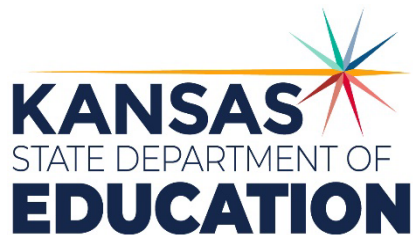


State Aid Printouts

Special Education and
General, Supplemental General & Capital Improvement

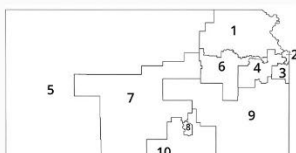
Updated January 2025



Kansas leads the world in the success of each student.



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



SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



Kansas State Board of Education

BOARD MEMBERS

DISTRICT 1



Danny Zeck
Vice Chair
Danny.Zeck@ksde.gov

DISTRICT 2



Melanie Haas
Melanie.Haas@ksde.gov

DISTRICT 3



Michelle Dombrosky
Michelle.Dombrosky@ksde.gov

DISTRICT 4



Connie O'Brien
Connie.O'Brien@ksde.gov

DISTRICT 5



Cathy Hopkins
Chair
Cathy.Hopkins@ksde.gov

DISTRICT 6



Dr. Beryl A. New
Beryl.New@ksde.gov

DISTRICT 7



Dennis Hershberger
Dennis.Hershberger@ksde.gov

DISTRICT 8



Betty Arnold
Betty.Arnold@ksde.gov

DISTRICT 9



Jim Porter
Jim.Porter@ksde.gov

DISTRICT 10



Debby Potter
Debby.Potter@ksde.gov

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

COMMISSIONER OF EDUCATION



Dr. Randy Watson
Randy.Watson@ksde.gov

DEPUTY COMMISSIONER Division of Fiscal and Administrative Services



Dr. Frank Harwood
Frank.Harwood@ksde.gov

DEPUTY COMMISSIONER Division of Learning Services



Dr. Ben Proctor
Ben.Proctor@ksde.gov

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

Kansas leads the world in the success of each student.

Jan. 25, 2025

Table of Contents

Table of Contents.....	3
Introduction	4
Download State Aid Printouts	5
Microsoft Office 365 Is Blocking Macros From Executing.....	5
Internet Properties - How to Add KSDE.gov to Trusted Sites.....	5
How to Unblock Individual .xlsm File Macros	7
General, Supplemental General & Capital Improvement Printout.....	8
Special Education State Aid Printout	9
Worksheet Tabs on Special Education State Aid Printout.....	10
Contacts	10

State Aid Printouts

Introduction

Frank Harwood
Deputy Commissioner
Division of Fiscal & Administrative
Services
Kansas State Department of
Education
Frank.Harwood@ksde.gov

Dale Brungardt
Director, School Finance
Division of Fiscal & Administrative
Services
Kansas State Department of
Education
Dale.Brungardt@ksde.gov

The purpose of the **Special Education State Aid printout** is to give the Coop/Interlocal/Service Center and member districts a summary of the special education state aid payment. This file includes three separate worksheet tabs:

- 1) **SpecialEd** which includes the following detail: a) personnel FTE for teachers and paras for categorical aid; b) special education transportation expenditures; c) number of catastrophic students and costs; d) Medicaid state aid replacement; and e) prior year overpayments due to audit.
- 2) **Coop_Split** which can be referenced by the Coop/Interlocal/Service Center to list their member districts and the flow-through state aid each member district receives on their behalf.
- 3) **Payment Received** which can be referenced by the member district to break out the payment paid to the district for the district and payment paid to the district for the Coop/Interlocal/Service Center.

The purpose of the **General, Supplemental General & Capital Improvement State Aid printout** is to give the school district a summary of their General Fund and Supplemental General Fund budget, as well as state aid payments for each, and state aid payments for Capital Outlay and Capital Improvement. Other information, such as enrollment, weightings, local effort, assessed valuation, tax rates, transportation information, etc. is also included.

Download State Aid Printouts

The **State Aid Printouts** are downloaded from the **School Finance – Payment Information** webpage: <https://www.ksde.gov/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information> From this website, use the links referenced below to download printouts.

FY2025 State Aid Printouts

[Special Education State Aid Printout \(Excel\)](#)

[State Foundation, Supplemental and Capital Improvement State Aid Printout \(Excel\)](#)

FY2024 State Aid Printouts

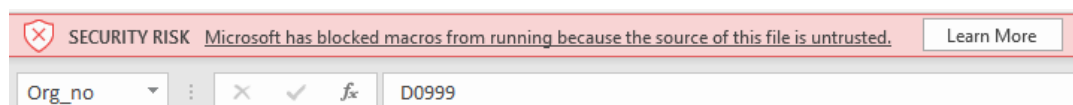
[Special Education State Aid Printout \(Excel\)](#)

[State Foundation, Supplemental and Capital Improvement State Aid Printout \(Excel\)](#)

Microsoft Office 365 Is Blocking Macros From Executing

Each of these reports include macros. Macros can be used to download malicious scripts or ransomware on your PC. *Do not download macro-enabled files from sites that are not trusted!*

To help improve security, Microsoft changed the default behavior. On March 30, 2022, Microsoft switched the default of downloaded untrusted .xlsm files to blocked. As a result, you may receive the following SECURITY RISK banner.

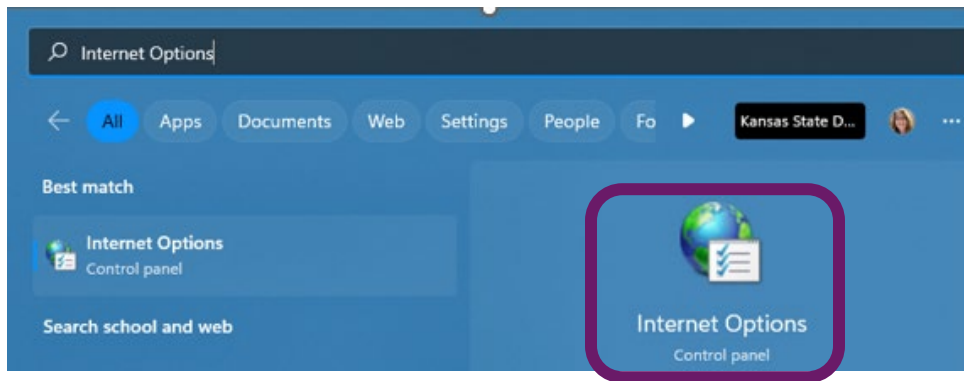


Several districts using Microsoft Office 365 have reported this Security Risk message. Reports will not update to reflect their district's data. It is possible that users of older Microsoft packages (2019 and 2021) may experience the same issue.

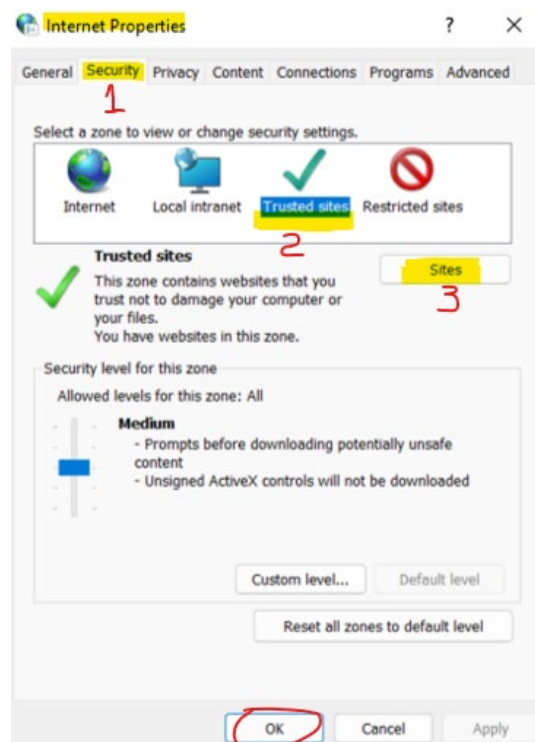
Internet Properties - How to Add KSDE.gov to Trusted Sites

Please review your local Internet Security Policy before making this update. Your Technology Director may be the only person within the district that has the capability to add a trusted site. Before making any changes, to your local internet properties, we recommend you coordinate with Technical Support.

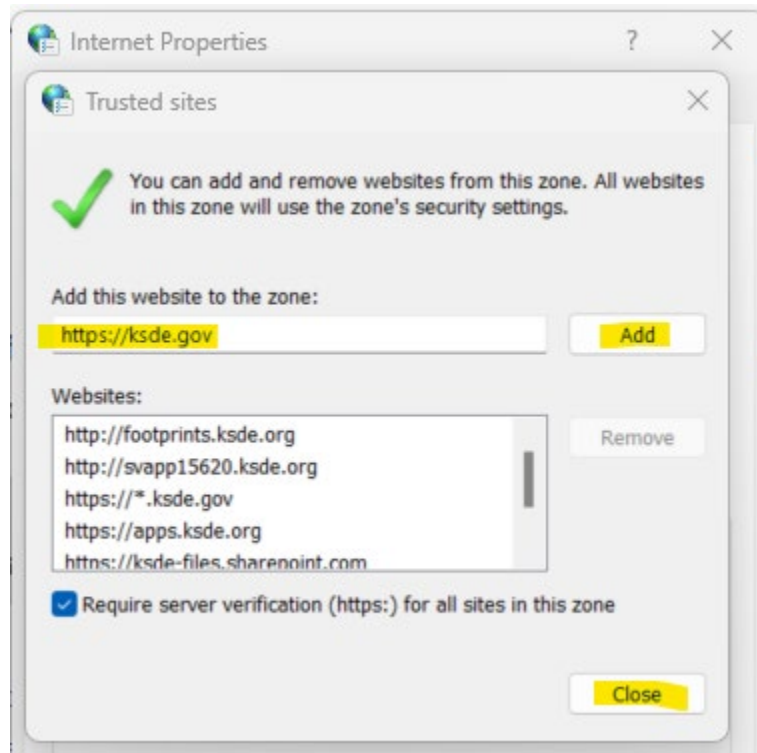
1. Click on your Windows Start  to open the dialog box to Search.
2. Type **Internet Options** in Search to find the Control Panel and click to open the *Internet Properties* dialog box.



3. On the **Internet Properties** dialog box, do the following steps:
 - a. Click the *Security* tab (1)
 - b. Then select *Trusted Sites* (2)
 - c. Click on *Sites* (3)



4. Add <https://ksde.gov> to the Zone, click **Add** then **Close**. Press **OK** on the Internet Properties dialog box.

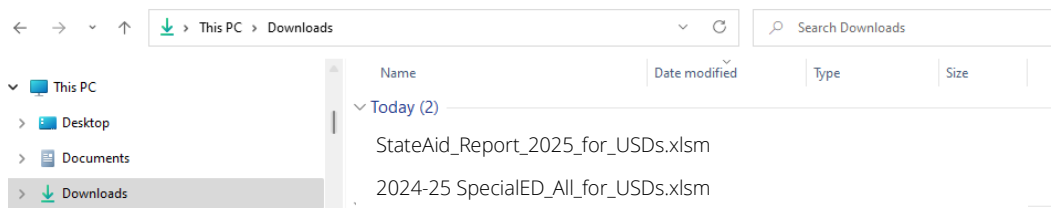


If the above process is not an option, the steps below will allow you to unblock the macro security on the State Aid printout files.

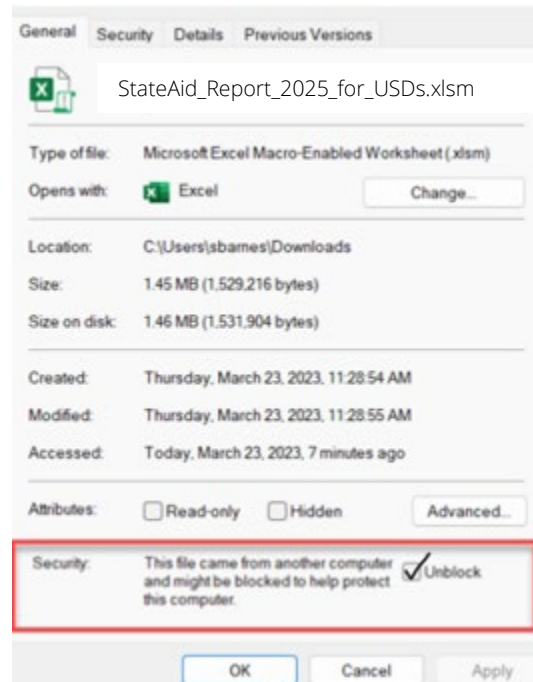
How to Unblock Individual .xlsm File Macros

Note: This will need to be done each time the files are downloaded from the KSDE.gov website.

1. When you click to download either of these reports from the School Finance – Payment Information webpage, you will need to browse to locate the file in your “Downloads” folder. The filename will resemble the file highlighted in yellow. The file will have a different number behind it depending on how many times it was downloaded.



2. Right click the file, then left click “Properties” to open the following dialog box.



3. Place a Check in the box by “Unblock” and click “Apply”.
4. You can now open the Excel file to select your district number to load your data.

General, Supplemental General & Capital Improvement Printout

This printout provides a snapshot of the general and supplemental general fund budgets, payments, full-time equivalency (FTE) enrollment, weighting details, enrollment, local effort, tax rates, etc.

To select your district, click in Excel **Cell G1** containing the USD number and using the arrow, scroll up to select your district from the dropdown list or simply type your USD number as D0101 (D zero ###). The page will refresh and display the data specific to the selected district. For state totals, select district D0999 from the bottom of the dropdown list.

Please note the date reflected in **Cell A1** is the current date and is not the date the file was updated.

	A	B	C	D	E	F	G	H
1	January 17, 2025		School Year:	2025		USD:	D0999	
2			County Name:	All Counties		USD Name:	All Districts	
3								
4	General Fund and GSA					GSA Payments		
5	Repfield	Amount				Month	StatePaid	TotalPaid
6	General Fund Budget	4,349,279,171				July	224,870,318	224,870,318
7	Budget Reductions	-2,977,442				August	213,230,572	213,230,572
8	Adjusted GenFund Budget	4,346,301,729				September	293,837,601	293,837,601
9	Total Local Effort	662,141,925				October	333,977,060	333,977,060
10	General State Aid	3,684,159,804				November	320,794,631	320,794,631
11	Gen Aid State Paid	2,441,621,888				December	320,309,282	320,309,282
12	Balance of Entitlement	1,242,542,963				January	320,421,382	320,421,382
13	Excess Local Effort	0				February	414,181,042	414,181,042
14	GSA/Budget Ratio	0.85				March		
15	GSA OverPayment	-5,047				April		
16	GSA Refunded					May		
17						June		

Special Education State Aid Printout

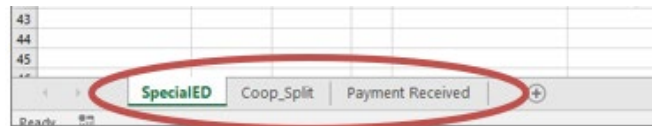
To select your district, click in Excel **Cell F3** containing the USD number and using the arrow, scroll up to select your district from the dropdown list or simply type your USD number as D0101 (D zero ###). The page will refresh and display the data specific to the selected district. For state totals, select district D0999 from the bottom of the dropdown list.

Please note the date reflected in **Cell G2** is the current date and is not the date the file was updated.

	A	B	C	D	E	F	G
1	SPECIAL EDUCATION AID						
2							January 17, 2025
3	SchoolYear:	2025			Org_no:	D0999	
4	County_Name	All Counties			Org_name	All Districts	
5							
6							
7	Teachers	Current_Yr	Previous_Yr		Transportation	Current_Yr	Previous_Yr
8	Regular_teachers	9,096.20	8,870.27		Salaries	0	24,448,829
9	Non_public_equiv	0.00	9.10		Contracted_services	0	62,019,495
10	Regular_aides	12,534.03	11,979.78		Insurance	0	1,370,110
11	Regular_fte	14,109.86	13,671.30		Expend_inLieuOfTrans	0	128,856
12	Summer_teachers	203.66	189.29		Other_expenses	0	11,746,073
13	Summer_aides	132.90	132.65		Capital_outlay_fund equip	0	184,903
14	Summer_fte	256.82	242.33		Depreciation	0	3,036,800
15	Entitlement_perfte	30,800	31,670		Teacher_transportation	0	5,225,610
16	Regular_entitlement	434,583,688	432,970,075		Tran_total	0	108,160,676
17	Summer_entitlement	7,910,056	7,674,598		Reimbursements	0	204,302
18	Tch_total	442,493,744	440,644,673		Net_transportation_costs	0	107,956,374
19	Current Entitlement	225,201,900	440,644,673		Trans_entitlement_80pcnt	0	86,365,093
20	Current Payment	103,550,807	103,603,376		CarryOver Adjustment	-187,082	-1,306,454
21	Supplemental	0	137,103		Transportation Payment	0	85,253,721
22					Supplemental	0	-59,034

Worksheet Tabs on Special Education State Aid Printout

Three worksheet tabs (below) found at the bottom of the Special Education State Aid printout will provide payment detail for computing special education state aid entitlement, flow-through for the Coop/Interlocals/Service Centers and their member districts, and direct payments paid to the district.



- **SpecialED** worksheet
This screen provides a snapshot of data that is used to calculate Special Education Aid payments. Seven boxes provide detail for: total teachers and paras (FTE) for categorical aid, transportation data, catastrophic students and costs, Medicaid replacement, adjustments (due to audit), payments (by month), and a summary of total entitlements and payments.
- **Coop_Split** worksheet
Sponsoring districts of a Coop and Interlocals/Service Centers may view the special education flow-through aid to participating member districts.
- **Payment Received** worksheet
This screen provides the direct payment amounts allocated to USDs and Interlocals/Service Centers.

Contacts

Rose Ireland	(785) 296-4973	Rosemary.Ireland@ksde.gov
Marcia Ricklefs	(785) 296-4209	Marcia.Ricklefs@ksde.gov
Sara McCullah	(785) 296-4972	Sara.McCullah@ksde.gov

For more information, contact:

Dale Brungardt, Director
School Finance
Phone: 785-296-3872
Email: Dale.Brungardt@ksde.gov



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.gov