:

- a. Board attorney retainer fees.
- b. Cost of the annual CPA audit. Some items must be decided on an individual basis, but the determining factor is whether the expense was for the board or for the district.

District Election Expenses: Payments made to the county clerk for the conduct of a school district elections.

School Days in Session

School Days in Session

	Total
Average number of days school was actually in session	0.0

Save

How to calculate school days in session:

Total Number of Days that each School in the district was in session ÷ number of schools in the district. (Average Number of Days School was actually in Session)

Federal Program Financial Statement

Title I projects (Title I, School Improvement Title I, Title I Part D, etc) balance, receipts, expenditures and refunds are reported here. Do not report funds received for other federal funds unless they were transferred to a Title I grant during the school year; enter these transfers in the Receipts column. Receipts are all funds drawn and received. Your ending balance is automatically calculated, and reflects all funds not spent. Exclude food service and [P.L. 103-382](#).

Federal Program Financial Statement

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Next Screen

Enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.
For detailed description hover your cursor over the item's description.

	Beginning Balance	Receipts	Total Amount Available	Expenditures	Refunds	Ending Balance
Title I - All Projects	0	0	0	0	0	0
Title I - Carryover	0	0	0	0	0	0

Coronavirus Aid, Relief and Economic Security (CARES) Act

CARES Act Revenues and Expenditures

CARES Act Funds – Revenues: Enter actual revenues received for the reporting period. While federal expenditures are reimbursement based and reported July 1 through June 30, we realize districts may receive reimbursement in July of the following fiscal year. Report only revenues received July 1 through June 30 for the reporting period.

CARES Act Funds – Expenditures:

- 1. TOTAL Current Expenditures: Current expenditures are expenses for the day-to-day operation of schools. They include expenditures for staff salaries and benefits, supplies, and purchased services.

Enter actual expenditures for current operating expenditures for all function code expenditures (1000, 2100, 2200, 2300, 2400, 2500, 2600, 2700, 2800, 2900, 3100 and 3200).

Note: Exclude the following expenditures from Current Expenditures:

- Object 560-569: Tuition expenditures to reimburse other educational agencies for instructional services to students residing within the legal boundaries described for the paying school district (Function 1000);
- Object 511: Student transportation purchased from another school district within the state (Function 2700);

- Object 512: Student transportation purchased from another school district outside the state (Function 2700);
 - Object 591: Payments to another school district within the state for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing and guidance.
 - Object 592: Payments to another school district outside the state for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing and guidance.
 - Object 700: Property and Equipment (all Function Code Expenditures).
2. Instructional Current Expenditures: Of the TOTAL Current Expenditures reported on Line #1, report current expenditures related to 1000-Instruction.
 3. Support Services Current Expenditures: Of the TOTAL Current Expenditures reported on Line #1, report current expenditures related to 2000-Support Services.

Support Services includes Function 2100-Support Services Students; 2200-Support Services Instruction; 2300-Support Services General Administration; 2400-Support Services School Administration; 2500-Central Services; 2600-Operations and Maintenance; 2700-Student Transportation; and 2900 Other Support Services.
 4. Operations and Maintenance Support Services - Of the TOTAL Support Services Current Expenditures reported on Line #3, report current expenditures related to 2600-Operations and Maintenance.
 5. Food Services Current Expenditures: Of the TOTAL Current Expenditures reported on Line #1, report current expenditures related to 3100-Food Service.

Capital Outlay Expenditures: These expenditures are not included in Lines 1 through 5. Report all capital outlay expenditures related to all Function 4000-Facilities Acquisition and Construction, and Object 700 Property and Equipment (all Function Code Expenditures).
 7. Technology-Related Supplies: Of the TOTAL Current Expenditures reported on Line #1, report technology related supplies for Objects 351, 352, 432, 443, 530, and 650 (all Function Code Expenditures).
 8. Technology-Related Equipment: Of the TOTAL Capital Outlay Expenditures reported on Line #6, report equipment related expenditures for Objects 734 and 735 (all Function Code Expenditures). Expenditures for technology-related supplies should not be reported here.

Basic Edits:

- A) Sum of Line 2 plus Line 3 plus Line 5 should not be greater than Line 1.
- B) Line 4 should not be greater than Line 3.

Cares Act Revenues and Expenditures

[Previous Screen](#)
[Next Screen](#)

This information will be used for state and federal reporting purposes. Please report revenues and expenditures for the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

All revenues and expenditures should be reported as whole dollars.

CARES Act Funds - Revenue		ESSER I	ESSER II	ESSER III
Report all federal revenue received July 1, 2025 - June 30, 2026		(CARES Act)	(CRRSA)	(ARP)
1	Elementary and Secondary School Emergency Relief (ESSER) Fund [include SPED ESSER]	0	0	0
2	Governor's Emergency Education Relief (GEER) Fund [may not be applicable]	0	0	0
3	Coronavirus Relief Fund (CRF) [include SPARK from counties; include EANS]	0	0	0
CARES Act Funds - Total Revenue (Sum of Lines 1- 3)		0	0	0

CARES Act Funds - Expenditures		ESSER I	ESSER II	ESSER III
Report all federal Expenditures July 1, 2025 - June 30, 2026		(CARES Act)	(CRRSA)	(ARP)
1	TOTAL Current Expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, and 890 for functions 1000, 2000, 3100, and 3200; exclude objects 511, 512, 561-567, 569, 591, and 592)	0	0	0
2	Instructional expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, and 890 for function 1000; exclude objects 511, 512, 561-567, 569, 591, and 592)	0	0	0
3	Support Services expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, and 890 for function 2000; exclude objects 511 and 592)	0	0	0
4	Support services, operation and maintenance of plant expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, 835 and 890 for function 2600; excluding object 591)	0	0	0
5	Food services operations expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, 835 and 890 for function 3100; excluding object 591)	0	0	0
6	Capital Outlay expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-700, and 890 for function 4000; object 700 for ALL functions)	0	0	0
7	Technology-related supplies and purchased services expenditures paid from CARES Act funds (objects 351, 352, 432, 443, 530, 650 for ALL functions)	0	0	0
8	Technology-related equipment expenditures paid from CARES Act funds (objects 734, 735 for ALL functions)	0	0	0

[Save](#)

School Bus Drivers

The term "School Bus Drivers" should refer to any person employed or contracted by the school district to provide transportation for students in school buses, school passenger vehicles and activity buses. Do not include parents as a "school bus driver" who are reimbursed mileage to transport their child/children from home to school and school to home (for regular route).

Number of Drivers: Report the number of drivers (school vehicle drivers only) for each route type.

Number of Accidents with Pupil Fatalities: Report the total accidents for all route types for all vehicles (buses, cars, trucks, vans) and all school vehicle drivers (including parents, teachers, coaches and sponsors).

Number of Accidents with Pupil Injuries: Report the total accidents with pupil Injuries for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors).

Total Number of Property Only Damage Accidents: Report the total accidents with only Property Damage for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors).

Total Pupil Fatalities: Report the total pupil fatalities for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors).

Total Pupil Injuries: Report the total pupil injuries for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors).

NOTE: Even though an individual who drives a bus (i.e. Parents, teachers and coaches) may not be counted as a school vehicle driver, this individual is still required to meet and maintain the same legal qualifications as an individual who is counted as a school vehicle driver.

State Reportable Accidents:

Per Kansas law any motor vehicle accident/collision which results in death or injury to a person or total property damage of \$1,000 or more must be reported to a duly authorized police authority.

Regardless of whether or not a police report is made, an accident/collision meeting these requirements must be documented on the 18E report.

K.S.A. 8-1602. Accident involving death or personal injury; duties of drivers, reports; penalties for violations; revocation of license, permit or driving privileges.

- The driver of any vehicle involved in an accident resulting in injury to, great bodily harm to or death of any person or damage to any attended vehicle or property shall immediately stop such vehicle at the scene of such accident, or as close thereto as possible, but shall then immediately return to and in every event shall remain at the scene of the accident until the driver has fulfilled the requirements of K.S.A. 8-1604, and amendments thereto.
- A person who violates subsection (a) when an accident results in:
 - Total property damages of less than \$1,000 shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided in K.S.A. 8-2116, and amendments thereto.
 - Injury to any person or total property damages more than \$1,000 or more shall be guilty of a class A person misdemeanor.
 - Great bodily harm to any person shall be guilty of a severity level 8, person felony.
 - The death of any person shall be guilty of a severity level 6, person felony, except as provided in subsection (a)(5) [(b)(5)].
 - The death of any person, if the person knew or reasonably should have known that such accident resulted in injury or death, shall be a level 5, person felony.
- The director may revoke the license or permit to drive, or any nonresident operating privilege of any person so convicted.
- The driver shall comply with the provisions of K.S.A. 2017 Supp. 8-15,107, and amendments thereto.
- Except in the case of an accident involving death or apparent injury of any person, or the transportation of hazardous material, the owner or driver of a vehicle which obstructs the regular flow of traffic on any interstate highway, U.S. highway, or any multilane or divided roadway, shall

make every reasonable effort to move the vehicle from the roadway, if, moving the vehicle may be done safely, does not require towing and may be operated under its own power without further damage to the vehicle or the roadway and without endangering other vehicles or persons upon the roadway.

School Bus Drivers

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July 1, 2025 - June 30, 2026

Enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.
For detailed description hover your cursor over the item's description.

A. Regular Routes

Note: Include regular school term, summer school term, career and postsecondary and field trips.

	Under 65	Over 65	Total
Number of Drivers	0	0	0

B. Activity Routes

	Under 65	Over 65	Total
Number of Drivers	0	0	0

C. Special Education Routes

	Under 65	Over 65	Total
Number of Drivers	0	0	0

STATE REPORTABLE ACCIDENTS

Per Kansas law, any motor vehicle accident/collision which results in death or injury to a person or property damage of \$1,000 or more, must be reported to a duly authorized police authority. Regardless of whether or not a police report is made, an accident/collision meeting these requirements must be reported to KSDE. For more information on State Reportable Accidents, refer to the [18E User Guide](#) published on the School Finance website under Guidelines and Manuals.

Enter as whole number

Number of Accidents with Pupil Fatalities	0
Number of Accidents with Pupil Injuries	0
Total Number of Property Only Damage Accidents	0
Total Number of Accidents	0
Total Pupil Fatalities	0
Total Pupil Injuries	0

Save

Pupils Transported and Miles Traveled

Regular School Route: mileage driven by regular route buses owned by the district or contracted/leased from other parties.

Regular route mileage may be:

- Driven routinely morning, noon and afternoon for the transportation of pupils between their residences and the school buildings.
- For trips during the school day in which pupils are transported from one school to another or location for curricular pursuits (not activities), i.e. library, field trips, trips to a CTE, etc.
- For maintenance trips and trips to and from overnight parking facilities (bus drivers' home or bus garage).

Regular route mileage may not be:

- Mileage driven by regular route buses on activity trips.
- Trips to transport pupils to and from food service facilities.

- Mileage driven by special education buses and trips to and from special education classes.
 - Contracted trips with outside agencies.
1. Total miles traveled for transporting summer school pupils: This will be the miles traveled for summer school pupils for July 1, 2025 & June 30, 2026.
 2. Total miles traveled from district facility to vocational-technical school: This will be the miles traveled to and from Career & Technical Education facilities from July 1, 2025 – June 30, 2026.
 3. Total miles traveled for activity trips: This will be the miles traveled for activity trips July 1, 2025 – June 30, 2026.
 4. Total miles traveled for transporting for special education: This will be the miles traveled for special education July 1, 2025 – June 30, 2026.
 5. Transporting for regular routes: Regular route mileage is the number of miles the bus is driven to pick up students in the morning and take them home in the afternoon. If the bus shuttles students to another building(s) as part of the school curriculum (not including activity trips, driving to an off-site lunch facility, driving to/from special education classes, etc.) then those figures should be included as regular route mileage. Maintenance trips and trips to and from overnight parking facilities (bus driver's home or bus garage) are also considered as regular route mileage. Include mileage driven for transportation of Pre-School Aged At Risk students (3 and 4 yr old At-Risk) with regular route mileage.
 - a. Number of regular routes by district owned buses: This will be the number of routes by district owned buses July 1, 2025– June 30, 2026.
 - b. Total number of miles traveled by district owned buses on regular routes: This will be the miles traveled by district owned buses for regular routes July 1, 2025 – June 30, 2026.
 - c. Number of regular routes by contracted buses: This will be the number of routes by contracted buses July 1, 2025 – June 30, 2026.
 - d. Total number of miles traveled by contracted buses on regular routes: This will be the miles traveled by contracted buses for regular routes July 1, 2025 – June 30, 2026.

Pupils Transported and Miles Traveled

Previous Screen

Next Screen

Reporting period is July 1 - June 30. Please enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.

Pupil Transportation - Other Routes:

1. Total miles traveled for transporting summer school pupils: (July 2025 and June 2026)

2. Total miles traveled for transporting from district facility to vocational-technical school:

3. Total miles traveled for transporting for activity trips:

4. Total miles traveled for transporting for special education:

Pupil Transportation - Regular Routes:

5. Transporting for regular routes.

a. Number of regular routes by district owned buses:

b. Total number of miles traveled by district owned buses on regular routes:

c. Number of regular routes by contracted buses:

d. Total number of miles traveled by contracted buses on regular routes:

Total miles

Total # miles

of Miles

of Routes

0

0

0

0

0

0

0

0

0

0

0

Non-Public Pupils Transported (Regular Routes Only)

6. Total number of pupils transported attending non-public schools:

of pupils (9/20)

0

17

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Non-Public Pupils Transported (Regular Routes Only)

Report the headcount of non-public school students that were transported as courtesy by the district for regular route only. These students are not enrolled in the public school district; therefore, are not included in the district’s count of transported students for September 20.

Pupil Transportation - Non-Public:

	# of pupils (9/20)
6. Total number of pupils transported attending non-public schools:	0

Save

Transportation Expenditures

Expenditures for pupil transportation, based on regular and activity routes, are reported here and will be used to audit your regular and activity transportation. Pay special attention when entering data and make sure to input regular route and activity route expenditures in their respective columns. Do not list any vehicle purchase costs or administrative costs on this screen. (If your district has a lease to purchase, but uncertain the district will purchase at the end of the lease, report yearly lease cost as expenditure and do not list the vehicle on the Vehicle Depreciation screen. If the decision is to purchase the vehicle at the end of three-year lease, include on the vehicle depreciation which will then be depreciated over eight years).

Depreciation: You will need to have your bus file completed and updated in order for the depreciation on this table to be accurate. You can update your bus file on Vehicle Depreciation Schedule screen.

NOTE:

After completing [Vehicle Depreciation Schedule](#), return to this table and click on the “Accumulate Depreciation” button in the lower right-hand corner to calculate the depreciation. Then, click “Save” before continuing in order to save your updated depreciation.

Expenditures

2601 Operations and Maintenance: (The Bus Barn) expenditures for the operation and maintenance of buildings and grounds only. If the district has a bus barn, storage areas, and/or offices for transportation employees, expenditures may be reported under this function code. Include eligible expenditures paid from construction funds, such as paving driveway to accommodate for regular route buses.

2710 Vehicle Operating Services: expenditures for salaries for bus drivers, leases, bus company contracts, bus insurance, driver liability insurance and bus fuel. Districts should not include expenditures for oil, tires, parts and repairs either contracted or provided by school personnel. If the district incurs KPERS employment penalty (statutory contribution rate) for hiring retirees, this should also be claimed here.

2720 Supervision: expenditures for administration of the transportation program such as salaries for a director and clerical employees for the bus program.

2730 Vehicle Service and Maintenance: (Mechanics) expenditures for maintaining student transportation vehicles. The district should include expenditures for all vehicle parts, tires, oil and other supplies except fuel. The costs of repairs by the district's employees or by a private garage are to be included. Other expenditures may include vehicle inspections and cleaning, painting and refueling vehicles.

2790 Student Transportation Services: (Other) expenditures which cannot be classified elsewhere in the 2700 function should be reported under this code. Do not list any vehicle purchase costs, administrative costs or special education transportation expenditures on this screen. Special education transportation expenditures are collected on Form 308 (LEA Forms Web Application) in early May.

All legitimate expenditures for regular route miles driven should be included regardless of the fund from which the expenditures were paid, including construction funds. In the absence of accurate actual expenditures and complete cost accounting data, a ratio of expenditures is the most widely used method of allocating expenditures between "Regular Route" and "Other Activity."

- Ratios are usually accomplished based upon student miles traveled for different routes. Salaries and fringe benefits are generally actual costs, and administration salaries are prorated using time as the basis of the ratio.
- The expenses for utilities are usually prorated based on space or utilization and expenses for operating and maintenance are based on route mileage.
- Occasionally, the district's ratios based on mileage will not be uniform but will be weighted in favor of certain vehicles or routes. Differences in costs of operating activity and regular route buses exist because of differences in fuel consumption of the various types of vehicles and the condition of the roads traveled.
- If expenditures are prorated, all expenditures that are not specifically documented as "Regular Route" costs must be prorated except insurance, expenditures for heat, water, electricity and "other utilities." Expenditures for heat, water and electricity for the operation of a bus barn should be charged to the regular route. Insurance expense should be charged to the regular route (unless a bus is designated strictly an activity route bus).

Lease payments for buses (monthly or annual) under a straight lease agreement as long as the buses remain under lease. If the bus is purchased before the lease contract terminates, the remainder of the amount of the lease contract may be depreciated over eight years.

Expenditures for general-purpose vehicles, unless it can be conclusively shown that the vehicles are used exclusively in the service of "regular route pupil transportation" or "activity route pupil transportation" are not allowed. Specific exclusions are driver education vehicles, school administration cars, multi-use maintenance vehicles, tractors, lawn mowers and snowplows.

A reimbursed expenditure is not a valid cost. Expenditures for all transportation services rendered by a district for another district, a special education cooperative, an area school, a community college or any other agency that should be reimbursed by the recipient of the services are not to be included on this under "regular route pupil transportation" or "activity route pupil transportation" unless there is a corresponding expenditure on the Pupil Transportation Report.

The cost of summer school transportation can be included as a "regular school route" cost. If the costs are included, the summer school mileage associated with the cost should be included in any pro-ration required.

Other Including Activity Trips: All pupil transportation expenditures paid from any fund, which were not allowed under regular school route expenditures (Column 1) can be entered here, except as stated above.

Transportation Expenditures

Previous Screen

Next Screen

Enter whole numbers Only. Click on the Save button at the bottom of screen to save your changes.

	Transportation (Regular School Routes Only)	Other Including Activity Trips
1. TRANSPORTATION EXPENDITURES		
2601 Operations & Maintenance		
100 Salaries		
100 Certified and Non-Certified	513 Contracting of Bus Services	0
200 Employee Benefits	519 Mileage in Lieu of Transportation	0
210 Insurance (employee)	520 Insurance (vehicle)	0
220 Social Security	2790 Other Student Transportation Services	
290 Other	626 Motor Fuel	100 Salaries
300 Purch. Prof & Tech Svcs	730 Equipment (not buses)	100 Certified and Non-Certified
400 Purch. Property Svcs	800 Other	200 Employee Benefits
500 Other Purchased Svcs	2720 Supervision	210 Insurance (employee)
600 Supplies	100 Salaries	220 Social Security
610 General Supplies	100 Certified and Non-Certified	290 Other
620 Energy	200 Employee Benefits	300 Purchased Prof & Tech Svcs
621 Heating	210 Insurance	400 Purchased Prop Svcs
622 Electricity	220 Social Security	500 Other Purchased Svcs
626 Motor Fuel (not school buses)	290 Other	600 Supplies
629 Other	600 Supplies	730 Equipment
680 Misc Supplies	730 Equipment	800 Other
700 Property	800 Other	4000 Facility Acquisition & Construction Services
800 Other	2730 Vehicle Services & Maintenance	2. OTHER FUND EXPENDITURES
2700 Student Transportation Services	100 Salaries	3. DEPRECIATION
2710 Vehicle Operating Services	100 Certified and Non-Certified	4. TRANSPORTATION COSTS INCLUDING DEPRECIATION
100 Salaries	200 Employee Benefits	5. TRANSPORTATION REIMBURSEMENTS
100 Certified and Non-Certified	210 Insurance (employee)	6. NET PUPIL TRANSPORTATION COSTS (#4 minus #5)
200 Employee Benefits	220 Social Security	
210 Insurance (employee)	290 Other	
220 Social Security	300 Purchased Prof & Tech Svcs	
290 Other		
442 Rent of Vehicles (lease)		
500 Other Purchased Services		
513 Contracting of Bus Services		

Click on Accumulated Depreciation button to display/insert current depreciation values.

Accumulated Depreciation

Save

Modes of Regular Route Transportation

The number of pupils transported, and the number of vehicles used for **regular routes only**, is reported here and broken down by the various modes of transportation.

Modes of Regular Route Transportation

July 1, 2025 - June 30, 2026

Previous Screen

Next Screen

Enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.

REGULAR ROUTE ONLY	Number of Pupils Transported(regular route)	Number of Vehicles Used (regular route)
District owned buses	0	0
Contract carrier - all vehicles	0	0
Leased buses (operated by USD)	0	0
Vans/Suburbans/Cars	0	0
Private Vehicles (parents reimbursed for transporting students)	0	0
Other (city buses, taxi, etc.)	0	0
Totals:	0	0

NOTE: Number of pupils transported should equal the total number of students for which transportation services are provided at the district expense.

Save

Vehicle Depreciation

Review all buses and vehicles on the Vehicle Depreciation Schedule and make any necessary corrections to the Make, Vehicle Type and Model.

All vehicles used for pupil transportation should be entered on this table regardless of pupil transportation route type. If there are expenses related to the vehicle prior to its use, such as for insurance, add those expenditures to Pupil Transportation Report in the fiscal year those expenditure occur.

Vehicles that are no longer owned by the district will need to be updated in order to show the vehicle disposal date; the vehicle will stay on the list for one year, then should fall off the following year (two years). New vehicles should be added when they come into use.

For vehicles that are used for both student and non-student purposes, please make sure to identify the percentage of use in each column on the percent row. Vehicle Depreciation and Book Value.

Depreciation of Vehicles

Example #1: Purchase of a bus with trade-in

1.	2018 model bus purchase price (delivered April 2020)	\$26,000
	Depreciation for 7 years (12.5% x \$26,000) x7*	\$22,750
	Book Value	3,250
2.	Net amount paid for 2025 model bus (delivered August 2024)	\$48,750
	Book Value of 2018 model bus	\$3,250
	Book Value of new bus**	\$52,000
	Depreciation per year of new bus \$52,000 ÷ 8 (years) *	\$6,500

Example #2: Purchase of a bus with no trade-in

	Purchase 2025 model bus (delivered August 2025)	\$51,000
	Depreciation per year \$51,000 ÷ 8 (years)*	\$6,375

Outright Sale of Buses

Example #3: Sale of bus (not as trade-in) with no book value

	Sale of 2017 model bus	\$3,000
	8 years of depreciation has been claimed; remaining book value is	\$0
	Amount treated as reimbursement (line 5 of transportation report)	\$3,000

Example #4: Sale of bus (not as trade-in) with remaining book value

	Sale of 2020 model bus	\$10,000
	Book value (purchase price of \$32,000, two years of depreciation remaining @ \$4,000/year)	\$8,000
	Amount treated as reimbursement (line 5 of transportation report)	\$2,000

NOTES: For any reconditioned bus in which the school district retains title, the entire cost of the reconditioning is placed into the cost of transportation during the year of the expense. If a bus is sold to a company which reconditions buses and it is later purchased from that company, the bus would be depreciated over an 8-year period. For any bus which has been leased with an option to purchase or under a lease/purchase plan the total cost of the lease plan will be depreciated over an 8-year period. For any bus which does not have an option to purchase, the lease price for the year will be placed into the cost of transportation.

*8-years depreciation equates to 12.5% depreciation per year. **Amount is depreciated over an 8-year period.

Note: All vehicles will be printed on the 18E Annual Statistical Report

Per KSA 72-64, 100 12 & 15 Passenger Rated Vans are illegal for student transportation.
If you have questions regarding a specific vehicle, please contact
Keith.Dreiling@ksde.gov at (785) 296-4567).

Click on list at bottom to select vehicle. Click on the Save button to save your changes. Click on Accumulated Depreciation button to display depreciation values.

Local Number: 1	Fuel: 8
VIN: 2	Net Cost: 9
Model Year: 3	Delivery Date: 10
Rated Capacity: 4	Disposal Date: 11
Make: 5	Ownership: ☐ Owned by USD ☐ Lease/Option to Buy ☐ Unknown
Vehicle Type: 6	
Model: 7	Sold For: 12

Regular:	Activity:	Special ED:	NonStudent:	Notes:
Percent: 14 0	15 0	16 0	17 0	18
Depreciation: 14	15	16	17	

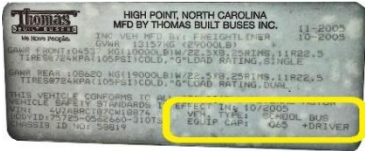
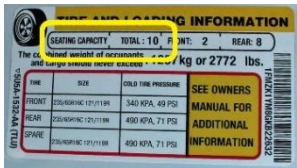
Depreciation will be calculated based on 2021 fiscal year.

Save New

1. **Local Number** – Enter the number the district has assigned to the vehicle to provide a unique identifier.
2. **VIN** – Enter the VIN (Vehicle Identification Number) which is a unique code assigned to every motor vehicle when it's manufactured.

3. **Model Year** – Enter the model year, this is determined by the manufacturer which normally indicates the year the vehicle was manufactured.
4. **Rated Capacity** – This was previously listed as Passengers. For passenger vehicle types, this can be found on the Tire and Loading Information sticker, which is normally located on the inside driver’s door. For buses, this will normally be found inside the bus on the bulkhead.

Vehicle Type	Maximum Rated Capacity
A-Mini Bus	35
C-Conventional Bus	81
D-Flat Nose Bus	90
Other Activity Bus	90
Passenger Vehicle	15



5. **Make** – This was originally listed as Body Make. The Make for buses is the body manufacturer and not the chassis (eg. you would select Collins as the “Make” for a bus even though it may be on a Chevrolet, Ford or Dodge chassis). Please contact School Bus Safety staff, [Keith Dreiling](#) at (785) 296-4567, for any questions regarding the selection of a specific vehicle make.

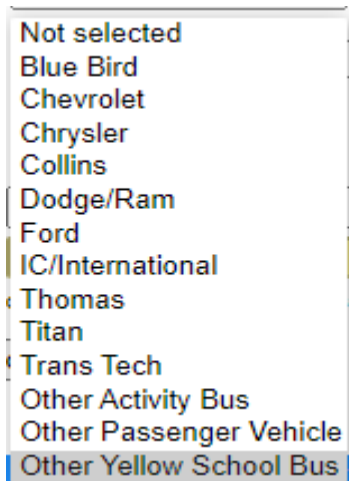
Blue Bird, Collins IC/International, Thomas, Titan and Trans Tech can only select the following models:

- Yellow School Bus
- Yellow Activity Bus
- Activity Bus (School Bus Standards)
- Other Activity Bus

Chevrolet, Chrysler, Dodge Ram and Ford can only select the following models:

- SUV
- Van
- 2 door Sedan
- 4 door Sedan
- Pickup and
- Other

Please note the dropdown list has been updated, with the new or updated Make below. For previously reported vehicles with retired Make, KSDE has cross-walked those to the current Make listed below:



- a) **IC/International:** All vehicles previously reported as International are updated as IC/International.
- b) **Other Passenger Vehicle:** All vehicles previously reported as Other are updated as Other Passenger Vehicle.
- c) **Other Yellow School Bus:** All vehicles previously reported as Amtran, Carpenter, Freightliner, Ward and Wayne are updated as Other Yellow School Bus.

6. **Vehicle Type** – It should be noted the dropdown list has been updated. Please contact School Bus Safety staff, [Keith Dreiling](#) at (785) 296-4567, for any questions regarding the selection of a specific vehicle type.

The following makes can only select the following vehicle types;

- Blue Bird: A- Mini Bus, C- Conventional and D-Flat Nose Bus.
- IC/International: C- Conventional and D-Flat Nose Bus.
- Collins: A- Mini Bus.
- Titan and Trans Tech: A- Mini Bus
- Thomas: A- Mini Bus, C- Conventional and D-Flat Nose Bus.
- Dodge/Ram: Passenger Vehicle.
- Chevrolet: Passenger Vehicle.
- Chrysler: Passenger Vehicle.
- Ford: Passenger Vehicle

A - Mini Bus: Previously reported vehicles with 1A and 2A vehicle types are updated as A – Mini Bus. Select this type regardless of color or use. This bus is defined as a conversion constructed utilizing a cutaway front section vehicle with a left side driver door and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this Type also for a MFSAB (Multi-Function School Activity Bus).



B: Vehicle type B has been retired and not selectable. Previously reported vehicles will remain as vehicle type B. This was constructed utilizing a stripped van or truck chassis with the entrance door behind the front wheels.

C – Conventional Bus: Previously reported vehicles with vehicle type C are updated as C – Conventional Bus. Select this type regardless of color or use. This bus is defined as a conversion bus constructed utilizing a bus chassis with a hood and front fender assembly with the entrance door behind the front wheels and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this type also for a MFSAB (Multi-Function School Activity Bus).



D – Flat Nose Bus: Previously reported vehicles with vehicle type D are updated as D – Flat Nose Bus. Select this type regardless of color or use. This bus is defined as a conversion constructed utilizing a stripped chassis with the entrance door ahead of the front wheels and the engine may be in the front or rear and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this type also for a MFSAB (Multi-Function School Activity Bus).

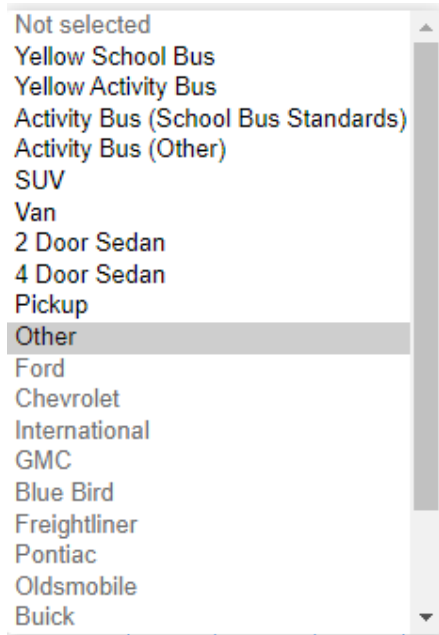


Other Activity Bus: New beginning 2019-2020 school year. This type includes coach, limo and luxury buses, or any bus which is not an A, C or D vehicle type bus. These buses must meet all applicable Federal Motor Vehicle Safety Standards (FMVSS). Select this type regardless of color. Do not use this type for a MFSAB (Multi-Function School Activity Bus).



7. **Model** – This was previously listed as Chassis. Please contact [Keith Dreiling](#), School Bus Safety staff, at (785) 296-4567 for any questions regarding the selection of a specific vehicle model.

It should be noted the dropdown list has been updated. In order to retain historical vehicle data, the old list is displayed last but not selectable. The new list is selectable with the most common listed first.



- a) Yellow School Bus = School bus used on a route.
- b) Yellow Activity Bus = Activity bus that may also be used on a route.
- c) Activity Bus (School Bus Standards) = School bus that could not be used on a route due to color, etc. This would include Multi-function School Activity buses.
- d) Activity Bus (Other) = This includes Coach Buses, Limousine Buses and E-Coaches.
- e) Van, 2 Door Sedan, 4 Door Sedan and Pickup – Includes vehicles as the name implies.
- f) Other – Includes all other Models not listed above.

8. **Fuel** - Select the type of fuel the vehicle uses from the dropdown menu. We have updated to include Electric.
9. **Net Cost** – Enter the net cost of the vehicle.
10. **Delivery Date** – Enter the date the district took delivery on the vehicle.
11. **Disposal Date** – Enter the date the district disposed of the vehicle.
12. **Sold For** – Enter the amount the vehicle was sold for.
13. **Ownership** – Please select the appropriate ownership.
- 14-17. **Percent** – Enter the percentage that the bus is used for Regular, Activity, Special Ed or NonStudent.
18. **Notes** – Include any notes on the vehicles. (Optional).

19. **Accumulate Depreciation** – Click on this box to accumulate the depreciation on vehicles.
(Only the vehicles that have remaining depreciation will calculate depreciation).

NOTE: You must click on the “Accumulate Depreciation” button on this page for each vehicle you edit or add. Once done editing and adding vehicles, return to [Pupil Transportation Report](#) page and click “Accumulate Depreciation” on that page in order for the vehicle depreciation to pull through from the Vehicle Depreciation screen to calculate expenditures correctly. Failure to do so will result in a “Stop” status error that prohibits the report from being submitted until corrected. Depreciation will be calculated on the prior fiscal year.

20. **Save** – Click Save to Save any changes on vehicles.

Adding a new vehicle or Editing a vehicle:

Add any vehicles bought by your district between June 2, 2025 – June 1, 2026. If you need to add a vehicle that was bought prior to June 2, 2025, enter a date between June 2, 2025 – June 1, 2026 and save. Click on the delivery date and change to the correct date and save.

1. Click on “New”.
2. Enter in the vehicle information.
3. Click on “Accumulate Depreciation”.
4. Click on “Save”

Editing a Vehicle already on the list:

1. Click “Select” next to the vehicle you want to edit.
2. Edit the vehicle information
3. Click on the “Accumulate Depreciation”
4. Click on “Save”.

Submit Report

On the Results of Completeness Check screen, If the STATUS is “Stop”, you must take action to correct and if the STATUS is “Warning”, it is recommended to verify the information is correct prior to submitting to KSDE.

Results of Completeness Check

Back to Admin Page

Click on error description to go to the data entry screen.

ERROR LIST	STATUS
Regular Depreciation on Transportation Expenditures Report (4544) does not match total depreciation of buses on file (7044).	Stop
Bus purchased within the last school year. Please verify that the cost of the bus is NOT included on 730 Equipment on the Transportation Expenditures Report.	Warning

This report is not complete as stated above. Please complete all the necessary data for this report. You can click on an error message to go to that screen.

Printing

To print a copy of the Annual Statistical Report (18E) report, click on the **Print Report** from the menu to navigate to the Print Report screen. Check the box next to “Excel Report” to generate as an Excel file and click any sections you want printed and click Print Section, otherwise it will generate as PDF by default. If you want to print the entire 18E report, click on Print Entire 18E report. Depending on your browser, you may be prompted to <Open> or <Save> the file. From the **File** menu, click **Print**.

Print Report

Back to Admin Page

All reports will be generated in PDF format. To export to Excel, check the Excel Export box before clicking on a print button.

☐ Excel Export

Print entire 18E report

Select ONE section you want to print and click on the Print Section button

☐ Administration Data

☐ Expenditures from Bond Proceeds for Publicly Owned School Plants

☐ Bonds and School Property

☐ Constitutional Challenge Expenditures

☐ Summer School Data (At-risk, Enhancement and DriversEd)

☐ Indirect Costs and School Days in Session

☐ Federal Program Financial Statement

☐ Cares Act Revenues and Expenditures

☐ School Bus Driver Data

☐ Pupils Transported & Miles Traveled

☐ Transportation Expenditures Report

☐ Modes of Regular Route Transportation

☐ Vehicle Depreciation Schedule

Print Section

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