

# USD DOCUMENTS REQUIRED TO BE POSTED ONLINE to School District or School Building Websites

2024-2025 School Year



## 1. Post Open Enrollment: Seats Available for Nonresident Students:

Per K.S.A. [72-3123](#) (c)(2), the item listed below must be published on each school district's website:

*(2), "On or before June 1 of each year, each school district shall publish on such school district's website the number of open seats available to nonresident students in each grade level for each school building of the school district for the next succeeding school year."*

## 2. Post Open Enrollment Policy

Per K.S.A. [72-3126](#), (d), the school district must publish its open enrollment policy adopted by the board and any subsequent revisions to such policy on the school district's website through a link titled "open enrollment information."

## 3. Post Needs Assessment and BOE State Assessment Review documents:

Per K.S.A. [72-1163](#), the items listed below must be published on each school district's website upon approval of budget:

*(a) (1), "Each year the board of education of a school district shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website."*

*(b), "The budgets, the summary of the proposed budget, the needs assessment and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website."*

*(d), "The notice required to be published by K.S.A. [79-2929](#), and amendments thereto, shall include a statement that the budgets, the summary of the proposed budget, the needs assessment and state assessment documentation is on file at the administrative offices of the district and available on the school district's website."*

## 4. Post Part-time Enrollment Policy:

Per K.S.A. [72-3120](#), the item listed below must be published on each school district's website:

*(h) (2), "Each board of education of a school district shall adopt a policy regarding the part-time enrollment of students pursuant to this subsection and shall publish such policy on the school district's website. The board of education of a school district shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district pursuant to this subsection but shall not be required to make adjustments to accommodate every such request."*

## 5. Post Nonacademic Tests, Surveys and Questionnaires and related information:

Per K.S.A. [72-6316](#), the item listed below must be published on each school district's website:

*(c), "Prior to the administration of any such test, questionnaire, survey or examination, a school district shall post and maintain a copy of such test, questionnaire, survey or examination on the school district website."*

## 6. Post Revenue Neutral Rate Hearing:

Per Supp. [79-2988](#), items listed below must be published on each school district's website:

*(b) (1), "At least 10 days in advance of the public hearing, the governing body shall publish notice of its proposed intent to exceed the revenue neutral rate by publishing notice: (A) On the website of the governing body, if the governing body maintains a website;"*

## 7. Post Budget documents:

Per K.S.A. [72-1167](#), items listed below must be published on each school district's internet website:

*(A) "form 150, estimated legal maximum general fund budget, or any successor document containing the same or similar information;"*

*(B) the one-page Budget Summary (open sumexpen.xlsx from the budget – this worksheet is labeled "1 Pg. Summary")*

These publications *"shall be made available to the public at every meeting held by the board of education of each school district when the board is discussing the district's budget or any other school finance matter."*

Per K.S.A. [72-1181](#), a link to the Financial Accountability Report prepared by the KSDE must be published on each school district's website. Link: <https://datacentral.ksde.org/accountability.aspx>.

Publications required by this statute *"shall be published on the school district's website with a link to such reports prominently displayed on the website homepage titled "Accountability Reports".*

## 8. Post accreditation accountability measures and any corrective action plan for each school on the district website:

K.S.A. [72-5170](#) requires KSBE to establish rigorous accountability measures in the areas of social-emotional learning, kindergarten readiness, individual plans of study, graduation, and postsecondary success. Such accountability measures are to be applied at the school district level and the school building level, and both KSBE and local school boards are required to publish such accountability measures on their websites.

*(3) "If a school district is not fully accredited and a corrective action plan is required by the state board, such corrective action plan, and any subsequent reports prepared by the state board regarding the progress of such school district in implementing and executing such corrective action plan, shall be published on the state department of education's internet website and such school district's internet website."*

K.S.A. [72-1181](#) also requires a Performance Accountability Report and a Longitudinal Report for each district and every school in the state to be published on the KSDE website.

School districts must have a prominent link on their own homepage that links directly to KSDE's Performance Accountability webpage as follows: <https://datacentral.ksde.org/accountability.aspx>

Also refer to KSDE's **Kansas Building Report Card** (website): <https://ksreportcard.ksde.org/default.aspx>

## 9. Post district's ESI policy on each school's website:

K.A.R. 91-42-3(b) requires that the district's **emergency safety intervention** policy be posted on **each school's** website. Please note the bold reference to the website of each school, rather than just the district.

K.A.R. 91-42-4(c)(2) requires that **after emergency safety intervention incidents** other than the first of the school year, a parent must receive a full website address for the following information:

- a) A copy of the standards of when emergency safety interventions can be used;
- b) a flyer on the parent's rights;

- c) information on the parent's right to file a complaint through the local dispute resolution process and the complaint process of the state board of education; and
- d) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

This information above can be placed on a website of the district's choosing, whereas the district's emergency safety intervention (ESI) policy must be posted on each school's website. A template districts may use to put this information together is available on the **TASN** website.



Kansas Technical Assistance System Network (TASN)

website: <https://www.ksdetasn.org/search/resources>

#### 10. Post **ACT** information on district's website:

Per K.S.A. [72-5179](#), the information listed below must be published on each school district's website:

*(b) The district shall annually publish on their websites the times, dates and locations of the pre-**ACT** college entrance exam, the **ACT** college entrance exam and the **ACT WorkKeys** assessments that are offered in Kansas and information for students on how to register for such exams or assessments.*

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#### OPTIONAL documents to consider:

##### 1. Districts must make suicide prevention information available to parents, but it is not required to be published on their website.

K.S.A. [72-6284](#) requires school districts to make suicide prevention information **available** to parents as they would any other materials relative to parent engagement. Many districts post this information, but it is not required. The information could be shared through a mailing, handout, etc.

**JASON FLATT ACT** – Link: [Youth Suicide Awareness](#)

School Counseling Resources: <https://www.ksde.gov/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-M-Z/School-Counseling/School-Counseling-Resources>

##### 2. Other USD budget documents districts may want to publish on their website:

- a) USD budget document (including all codes and forms)
- b) Budget Profile
- c) Code 99 (Notice of Hearing)
- d) Budget-at-a-Glance

Note: Current and past USD budget documents are available on the [KSDE Data Central website](#).

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The Kansas State Department of Education is required to publish USD budget data for every district. (Per K.S.A. [72-1167](#))

Listed below is budget data available on the **KSDE Data Central** website: <http://datacentral.ksde.org/>

- All budget documents school districts are required to publish on their website (refer to #7 above).
- Expenditures for each school district on a per pupil basis:
  - a. Total expenditures
  - b. Capital outlay expenditures

- c. Bond and interest expenditures
  - d. All other expenditures not included in b and c.
- **SELECTED USD DATA**

Per K.S.A. [72-5171](#), the State Department of Education is required to create a report of selected data for each district on our website. Data shown below will be provided for three school years – current year (estimated) and two prior years (actual).

Examples of data to be collected for “Selected USD Data:”

- a. Total USD expenditures
- b. FTE Enrollment – demographic information (gender, race and ethnicity, economic disadvantaged, migrant, ELL, students with IEPs)
- c. Sources of Revenue (federal, state, and local) by fund (General, LOB, Capital Outlay, Bond & Interest, All other funds excluding transfers)
- d. Amount Per Pupil spending broken down by fund (see funds in c. Sources of Revenue)
- e. General fund weightings in dollars (Base aid plus a breakdown of 13 other weightings)
- f. Total expenditures in dollars in seven funds: (At Risk (K-12), Preschool-Aged At-Risk, Bilingual Education, Career and Postsecondary, Special Education, Virtual Education, KPERS)

**For more information, contact:**

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