Principal's Building Report

User's Guide

Submit by: October 10, 2025

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas leads the world in the success of each student.

Kansas State Board of Education

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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

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

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Kansas leads the world in the success of each student.

July 1, 2025

Table of Contents

Introduction

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The purpose of the PBR is to give building/district staff the opportunity to review and approve the enrollment data used for funding. Individual student records are submitted to the Kansas Individual Data on Students (KIDS) system. The KIDS ENRL (enrollment) Collection is the official enrollment for all students enrolled and attending on September 20.

Accuracy is extremely important when submitting KIDS records. The KIDS ENRL Collection is the official data used to determine the enrollment and various weightings used for computing the district's General Fund and Supplemental General Fund Budgets. The aggregate ENRL data will populate to the Headcount Table and Weightings Table, as well as the Superintendent's Organization Report. Throughout the year, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

Instructions are provided on each screen. Additional detailed information may be available for a screen by clicking on the Help icon in the upper righthand corner of the screen.

Important Terms

KSDE has created a glossary of terms in the next few pages to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

Terms	Meaning
Directory Updates	A district level web application, typically managed by someone in the Central Office (Superintendent, Board Clerk or any other designated individual). Directory data for the building, such as Schedule Information, populates to portions of the PBR.
ENRL Record	The ENRL Collection focuses on gathering enrollment and program participation information on students. This is the data that is used to populate sections of the Principal's Building Report (PBR) and the Superintendent's Organizational Report (SO66), which are in turn used for state funding (based on the September 20th Rule) and for federal funding calculations.
KIDS System	Kansas Individual Data on Students (KIDS) system is used to manage educational data collected to meet state and federal reporting requirements. Data uploaded from your student information system to KIDS is used to populate the PBR.
Student Information System (SIS)	A software program that administers and maintains student information, such as enrollment, scheduling, attendance, accounting, and grade reporting, for that district/school. This software is installed on the school's local network and computers.
Superintendent's Organization Report (SO66)	A district-level report that aggregates unaudited data from the KIDS ENRL to determine funding. The electronic submission is considered your signature as certifying the data as accurate when submitted to KSDE.
Principal's Building Report (PBR)	A building-level report that compiles data from KIDS ENRL. Principals (or other designees) approve the PBR for the Superintendent to submit.

Accessing Principal's Building Report

Access Levels

Access differentiates depending on responsibilities at each district, but below gives definitions of each access level on both the PBR and SO66.

PBR

- <u>District Read Only:</u> View data for all PBRs (schools) within USD (cannot edit or submit).
- <u>District/Org Approve:</u> View, edit and submit data for all PBRs (schools) within USD. May un-submit PBRs if SO66 has not been submitted.
- <u>School Read Only:</u> View data for specific school within USD (cannot edit or approve).
- <u>School Write:</u> View, edit and approve data for specific school within USD.

Note: If username is associated with a school the user is not associated with, a new username is necessary to get district-level access (all schools) or school-level access to a different school.

SO66

- <u>District/Org Read Only:</u> View data on SO66 (USD) as well as data for all PBRs (schools) within USD (cannot edit or submit).
- <u>District/Org Approve:</u> View, edit and submit data on SO66 (USD). May view data for all PBRs (schools) within USD but may not edit. May un-submit PBRs if SO66 has not been submitted.

Current Users

If you already have access to KSDE Web Applications, log in and make sure you have "Principal's Building Report (PBR)" 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 Principal's Building Report (PBR) 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 on **Principal's Building Report (PBR)**.

> Note: Once you log into the PBR, check the access level at the top right in the blue bar. If you are a ***Superintendent***, this should say "District/Org Approve" and if you are a ***Principal***, this should say "School Update". If it does not, please email the IT Helpdesk (helpdesk@ksde.gov) with your username and ask to have your access level changed to "District/Org Approve" if you are a Superintendent or "School Update" if you are a Principal.

- If you do not, click on **Manage My Account** and then continue to Step 4.

  Manage My Account
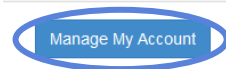
  1. Annual Statistical Report(18E)
  2. Annual Statistical Report(18E) - Special Access
  3. Directory Updates

4. Principal's Building Report (PBR) should be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to Principal's Building Report (PBR), then select one of the following in the Application Access Level column.

   - If you are a ***Principal,*** you will have the following two options:

     School Update: This will give the user access to Approve the Principal Building Reports (PBRs) for the school.

     > Note: All Principals should select "School Update".

     School Read Only: This will give the user access to view, but not edit or submit the Principal Building Reports (PBRs) for the school.

   - If you are a ***Superintendent,*** you will have the following two options:

     District/Org Approve: This will give the user access to submit Principal Building Reports (PBRs) for schools within the district.

     > Note: All Superintendents should select "District/Org Approve".

     District/Org Read Only: This will give the user access to view, but not edit or submit Principal Building Reports (PBRs) for school within the district.

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 this happens, KSDE's IT department will email the contact denoted as the main contact on the Directory Updates web application for approval (for USD's this will be the Superintendent). Once approved, KSDE's IT department will add the requested application to your account and send you an email to let you know that you can now access the requested application.
7. Go to KSDE's Web Applications Site and login.
   - You should see all web applications you have requested access to. The applications that have been approved will be clickable. The ones that you are still awaiting access for or will be greyed out. If the main USD contact approved access outside of KSDE's office hours (M-F, 8:30 to 4:30), you will be granted access when KSDE office reopens.

New Users

Individuals who do not have access to KSDE web applications will need to register for access.

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

Common Authentication Login

User Name:

Password:

Login

Forgot password?

Need Assistance?

General Help	KN-CLAIM Support	KCCMS or Pathways Support
helpdesk@ksde.org	cnwapplications@ksde.org	pathwayshelpdesk@ksde.org
(785) 296-7935	(785) 296-2276	(785) 296-4908

KESA Support		KEEP Support
mmelton@ksde.org - Myron Melton		ayates@ksde.org - Ann Yates
(785) 296-8110 - Myron Melton		(785) 296-5140 - Ann Yates

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

3. Enter in the required information.
   - Make sure to select your organization from the Organization drop-down list.
   - For the building drop-down box, please select based on the following guidance:
     o School Level Faculty: Please select your building from the Building drop-down list. This will then populate below a list of applications to sign up for.
     o District Level Faculty: Please select All Buildings from the Building drop-down list. This will then populate below a list of applications to sign up for.

Note: If you select a specific building instead of "All Buildings", the Superintendent's Organization Report (SO66) application will **_NOT_** populate in the list of applications.

Tip: Do not use spaces when defining your username login ID. 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 that you entered. KSDE does not store this information for you.

   - Scroll down and check Principal's Building Report (PBR), then select one of the following in the Application Access Level column.
     o If you are a **_Principal,_** you will have the following two options:

       <u>School Update:</u> This will give the user access to Approve the Principal Building Reports (PBRs) for the school.

       Note: All Principals should select "School Update".

       <u>School Read Only:</u> This will give the user access to view, but not edit or submit the Principal Building Reports (PBRs) for the school.

     o If you are a **_Superintendent,_** you will have the following two options:

       <u>District/Org Approve:</u> This will give the user access to submit Principal Building Reports (PBRs) for schools within the district.

       Note: All Superintendents should select "District/Org Approve".

       <u>District/Org Read Only:</u> This will give the user access to view, but not edit or submit Principal Building Reports (PBRs) for school within the district.

   - If there are any other applications you would like to register for, please go through and check those as well as selecting the Application Access Level.

4. Click **Submit**.
   - Once this happens, KSDE's IT department will email the contact denoted as the main contact on the Directory Updates web application for approval (for USDs this will be the Superintendent). Once approved, KSDE's IT department will add the requested application to your account and send you an email to let you know that you can now access the requested application.

5. Go to KSDE's Web Application site and sign in. You should then see all web applications you had registered and been approved for.

Tip: If you forget your KSDE web applications password, click on the link that says, "Forgot Your Password?" on the Authentication screen. Enter your username and a link will be emailed to the email address connected with your username. Click on the link in the email to go to the page where you can reset your password. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

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6. Click Principal's Building Report (PBR) and you should see the following screen. Check the access level at the top right in the blue bar. If you are a ***Superintendent***, this should say "District Approve", if you are a ***Principal***, this should say "School Update". If it does not, please email the IT Helpdesk (helpdesk@ksde.gov) with your username and ask to have your access level changed to "District/Org Approve" if you are a Superintendent or "School Update" if you are a Principal.

User: D0207 District: D0207 (Ft Leavenworth) Building: 0000	Access Level: DistrictApprove
🖶 Return To App List	Welcome	❓ Help

Notes: If you do not have access to the Principal's Building Report (PBR) web application after requesting access for a current Username or registering for a new username, then please contact our IT Help Desk (helpdesk@ksde.gov) at (785) 296-7935.

At the top left in the blue bar, you can find the current organization associated with your username. If this organization is incorrect, please reference the New Users section and register as a new user for the correct district.

School-level access is usually for data entry staff, administrators, and program staff who are submitting and/or viewing PBR data **only** for their school. District-level access is for data entry staff, administrators, and program staff who submit and view PBR data for multiple schools within the same district.

"Update" access is the most typical form of access, and allows the user to both work in the application and view reports that are generated from KIDS data. "Read-only" access does not allow the user to interact with the application (i.e., upload batch files), but allows the user to view the data and reports contained in the PBR. Also, be aware that the types of reports that you have access to depend on what is entered in the "Building" field on the web applications registration page. Click on the "Manage My Account" button to see the level of access approved for each application. This can be updated and resubmitted to request a different level of access.

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Logging into the PBR

The Principal's Building Report is available on the KSDE Web Applications page. Login: https://appss.ksde.org/authentication/login.aspx.

If you are unable to login, please click the "Forgot Your Password?" link or contact the Help Desk at 785-296-7935.

Common Authentication Login

User Name:

Password:

Login

Forgot password?

Individuals will need to read the **Legal Notice** and click on the **Accept** link to continue.

KSDE Web Applications - Legal Notice

Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the Kansas Student Data Privacy Act (SDPA), as authorized by K.S.A. 72-6215 through 72-6223, and amendments thereto, and the federal Family Educational Rights and Privacy Act (FERPA), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.

Accept   Decline

The user will see the Principal's Building Report within the list of approved KSDE applications (example list shown below) and select Principal's Building Report to begin.
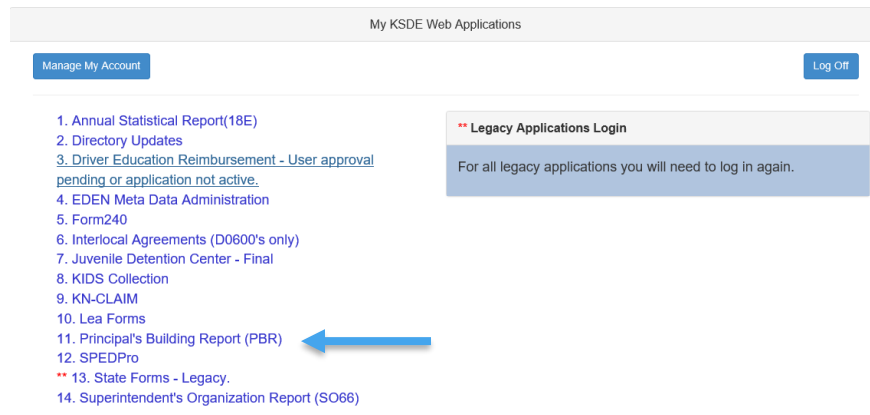
Quick "Tour" of the PBR

Welcome Page

<mark>Count day is September 22, 2025</mark>

For most users, this is the first screen that will appear after entering the report. From here you will be able to begin the report, jump to a specific screen, and review some basic information about the report.

Welcome   ⬇ Bottom of Page

About The Principal's Building Report (PBR)

The purpose of the PBR is to give building/district staff the opportunity to review and approve the enrollment data used for funding. Enrollment data is populated on the PBR based on individual student records submitted to the Kansas Individual Data on Students (KIDS) web application during the ENRL (enrollment) Collection. All students enrolled and attending on September 20 should be submitted.

Accuracy is extremely important when submitting KIDS records. The ENRL Collection is the official data used to determine the enrollment and weightings used for funding. In addition, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

September 20 Rule (ENRL): Students must be enrolled and attending on September 20. If absent on September 20, the student must have attended once before September 20 and once after September 20 but before October 4. If September 20 falls on a non-school day, use the first school day after September 20.

February 20 Rule (MILT): In order to qualify for the Military Second Count, the enrollment of "Military Dependent" students on February 20 must be 25.0 FTE or an FTE equal or greater than 1% of the current year's September 20 enrollment who were not already counted by the district (excluding virtual students). If eligible, the Military Second Count will be treated like September 20 for funding purposes and will be added to the district's September 20 enrollment, including all weightings assigned to these students. The attendance window will run from February 1 to March 4. If absent, the student must be enrolled on February 20 and attends at least once on or after February 1 AND once after February 20, but it must be before March 4. If February 20 falls on a non-school day, the count day moves to the next school day.

PBR User Guide: Download from the School Finance, Guidelines and Manuals web page. For additional information, Help screens can be accessed by clicking on the question mark icon in the upper right hand corner of the screen.
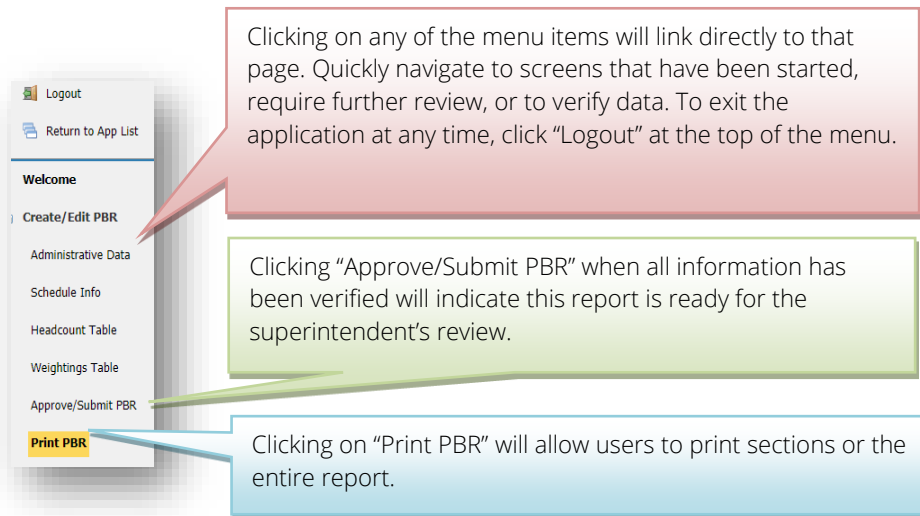
Enrollment Handbook: Download from the Fiscal Auditing website found under the Audit Guides heading.

KIDS: To prepare your school or district's ENRL submissions, we encourage you to visit the KIDS website for additional resources at http://www.ksde.gov/kids.

Questions about KIDS? E-mail KSDE at kids@ksde.gov

Questions about the PBR? Contact Rose Ireland (School Finance) at 785-296-4973 or email to RoseMary.Ireland@ksde.gov

Navigation Menu

Clicking on any of the menu items will link directly to that page. Quickly navigate to screens that have been started, require further review, or to verify data. To exit the application at any time, click "Logout" at the top of the menu.

Clicking "Approve/Submit PBR" when all information has been verified will indicate this report is ready for the superintendent's review.

Clicking on "Print PBR" will allow users to print sections or the entire report.

Create/Edit PBR

When you are ready to begin the Principal's Building Report, click on the "**Create PBR**" button below the school building data. Once you begin the report, this button will change to "**Edit PBR**". Alternately, based upon your access level and user rights, the button may say "**View PBR**". Click this button to resume your report or click on one of the menu items to go directly to that page. If you are needing to "**Edit the PBR**" you will need to go back and click on **Manage my Account** and **change your access level to School Update**.

Welcome

USD #: D0248, Girard   School Year: 2025 - 2026   Status: **Submitted to KSDE**
Bldg #: 1258, R V Haderlein Elem   Status Date: 9/12/2025 8:12:46 AM
Create PBR

About The Principal's Building Report (PBR)

The purpose of the PBR is to give building/district staff the opportunity to review and approve the enrollment data used for funding. Enrollment data is populated on the PBR based on individual student records submitted to the Kansas Individual Data on Students (KIDS) web application during the ENRL (enrollment) Collection. All students enrolled and attending on September 20 should be submitted.

Accuracy is extremely important when submitting KIDS records. The ENRL Collection is the official data used to determine the enrollment and weightings used for funding. In addition, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

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Questions about KIDS? E-mail KSDE at kids@ksde.gov

Questions about the PBR? Contact Rose Ireland (School Finance) at 785-296-4973 or email to RoseMary.Ireland@ksde.gov

Page Navigation

To navigate from page to page you will see a series of buttons on the screen. The following buttons are available for selection: **Previous, Save & Previous, Save, Save & Next,** and **Next**. Not all buttons will be available on all screens and may not be available if you have "approved" your PBR report for superintendent review.
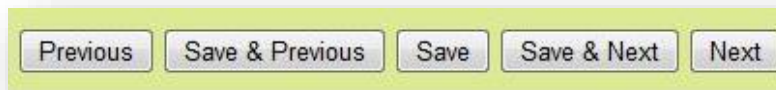
TIP: You should <u>not </u>use the "Refresh", "Back", or "Forward" browser buttons. Please use the menu on the left pane to navigate to other screens.

The PBR will start to timeout after 15 minutes.

Administrative Data

If any of the information in the "Building Info" or "Grades Offered" section is incorrect, please contact the individual responsible in your district that submits the Directory Updates. This is typically the District Office staff. Once the correction is submitted in Directory Updates, it will be reflected on the PBR immediately.

Building Info

The building data is populated from the Directory Updates web application, Buildings Screen.

Data in the Building Info Section is pre-populated from the Directory Updates Web Application. This is a snapshot of basic building data from the Buildings Screen. Corrections to this data must be entered in the Directory Updates Web Application, and once submitted, the updated will be reflected immediately.

Grades Offered

Summary of Grades Offered as selected in the Directory Updates web application.

Contact Person

Users are required to enter contact information for this report, including name, phone number, and position. The contact person should be the person who is most familiar with, or can most conveniently answer questions regarding details of the report. The contact may be, but is not limited: the principal, the

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superintendent, the board clerk, the business manager, an administrative assistant, an IT staff member, or other appropriate personnel.

Schedule Info

The Schedule Info screen displays data populated from the Directory Updates web application, Buildings screen. Corrections to this data must be entered in the Directory Updates web application by district-level personnel and once made will reflect in the PBR in real time.

<u>Daily Schedule</u>

Count as minutes enrolled:
- Time spent in class.
- Passing periods, not to exceed 10 minutes, between classes.
- One (1) morning recess and/or one (1) afternoon recess, up to 15 minutes each.
  (The recesses may immediately precede or follow lunch and be counted toward school term)

Do <u>not</u> count as minutes enrolled:

- Lunchtime and one passing period either before OR after lunch
- Breaks (a passing period in excess of 10 minutes is considered a break)
- Any additional minutes over 15 per recess

Weekly Schedule

All High Schools will need to have a copy of your class schedule available at the time of the KSDE audit.

Schedule Info 🔽 Bottom of Page

USD #: D0248, Girard	School Year: 2025 - 2026	Status: In Progress
Bldg #: 1258, R V Haderlein Elem		Status Date: 9/15/2025 10:14:13 AM

Data on this page is populated from the Directory Updates application (Building Data page). If this information is not correct, please contact the designated person in your Central Office who is responsible for the Directory Updates application. Corrections will be reflected on this screen immediately after saving Directory Updates.

Daily Schedule & Schedule
Guidelines and worksheets for Bell Schedule can be found on the Fiscal Auditing website under "Calculators".

For more detailed information, click the ?Help button at the top, right corner.

DAILY SCHEDULE

Starting Time:	8:00 am
Dismissal Time:	4:30 pm
Total Length of Day:	510 minutes
Lunch Minutes:	30 minutes
Break Periods (doesn't include passing periods):	0 minutes
Total Class Time:	480 minutes

SCHEDULE

All High Schools will need to have a copy of your class schedule and bell schedule available at the time of the KSDE audit.

Does this building have a block schedule for the 2025 - 2026 school year?
No
School Days Per Week:
5

Kindergarten Sessions

Users who have selected grades Kindergarten in the Directory Updates Web Application, Buildings Screen, will be prompted for information regarding the number of Kindergarten students they have for each Kindergarten Session type. Users will need to manually enter the headcount into each session reported.

The current/expected values are a comparison of the value entered on the Kindergarten Sessions and the actual headcount enrollment your district uploaded to the KIDS Collection System. These two values **must** match before you will be allowed to approve your report. If your expected number is incorrect, you will need to log into the KIDS web application and upload the correct data for the missing or additional students so it will match the actual number you have and are manually entering on the PBR.

KINDERGARTEN SESSIONS

Please enter Kindergarten headcount for each session. This should match the total (expected) Kindergarten headcount.

Kindergarten sessions are populated from the Directory Updates application (Building Data page). If this information is not correct, please contact the designated person in your Central Office who is responsible for the Directory Updates application. Corrections will be reflected on this screen immediately after saving Directory Updates.

Note: If you have multiple classes with the same schedule, this is considered as one session.

5-Year-Old Preschoolers: For funding, these students' KIDS ENRL records should have a grade level of Kindergarten (KG) regardless of placement. **If they are not attending the same Kindergarten session as listed below, please add a new session in the Directory Updates web application.**

Directory Updates Application Questions: Marcia Ricklefs (mricklefs@ksde.org) at (785) 296-4209.

Session #	Starting Time	Lunch Minutes	Days per Week	Dismissal Time	Headcount	Format
1	08:30 AM	30	4	04:30 PM	0	Full- day, every day
					0 (current) 0 (expected)	

Previous Next

KESA Assurances

Not Applicable

Headcount Table

Headcount Table provides a snapshot of enrollment as it relates to funding, and further disaggregates the totals into subgroups that could potentially affect weightings for funding.

Headcount Table   ⬇ Bottom of Page

USD #: D0248, Girard	School Year: 2025 - 2026	Status: **Submitted to KSDE**
Bldg #: 1258, R V Haderlein Elem		Status Date: 9/3/2025 11:01:29 AM

The aggregate enrollment counts are pre-populated based upon individual student ENRL records submitted to the KIDS Collection system. Click on any linked number to download the list of students.

To correct the headcount, an updated ENRL record must be submitted for the student(s) in question. To remove a student from the enrollment count, submit an updated ENRL record with Minutes Enrolled = 0 for this funding building number.

Preschool-Aged At-Risk (3 year old): Beginning 2022-2023 school year, these students are included in the FTE enrollment and weightings for funding purposes.

Kindergarten: Preschool students that are 5 years old on or before August 31 should be reported as Kindergarten (D10 = Grade KG) for funding purposes, regardless of their placement.

Free Meal Headcount is used for determining At-Risk funding, which excludes students enrolled less than full time in grades 1 through 12 or any student 20 & older as of September 20. These provisions do not apply for students on an individualized education program (IEP).

Bilingual Headcount includes students with a Participation Code of 1, 2, 3 or 7 (KIDS field D44).

Note: Virtual students are INCLUDED in the Total Headcount, Concurrent High School Enrollment and FTE columns only, but EXCLUDED from Free Meal Headcount, Reduced Meal Headcount, IEP Headcount and Bilingual Headcount.

The 2024 House Sub for Senate Bill 387 [Section 9 paragraph (l)(1)] requires the KSDE to audit each district's Open Enrollment capacity. The number of accepted Open Enrollment Student Headcount is populated (KIDS D93). Other counts are hand-entered in the new Open Enrollment Data Table. *Virtual Schools and Private Accredited Schools are exempt and should submit with blanks.* If you have questions, contact Gabrielle Hull at gabrielle.hull@ksde.gov or 785-296-7840.

For more detailed information, click the ?Help button at the top, right corner.

Grade	Total Headcount	Free Meal Headcount	Reduced Meal Headcount	IEP Headcount	Bilingual Headcount	Concurrent High School Student Headcount	Open Enrollment Student Headcount	FTE
Kindergarten	146	0	0	0	0	0	0	146.0
Grade 1	32	0	0	0	0	0	0	32.0
Grade 2	168	0	0	0	0	0	0	168.0
Grade 3	25	0	0	0	0	0	0	25.0
Grade 4	28	0	0	0	0	0	0	28.0
Grade 5	487	50	25	98	0	0	0	487.0
Total	**886**	**50**	**25**	**98**	**0**	**0**	**0**	**886.0**

Open Enrollment

The 2024 House Sub for Senate Bill 387 (Section 9 paragraph (l)(1)) requires the KSDE to audit each district's Open Enrollment capacity. The information necessary to complete the audit will be collected on the **Principal's Building Report** (PBR).

Shown below are headcounts that will be required by grade level for open enrollment students:

- Number of Nonresident Students Accepted (*uploaded in ENRL record)
- Enrollment Capacity,
- Projected Enrollment,
- Denied for Capacity,
- Denied for Other Reason.

* The number of nonresident students accepted is populated on the PBR based on the KIDS ENRL (enrollment) record using **Field D93 = 1** (YES, Open Enrollment Student).

The other counts will be hand-entered in the new **Open Enrollment Data Table** (example below) on the PBR Headcount Table screen.

Open Enrollment Data Table

Grade	Enrollment Capacity	Projected Enrollment	Denied (Capacity)	Denied (Other)
Grade 7				
Grade 8				
Grade 9				

Starting in 2024-2025, open enrollment information will be certified to the KSDE annually on the Principal's Building Report (PBR).

If you have questions, contact Gabrielle Hull (785) 296-7840.

Clicking on any reported value (except Free or Reduced) will provide a breakdown of student details that are used to populate the report, which can be downloaded to Excel spreadsheet. The data that displays depends on the column you select. You can use this list to balance against your student information system. Data is downloadable to MS Excel. Please note, the following rules apply in the reported data:

- Students must have an **ENRL record with 18 minutes or more** to be counted, which will generate their FTE. Students with 17 minutes or less will not be counted as they will not generate an FTE (17 ÷ 360 = .047 = 0.0 FTE), unless they have an IEP. **Concurrently enrolled** students must have 15 minutes or more.
- All students are reported at the grade level indicated by their KIDS record. If a student is five years of age by August 31, they should be reported as **Kindergarten** regardless of their placement.
- Does not include students residing at the Flint Hills Job Corps Center, or students confined in a juvenile detention facility or psychiatric residential treatment facility under KSA 72-1173
- **Free Meal Headcount** excludes Virtual and any pupil enrolled less than full-time (FTE less than 1.0 FTE) in grades 1 through 12 or any student 20 years of age or older as of September 20. These provisions would not apply for any student that has an individualized education plan (IEP).
- **IEP Headcount** includes all students who have active IEPs (D35 and D36).

- **Bilingual Contact Hours** includes students with a participation code of 1, 2, 3 or 7 in field D44 and **Bilingual Student Contact Minutes** in field D46 of the KIDS File Specs. Bilingual Headcount includes students with a participation code of 1, 2, 3, or 7. Excludes Virtual Students.
- **Concurrent High school enrollment** is students reported in field D25 of the KIDS Files Specs, who are receiving both high school and college credit for coursework.

FTE (full time equivalency) is computed based on KIDS ENRL minutes enrolled (D24). A **part-time student** is a student who attends school less than 360 minutes per day or a student who attends high school and a postsecondary school for dual credit, for less than 300 minutes a day (see KSA 72-3220 and 72-5132).

In populating the **Headcount** Table, data is pulled from ENRL records uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

- **D10: Current Grade Level**
  - (All Values)
- **D24 Minutes Enrolled**
  - (Value greater than or equal to 18, or greater than or equal to 15 for concurrent high school enrollment students)
- **D25: Concurrent High School Enrollment**
  - (1, 2, 3, 4, & 5)
- **D34: Eligibility for National School Lunch Program**
  - (Value 1 & 3-Reduced Lunch; Value 2 & 4-Free Lunch)
- **D35: Primary Disability Code**
  - (Value WD) and D36:
  - Gifted Student Code (Value GI)
- **D44: ESOL/Bilingual Program Participation Code**
  - (Values 1, 2, 3, 5, 6, or 7)

Weightings Table

The Weightings Table page reports students who are included in special counts, such as Career and Tech Ed, Bilingual, and Virtual. Like on the Headcount Screen, clicking on underlined values will display a list of students included in the weighting.

Virtual Students (Full-time and Part-time)

K.S.A. 72-3715 provides funding for full-time 19 years and under Virtual FTE at base state aid $5,600; part-time 19 years and under Virtual FTE at base state aid $5,600.

Total Virtual Credits (20 & Older)

You will manually enter your estimated total number of credits earned for the school year (July 1, 2025 to June 30, 2026) for virtual students that are 20 years old or older. Virtual students 20 and over will be funded $709 per credit (maximum of six credits). The district will report actual Virtual Credits on the Local Effort form in June.

Dropout Diploma Completion Virtual

K.S.A. 72-3715 provides funding for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student. You will manually enter your estimated total number of credits earned for the school year (July 1, 2025 to June 30, 2026). Funding will be $709 per credit earned (maximum of six credits). The district will report actual Virtual Credits on the Local Effort form in June.

To qualify:

1) Age 19 and under attending High School Virtually. (In an approved Virtual school)

   o 19 years of age and younger as of September 20
   o High School student attending virtually

2) Credit deficient < 75% of expected credits earned (5th cohort year)

   o Total credits required for graduation (ex. 21)
   o High School credits the student earned (ex 5)
   o Example: 5/21=24% (Credit Deficient)

3) Has dropped out of high school in one of the following ways:
   o did not attend any school for 60 consecutive days or more in the current school year and is not reasonably anticipated to recommence enrollment or attendance in the current school year
   o did not attend any school for 60 consecutive days or more in the preceding school year and student did not finish the preceding year and is not reasonably anticipated to recommence enrollment or attendance in the current school year
   o exempted from compulsory attendance by written consent of parent per K.S.A. 72-3120

2/20 (Excluding Virtual) Column (Military Students)

To qualify for the Military Count, the enrollment of "Military Dependent" students on February 20 must be 25.0 FTE or an FTE equal or greater than 1% of the current year's September 20 enrollment who were not already counted by the district (excluding virtual students). If eligible, the February 20 count will be treated like September 20 for funding purposes and will be added to the district's enrollment, including all weightings assigned to these students. If absent on February 20, the student must be enrolled and

attending once on or after February 1, but before February 20 and after February 20, but before March 4. If February 20 falls on a non-school day, the count day moves to the next school day.

If your building is not eligible to turn in a 2/20 enrollment, please enter 0. For buildings that are eligible to turn in a 2/20 enrollment, please enter your estimated headcount for 2/20 in the Headcount field. For buildings that are eligible to turn in a 2/20 enrollment, please enter your estimated Free Meals for At-Risk Funding for 2/20 in the Free Meals for At-Risk Funding field.

Weightings Table   Bottom of Page

USD #: D0248, Girard	School Year: 2025 - 2026	Status: Approved By Principal
Bldg #: 1260, Girard Middle		Status Date: 9/15/2025 10:22:50 AM

Weightings are pre-populated based upon student ENRL records submitted to KIDS, except for CTE Seminar Minutes & Virtual Credits (20 years and older or 19 and under dropouts), which are entered below. To correct weightings, submit an updated ENRL record(s). *All weightings exclude Virtual students and unfunded Preschool (Grade PR without IEP and not at-risk).*

CTE Seminar Minutes* must be hand entered and should not be included in CTE Contact Minutes (KIDS field D46).

Bilingual Contact Hours* includes students with a Participation Code of 1, 2, 3 or 7 (KIDS field D44) & Bilingual Minutes (KIDS field D46).

Bilingual Headcount includes students with a Participation Code of 1, 2, 3, or 7 (KIDS field D44).

**Guidelines for counting CTE & Bilingual Contact Time can be found on the Fiscal Auditing website under "Calculators".*

Free Meal Headcount is used for determining At-Risk funding, which excludes students enrolled less than full time in grades 1 through 12 or any student 20 & older as of September 20. These provisions do not apply for students on an individualized education program (IEP).

Virtual funding is provided for students 19 years and younger at BASE State Aid of $5,600 (Full-Time) (D17, Value 1 in KIDS Specs) and BASE State Aid of $5,600 (Part-Time) (D17, Value 4 in KIDS Specs). Virtual students 20 years and older as of September 20 will be funded at $709 per credit (maximum of 6 credits per student). K.S.A. 72-3715

KSA 72-3715 provides funding on a per-course basis for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student and meet certain criteria. For more information, refer to page 49 of the Enrollment Handbook. Funding will be at $709 per credit earned (maximum of 6 credits per student).

February 20 Rule (MILT): In order to qualify for the Military Count, the enrollment of "Military Dependent" students on February 20 must be 25.0 FTE or an FTE equal or greater than 1% of the current year's September 20 enrollment who were not already counted by the district (excluding virtual students). The Military Connected 2/20 (excluding virtual) Headcount and Military Connected 2/20 (excluding virtual) Free Meal Headcount estimates only apply to districts that have new military connected students (KIDS field D54) not enrolled on 9/20, **otherwise enter as zero.**

For more detailed information, click the ?Help button at the top, right corner.

Weightings Category	Value	Weighted FTE (Info only)
Bilingual Contact Hours	0.0	
Bilingual Headcount	0.0	0.0
Free Meal Headcount (At-Risk Funding)	97.0	46.9
High Density At-Risk Weighting		7
Virtual Students FTE (Full-Time)	6.0	$ 33600
Virtual Students FTE (Part-Time)	13.6	$ 76160
Virtual Credits (20 and Older)	10 Credits	$ 7090
Virtual Credits (Dropouts 19 & Younger)	10 Credits	$ 7090

	9/20 (excluding virtual)	2/20 MILT (excluding virtual)	Total
Headcount	214	0	214
Free Meals for At-Risk Funding	97	0	97
Free Meals Percent			45.33%
High Density At-Risk >= 50%			0
High Density At-Risk >=35 and <50%			7

Previous Next

In populating the Weightings Table, data is pulled from data uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

- **D17: Virtual Education Student**

- - o Value 1 and Value 4
    - o Virtual students 19 and under are funded based on the number of minutes enrolled and are not eligible for any weightings.
  - **D24: Minutes Enrolled**
    - o For Part time: 18 minutes or more and less than 360, or 15 minutes or more and less than 300 for concurrent high school enrollment students
  - **D44: ESOL/Bilingual Participation Codes**
    - o Values for headcount: 1, 2, 3 & 7 – Values for Contact Minutes: 1, 2, 3 & 7
  - **D46: ESOL/Bilingual Student Contact Minutes** (divided by 60 to convert to hours)
  - **D47: Career and Technical Education (CTE) Contact Minutes** (divide by 60 to calculate hours) Approved CTE Courses can be found by clicking the link below: https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Career-Technical-Education-CTE/Career-Clusters-Pathways/ItemId/6886

Seminar Period

Seminar is a block of time allotted within the school day where students have the opportunity to go to any teacher outside the regular class period and get help. Since CTE teachers are part of the seminar, some seminar time can be added to CTE Contact Minutes. Seminar time is computed separately from class time and reported manually on the PBR. If your building does not have a Seminar Period, you can still submit the PBR with the error warning of Seminar minutes value is zero.

Weightings Category	Value	Weighted FTE (Info only)
CTE Contact Minutes	490.0	
CTE Seminar Minutes	0.0	
CTE Contact Hours	8.2	0.7
Bilingual Contact Hours	80.4	5.3
Bilingual Headcount	29.0	5.4
Free Meal Headcount (At-Risk Funding)	71.0	34.4
High Density At-Risk Weighting		0
Virtual Students FTE (Full-Time)	8.0	$ 40000
Virtual Students FTE (Part-Time)	0.2	$ 340
Virtual Credits (20 and Older)	0	$ 0
Virtual Credits (Dropouts 19 & Younger)	0	$ 0

To compute "Seminar Minutes" you must first know the average number of minutes per day of the seminar period. This average number of minutes is then divided by the number of classes in a full-time student's schedule and rounded to a whole minute. Using the Same Schedule Every Day sample on page 8 and if the seminar is during period 6, then 52 is divided by 6 to get 8.666 which is rounded to 9. Next multiply the allowed seminar time (9 min.) by the number of students enrolled in approved classes. This is made simple if you use the same spreadsheet shown above to verify the total minutes. Total the column with the enrollment in each class (in this case 50) and multiply by allowed seminar time. 50 X 9 = 450. On the PBR enter 450 in the seminar minutes section.

Exceptions for counting seminar minutes:

Time for Professional Learning Experience (PLE), or In House Training (IHT), are not included in the seminar calculation.

Students who have a class scheduled during the seminar period, or who are not scheduled in the building during seminar period, will not be included in the seminar count.

If the teacher for any approved class has some other class scheduled during the seminar period, or is scheduled out of the building during the seminar period, all of that teacher's technical education class enrollment will be excluded from the count.

Seminar minutes for Career and Tech Ed must be manually calculated and included here. For instructions and forms on calculating seminar minutes, please go to the Fiscal Auditing website and scroll down to the Calculators section.

> **NOTE:** Seminar minutes can only be calculated and entered manually. Do not add seminar minutes to your KIDS Collection uploads under CTE Contact Minutes. Doing so will result in an adjustment during your KSDE audit.

SCHOOLS THAT OPERATE ON A FOUR-DAY WEEK: Schools that have four-day weeks usually have a longer school day than traditional five day per week schools. Calculating CTE minutes for these schools is total minutes per week divided by five.

Approve/Submit PBR

When the PBR report is accurate, it is time to approve the report for your district's Superintendent to review. This page will display a list of *warnings* that may require additional review, and possibly edits by you before submitting.

A warning does not necessarily mean that data is inaccurate; it simply means that data is missing or doesn't match an expected value. Some districts may receive no warnings at all. In the screenshot below, the warning is showing the building didn't upload any ESOL/Bilingual Student Data in KIDS. This warning serves to ensure that the building is properly coding their students for potential funding.

Even though this warning does not have to be corrected before submitting your PBR, it is good practice to verify that the data uploaded into KIDS is correct before submitting your PBR.

> If the severity of the warning is "Cannot Submit" and also has the "Stop Submit?" box checked, the error must be resolved before users can approve the report.

Approve/Submit PBR   Bottom of Page

USD #: D0248, Girard	School Year: 2025 - 2026	Status: In Progress
Bldg #: 1258, R V Haderlein Elem		Status Date: 9/15/2025 10:14:13 AM

The following errors and/or warnings exist:

Errors   Missing Value : 2   Range Error : 1   Hide Error Details...

Type	Brief	Description	Severity	Stop Submit?	Help Link (if available)	Create Date
Missing Value	Contact Person	Please enter the contact name	Cannot Submit	☑		9/15/2025 10:16:08 AM
Missing Value	Contact Person	Please enter the contact phone	Cannot Submit	☑		9/15/2025 10:16:13 AM
Range Error	Weightings	ESOL/Bilingual Student Contact Hours value is 0.	Warning	☐		9/15/2025 10:16:13 AM

Errors and Answers:

1) Error Message: Please review the Headcount table to confirm enrollment for all grades offered as reflected on the Administrative Data page have been submitted: otherwise Submit to KSDE.

Answer: This is just a warning that is comparing the Headcount Table to the Grades Offered on the Administrative page. If the Headcount Table is correct, you can still submit with the warning.

WAIT! An error was found after approving the PBR – now what?

Un-submitting the Principal's Building Report

If an error in data is discovered after approving the PBR report, read instructions below:

- If the S066 is submitted to KSDE, the contact person will need to call KSDE School Finance to request the S066 and PBR be unsubmitted. The district office will need to re-submit the S066, once corrections to PBR are complete.

- If the S066 has not been submitted, please contact the district office personnel that has "District Approve" access to the S066 and request the PBR to be un-submitted. This can be done from the S066 – PBR Work Que as shown below.

Note: The "District Approve" user can click on the **Submit ALL "Approved By Principal" PBR's** from the S066 PBR Work Que to submit to KSDE.

Printing Current Year

The print function allows users to print individual sections of the report, or the report in its entirety. Simply click on a radio button and then click on "Download/Print as PDF".

Printing Prior Years

Users can download previous years PBR by selecting the school year from the pulldown list and click the Download button. **Be advised that screens, data, or requirements may have changed from previous years**.

Kansas State Department of Education | www.ksde.gov

Print PBR

Bottom of Page

USD #: D0248, Girard	School Year: 2025 - 2026	Status: In Progress
Bldg #: 1258, R V Haderlein Elem		Status Date: 9/15/2025 10:14:13 AM

View prior year report: [2011 - 2012 ▾] [Download]

Select the section you want to download/print for the current year:

○ Administrative Data
○ Schedule Information
○ Headcount Table
○ Weightings Table
○ Entire PBR

[Previous] [Download/Print as PDF]

Top of Page

Contacts

Principal Building Report:

Rose Ireland	(785) 296-4973	rosemary.ireland@ksde.gov
Marcia Ricklefs	(785) 296-4209	marcia.ricklefs@ksde.gov
Dale Brungardt	(785) 296-3872	dale.brungardt@ksde.gov

Username and Password:

KSDE Help Desk	(785) 296-7935	HelpDesk@ksde.gov

Help Resources

Specific questions relating to a specialized topic should be directed to the point of contact listed on the screen.

If you have difficulty working with the KIDS system, please contact the KSDE Help Desk during regular business hours at (785) 296-7935. By contacting the Help Desk, your questions will be directed to the appropriate staff member.

If you need assistance or guidance on how to report a specific data element for a student, submit your questions via email to kids@ksde.gov or visit the KIDS Project website at www.ksde.gov/kids for guidance documents.

For additional guidance, please download the **Enrollment Handbook** located under Audit Guides heading, which includes auditing guidelines for counting pupils for funding purposes:
http://www.ksde.gov/Default.aspx?tabid=319

If any other questions arise in the completion of your report, please direct them to Rose Ireland, in School Finance, at 785-296-4973 or email at rosemary.ireland@ksde.gov.

Confidentiality & Security

Data Confidentiality

In recognition of the importance of confidentiality surrounding student data, KSDE has developed a Privacy Statement. This statement has been adopted by KSDE and is included in all staff security awareness training.

We encourage districts to review and understand this policy. Districts should determine how the information in this policy relates to their staff and their internal practices, and are welcome to adopt it or any portion of it. The Privacy Statement document can be found on the Research and Evaluation page of the KSDE website.

Computer Environment Security

The following are generally considered to be the basic guidelines for maintaining a safe, secure computer environment. This is by no means a comprehensive list, but these guidelines can help ensure that viruses, hackers, and other threats do not compromise data or an entire computer network.

- Maintain up-to-date antivirus software: Anti-virus software for any particular type of device should be running and up-to-date on every level of device, including clients, file servers, mail servers, and other types of networked devices.
- Use host-based firewall software when possible: Host-based firewall software, for any particular type of device, should be running and configured according to the guidelines for your organization.
- Use strong Passwords and protect them: The following are guidelines for a "strong" password:
    - At least 8 characters long
    - Contains at least 1 numeric value or special character
    - Contains at least 1 upper case letter
    - Contains at least 1 lower case letter

There are some basic guidelines for creating good passwords. Do NOT write your passwords down on a notepad, on a sticky note, or anywhere else where it might be seen. Do not use the name of your partner, your address, your pet's name, your children's names, etc. as your password—these are probably the first words that somebody attempting to access your information or software system would try. Do not use words. No matter how expansive your vocabulary is, there exist "cracking" programs that can try every word in the dictionary to find your password. One of the best techniques for creating a good password is to use initials of a saying or sentence that is meaningful to you. Use numbers and "special" characters (such as symbols, spaces, and capital letters) in your password.

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