Driver Education Claim Form
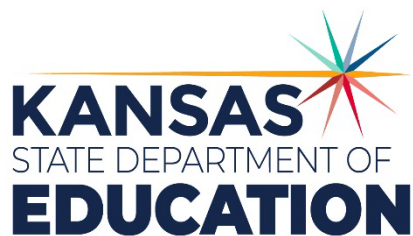
Users' Guide

Driver Education Reimbursement web application
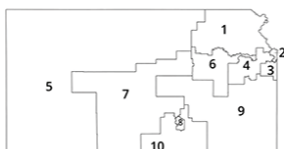
Submit by:
August 31, 2025

KANSAS
STATE DEPARTMENT OF
EDUCATION

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/board

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

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

Kansans CAN

Kansas State Board of Education
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Danny Zeck — Vice Chair — *Danny.Zeck@ksde.gov*	Melanie Haas — *Melanie.Haas@ksde.gov*	Michelle Dombrosky — *Michelle.Dombrosky@ksde.gov*	Connie O'Brien — *Connie.O'brien@ksde.gov*	Cathy Hopkins — Chair — *Cathy.Hopkins@ksde.gov*

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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.

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MOTTO

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COMMISSIONER OF EDUCATION	DEPUTY COMMISSIONER — Division of Fiscal and Administrative Services	DEPUTY COMMISSIONER — Division of Learning Services
Dr. Randy Watson — Randy.Watson@ksde.gov	Dr. Frank Harwood — Frank.Harwood@ksde.gov	Dr. Ben Proctor — Ben.Proctor@ksde.gov

Kansas leads the world in the success of each student.

Jan. 25, 2025

Driver Education Reimbursement

Table of Contents

Driver Education Reimbursement

Introduction

Fiscal questions:

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

Dale Brungardt

Director
School Finance
Dale.Brungardt@ksde.gov

Program questions:

Jessica Apodaca

Public Service Administrator
(Driver Education)
Teacher Licensure and Accreditation
Jessica.Apodaca@ksde.gov

Shane Carter

Director
Teacher Licensure
Shane.Carter@ksde.gov

By statute (KSA 8-272), in August each year, the superintendent of each school district and nonpublic school shall report the number of students who have been in attendance for a complete driver training course during the past school year (between September 1, 2024, and August 31, 2025). Therefore, if a student does not complete the driver training course prior to August 31st, the school will not be able to claim that student for reimbursement purposes *for that year*. Students who complete the course after August 31st would be eligible to be claimed for reimbursement *in the following year*.

In the 2024-2025 school year, the reimbursement amount per pupil was $145 for Driver Education and $80 for Motorcycle Education (amount per pupil subject to change).

To receive a state aid payment in November 2025, LEAs must submit the Driver Education Reimbursement web application. All driver education and motorcycle education programs must have prior state board approval to be eligible for reimbursement. **Accuracy on this form is extremely important.** The driver education reimbursement claim MUST BE SUBMITTED NO LATER THAN August 31.

Webpage:
Driver Education / Motorcycle Resources (ksde.gov)

Acknowledgement

Accuracy and completeness in reporting are extremely important since reimbursement is based on information given on the application.

Driver Education Overview

IMPORTANT: The driver education reimbursement report is not considered submitted until the "**Submit to KSDE**" button is clicked. The report then changes to **SUBMITTED** status. Please click the "**Submit to KSDE**" button after all driver education applications have been entered for the district **no later than August 31**.

SUBMITTING REPORT

- If you know there are more buildings in your district that need to complete the driver education application, do not click the "**Submit to KSDE**" button. Once the button is clicked, this message will appear on the bottom of the screen:

    The Driver Ed Report has been submitted for your district.
    Contact KSDE at (785) 296-7935 if you need to add another application to your district's report.

    When you call, please give your USD number so we know what district to un-submit.

- If you click the "**Ready to Go**" button on a single application before you have verified it, you will not be able to edit the information in the application until it is released back to you by KSDE. Please call Jessica Apodaca at (785) 296-0952 or Amanda Williams at (785) 296-2020 and provide the number or building so we know which application to release back to the district so you can make edits.

- If your district does not offer a program, please select <NO PROGRAM for the district> then logout of the application (see page 5). If you click on "**NO PROGRAM**' by accident, you will need to call Jessica Apodaca at (785) 296-0952 or Amanda Williams at (785) 296-2020 and request that your district be taken out of "No Program" status. Then you will be able to add driver education applications as normal.

HELP

1. Please use the online help screens. Each screen has a related topic that will answer most questions.
2. If you still need assistance, contact the Kansas State Department of Education:
    Helpdesk (785) 296-7935 – Problems with web application, password
    Driver Education Consultant (785) 296-0952 – Guidance reporting specific data elements, program has state board approval, teacher licenses, etc.
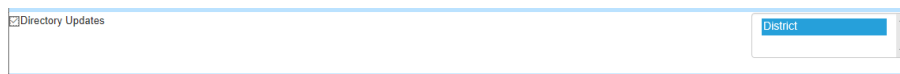
Access

Current Users

If you already have access to KSDE's Web Applications site, log in and make sure you have "Driver Education Reimbursement" in your list of web applications.

1. Go to KSDE's Web Applications site.
2. Log in and click Accept on the Legal Notice screen.
3. Check to see if you have Driver Education Reimbursement in your list of web applications (it may be a different number on your screen than number shown in the screen shot below).

   - If you do, click Driver Education Reimbursement.
   - If you do not, click Manage My Account and then continue to Step 4.
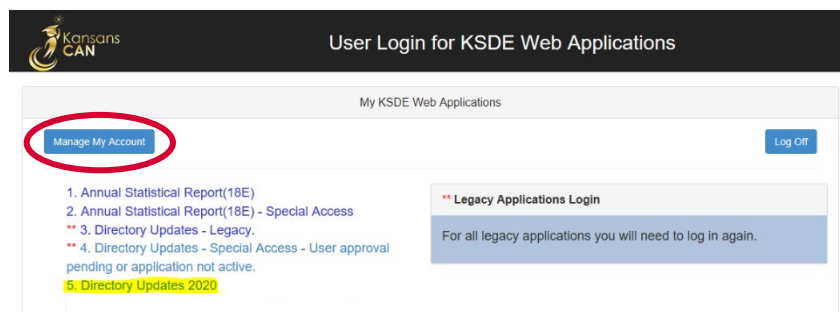
4. If your account has district level access, Driver Education Reimbursement will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to Driver Education Reimbursement, then select District in the Application Access Level column.

Note: If you do not see Driver Education Reimbursement listed here, your account does not have district level access. Please see the New Users section below to register a new account with district level access.

Tip: If you must register for a new username and password, take a minute to note what current web applications you are registered for and what user level you are for each. Then, when you re-register for a new username and request access to the Directory Updates application, you can also request access to the web applications you were already registered for and have all web applications you use available to you under your new username and password.

5. Scroll down to the bottom and fill in the three fields under In Case You Forget Your Password.

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

Submit

6. Click Submit.
   - Once submitted, KSDE's IT department will email the contact denoted as the organizations main contact on the Driver Education Reimbursement web application for approval. Once approved by the organizations main contact, KSDE's IT department will add the requested application to your account then send you an email to let you know that you now have access the requested application.

7. Go to KSDE's Web Applications site and log in.
   - You should see all web applications you have requested access to. The ones you have been granted access to will be clickable. The ones that are pending approval for access (or applications you have access to, but are currently not open for submission) will be greyed out.

   Note: If the organization's main contact approved access outside of KSDE's office hours (Monday through Friday, 8:30 AM to 4 PM), you will be granted access once KSDE office reopens.

New Users

Individuals who do not have access to KSDE's Web Applications site will need to register for access.

1. Go to KSDE's Web Applications site.
2. Click Register

   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

3. Enter in the required information.
   - Make sure to select your organization from the Organization drop-down list.

- Make sure to select All Buildings in the Building drop-down list. This will populate below a list of applications to sign up for.

KSDE User Registration Form

Back to Login Page

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: USD 101 Erie-Galesburg   Building: **** Please select a building ****
All Buildings
0106 - USD 101 - Public Off-Site Preschools
0109 - USD 101 - Community-Based Preschool
0110 - USD 101 - K Time Program W/O SPED
0111 - Erie Elementary
0112 - Galesburg Middle School
0113 - Erie High School

Please enter a Username and password.

Username:*

Password:*

Tips: Do not use spaces when defining username.

When creating your password keep in mind the password requirements shown on the screen.

You will need to remember the username, password, security question & answer and birth date entered as KSDE does not store this information.

- Scroll down and check Driver Education Reimbursement, and make sure District is selected in the Application Access Level column.

√ Driver Education Reimbursement   District

- Please go through and check any other applications you would like to register for well as selecting the Application Access Level for each one.

4. Click Submit.
   - Once submitted, KSDE's IT department will email the contact denoted as the organizations main contact on the Driver Education Reimbursement web application for approval. Once approved by the organizations main contact, KSDE's IT department will add the requested application to your account then send you an email to let you know that you now have access the requested application.

5. Go to KSDE's Web Applications site and sign in.
    -   You should see all web applications you have requested access to. The ones you have been granted access to will be clickable. The ones that are pending approval for access (or applications you have access to but are currently not open for submission) will be greyed out.

Tip: If you forget your KSDE's Web Applications site password, click Forgot Your Password? on the Authentication screen then enter your username and click Send Password Reset Token. A link will be emailed to the email address connected with your username. Click on the link in the email to open a web page where you will create a new password and then will be directed to the login screen to log in with the new password.

Note: KSDE does not know your password; you are responsible for managing and remembering it.

6. Click Driver Education Reimbursement to open the web application (shown here). Use the navigation menu on the left-side of the screen.

Note: If the Driver Education web application is still not accessible after requesting access, either as a new application for a current user or registering as a new user, then please contact our IT Help Desk (helpdesk@ksde.gov) at (785) 296-7935.

Tip: The Home page of the Driver Education Reimbursement application shows the current organization associated with the username. If this organization is incorrect, please reference the New Users section to register as a new user for the correct organization.

Navigating

CREATE NEW REPORT FOR [YEAR]

Once your User ID and Password have been accepted, you will see a list of web applications. To open the report, click on Driver Education Reimbursement. The next screen will open like the one below. Click on Create New Report for [Year].

Next to the Fiscal Year, click Select to open the current year report.

MENU

Once you begin the application, each screen will have a menu located on the left side of the screen (see below). This will allow you to quickly navigate between the screens. Click <New Application> to add your Automobile or Motorcycle program. If your district does not offer a program, please select <NO PROGRAM for the district> then logout of the application.

ADMINISTRATIVE DATA

On the first screen, select the Program Type and Building, then enter district contact information. Once all data is entered, click Save.

Next, a message will appear on the top of the screen noting whether the data was successfully saved, or if there were errors.

Driver Ed>AdminData

USD # D0101 Erie-Galesburg | 2024-2025 | Status: IN PROGRESS

Administrative Data

Next Screen

USD information is populated from KSDE directory information.

USD #	D0101
Name	Erie-Galesburg
Address	205 S Main
City	Erie
State	KS
Zip	66733-0137
Superintendent	Mr. Troy Damman

Enter/Change the driver education program information and click the save button.

Program Type: Automobile
Building: Erie High School

Contact Name	Enter a contact person
Email	Enter email address
Phone Number ###-###-####	000-000-0000

Save

Driver Ed>AdminData

USD # D0232 De Soto | 2024-2025 | Status: IN PROGRESS

Administrative Data

Save successful.

Next Screen

USD information is populated from KSDE directory information.

USD #	D0232
Name	De Soto
Address	35200 W. 91st Street
City	De Soto
State	KS
Zip	66018
Superintendent	Mr. Frank Harwood

Enter/Change the driver education program information and click the save button.

Program Type: Automobile
Building: De Soto High School

Warning: **Session Expired screen:** After 20 minutes have elapsed without server activity, you will be automatically logged out of this web application. All data entered in the 20-minute window will be lost if Save is not clicked during this time period.

Please be aware that some Internet service providers may have shorter "time outs." Therefore, it is recommended that you save often – especially if you experience unexpected interruptions while working on this report.

APPLICATION DATA

You can navigate by clicking Next Screen to proceed to the Application Data screen, or by choosing a menu option on the left side of the screen. Be sure to Save the data entered on each screen before proceeding to the next one.

Semester available:

– Select Yearly if your district offers courses during the school year <u>and</u> summer.

– Select Summer Only if you offer courses only during the summer.

FACULTY DATA - AUTOMOBILE

1. When you open the Faculty Data screen, there will be no teachers in the list. Click in the First Name box and enter teacher data. Note: Teacher ID is the Educator ID on their educator license. Click on Save.

2. For each additional teacher needed, click New Teacher, enter data, and then click on Save. Repeat.
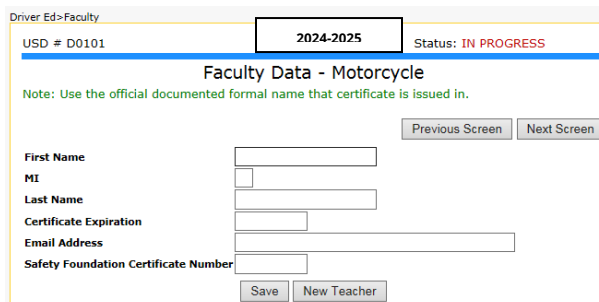
a. At the bottom, all teachers that have been entered and saved will appear in a table.

b. If a teacher needs to be removed, click on the Delete link next to the record listed in the table. Click on Select to review their record.

3. When done entering data for all teachers, click on Next Screen, or use the menu on the left side to choose another screen such as Student Data.
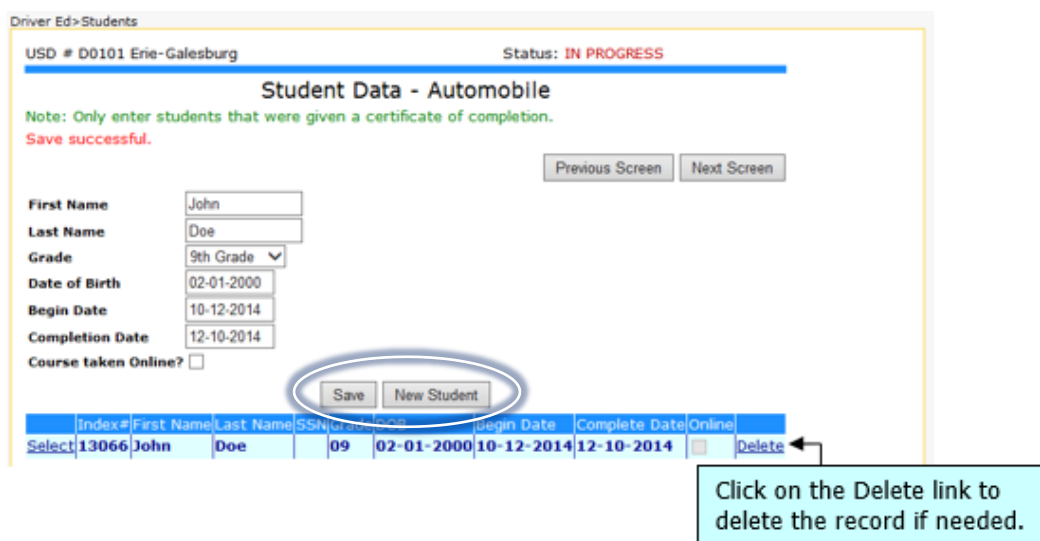
FACULTY DATA – MOTORCYCLE

Reference automobile directions above for entering motorcycle teachers.

STUDENT DATA - AUTOMOBILE

1. When you first enter the Student Data screen, there will be no students in the list.
   a. Click in the First Name box and enter the data.
   b. Click Save.
   c. For each additional student, click New Student, enter data, and click Save.

2. When done entering all students, click on the Next Screen or use the menu on the left side to choose another screen such as Submit Application to check the completeness of the application.

STUDENT DATA – MOTORCYCLE

Reference automobile directions above for entering data for motorcycle students.

SUBMIT APPLICATION

- On the Submit Application screen, you may correct data and re-save it until you click on the Submit button. This puts the application into 'Ready to Go' status.

- The application cannot be modified once it is put into 'Ready to Go' status or the district report is submitted. After submitting, if you need to edit data on the application, contact KSDE help desk at (785) 296-7935 and request to un-submit the application and release it back to the district.

SESSION EXPIRED SCREEN

After 20 minutes have elapsed without server activity, you will be automatically logged out of this web application. All data entered in the 20-minute window will be lost if Save is not clicked during this time period. Please be aware that some Internet service providers may have shorter "time outs." Therefore, it is recommended that you save often – especially if you experience unexpected interruptions while working on this report.

CHANGING SCREENS AND NOT SAVING DATA

If you enter data on a screen and click on Next Screen or Previous Screen without clicking Save first, an alert will appear asking you if you want to save your data.

If you click **Yes** and all data on that screen is valid, it will save the data and the next screen will appear.

CHANGING SCREENS AND NOT SAVING DATA

– If **Yes**, but data is invalid, that screen will show errors and you will not go to the next screen.

– If you click **No**, changes will be ignored and you will go to the next screen.

– If you click **Cancel**, you will stay on the current screen and can continue entering data.

Program stays on current screen because of errors and displays error messages.

REVISIONS AND CORRECTIONS

If you exited the report prior to submitting it, after logging in, you will see a screen that looks like the one below. Click on Select, located next to the year, to go into the report.

Click on Select beside the Building# to enter the driver ed application.

Current Driver Ed Applications:

Click on Select next to the driver ed application you wish to view:

	Bldg #	Building Name	Program	Semester	App_id	Status
Select	0112	Galesburg Middle School	Automobile	Summer	1833	Ready to Go
Select	0112	Galesburg Middle School	Automobile	Summer	1841	Not Ready

New Application

If all Driver Ed applications listed above are in 'Ready to Go' status, and all data has been reported for the district then press the button below to submit to KSDE.

Submit to KSDE

APPLICATION STATUS AND WHAT IT MEANS:

- 'Not Ready' – Application has not been submitted and can be edited.
- 'Ready to Go' - Application has been submitted and cannot be edited.
- 'Report Submitted' – District driver education report submitted and no application in the district can be edited.

NOTE: When all information has been entered for that building's driver ed program and checked for accuracy and status is "Ready to Go", you are ready to Submit to KSDE to finalize. This step must be done after all buildings are "Ready to Go" status to officially submit your district's Driver Education application. (There can be multiple driver education applications (programs) for the district.)

SUBMITTING THE APPLICATION

The Submit Application menu option will return the Results of Completeness Check screen for that building application only. *This does not submit to KSDE.* There are two types of messages that you may receive on this screen: Stop and Warning.

- Stop means a problem MUST be corrected before submitting the report to KSDE.
- Warning means you can Submit without correction.

You may **click on the error message** to navigate directly to the screen that needs correction.

The Submit button will not appear until AFTER all errors have been corrected.

The Submit button will disappear when the application has been submitted.

The text will change to: This application has been submitted.

IMPORTANT: If you are done entering all driver ed applications for the district, then click on SUBMIT TO KSDE button on the Application List screen. Once the button is clicked, this message will appear on the bottom of the screen:

The Driver Ed Report has been submitted for your district.
Contact KSDE at (785) 296-7935 if you need to add another application to your district's report.

PRINTING

Select Print Report from the menu option.

- On the Print Report preview screen, you may **Select** individual reports to print. The documents will be converted to PDF format.

- *If you experience any problems while trying to print the reports, please be sure to disable any pop-up blockers.*

- You may send this to print or save as a file on your computer.
  - o PLEASE NOTE YOU MAY ONLY **Select** ONE REPORT AT A TIME.
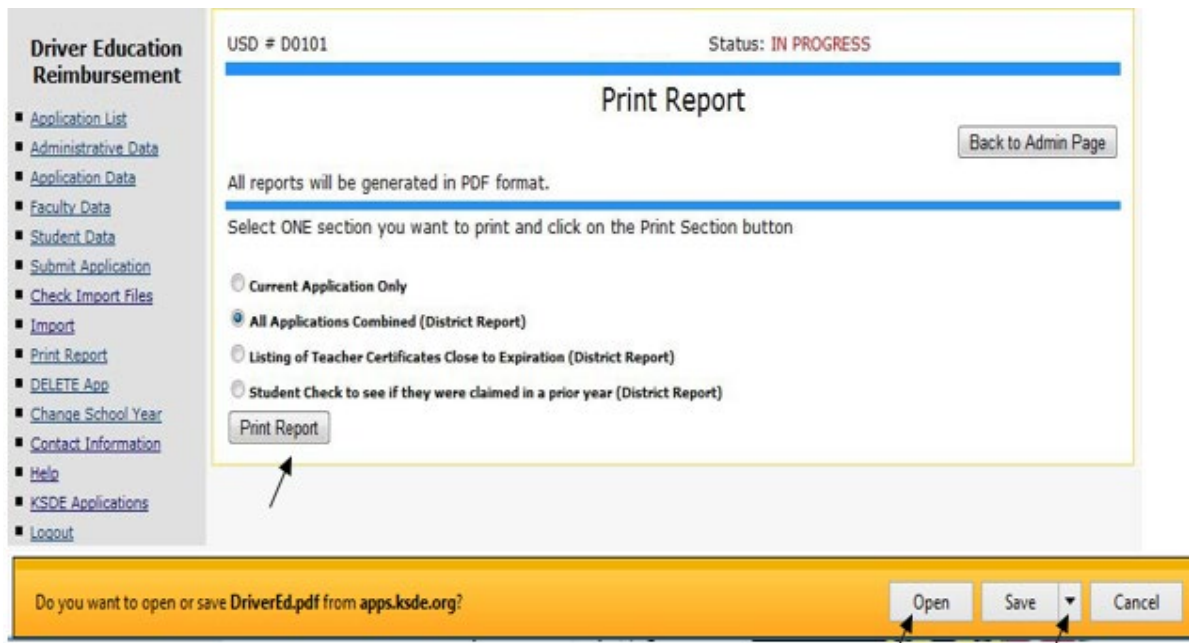
If you open the report, it comes up as a .pdf file and can be printed by clicking on the printer icon. A printer dialog box will come up and you can **Select** which printer to print to.

You can also click on the drop-down by the Save button and SAVE or SAVE AS the report to your computer.

- o If you save the report, you are prompted as to where to save it.

SUBMITTING THE DISTRICT REPORT

On the Application List screen, if all applications are in 'Ready to Go' status (have been submitted as shown on the previous page), you can submit the report for the district.

After clicking on Submit to KSDE, you will be redirected to the screen that lists all the report years and the current report will now be in 'Submitted' status.

If after submitting you find you need to add another application for another building in the district, you can call the KSDE helpdesk **(785) 296-7935** to request the report be un-submitted.

If you need to correct a current application that is either in 'Ready to Go' or 'Report Submitted' status, you can call the KSDE helpdesk and request the application be un-submitted. **When you call, please give the USD number if just the district report needs un-submitted <u>OR</u> give the USD number and building # if you need an application un-submitted.**

Import Screen

The first field on each record will be the record type to differentiate the type of record that is being imported (1=teacher, 2=student).

- Do not include both record types in the same file.

- If there are any errors on a record in the import, that record is skipped, and the import will attempt to import the next record.

- If there are too many records in error, the import will quit.

- Records (line#) listed in error on the screen should be copied to a new file and corrected, then re-imported.

How to check your import file (and correct) before doing the actual import: (Checks the fields needed for that driver ed application, whether it is automobile or motorcycle.)

Do the actual import from the Import screen:

– Example of error messages when checking/doing actual import: (Ex: student records or an automobile program)

– HINT: Check the Student Data screen or Faculty Data screen to see what was actually imported if you don't understand the error message.

TEACHER IMPORT FILE INSTRUCTIONS

FILE FORMAT

The fields should be in the exact order as listed below. Do **NOT** put a header row on the file. File can be saved as a **comma or tab delimited** file. *SSN is no longer collected for automobile teachers but rather the teacher ID or (Educator ID) from the educator license is collected.* *

Field Order	Field Contents	Type	Description
1	record type	Integer	Number 1 means a teacher record.
2	Teacher ID	Integer	Teacher ID (a/k/a Educator ID) is found on teacher license (up to 10 digits).* (Leave blank for motorcycle teachers.)
3	first_name	Char (20)	The first name of the teacher.
4	middle_init	Char(1)	Middle initial of the teacher. (OPTIONAL)
5	last_name	Char(20)	Last name of the teacher.
6	Certificate_expiration	Date	The teacher's certificate expiration date. Use / as the separator. Ex: 8/1/2025 or 08/01/2025
7	Substitute	Bit	Are they teaching under a substitute teaching certificate? TRUE or FALSE (Enter FALSE for motorcycle teachers.)
8	msf_no	Char(9)	Certificate number of motorcycle safety foundation. Ex: 123456789 (Leave blank for automobile teachers.)
9	email	Char(40)	Email address of teacher (leave blank if they don't have one.)
10	Teach_online	Bit	Are they teaching this course online? TRUE or FALSE (Enter FALSE for motorcycle teachers.)

Example of how to create an import file if you have the data in Excel:

(Make sure the data is in the correct order/columns – example automobile teacher file shown)

Field	1	2	3	4	5	6	7	8	9	10
	A	B	C	D	E	F	G	H	I	J
1	1	1234567891	First	A	Teacher	2/10/2017	FALSE		firstteacher@yahoo.com	FALSE
2	1	1234567892	Second	B	Teacher	3/1/2018	TRUE		secondteacher@yahoo.com	FALSE

Save As comma delimited (you can use tab delimited also):
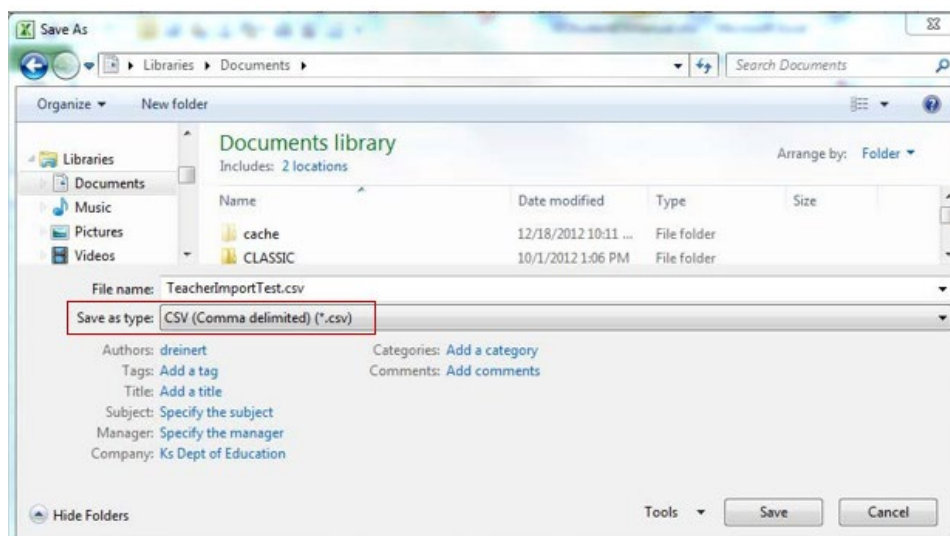
STUDENT IMPORT FILE INSTRUCTIONS

FILE FORMAT

The fields should be in the exact order as listed below. Do **NOT** put a header row on the file. File can be saved as a **comma or tab delimited** file. *SSN is no longer collected.*

Field Order	Field Contents	Type	Description
1	record type	Integer	Number 2 is a student record.
2	first_name	Char(20)	The first name of the student.
3	last_name	Char(20)	The last name of the student.
4	grade_no	Char(2)	The grade code of the student. Use a custom format of 00 so that 9 is 09. *Import will format 9 as 09 if you forget.*
5	dob	Date	Date of birth. Use / as the separator. Ex: 1/1/1987 or 10/1/1988
6	begin_date	Date	The date the program began. Use / as the separator.
7	comp_date	Date	The date the program was completed or will be completed. Use / as the separator.
8	class_minutes	Int	Class minutes. Motorcycle programs only. Put zero for automobile.
9	wheel_minutes	Int	Wheel minutes. Motorcycle programs only. Put zero for automobile.
10	driv_range	Int	Driving range minutes. Motorcycle programs only. Put zero for automobile.
11	semester	Char(1)	The semester the class was taken. S or Y (see definition below)
12	online_course	Bit	Was the course taken online? TRUE or FALSE (Enter FALSE for Motorcycle students.)

* Should match the semester that you chose on the application data screen.

GRADE CODE

Enter the code of the level of grade for each student. This must be reported for all students.

Code	Description
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
NG	Other

Students who have <u>finished</u> grade 8 and are taking driver ed over the **summer** should be listed as **grade 9**.

If they are really in grade 8, then report as **NG** on the import.

<u>Date of birth, begin date and completion date</u>
Enter the date using '/' as the separators. Ex: 10/10/2010 or 5/23/2025

<u>Semester</u>
Enter the semester code.
Sample data: Y

Note: There are two semester choices: Yearly or Summer. The semester should match what you select for the semester on the Application Data screen.

Code	Description
S	Summer
Y	Yearly (may include Summer)

More clarification on semester: If the district offers driver ed classes during school year and summer, choose Yearly. If the district only offers classes during the summer, then choose Summer.

It is recommended that districts **use the same semester designation** on all driver ed 'apps' for the district for that report year. This aids in KSDE statewide reporting.

EXAMPLE OF HOW TO CREATE AN IMPORT FILE IF YOU HAVE THE DATA IN EXCEL:

(Make sure the data is in the correct order/columns – example automobile student file shown)

	A	B	C	D	E	F	G	H	I	J	K	L
1	2	FirstA	LastA	10	10/12/2000	9/22/2015	10/22/2015	0	0	0	Y	FALSE
2	2	FirstB	LastB	09	6/12/2001	9/22/2015	10/22/2015	0	0	0	Y	FALSE
3	2	FirstC	LastC	NG	10/12/1984	9/22/2015	10/22/2015	0	0	0	Y	FALSE
4	2	FirstD	LastD	NG	10/13/1991	9/22/2015	10/22/2015	0	0	0	Y	TRUE

Field   1   2   3   4   5   6   7   8   9   10   11   12

Save As **comma delimited** (you can use tab delimited also):
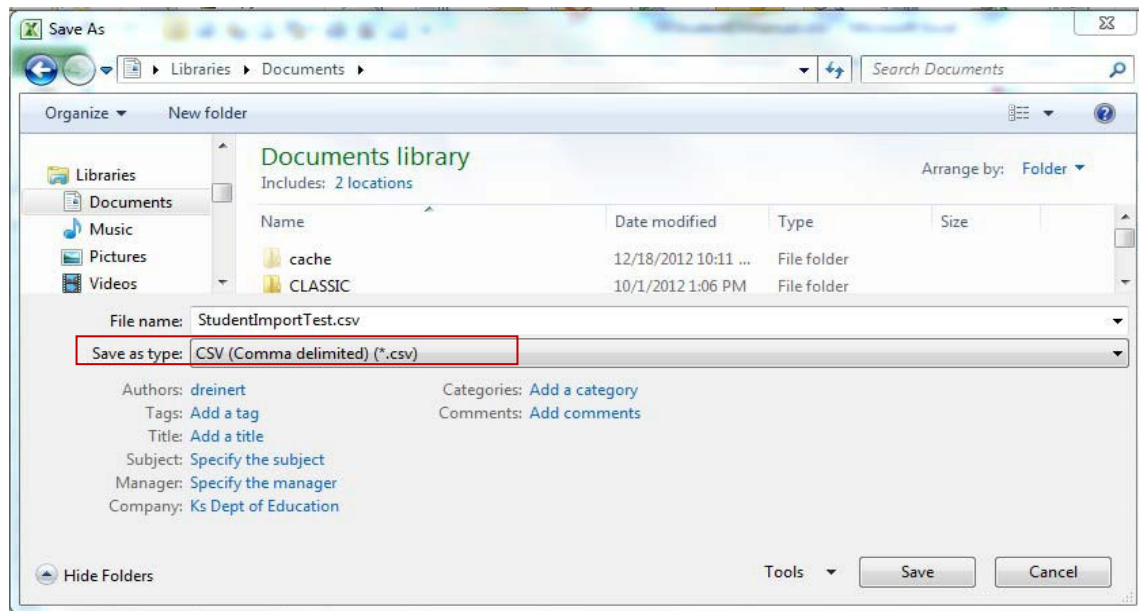
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