Directory Updates
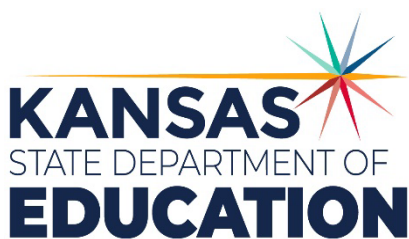
Users' Guide

Directory Updates web application

**Submit by:
August 25, 2024**

Version 1.01

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas leads the world in the success of each student.

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

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

Kansans CAN

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Topeka, Kansas 66612-1212
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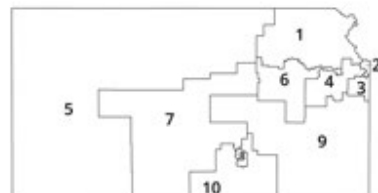
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Kansas leads the world in the success of each student.

Jan. 25, 2024

Revision History

Date	Reason of Change	Version	Edited By
8/11/2022	Updated Guidance for Opening Date & Closing Date on Central Office page.	1.01	Christie Wyckoff

Related Documents

Document Title	Document Location	Comments
Organization Number Request Form	School Finance → Guidelines & Manuals – *within Manuals section*	Non-Public Schools that do not have a KSDE Organization number will need to complete this form in order to be able to fill out the Directory Updates application and be published in the Educational Directory.

Directory Updates

Table of Contents

Directory Updates

Introduction

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The purpose of the Directory Updates web application is to collect directory data at both the Local Education Agency (LEA) level and School level. This includes information about points of contacts, names and locations of buildings and scheduling. Directory records are used to:

- Publish the official KSDE Directory of all schools and districts.

- Define the universe of many KSDE district and building level reports, such as Superintendents Organization Report, Principal's Building Report, Building Report Card, etc.

- Define the universe of many state level reports submitted to the US Department of Education EDFacts, which serves the following purposes at the federal level:
  - o Sampling frame for statistical studies (e.g., NEAP, SASS)
  - o Defines the universe for the Civil Rights Data Collection (CRDC)
  - o Populate the list of schools used on the Free Application for Federal Student Aid (FAFSA)

Glossary

Term	Meaning
IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Plan
Interlocal	An organization that provides services, like those of a Service Center, to Unified School Districts (USD). Interlocals are established by K.S.A. 72-8230.
KESA	Kansas Education Systems Accreditation - A new model designed to accredit systems (such as unified school districts) rather than individual schools.
KSDE	Kansas State Department of Education - A representative of the Kansas Legislature that oversees Kansas Pre K-12 education. This agency conducts the mandates of the Kansas State Board of Education (KSBE) and the United States Department of Education (USDE).
LEA	Local Education Agency - This is a generic designation used to identify a group that provides educational services, commonly referred to as the Organization or District.
NCES Organization Identification Number	A unique seven-digit number assigned to the LEA by the National Center for Education Statistics (NCES). The first two digits are the State Code (20 = Kansas), and the last five digits are unique within the state.
KSDE Organization Number	The identifier assigned to an LEA or School by KSDE.
NCES School Identification Number	A unique five-digit number assigned to schools by NCES. These are unique within each LEA and within the state. These are assigned to new schools once KSDE submits ED*Facts* Directory Files to USDE (due January 31).
Service Center	An organization that provides services such as staff development, consultation services on curriculum development, etc. to a USD in a more cost efficient and beneficial manner than USDs could do on their own.
Special Education Cooperative	A consortium of school districts that collaborate to provide Special Education Services. A sponsoring USD governs this consortium.
USD	Unified School District - A publicly funded organization that provides education while complying with state statute and regulations (including KESA).

Open Dates

The Directory Updates application is open early July to early June. There is an initial submission window of early July through August 22 to collect data needed for the Kansas Educational Directory. However, updates can be made at any time through early June by logging in, making the update, and clicking "Save". The information that changed will be updated in our database when the user receives the "Save Successful" pop-up confirming save; there is no need to have KSDE un-submit to make changes.

Enhancements

OPEN NEW BUILDING PAGE

Alternative Schools

K.S.A. 72-4241 defines alternative school for grades 7 and above that provide an alternative school setting for students determined by the school board as unable to benefit from other schools within the district.

Note: This field is updated by each organization each year. The status does roll over, so please pay close attention to schools that are marked as alternative and make sure they still fit the definition above.

BUILDING DATA PAGE

Magnet Schools

In past years, this fields status has rolled over from the prior school year. We have stopped this practice to make sure the field is addressed and verified each year since this date is submitted on federal reports. Therefore, any magnet schools will need to check the magnet box within the School Type section of the Building Data page if the building still falls within the definition of a Magnet School.

BUILDING DATA PAGE
Virtual Schools
(Public School Districts only)

Starting in the 2021-2022 school year, KSDE will no longer recognize virtual programs as an accredited education program (this excludes virtual schools hosted through Service Centers or Interlocals). For more information on this change, please contact David Fernkopf, Assistant Director of Career, Standards and Assessment Services at (785) 296-8447.

With this change, all virtual programs will need to submit a request to open a new building to be recognized as an accredited virtual school. Please see the Open New Building section for general information on submitting a request to open a new building; refer to the following guidance specifically for requesting to open a new Virtual School building.

- **Grades Offered:** The Grades Offered for Virtual schools can only be Kindergarten through Grade 12 and Not Graded (Adults). Please select the grades offered as certified to KSDE. If unsure what grades were certified check with your Virtual Program director.
- **School Type:** Check Virtual (please only check others if the building meets the definition of other school types; see definitions in the School Type section).
- **Building Level:** The only applicable options are Elementary, Jr. High, Middle School, High School and Other. Make sure to choose the building level that coincides with the Grades Offered checked. See definitions of each level in the Building Level section.
- **Included in districts KESA?** Yes
- **Date to Open:** 07/01/#### (school year)

O P E N   N E W   B U I L D I N G   &   B U I L D I N G   D A T A   P A G E S

Service Locations

Pre-School

If the building is being used as a service location for Pre-School, then the Pre-School Sessions section needs to be completed. For the Pre-School Sessions section to appear, "Yes" needs to be selected in the Pre-School drop-down box for the Service Location question. The Pre-School drop-down box must be either "Yes" or "No" before the page can be saved.

Kindergarten

If Kindergarten is physically being taught or offered in the building (e.g., For Public School Districts, Kindergarten is part of the grade configuration as approved by the districts School Board) than the Kindergarten Sessions section should appear when Kindergarten is checked in the Grades Offered section. However, if the building is only used as a service location for Kindergarten students than the Kindergarten check box within the Service Location question will need to be checked for the Kindergarten Sessions section to appear.

CENTRAL OFFICE & BUILDING DATA PAGES

Administrative Contacts

The following are either new administrative contact positions or positions that were optional before and are now required to have listed (depending on organization type). If you have personnel in these positions, please add them on the Central Office page or Building Data page as appropriate.

- **Special Education (MIS) Data Clerk:** the individual who submits student level special education data to SPEDPro. May also submit provider data to CAPS, Directory data, KIAS data, Outcomes part B and in some cases KIDS collection records.
- **School Safety Contact:** This may be a School Resource Officer (SRO), Safety Coordinator, the head of your school-based police, or the Superintendent. You can add contacts for the organization on the Central Office page and/or specific contacts for each building on the Building Data page.

Clean-Up

Please review the list of required contacts for your organization on the Central Office and Building Data pages. Remove any contacts currently listed that are not required or applicable. This will ensure data is clean and contacts within your organization are only receiving communication that is applicable to them.

Retired Positions

The position list was streamlined to include only broad positions, therefore, positions that were too specific have been retired. Retired positions and their associated contact will still appear on the Central Office and Building Data pages, and an error message will appear at the top of the screen if an attempt to save the page is made with retired positions still listed. Refer to the Retired Position list below and update the contacts with retired positions with a Suggested Active Position listed below or delete the contact listed with the retired position. *See the Active Position List below for all positions you may choose from.*

| Retired Position	Suggested Active Position
Assistant Coordinator	*Select specific position of jobs contact coordinates.*
Assistant Director, Personnel	Staff Development Director *or* Human Resources Director
Assistant Superintendent, Business Affairs	Chief Financial Officer *or* Business Manager

Active Positions

|	
21st Century Community Learning Center Contact	Kansas Education Systems Accreditation (KESA) Contact, District
Activities or Athletics Director	Kindergarten Readiness Snapshot (ASQ) Coordinator, Building
Administrative Services	
Board Clerk	Kindergarten Readiness Snapshot (ASQ) Coordinator, District
Business Manager	
Career & Technical Education Director	Library Media Services Director
Chief Financial Officer	Licensed Personnel Report Contact
Communications Director	Maintenance of Effort Contact
Controller	Mentor Stipend Contact
Counseling and Student Support Services Director	Principal
	Principal, Assistant or Associate or Vice
Curriculum and/or Instruction Director	Professional Development Council Chair
Director	Purchasing Director
Dropout Graduation Summary Report (DGSR) Contact	School Counselor
	School Safety Contact
Early Childhood Coordinator	Special Education (MIS) Data Clerk
Education Director, Elementary	Special Education Assistant Director
Education Director, Secondary	Special Education Director
Educator Licensure Coordinator	Staff Development Director
E-Rate Coordinator	Student Services Director
Executive Director	Superintendent
Facilities Director	Superintendent, Deputy or Associate or Assistant
Financial Officer	
Food Service Director	Superintendent, Interim
Grant Director	Superintendent's Assistant
Head Start Director	Targeted Improvement Plan Contact
Head Teacher	Technology (IT) Director
Homeless Children & Youth Liaison	Technology Contact
Human Resources Director	Test Coordinator, Building
IDEA VI-B Application	Test Coordinator, District
IDEA Private School Participation	Title Services Director
Kansas Education Systems Accreditation (KESA) Contact, Building	Transportation Director
	Virtual Programs Director

Access

Current Users

If you already have access to KSDE's Web Applications site, log in and make sure you have "Directory Updates" 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 Directory Updates 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 **Directory Updates**.
   - If you do not, click **Manage My Account** and then continue to Step 4.
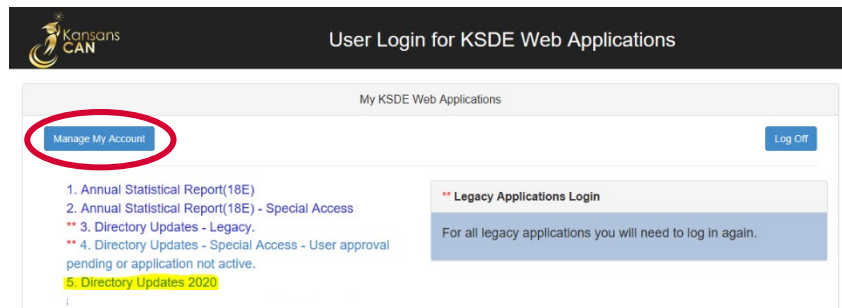
4. If your account has district level access, Directory Updates will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to Directory Updates, then select **District** in the Application Access Level column.
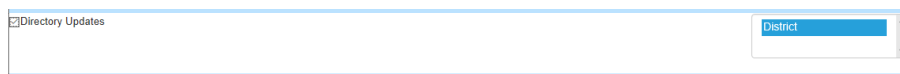
Note: If you do not see Directory Updates listed here, your account does not have district level access. Please see the New Users section below to register a new account with district level access.

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 Directory Updates 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 organizations 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

Common Authentication Login

Username:

Password:

Login

Forgot Your Password?

Need Assistance?

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

New User Registration

You have not yet registered to have an individual login 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.

Note: If you select a specific building instead of "All Buildings", the Directory Updates application will _NOT_ populate in the list of applications.

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 Directory Updates, and make sure District is selected in the Application Access Level column.

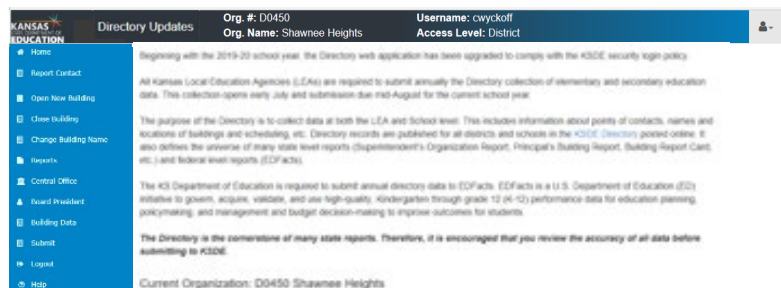☑Directory Updates   District

- 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 Directory Updates 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 Directory Updates to open the applications Home page (shown here). To fill out the Directory, use the navigation menu on the left-side of the screen.


Note: If the Directory Updates application is not accessible after requesting access either as an additional application for a current user or registering as a new user, then please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.

Tip: The Home page of the Directory Updates 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

The top of all screens in the Directory will show your username and access level. When you click on the person icon on the top, right corner of the screen, you can navigate directly to all other web applications your account has been approved for.
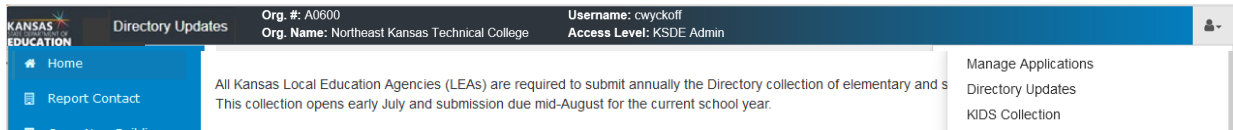
Use the left-hand menu to navigate through the application. This menu will look different depending on what type of organization the username is associated with. All users should have the following links available: Home, Open New Building, Close Building, Reports, Central Office, Logout and Help.

The table below shows the additional links available specific to the organization type.

Organization Type	Additional Navigation Menu Links
Public School District	Board President
Service Centers	Service Center Participants
Interlocal	Interlocal Participants
Special Education Cooperative	Special Education Cooperative Participants
Infant Toddler Network	Infant Toddler Network Participants

Reporting Guidance

This section goes through each page of the Directory Updates application and gives guidance on the data needed for each field that appears on more than one page of the application. Please see each page's section below for guidance on fields that only appear on that page.

Field	Located on	Description
Location Address	• Open New Building • Central Office • Building Data	Physical Address of Building. ***Special Education & Early Childhood Programs:*** use the physical address of either the local Special Education office, Special Education Coop, Interlocal or Service Center.
Mailing Address Same as Location Address?	• Open New Building • Central Office • Building Data	Check this box if the mailing address is the same as the location address and the data will auto fill the mailing address fields.
Mailing Address	• Open New Building • Central Office • Building Data	Address you would like correspondence for the building to be mailed to. *Note: The address on the Central Office page is where correspondence to the head of organization will be mailed to.* ***Special Education & Early Childhood Programs:*** use the address where correspondence for the program should be mailed to; either the local Special Education office, Special Education Coop, Interlocal or Service Center.
Year Construction Completed	• Open New Building • Central Office *(optional)* • Building Data	Enter the 4-digit year the construction of the building was completed. This field is used to determine the age of the building.
Phone Number	• Open New Building • Central Office • Building Data	Main phone number for the building. ***Special Education & Early Childhood Programs:*** phone number for either the local Special Education office, Special Education Coop, Interlocal or Service Center.
Fax Number *(optional)*	• Open New Building • Central Office • Building Data	Main fax number for the building. ***Special Education & Early Childhood Programs:*** fax number for either the local Special Education office, Special Education Coop, Interlocal or Service Center.

Field	Located on	Description
Email Address *(optional)*	• Open New Building • Central Office • Building Data	Email address for the building. If there is not one, please leave blank. <u>Note:</u> *If you do not enter, you must select "Principal Email" or "Superintendent Email" as the address you want printed in the <u>Published Directory</u>.*
Website Address	• Open New Building • Central Office • Building Data	Website for the building. Use the districts website if the building does not have its own website. <u>***Special Education & Early Childhood Programs:***</u> website for either the local Special Education office, Special Education Coop, Interlocal or Service Center.
County Building is Located	• Open New Building • Building Data	Please select the county the building is physically located in; not the organizations home county.
Requestor's Name	• Open New Building • Close Building • Change Building Name	Enter the first and last name of the contact that can answer questions about the request.
Requestor's Phone Number	• Open New Building • Close Building • Change Building Name	Enter a valid phone number of the person listed as the contact for the request.
Requestor's Email	• Open New Building • Close Building • Change Building Name	Enter a valid email address of the person listed as the contact for the request.
Administrative Contacts		
Title	• Central Office • Building Data • Board President	Select the appropriate title for contact from the drop-down list.
First Name	• Central Office • Building Data • Board President	Enter contacts first name. <u>Note:</u> *On the <u>Central Office</u> and <u>Building Data</u> pages "Vacant" may be entered for some required contacts. See the required contacts section within the <u>Central Office</u> and <u>Building Data</u> pages below for more information.*
Last Name	• Central Office • Building Data • Board President	Enter contact's last name.
Suffix	• Central Office • Building Data • Board President	Select the appropriate suffix (if applicable) for contact from the drop-down list.

Field	Located on	Description
Position	• Central Office • Building Data	Select contacts position from the drop-down list. _Note:_ _If the contact holds multiple positions in the list, please list them for each position._
Email Address	• Central Office • Building Data • Board President	Enter contacts valid email address.

Grades Offered

This shows on the Open New Building and Building Data pages. The building MUST have the grade selected to submit KIDS records for students in that grade. This information is also used for federal reporting purposes. Please make sure you only have grades checked that you are offering to teach in the building (e.g., For Public School Districts, this will be the grade configuration as approved by your districts School Board).

Note: Please check all grades the building offers regardless of enrollment of those grades for the current school year.

Example: Building Offers Grades 9-12, but there are not any 9th Grade students enrolled for the current school year. However, if there was 9th Graders to enroll, then they would be served. Therefore, Grade 9 would and should be checked as offered.

Please make sure that the Building Level correlates with the Grades Offered within the building. If you feel the building level needs updated, please contact School Finance at (785) 296-3872. _See instructions below for Special Education & Pre-School Programs._

A building with "Virtual" checked under School Type, may only offer Kindergarten through Grade 12 and Not Graded (Adults) per K.S.A. 72-3712.

Grades Offered

Grade	Description
Child Care	Early childhood care or education facility.
Pre-School Aged without IEP	KIDS Grade Level PR 0, 1, 2, 3, 4, or 5-year-olds that do NOT have an IEP. Age on August 31 of current school year. _Includes:_ _buildings within Public School Districts, Interlocals or Service Centers that serve students in a Parent as Teachers program._

Grades Offered

Grade	Description
Pre-School Aged with IEP	KIDS Grade Level PR 0, 1, 2, 3, 4, or 5-year-olds with an IEP. Age on August 31 of current school year.
Pre-School Aged At-Risk (3-Years Old) Pre-School Aged At-Risk (4-Years Old)	KIDS Grade Level PR (3-Years Old) KIDS Grade Level PR (4-Years Old) <u>Note:</u> These grade levels are only applicable to Public School Districts, Service Centers, Interlocals & Special Education Cooperatives. Students in the State Preschool-Aged At-Risk program (must be 3- or 4-years old on or before August 31) that do not have an IEP for a disability and meet one of the following criteria: • poverty (qualifies for free meals) • single parent family • Department for Children and Families (DCF) referral • one parent lacks HS diploma or GED • teen parent • qualifies for migrant status • limited English proficiency • developmentally or academically delayed based on validated assessments • child homelessness

Grade	Description	Grade	Description
Kindergarten	KIDS Grade Level KG	7	KIDS Grade Level 07
1	KIDS Grade Level 01	8	KIDS Grade Level 08
2	KIDS Grade Level 02	9	KIDS Grade Level 09
3	KIDS Grade Level 03	10	KIDS Grade Level 10
4	KIDS Grade Level 04	11	KIDS Grade Level 11
5	KIDS Grade Level 05	12	KIDS Grade Level 12
6	KIDS Grade Level 06		

Grade	Description
Not Graded (Adults)	KIDS Grade Level UG Adult students who are either a general education student over the age of eighteen (18) and whose 5-year cohort (beginning his/her freshman year) has graduated; or over the age of 21 (age 22 and older) on or before October 1.

Grades Offered

Special Education & Early Childhood Programs
Only mark what you know is applicable. If unsure, mark all grades as shown below for each specific program.

Program Type	Grades Applicable
Home	K-12 & Pre-School Aged with IEP
Off Site Non-Public Building *(Off-Site Community Based)*	K-12 & Pre-School Aged with IEP
K Time Program without SpEd *(Early Childhood Program – General)*	Kindergarten, Pre-School Aged without IEP & Pre-School Aged with IEP
Public Off Campus *(Public School Administered)*	K-12 & Pre-School Aged with IEP **adjust grades offered section as applicable to program.*
Community Based Pre School	Pre-School Aged with IEP
Incarceration	6-12 **adjust grades offered section as applicable to program.*
Public Off Site Pre School *(Off-Site Pre-School)*	Pre-School Aged with IEP

School Type

This shows on the Open New Building and Building Data pages. Choose all that are applicable for school buildings. Charter and Virtual may only be updated by KSDE staff. If you feel these are selected (or not selected) correctly, please contact School Finance at (785) 296-3872.

Special Education & Early Childhood Programs: All options should be unchecked.

School Type

Type	Grades Applicable
Magnet	A magnet school or program is a special school or program designed to: • Attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation *(>50% minority enrollment)*. • Provide an academic or social focus on a particular theme *(e.g., science/mathematics, performing arts, gifted/talented, or foreign language.)*
Charter *(read only on Building Data page)*	A charter school as defined by K.S.A. 72-4206. This field is updated internally at KSDE for the current year by the end of August. *If you feel that a buildings status is incorrect, please contact us.*

School Type

Type	Grades Applicable
Virtual *(read only on Building Data page)*	Must be offered for credit; use distance learning technologies which predominately use internet-based methods to deliver instruction; involve instruction that occurs asynchronously with the teacher and pupil in separate locations; requires the pupil to make academic progress toward the next grade level and matriculation from Kindergarten through High School graduation; requires the pupil to demonstrate competence in subject matter for each class or subject in which the pupil is enrolled as part of the Virtual School; and requires age-appropriate pupils to complete State Assessment tests (K.S.A. 72-3712). If this is checked only Kindergarten through Grade 12 and Not Graded (Adults) can be checked within the Grades Offered section. *Please see KSDE's Virtual Schools site for more information.*
Alternative	Per K.S.A. 72-4241, an alternative school for grades 7 and above that provides an alternative school setting for students determined by the school board as unable to benefit from other schools within the district. Note: *This field is updated by each organization each year. The status does roll over, so please pay close attention to schools that are marked as alternative and make sure they still fit the definition above.*
Print Building in Directory? *(Building Data page only)*	Check this if you would like the building to be published in the Educational Directory. Note: *All accredited buildings will be printed in the published Directory regardless of what you mark on this page. Once we post the published Directory any changes made here will NOT happen until the following school year.*

Administrative Contacts

This shows on the Central Office and Building Data pages. Please list all key administrators associated with the building by taking time to look through the Position drop-down box and list any personnel as a contact for the positions in the building. See the Enhancements section above for a list of all active positions as well as new positions added and consider adding contacts within your organization (if applicable).

- Click Add to insert a new row to add those contacts to your list.
- For any positions that have been eliminated, check their delete box. Once you save the page, those contacts will be deleted.
- If there is a vacancy for a required position, please enter Vacant in the first name field, then leave all other fields blank. *Not all required positions are allowed to be submitted with "Vacant". Please see below.*

The following positions are required on more than one page of the Directory Updates application. Please see the Administrative Contacts sections within the Central Office and Building Data sections below for positions that are only required on those pages. Some positions are only required for specific organization types. Click on each position to go to the reporting guidance for that position:

- Licensed Personnel Report (LPR) Contact
- Principal or Head Teacher*

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*   Required positions that cannot be vacant are listed with an asterisk (*) in the list above or the table below and must have valid contact information entered before the page can be saved.

Tip: For required positions already listed with a contact that is no longer in that position, simply update the line with the new contact information instead of checking the box to delete and adding a new line with the new contact.

If there is a line that needs deleted, but has a required position in it, simply change the position to one that is not required, like "Administrative Services".

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Position	Located On	Organizations Applicable to	Description
* Principal or Head Teacher	• Open New Building • Building Data	All	The main contact for the building even if their title is not Principal or Head Teacher. *Special Education & Early Childhood Programs:* enter the Special Education Director's contact information.
Licensed Personnel Report (LPR) Contact	• Central Office	• Public School Districts • State Schools	Point of contact responsible for submitting the License Personnel Report and the Fall/Spring Vacancy Reports within Educator Data Collection System (EDCS). Contact will receive notifications and correspondence submitted within EDCS to include suspense dates, system updates, and any other communication regarding the License Personnel Report and Fall/Spring Vacancy report.
	• Building Data	• Private Schools (Accredited) • Private Schools (Nonaccredited)	

Report Contact

This should be the name of the person that filling out the Directory Updates application and can go in and make necessary updates throughout the year as needed. Please do not list a contact that does not have access to the Directory Updates application.

Open New Building

The Open New Building page is where users submit requests to open a new school or program for their organization. Once the submit button is clicked, a pop-up notification will confirm that the request has been submitted. An email confirming the request will go out to the person listed on the request as well as the main contact of the organization. KSDE will review the request and generate an email notification to the person listed on the request as well as the main contact of the organization once the request has been processed. If approved, please log into the Directory Updates application, and complete the rest of the information required for the building on the Building Data page.

The following are the fields you will find on the Open New Building page. Click on each item to go to reporting guidance for that field:

- Year Construction Completed
- New Building Name
- Location Address (Street, City, State & Zip)
- County Building is Located
- Mailing Address (Street, City, State & Zip)
- Email Address
- Website Address
- Phone Number
- Fax Number
- Grades Offered

- School Type (Alternative, Magnet & Virtual)
- Building Level
- Email to Print in Directory
- Explanation for Opening
- KESA Accreditation Status
- Date to Open
- Requestor's Name
- Requestor's Phone Number
- Requestor's Email

Field	Description
New Building Name	Name of building or Program you are requesting to open.
Which Email Address do you want printed in the directory?	Select between the Building email (from the Building Email address field) and the Principal's Email (from the Administrative Contacts section, which is entered on the Building Data page once the building is approved) to be printed in the published Directory.
Explanation for Opening	Please give a short, fifty (50) words or less, explanation for submitting the request to open a new building. *Special Education & Early Childhood Programs:* enter "New Special Education program".
KESA *(Is this building included in the district's Kansas Education Systems Accreditation?)*	If the building is currently going through the accreditation process or is within an organization that is currently accredited AND state reporting will be required, then please select "Yes". Otherwise, select "No". *Note:* If building does not offer Kindergarten through Grade 12, select "No". *Special Education & Early Childhood Programs:* select "No".

Field	Description
Date to Open	Please give the date that the building will be open for students to attend in MM/DD/YYY format. The date must be July 1. *Special Education & Early Childhood Programs:* the date will be July 1 and the year will be the start of the school year you are opening the program.

Building Level

Please select the level that is the most appropriate for the building per the descriptions below. See the Special Education & Early Childhood sections for specific program guidance.

Building Level

Level	Description
5 Child Care *(Pre-Elementary)*	A childcare program for any child who is three-years old or older and any infants, toddlers or children of pupils or employees of the school district. K.S.A. 72-1421
4 Elementary	A school classified as elementary by state and local practice and usually includes Grades 6 and below. Combined Elementary and Intermediate Schools (buildings offering grades within K-9) *Note:* *combined Elementary & Intermediate Schools (buildings offering grades within K-9) may also be classified as Jr. High School or Middle School, but it is suggested to use the building level that encompasses most of the grades the building serves (i.e., K-9 building would be Elementary).*
7 Middle School	A separately organized and administered school intermediate between elementary and senior high schools and usually includes Grades 6 to 9.
3 Junior High School	For combined Elementary and Middle Schools or Jr. High Schools it is suggested to use the building level that encompasses most of the grades the building serves *(i.e., 5-9 building suggested to be Middle School or Jr. High School, but 4-8 or 3-8 building could be Elementary, Middle School or Jr. High School)*

Building Level

Level	Description
2 High School	A school offering the final years of schoolwork necessary for graduation, usually including Grades 9 to 12.
	Combined Middle Schools or Junior High Schools and High Schools (buildings offering grades within 5 to 12).
	Note: Elementary and Secondary Schools (Public School buildings offering grades ALL K-12 or Private, Nonaccredited School buildings offering grades 1-12) are classified as 'Other'.
10 Infant-Toddler Network	tiny-k programs that assist in maintaining and implementing coordinated, comprehensive, multidisciplinary early intervention services for infants and toddlers with disabilities (birth to age three) and their families.
11 Juvenile Detention Center	A public or private facility which is used for the lawful custody of accused or adjudicated juvenile offenders and which shall not be in jail. KSA 72-1173
6 Kitchen Unit	A facility with the purpose of food preparation for schools. The Kitchen Unit may be a stand-alone facility or part of a larger building.
	Note: This building will not show on the Building Data page to update.
8 Special School	A school that exists to provide education for a specific student population *(e.g., Kansas School for the Blind or any Special Education Program that does not fall in one of the Special Education or Early Childhood levels).*
9 Other	Elementary and Secondary Schools *(Public School buildings offering ALL grades K-12 or Private, Nonaccredited School buildings offering ALL Grades 1-12)*

Early Childhood Programs

Organizations may choose to open Early Childhood program buildings within the Directory Updates application to obtain state student IDs for students within these programs. This allows organizations to use the Early Childhood program building as the students' attendance building when uploading student records to KIDS. Early Childhood buildings cannot be used as students' accountability or funding building, therefore, not eligible for KESA.

Early Childhood Programs

Level	Description
27 Community Pre School or Childcare Center	Early childhood care and education facility licensed by the Kansas Department of Health and Environment.
23 Early Head Start	Programs that provide family-centered services for pregnant women and families with children under age 3.
21 General *(K Time Program without SpEd)*	Other early childhood programs where educational services are not delivered *(e.g., Group day care programs, child development centers, etc.)*.
26 Head Start	Programs that promote school readiness of children from 3 to 5 years.
24 Healthy Families	Healthy Families America (HFA) is a family support and evidence-based home visiting program.
25 Other	All other early childhood programs or services, including buildings that house multiple programs. *Example:* *At-Risk Programs*
22 Parents as Teachers®	The evidence-based affiliate model provides parents with the skills and knowledge they need to help make informed decisions regarding their child's education. *Includes:* *personal visits, group connections, health, vision, hearing & developmental screenings, and supports family connections with other community services.*
28 Part C Infant Toddler *(tiny k)*	Provides early intervention services for Kansas families with infants or toddlers (birth-to-3-years) who have developmental delays or disabilities.

Special Ed Programs

Level		Description
18	Community Based Pre School	Service settings at a privately-run pre-school *Example:* Commercial or religious based preschools open to any child in the community). *Note:* The *Grades Offered* section may only have the following Grades checked: Child Care, Preschool Aged without IEP, Preschool Aged with IEP, Preschool Aged At-Risk (3-Years Old) & Preschool Aged At-Risk (4-Years Old).
15	Home	Service settings in the home or residence of the student, parent or caregiver.
13	Hospital	Service settings at local or county hospitals, in-patient treatment centers, etc.
16	Incarcerated	Service settings at correctional facilities. *Example:* Local or county jails or privately run adult correctional facilities, etc.
12	Off Site Community Based *(Off Site Non-Public)*	Service settings at public or private locations in the community. *Example:* Public libraries, swimming pools, parks, community centers, doctor's office, job sites, shopping centers, etc.
14	Off Site Pre School *(Public Off Site Preschool)*	Public school administered pre-school program that is not located in public school buildings. *Example:* Classrooms housed in rented/store front buildings, temporary sites used during construction, mobile trailers, etc. *Note:* Use this building level for programs that ARE in a public-school building, but a building number is needed for data reporting purposes.
20	Out of State Building *(All Out of State)*	*KSDE use only* – do not choose this building level. *Special Education schools located outside of Kansas.*
17	Private Nonaccredited *(Private/Parochial Nonaccredited)*	*KSDE use only* – do not choose this building level. *Service settings at schools that are not accredited & not seeking accreditation via KESA.*
19	Public School Administered *(Public Off Campus)*	Public school administered program not located in public school buildings. *Example:* Alternative schools, day schools, or 18-to 21-year-old student programs housed in buildings that cannot be used as accountability or funding building for students' KIDS records.

Close Building

The Close Building page is where users will go to submit a request to close schools or programs within their organization. Once the submit button is clicked, a c pop-up notification will confirm that the request has been submitted. An email confirming the request will go out to the person listed on the request as well as the main contact of the organization. KSDE will review your request then send an email notification to the person listed on the request as well as the main contact of the organization once the request has been processed. If the request is denied, the building will need to be updated on the Building Data page of the Directory Updates application to submit the Directory Updates application for the school year.

The following are the fields on the Close Building page. Click on each item to go to the reporting guidance for that field (if not linked, the field is not editable and is for informational purposes only):

- Select Building or Program to Close
- Location Address
- Submit Enrollment (Accredited) – *only visible if applicable*
- Building No
- County (organizations Home County)
- Building Level
- Org NCES ID *– only visible if applicable*
- Building Type
- Bldg NCES ID *– only visible if applicable*
- Explanation for Closing
- Will the Building be torn down?
- Date to Close Building
- Compliance with School Buildings Closing Procedure
- Requestor's Name
- Requestor's Phone Number
- Requestor's Email

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Close Building

Field	Description
Building or Program to Close	Select the building you want to close from the building drop down box. The Address, County, Building No., Building Level & Building Type will then populate. *Note: Any request for the following Special Education or Early Childhood Programs will be denied:* • *Special Ed Program – Home* • *Special Ed Program – Off Site Community Based (Off Site Non-Public)* • *Early Childhood Program – General (K-Time Program without SpEd)*
Explanation for Closing	Please give a short, fifty (50) words or less, explanation on why the building is closing.
Will the building be torn down?	Check this box only if the district is tearing down the building. *Note: All program buildings (e.g., does not submit state reports like enrollment) should select "No".* **Special Education & Early Childhood Programs:** Select "No".
Date to Close	Please give the date that the building will close in MM/DD/YYY format. *Note: Should be 6/30 of the current year or earlier.*
Compliance with School Buildings Closing Procedure	Check box if you are complying with K.S.A. 72-1431, School Buildings Closing Procedure. If you submit enrollment for the building and you are not sure, check the box for "Yes". *Note: If the building does not submit state reports (e.g., does not submit enrollment), select "No".* **Special Education & Early Childhood Programs:** Select "No".

Change Building Name

The Change Building Name page is where users go to submit a request to change a current school or program name within an organization. Once the submit button is clicked, a pop-up notification will confirm that the request has been submitted. An email confirming the request will go out to the person listed on the request as well as the main contact of the organization. KSDE will review the request and send an email notification to the person listed on the request as well as the main contact of the organization once the request has been processed. If approved, please log into the Directory Updates application and complete the rest of the information required for the building on the Building Data page.

The following are the fields appear on the Change Building Name page. Click each item to go to reporting guidance for that field (if not linked, the field is not editable and is for informational purposes only):

- Select Building to Change
- Location Address
- Submit Enrollment (Accreditation) – *only visible if applicable*
- Building No
- County (organizations Home County)
- Building Level
- Org NCES ID – *only visible if applicable*

- Building Type
- Building NCES ID – *only visible if applicable*
- New Name of Building
- Date to Change
- Explanation for Changing Name
- Requestor's Name
- Requestor's Phone Number
- Requestor's Email

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Change Building Name

Field	Description
Building or Program to Change	Select the building you want to change the name of from the building drop down box. The Address, County, Building No., Building Level & Building Type will then populate. *Note: Any request of the following Special Education or Early Childhood Programs will be denied:* • *Special Ed Program – Home* • *Special Ed Program – Off Site Community Based* • *Early Childhood Program – General*
Name of New Building	Enter the new name of the building here.
Date to Change	Please give the date that you would like the name change to go into effect in MM/DD/YYY format.
Explanation for Changing the Name	Please give a short, fifty (50) words or less, explanation on why you are requesting to change the name of the building.

Reports

The Reports page gives you one "Print" report. Click **Print** to access the Print page.
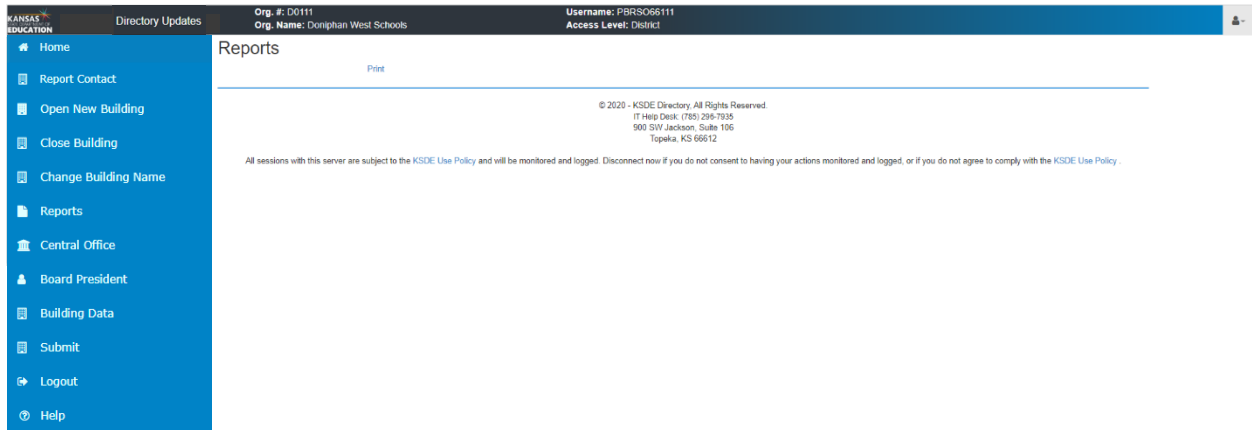
Print

The Print page has two links. One to KSDE's <u>Data Central</u> site, and one to instructions on how to print prior year Directory data from KSDE's <u>Data Central</u> site.
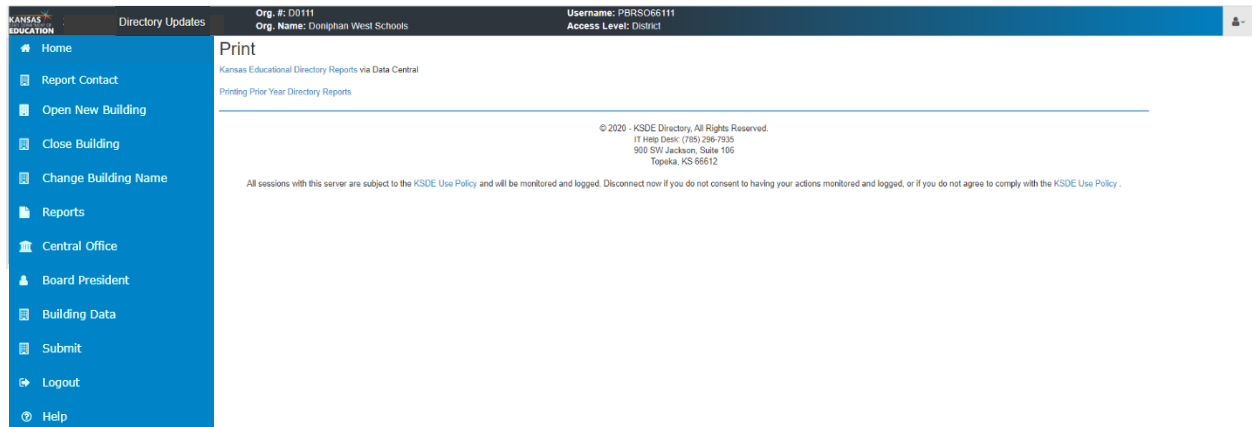
Central Office

The Central Office page is where you report organization wide information. The following are the fields you will find on the Central Office page. Click on each item to go to reporting guidance for that field (if not linked, the field is not editable and is for informational purposes only):

- Org #
- Org. Name
- County Name (organizations Home county)
- Org. Type
- Central Office Bldg #
- Org NCES ID – *only visible if applicable*
- Location Address (Street, City, State & Zip)
- Mailing Address (Street, City, State & Zip)
- Year Construction Completed
- Phone Number
- Fax Number
- Central Office Email Address
- Website Address
- Student Information System (SIS)
- Email to Publish in Directory
- Yearly Schedule (# of Hours School was in Session the Previous Year, Opening & Closing Dates for the Current Year, School Term for the Current Year)
- KIDS Student Transfer contacts
- Student Record Exchange contact
- Civil Rights Data Coordinator contact
- Foster Care Coordinator contact
- Administrative Contacts

Field	Organizations Applicable to	Description
Student Information System *(SIS)*	• Interlocals • Private Schools (Accredited) • Private Schools (Nonaccredited) • Public School Districts • Service Centers • Special Education Cooperatives • State Schools	Select SIS from the list. If organization's SIS is not listed, choose "Other" and then type in the name of the SIS in the "Other" field next to the SIS list box. If the organization does not have a SIS, please select "None". *Note: You may select more than one SIS by holding down the CTRL key and clicking all applicable SIS's.*
Which Email Address do you want printed in the directory?	• Interlocals • Private Schools (Accredited) • Private Schools (Nonaccredited) • Public School Districts • Service Centers • Special Education Cooperatives • State Schools	Select between the Central Office email (from Central Office Email address field) or the Superintendent's Email (from the Administrative Contacts section - the email for the contact with the Superintendent or Superintendent, Interim position) to be printed in the published Directory.
Yearly Schedule		
Number of Hours school was in session *(previous school year)*	• Private Schools (Accredited) • Private Schools (Nonaccredited) • Public School Districts • State Schools	Enter the number of hours school was in session during the previous year using the building with the least number of hours including parent teacher conferences and half of hours of in-service days.
Scheduled Opening Date *(current year)*	• Private Schools (Accredited) • Private Schools (Non- Accredited) • Public School Districts • State Schools	Enter the scheduled opening date of the current school year for students in MM/DD/YYYY format. *Note: Please enter the date that the majority schools in your district will open.*
Scheduled Closing Date *(current year)*	• Private Schools (Accredited) • Private Schools (Non- Accredited) • Public School Districts • State Schools	Enter the scheduled closing date of the current school year for students in the MM/DD/YYYY format. *Note: Please enter the date that the majority schools in your district will close.*
School Term *(current year)*	• Private Schools (Accredited) • Private Schools (Non- Accredited) • Public School Districts • State Schools	Choose either 186, 6-hour days or 1,116 hours for the current year's school term per KSA 72-3115.

Field	Organizations Applicable to	Description
KIDS Student Transfer Email Contacts	• Private Schools (Accredited) • Private Schools (Non- Accredited) • Public School Districts • State Schools	Enter the First and Last Name and Email Address of the person responsible for uploading student data to the KIDS web application. If there is not a specific person, please enter the main contact of the organization's information (i.e., Superintendent for Public School Districts). If your organization only has one contact, please enter the contacts information on both pages.
Student Record Exchange Contact	• Private Schools (Accredited) • Private Schools (Non- Accredited) • Public School Districts • State Schools	Enter the First and Last Name and Email Address of the person to receive emails from the Student Record Exchange web application when other organizations request records of a student that was enrolled or is currently enrolled within your organization. If your organization only has one contact, please enter the contacts information on both pages.
Civil Rights Data Coordinator	• Public School Districts • School for Deaf • School for Blind	The person who KSDE will contact regarding the Civil Rights Data Collection (CRDC), which is collected every other school year by USDE's Office for Civil Rights (OCR). Every Public School District that receives federal funds is required by federal law to participate in the CRDC.
Foster Care Coordinator	• Public School Districts	Contact information for the person in charge of Foster Care for the organization. *Duties:* *coordinates with the local Child Welfare Agency (CWA) to develop a process for implementing ESSA (Every Student Succeeds Act) provisions, leads the development of the best interest determination process, and develops and coordinates local transportation procedures. This person also facilitates the transfer of records, immediate enrollment of foster students and appropriate data sharing with CWAs.*

Administrative Contacts

Please list all key administrators associated with this building by taking time to look through the Position drop down box and list any personnel in this building that holds one of those positions. See the Enhancements section above for new positions added and consider adding contacts within your organization for these positions (if applicable).

- Click Add to insert a new row to add those contacts to your list.
- For any positions that have been eliminated, check their delete box. Once you save the page those contacts will be deleted.
- If there is a vacancy for a required position, please enter Vacant in the first name field, then leave all other fields blank. *Not all required positions are allowed to be submitted with "Vacant". Please see below.*

The following Positions are required; however, some are only required for specific organization types. See the table below to see which positions are required for your organization. Click on each position to go to the reporting guidance for that position:

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Organization Type	Required Positions
Private Schools (Accredited)	- Counseling & Student Support Services Director - Educator Licensure Coordinator* - Kindergarten Readiness Snapshot (ASQ) Coordinator, District* - Professional Development Council Chair - Main Contact: Superintendent *or Superintendent, Interim* (only need to enter if being printed in the Published Directory) *or* Director *or* Principal - Technology Contact
Private Schools (Nonaccredited)	- Educator Licensure Coordinator* - Main Contact: Superintendent *or Superintendent, Interim* (only need to enter if being printed in the Published Directory) *or* Director *or* Principal
State Schools	- Test Coordinator, District* - Educator Licensure Coordinator* - Kindergarten Readiness Snapshot (ASQ) Coordinator, District* - Licensed Personnel Report Contact - Main Contact: Superintendent *or Superintendent, Interim* (only need to enter if being printed in the Published Directory) *or* Director - Technology Contact
Interlocals	Educator Licensure Coordinator*
Service Centers	Main Contact: Superintendent *or Superintendent, Interim* (only need to

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Organization Type	Required Positions
Special Education Cooperatives	enter if being printed in the <u>Published Directory</u>) *or* Executive Director *or* Director • <u>Professional Development Council Chair</u>
Public School Districts	• <u>Board Clerk</u> • <u>Counseling & Student Support Services Director</u> • <u>Test Coordinator, District</u> * • <u>Educator Licensure Coordinator</u> * • <u>E-Rate Coordinator</u> • <u>Homeless Children & Youth Liaison</u> * • <u>Kindergarten Readiness Snapshot (ASQ) Coordinator, District</u> * • <u>Licensed Personnel Report Contact</u> • <u>Mentor Stipend Contact</u> • <u>Maintenance of Effort Contact</u> • <u>Professional Development Council Chair</u> • <u>Superintendent</u> *(or Superintendent, Interim)* * • <u>Technology (IT) Director</u> • <u>Technology Contact</u> • <u>Transportation Director</u>

*   Required positions that cannot be vacant are listed with an asterisk (*) in the list above or the table below and must have valid contact information entered before the page can be saved.

Tip: For required positions already listed with a contact that is no longer in that position, simply update the line with the new contact information instead of checking the box to delete and adding a new line with the new contact.

       If there is a line that needs deleted, but has a required position in it, simply change the position to one that is not required, like "Administrative Services".

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Position	Organizations Applicable to	Description
Board Clerk	• Public School Districts	Person that is the official Board Clerk for the districts School Board.
Counseling & Student Support Services Director	• Private Schools (Accredited) • Public School Districts	Staff that serves as a contact for school counseling, school mental health and/or social-emotional learning.
* Test Coordinator, District	• Public School Districts • State Schools	Contact for all required state assessments responsible for managing testing in their district and providing training to their staff regarding testing. This contact will be notified of all state assessment testing engine technology updates. Contact information is shared with ACT in which they will use to notify contact of test dates, delivery/return of testing materials, availability of test results, and other pertinent information.
* Educator Licensure Coordinator	• Interlocals • Private Schools (Accredited) • Private Schools (Nonaccredited) • Public School Districts • Service Centers • Special Education Cooperatives • State Schools	Individuals that complete licensure requests for KSDE application submissions and help their teachers with the license/professional development process. They provide experience verification and professional development transcripts within the Online Licenses application, soon to be KLAS (Kansas Licensure Application System, on KSDE's Web Applications site.
E-Rate Coordinator	• Public School Districts	Applies for E-Rate funding, which ensures districts technical infrastructure meets best practices (FCC). Ensures federal and state funding are completed. Familiar with RFP process. Will be notified about E-Rate funding, application deadlines, state matching guidelines & training opportunities. Contact information will be shared with Education Superhighway, which assist districts in applying and attaining FCC guidelines for broadband requirements & BTU Consultants for additional support in training & technical assistance.

Administrative Contacts

*Cannot enter "Vacant" in the first name field of the required contact.

Position	Organizations Applicable to	Description
*Homeless Children & Youth Liaison	• Public School Districts	Per US statute 42 U.S.C. § 11432(g)(1)(J)(ii), public school districts are required to designate a person as the districts Homeless Children and Youth Liaison. This person is responsible for: • Identify homeless children & youths through coordination activities with other entities & agencies. • Ensure homeless children and youths enroll & have an equal opportunity to succeed in school. • Ensure homeless families, children, and youths receive educational services for which such families, children, and youths are eligible. • Ensure the parents or guardians of homeless children and youths are informed of the educational & related opportunities available to their children & are provided with opportunities to participate in them with their children. • Ensure public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this chapter. • Ensure enrollment disputes are mediated in accordance with this law (paragraph (3)(E)). • Ensure the parent or guardian of a homeless child or youth & any unaccompanied youth is fully informed of all transportation services as described in this law (paragraph (1)(J)(iii)) & is assisted in accessing transportation to the school that is selected within this law under paragraph (3)(A). For questions on this position, please contact Maureen Ruhlman (mruhlman@ksde.org), Special Education and Title Services at (785) 296-1101.

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Position	Organizations Applicable to	Description
* Kindergarten Readiness Snapshot (ASQ) Coordinator, District	• Private Schools (Accredited) • Public School Districts • State Schools	The person responsible for managing the Kindergarten Readiness Snapshot, which includes adding and deleting users for each elementary building in the ASQ Online system. KSDE will confirm that the District Coordinator is an ASQ Online "Program Administrator" for each building in the district that administers the ASQ. This contact will receive communication regarding Kindergarten Readiness Snapshot updates.
Maintenance of Effort Contact	• Public School Districts	Point of contact within the organization that is knowledgeable of the use of special education funds. They will receive notifications from the Kansas Grants Reporting System to complete the Maintenance of Effort and Excess Costs reports.
Professional Development Council Chair	• Private Schools (Accredited) • Public School Districts	The organizations Professional Development Council (PDC) Chair. The PDC is the method by which licensed staff can earn points to renew their licenses and we use these contacts to create our PDC listserv of PDC to keep the PDC Chair informed.
Main Administrative Contact		
Superintendent *(or Superintendent, Interim)* **_or_ Executive Director _or_ Director _or_**	• Interlocals • Service Centers • Special Education Cooperatives	Main administrative contact for the organization that would be the equivalent of a Superintendent to a Public School District. This person will be required to approve user requests to organizations data that is provided via applications on KSDE's Web Applications site. *Note:* Only if Superintendent is selected to be *published in the Directory* will you be required to have a position of Superintendent (or Superintendent, Interim). Otherwise, you may enter one of the following positions as the main position: Executive Director, Director or Director, Special Education.

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Position	Organizations Applicable to	Description
*Superintendent *(or Superintendent, Interim)* **or** **Director or Principal**	• Private Schools (Accredited) • Private Schools (Nonaccredited)	Main administrative contact for the organization that would be the equivalent of a Superintendent to a Public School District. This person will be required to approve user requests to organizations data that is provided via applications on KSDE's Web Applications site. *Note:* *Only if Superintendent is selected to be published in the Directory will you be required to have a position of Superintendent (or Superintendent, Interim). Otherwise, you may enter one of the following positions as the main contact: Director or Principal.*
*Superintendent *(or Superintendent, Interim)*	• Public School Districts	Person that is the official Superintendent of the district as hired by the districts School Board. This person will be required to approve user requests to organizations data that is provided via applications on KSDE's Web Applications site. *Note:* *If you have a vacancy for Superintendent, please change the position to "Superintendent, Interim", and enter the contact information for your Interim Superintendent. You may not have both positions and/or more than one contact listed for either position.*
*Superintendent *(or Superintendent, Interim)* **or** **Director**	• State Schools	Main administrative contact for the organization that would be the equivalent of a Superintendent to a Public School District. This person will be required to approve user requests to organizations data that is provided via applications on KSDE's Web Applications site. *Note:* *Only if Superintendent is selected to be published in the Directory will you be required to have a position of Superintendent (or Superintendent, Interim). Otherwise, you may enter one of the following positions as the main contact: Director or Principal.*
Technology (IT) Director	• Private Schools (Accredited) • Public Schools Districts • State Schools	Point of contact for all technology updates for state assessment testing.

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Position	Organizations Applicable to	Description
Technology Contact	• Public School Districts	Point of contact for technology initiatives and opportunities that we help districts with such as Technology Super Highway and E-Rate.
Transportation Director	• Public Schools Districts	This is a required position. Please enter the Transportation Director's contact name. This needs to be the person at your district responsible for transportation. If you have contracted out your transportation, this will be the person at your district responsible for the contract. This should NOT be a contact at the company you have the contract with.

PUBLIC SCHOOL DISTRICTS ONLY
Board President

The Board President page is only available for Public School Districts. This is where the School Board President's contact information is reported. Click on each item to go to reporting guidance for that field (if not linked, the field is not editable and is for informational purposes only):

- County (organizations Home County)
- Org NCES ID
- Title (Mr., Ms., Mrs., Dr., Rev., Miss)
- First Name
- Last Name
- Suffix (Jr., Sr., II, II, etc.)
- Mailing Address (Street, City, State & Zip)
- Email Address

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Building Data

The Building Data page is where information for each building or program within the organization is reported. After clicking Building Data on the left-hand menu, the information showing will be for the first building in the Building List box on the top, right of the screen. To update or view a different building, select the building in the list, then click Select. After editing the information for the current selected building, click Save.

Tip: Click **Previous** or **Next** at the top and bottom of the page to go to the previous building on the list or the next building on the list.

Note: Clicking **Previous** when already on the first building in the list will open the page above the Building Data link on the left-hand menu (e.g., Board President page for Public School Districts or Central Office page for all other organizations).

Clicking **Next** when already on the last building on the list, it will open the Submit page.

The following fields are found on the Building Data page. Click each item to go to reporting guidance for that field (if not linked, the field is not editable and is for informational purposes only):

- Building List box
- Bldg #
- County (organizations Home County)
- Org. NCES ID (only visible if applicable)
- Bldg. Name
- Org. Type
- Bldg. NCES ID (only visible if applicable)
- Bldg Level
- District Located In – only visible for Private Schools (Accredited & Nonaccredited)
- Location Address (Street, City, State & Zip)
- Mailing Address (Street, City, State & Zip)
- Year Building Construction Completed
- Phone Number
- Fax Number
- Building Email Address
- Website Address
- County Building is Located

- KIDS Student Transfer contacts
- Student Record Exchange contact
- Email to Print in Directory
- Administrative Contacts
- Grades Offered
- School Type (Charter, Alternative, Magnet, Virtual, Print in Directory)
- Service Location for Pre-School or Kindergarten
- Schedule (Days in Session, Days per Week, Credits Required for Graduation, Class Periods)
- Daily Schedule (State & Dismiss Times, Total Length of Day, Lunch & Break Period Minutes & Total Class Time)
- Pre-School Sessions (Start & Dismissal Time, Lunch Minutes, Days per Week, Program Type) – *if applicable*
- Kindergarten Sessions (Start & Dismissal Time, Lunch Minutes, Days per Week, Program Type)

Building Information

Bldg. #: 7432
Org. Type: State Schools
Org. NCES ID: 2000024

Bldg. Name: Lansing Correctional Facility
Bldg. Level: High School

If you need to open, close, or change the name of a building or program, please use the appropriate links on the left hand menu to make your request.

« Previous   Next »

Save

	Street Address	City	State	Zip
Location Address (PO Boxes are NOT accepted):	2000 Delaware St	Topeka	KS	66606-

☐ Check if the Mailing Address is the same as the Location Address.

	Street Address or PO Box	City	State	Zip
Mailing Address:	2000 Delaware St	Topeka	KS	66606-

Year Building Construction Completed (YYYY)
2000

Area Code	Phone
785	296-6321

Area Code	Fax

Building Email Address

Web Site Address

County Where Building is Located
Leavenworth

KIDS Student Transfer Email Contacts

First Name:	Last Name:	Email:
Karla	Murray	murrayk@usd450.net

Student Record Exchange Contact

Kristin	O'Brien	obrienk@usd450.net

Which email address do you want printed in the directory? ○ Building Email ● Principal/Head Teacher

Delete	Title	First name	Last name	Suffix (Jr, Sr, II, III, etc.)	Position	Email
☐	Ms.	Kristin	O'Brien		Principal	obrienk@usd450.net

Add

Grades Offered

Day Care	Pre-School Aged Without IEP	Pre-School Aged With IEP	Pre-School Aged At-Risk	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	Non-Graded
☐	☐	☑	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐

Please select all that apply to this building

Charter	Alternative	Magnet	Virtual	Print Building in Directory
☐	☐	☐	☐	☐

Is this building a service location for any of the following grades? *(Please select all that apply)*

Pre-School
-- Select One --

Kindergarten
-- Select One --

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.

Number of days class will be in session during the current school year: 200
(Must be a number from 1-365)
Number of School days at this building per week: ○ 4 days per week ● 5 days per week
What are the total Units (credits) required for graduation?   12.0
(Must be a number from 1-99.9)
Does this building have a block schedule for the current school year? ● Yes ○ No
If this building does NOT have a block schedule, then provide the number of class periods, including activity periods, for this building: 0
(Must be a number between 1-10; if this building has a block schedule, than you may enter "0" or leave the field blank)

Daily Schedule

Starting Time	8 : 00	⦿ am. ◯ pm.
Dismissal Time	3 : 00	◯ am. ⦿ pm.

Total Length of Day	420	minutes
Less: Lunch Period	30	minutes
Less: Break Periods (do not include passing periods)	0	minutes
Total Class Time	390	minutes

Pre-School Sessions

Provide all information for each Pre-School session. If lunch period varies, report the longest lunch period including any break and passing time immediately preceding and following the lunch period. Please select the Pre-School Program for each session. Please refer to the Directory Manual with questions. For further clarification, please contact Mason Vosburgh (mvosburgh@ksde.org) at (785) 296-4645.

Start (HH:MM):	Lunch Minutes (Must be a number from 0 to 60):	Dismiss (HH:MM):	Days Per Week (Must be a number from 1-5):	Pre-School Program Type:	
08:30	0	11:30	4	Head Start ⌄	🗑 Del

Add   Number of saved Pre-School Sessions: 1

Kindergarten Sessions

Provide all information for each Kindergarten Session. Class times are required. Report lunch period in minutes. If length varies, report the longest lunch period, including any break and passing time immediately preceding and following the lunch period. Please do not enter duplicate sessions. Please refer to the Directory Manual with questions. For further clarification, please contact Rose Ireland (rireland@ksde.org) at (785) 296-4973.

Start (HH:MM):	Lunch Minutes (Must be a number from 0 to 60):	Dismiss (HH:MM):	Days Per Week (Must be a number from 1-5):	Kindergarten Program Type:	
08:30	0	11:30	5	Full-day, every day ⌄	🗑 Del

Add   Number of saved Kindergarten Sessions: 1

Save

« Previous   Next »

New Organizations

Organizations that are new to the Directory Updates application may see the following screen on the Building Data page instead of the above screen. In this case, please submit a request to Open a New Building.

KANSAS STATE DEPARTMENT OF EDUCATION	Directory Updates	Org. #: D0700 Org. Name: Beloit Special Education Cooperative	Username: cwyckoff Access Level: KSDE Admin

- Home
- Report Contact
- Open New Building
- Close Building
- Change Building Name
- Reports
- Central Office
- Building Data
- Special Ed. Cooperative Participants
- Submit
- Logout
- Help

Building Information

This organization does not have any buildings associated with it in the KSDE database. If you find this is an error, please contact the IT Helpdesk (helpdesk@ksde.org) at (785) 296-7935.

© 2020 - KSDE Directory, All Rights Reserved.
IT Help Desk: (785) 296-7935
900 SW Jackson, Suite 106
Topeka, KS 66612

All sessions with this server are subject to the KSDE Use Policy and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the KSDE Use Policy .

Building List Box

All organizations will have this box. This box lists all buildings within the organization. There are two types of buildings as described below.

- <u>Schools:</u> Physical buildings that can be used as students' accountability or funding building within the KIDS application. Public School districts, State Schools and Private, Accredited Schools are required to submit enrollment within these buildings each year.

- <u>Programs:</u> May also be its own physical building but can also be hosted within a school building. Program buildings can only be used as students' attendance building on student records submitted within the KIDS application.

  A lot of programs listed are for Special Education and Early Childhood programs as required for information to be pulled for other state reporting. Most programs are easy to spot as the building name may have the organization number listed followed with one of the below program names, which coincide with the programs building level (in parentheses below):

  - All Out of State
    (Out of State Building)
  - Community Based Pre School
  - Home
  - Hospital
  - Incarcerated
  - K Time Program without SpEd
    (Early Childhood Program – General)
  - Off-site Non-Public Building
    (Off-Site Community Based)
  - Public Off Campus
    (Public School Administered)
  - Public Off Site Pre School
    (Off-Site Pre-School)

Note: If you do not see a Special Education or Early Childhood program listed that should be, you will need to submit a request to <u>Open a New Building</u>.

The above Buildings and Building Levels listed above for Special Education & Early Childhood Programs are just an example of what may be listed for an organization. Most organizations will NOT have ALL of these, however, could have one, some or none.

Reporting Guidance

Field	Organizations Applicable to	Description
District Located in	• Private Schools (Accredited) • Private Schools (Nonaccredited)	Please select the Public School District boundaries the building is located in.
KIDS Student Transfer Email Contacts	• Public School Districts • Private Schools (Accredited) • Private Schools (Nonaccredited) • State Schools	Enter the First and Last Name and Email Address of the person responsible for uploading student data to the KIDS web application. If there is not a specific person, please enter the main contact of the organization's information (i.e., Superintendent for Public School Districts). If your organization only has one contact, please enter the contacts information on both pages. ***Program Buildings:*** This is a required field. Please enter the contact at the building the students within the program are associated with or enter the contact information of the main contact of the organization.
Student Record Exchange Contact	• Public School Districts • Private Schools (Accredited) • Private Schools (Nonaccredited) • State Schools	Enter the First and Last Name and Email Address of the person to receive emails from the Student Record Exchange web application when other organizations request records of a student that was enrolled or is currently enrolled within your organization. If your organization only has one contact, please enter the contacts information on both pages. *Note: At one time we had the Superintendent's or Principal's information pre-populated to this field. However, if that is not the person that is really in charge of this position, please update to reflect the correct contact person.* ***Program Buildings:*** This is a required field. Please enter the contact at the building the students within the program are associated with or enter the contact information of the main contact of the organization.
Which Email Address do you want printed in the directory?	• All	Select between the Building email (from the Building Email address field) and the Principal's Email (from the Administrative Contacts section - the email for the contact with the Principal or Head Teacher position) to be printed in the published Directory. ***Special Education & Early Childhood Programs:*** Select "Principal/Head Teacher".

Reporting Guidance

Field	Organizations Applicable to	Description
Service Location for Pre-School or Kindergarten	• All	If the building is a service location for Pre-School students, select "Yes" in the Pre-school drop-down menu to view and enter Pre-School Sessions. If the building is a service location for Kindergarten students, select "Yes" from the Kindergarten drop-down box (this will allow the Kindergarten Sessions section to appear if Kindergarten is not checked in the Grades Offered section). *Virtual Schools (Public School Districts only):* Select "No" for both. **See the Grades Offered and Enhancements sections for more information.*
Schedule		
Days in Session	• All	Enter the number of days, in whole numbers (no decimals) between 100-365, that students will be in attendance for the current school year (e.g., the days you take attendance during the year). *Exclude:* *In-service or parent-teacher conference days as this, along with data submitted on the End of Year Attendance report via the KIDS application, is used to compute Average Daily Attendance and Average Days in Membership. Therefore, accuracy is of the utmost importance.* *Special Education & Early Childhood Programs:* If the program has a specific number of days students will be in attendance for the current school year, enter it here. Otherwise, enter the same as a building within the district.
Days per Week	• All	Choose either 4-days or 5-days depending on how many days per week students will attend this building. *Virtual Schools (Public School Districts only):* Enter the same as the brick-and-mortar building in the district with the same building level (i.e., Virtual School building level = High School, use the same schedule as the brick & mortar high school in the district). *Note:* *If the Virtual School has a building level of "Other" (K-12), then use the schedule of the brick-and-mortar elementary school within the district.* *Special Education & Early Childhood Programs:* choose either 4-days or 5-days depending on how many days per week students will be in attendance for the specific special education or pre-school program.

Reporting Guidance

Field	Organizations Applicable to	Description
Credits Required for Graduation	• Public School Districts • Private Schools (Accredited) • State Schools	Buildings with Grade 11, 12 or Not Graded (Adults): Enter number of units (credits) required for graduation from this school building rounded to one (1) decimal (#.#). Program Buildings (buildings within organizations not listed to the left): Enter "0".
Block Schedule	• Public School Districts • Private Schools (Accredited) • State Schools	Yes: Building will run on a block schedule for the year. No: Building will *not* run on a block schedule for the year. *Virtual Schools (Public School Districts only):* Enter the same as the brick-and-mortar building in the district with the same building level (i.e., Virtual School building level = High School, use the same schedule as the brick & mortar high school in the district). *Note:* If the Virtual School has a building level of "Other" (K-12), then use the schedule of the brick-and-mortar elementary school within the district. Program Buildings (buildings within organizations not listed to the left): check "No".
Class Periods	• Public School Districts • Private Schools (Accredited) • State Schools	Enter a number from 1-10 of the number of class periods in the building, excluding activity periods, based on the buildings bell schedule. If the building does not have a bell schedule or set class periods, enter "6". *Virtual Schools (Public School Districts only):* Please enter the same as the brick-and-mortar building in the district with the same building level (i.e., Virtual School building level = High School, use the same schedule as the brick & mortar high school in the district). *Note:* If the Virtual School has a building level of "Other" (K-12), then use the schedule of the brick-and-mortar elementary school within the district. Program Buildings (buildings within organizations not listed to the left): enter "1".

Administrative Contacts

Please list all key administrators associated with this building by taking time to look through the Position drop-down box and list any personnel in this building that holds one of those positions. See the Enhancements section above for new positions added and consider adding contacts within your organization for these positions (if applicable).

- Click Add to insert an empty line to add those contacts to your list.

- For any positions that have been eliminated, check their delete box. Once you save the page those contacts will be deleted.

- If there is a vacancy for a required position, please enter Vacant in the first name field, then leave all other fields blank. *Not all required positions are allowed to be submitted with "Vacant". Please see below.*

The following Positions are required; however, some are only required for specific organization types. See the table below to see which positions are required for each organization type. Click on each position to go to the reporting guidance for that position:

* Cannot enter "Vacant" in the first name field of the required contact.

Organization Type	Required Positions
Interlocals	Must have one contact listed, but their position may be whatever position best applies.
Service Centers	
Special Education Cooperatives	
Private Schools	• Licensed Personnel Report Contact • Principal or Head Teacher
Public School Districts	• Test Coordinator, Building * • Dropout Graduation Summary Report (DGSR) Contact *
State Schools	• Licensed Personnel Report Contact • Principal or Head Teacher *

*   Required positions that cannot be vacant are listed with an asterisk (*) in the list above or the table below and must have valid contact information entered before the page can be saved.

Tip: For required positions already listed with a contact that is no longer in that position, simply update the line with the new contact information instead of checking the box to delete and adding a new line with the new contact.

        If there is a line that needs deleted, but has a required position in it, simply change the position to one that is not required, like "Administrative Services".

Administrative Contacts

* Cannot enter "Vacant" in the first name field of the required contact.

Position	Organizations Applicable to	Description
* Test Coordinator, Building	• Public School Districts • State Schools	The staff member responsible for test coordination at each building. Contact information is shared with ACT in which they will use to notify contact of test dates, delivery/return of testing materials, availability of test results, and other pertinent information.
* Dropout Graduation Summary Report (DGSR) Contact	• Private Schools (Accredited) • Public School Districts • State Schools	The person that is responsible for reviewing and validating unresolved student exits, non-graduates, and dropouts and is familiar with the state and district dropout and graduation requirements as they report on the Dropout/Graduation Summary Report application within KSDE's Web Applications site. The Dropout Graduation Summary Report is reviewed and validated annually in October by all accredited schools in Kansas. This person should also be familiar with the process of submitting records to the KIDS web application.

Daily Schedule

This section is required for Public Schools Districts, Private Schools (Accredited), and State Schools (optional for all other organizations).

Virtual Schools (Public School Districts only): Please use the same schedule as the brick-and-mortar building in the district with the same building level (i.e., Virtual School building level = High School, use the same schedule as the brick & mortar high school in the district). If the Virtual School has a building level of "Other" (K-12), than use the schedule of the traditional brick-and-mortar elementary school in the district.

Starting Time

Enter the time class will start for the day with the hour (number 1-12) in the first field and the minute (number 00-59) in the second field. Choose either AM or PM for the time.

Special Education & Early Childhood Programs
This will be the starting time of the daily bell schedules for special education and pre-school programs with set schedules. Otherwise, use the following:

Program	Guidance
K Time Program w/o SpEd *(Early Childhood Program – General)*	Enter 8:00 AM – input "8" in the first field and "00" in the second field. Choose AM.
Incarceration	Use the start time of the local high school with the hour (number 1-12) in the first field & the minute (number 00-59) in the second field. Choose AM or PM.
Home	Enter the starting time of the standard bell schedules for Pre-School and K-12. You may use the starting time for an elementary school within the district by entering the hour (number 1-12) in the first field & the minute (number 00-59) in the second field. Choose AM or PM.
Off Site Non-Public Buildings *(Off Site Community Based)*	
Community Based Pre-School	
Public Off Campus *(Public School Administered)*	
Public Off Site Pre School *(Off Site Preschool)*	

Dismissal Time

Enter the time students will leave for the day with the hour (number 1-12) in the first field and the minute (number 00-59) in the second field. Choose either AM or PM for the time.

Dismissal Time

Special Education & Early Childhood Programs
This will be the dismissal time of the daily bell schedules for special education and pre-school programs with set schedules. Otherwise, use the following:

Program	Description
K Time Program w/o SpEd	Enter 4:00 PM – input "4" in the first field and "00" in the second field. Choose PM.
Home	Enter the dismissal time of the standard bell schedules for Pre-School and K-12. You may use the dismissal time for an elementary school within the district by entering the hour (number 1-12) in the first field & the minute (number 00-59) in the second field. Choose AM or PM.
Off Site Non-Public Buildings (Off Site Community Based)	
Community Based Pre-School	
Public Off Campus (Public School Administered)	
Public Off Site Pre School (Off Site Preschool)	
Incarceration	Use the dismissal time for the local high school with the hour (number 1-12) in the first field & the minute (number 00-59) in the second field. Choose AM or PM.

Total Length of Day

The total length of day field will autofill based on the Starting Time and Dismissal Time.

Lunch Period

Enter the number of minutes students are at lunch plus the minutes allowed for passing time either before or after lunch. If passing times before and after are not the same length, include the shortest passing time with the lunch minutes; the other passing time can be counted as class time and will not be entered here.

- If there are multiple lunch sessions, enter the session most of the students use.
- If a recess occurs immediately before or after lunch, the recess minutes should be included with the lunch minutes as well as the passing time between recess and lunch.

Lunch Period

Special Education & Pre-School Programs

✱ *If a recess occurs immediately before or after the lunch period, the recess minutes will also need to be included with the lunch period minutes as well as the passing time between recess and lunch.*

Preschool ONLY: exclude lunch minutes for Preschool buildings if lunch is accompanied with a licensed educator; this is considered class time.

Program	Description
K Time Program w/o SpEd	Enter "0"
Incarceration	Use the same lunch minutes as the local high school with the number of minutes a student is at lunch plus the minutes allowed for passing (either before or after lunch, pick the shortest passing time if applicable). The other passing time, either to or from lunch, can be counted as class time*.
Home	Enter the lunch minutes of the standard bell schedules for Pre-School and K-12. You may use the same lunch minutes as an elementary school within the district*.
Off Site Non-Public Buildings (Off Site Community Based)	
Community Based Pre-School	
Public Off Campus (Public School Administered)	
Public Off Site Pre School (Off Site Preschool)	

Break Periods

This must be a number from 0 to 60 and will be the sum of the following:
- Total minutes of any passing time that is longer than 10 minutes.
- Total minutes of any recess time that is longer than 15 minutes (limited to one mid-morning and one mid-afternoon recess).

Notes: Exclude lunch minutes as those should be accounted for in the Lunch Period minutes above. Passing times that are 10 minutes or less are counted as class time and are also excluded here.

Do not enter sessions just for the time an itinerant student is receiving services.

Break Periods

Special Education & Pre-School Programs

Exclude: lunch minutes (should be accounted for in the Lunch Period minutes above) and passing times that are 10 minutes or less (as they are counted as class time).

Preschool ONLY: exclude snack time for Preschool buildings if snack time is accompanied with a licensed educator; this is considered class time.

Program	Description
Home	Enter the break minutes of the standard bell schedules for Pre-School and K-12. You may use the same break minutes as an elementary school within the district.
Off Site Non-Public Buildings (Off Site Community Based)	
Community Based Pre-School	
Public Off Campus (Public School Administered)	
Public Off Site Pre School (Off Site Preschool)	
K Time Program w/o SpEd	Enter "0"
Incarceration	Use the break minutes for the local high school. Enter the combined total of all minutes of any passing time or breaks that are longer than 10 minutes. This must be a number from 0 to 60.

Total Class Time

After entering Starting Time, Dismissal Time, Lunch Period & Break Periods, the total Class Time field will autofill.

Pre-School Sessions

This section is required if the building is a service location for pre-school students. For elementary schools that do not have a pre-school program, but serve pre-school students on a walk-in basis, enter standard schedule, and select All other district sponsored preschool for the Pre-School Program Type.

If there will be more than one Pre-School Session type in the building, click Add under first session to enter an additional Pre-School Session.

Start

Enter the starting time of the specified Pre-School Program Type in HH:MM format.

Special Education & Early Childhood Programs

Program	Description
Home	Use the starting time for an elementary school within the district. Enter in the following format: HH:MM.
Off Site Non-Public Buildings (Off Site Community Based)	
Community Based Pre-School	
Public Off Site Pre School (Off Site Preschool)	
K Time Program w/o SpEd	Enter "08:00"
Public Off Campus (Public School Administered)	Input the starting time for the program using the following format: HH:MM.
Incarceration	Use the start time of the local high school using the following format: HH:MM.

Lunch Minutes

Enter the length in minutes of the total combined breakfast, lunch and break period minutes for the specified Pre-School Program Type including the passing time immediately before and after the lunch period. If the length varies, report the longest lunch period up to 60 minutes.

Special Education & Early Childhood Programs

* *If a recess occurs immediately before or after the lunch period, the recess minutes will also need to be included in your lunch period minutes as well as the passing time between recess and lunch.*

Program	Description
K Time Program w/o SpEd	Enter "0"
Home	Enter the combined breakfast, lunch, and break period minutes as an elementary school within the district*.
Off Site Non-Public Buildings (Off Site Community Based)	
Community Based Pre School	
Public Off Campus (Public School Administered)	
Incarceration	Use the same lunch minutes (including break period minutes) as the local high school with the number of minutes a student is at lunch plus the minutes allowed for passing (either before or after lunch, pick the shortest passing time if applicable). The other passing time, either to or from lunch, can be counted as class time*.
Public Off Site Pre School	Input the same lunch minutes as an elementary school in the district*.

Dismiss

Enter the dismissal time of the specified Pre-School Program Type in HH:MM format.

Special Education & Early Childhood Programs

Program	Description
Home	Use the dismissal time for an elementary school within the district in the following format: HH:MM.
Off Site Non-Public Buildings (Off Site Community Based)	
Community Based Pre School	
Public Off Site Pre School (Off Site Preschool)	
K Time Program w/o SpEd	Enter 4:00 PM – input "4" in the first field and "00" Choose PM.
Public Off Campus	Enter the dismissal time for the program. Enter the hour (number 1-12) in the first field & the minute (number 00-59) in the second field. Choose AM or PM.
Incarceration	Use the dismissal time for the local high school with the hour (number 1-12) in the first field & the minute (number 00-59) in the second field. Choose AM or PM.

Days per Week

Enter the number of days per week students will be attending school at this building for this Pre-School Program Type. This must be a whole number from 1 to 5.

Pre-School Program Type

Choose the type of Pre-school Program from the drop-down list the schedule is for.

Program Type	Description
Head Start	Pre-school program administered by the US Department of Health & Human Services.
Pre-School Aged At-Risk	KSDE administered grant program for pre-school age students defined as "At Risk".
Integrated Special Ed (>50% IEP)	Pre-school program with more than 50% IDEA students and integrated with less than 50% of non-IDEA peers.
Reserve Mainstream Spec Ed (<50% IEP)	Pre-school program with less than 50% IDEA students and integrated with more than 50% of non-IDEA peers.
All other district sponsored preschool	Pre-school program designed primarily for children without disabilities. _Includes:_ community-based preschool, private pre-schools, district run Universal pre-schools, etc.

Total Sessions

This number shows next to the "Add" button and will update once the page is saved.

Kindergarten Sessions

This section is required for all organizations and appears if "Kindergarten" is checked under Grades Offered or "Yes" is selected in the Kindergarten drop-down box within the Service Location question.

If there will be more than one Kindergarten Program Type in the building, click Add under first session to enter an additional Kindergarten Session.

5-Year-Old Preschoolers: For funding purposes, students that are 5-years old on or before August 31, should be enrolled as Kindergarteners even if they will attend preschool classes. If the 5-Year-Old Preschoolers attend on a different schedule than your Kindergartners, please click Add and enter the schedule for the 5-Year-Old Preschoolers.

Virtual Schools (Public School Districts only): Please use the same schedule as the traditional brick-and-mortar elementary school in the district. This should also match the schedule entered as the Daily Schedule.

Notes: Sessions does **NOT** equal classes. If you have several classes that have the same schedule, you only need to enter one session for that time schedule.

You are to enroll 5-Year-Old Pre-School students as Kindergartners. Therefore, you will need to make sure to enter a session for these students if their session is different than other Kindergarteners.

Do not enter sessions just for the time an itinerant student is receiving services.

Kindergarten Sessions

Field	Description
Start	Enter the starting time of the specified Kindergarten session in HH:MM format.
Lunch Minutes	Enter the length in minutes of the lunch period for the specified Kindergarten session including the passing time immediately before and after the lunch period. If the length varies, report the longest lunch period. Make sure the time is in HH:MM format.
Dismiss	Enter the dismissal time of the specified Kindergarten Session in HH:MM format.
Days per Week	Enter the number of days per week students will be attending school at this building for this Kindergarten Session. This must be a number from 1 to 5.
Program Type	Choose the type of Kindergarten program from the drop down list the schedule is for.
Total Sessions	This number shows next to the "Add" button and will update once you save the page.

Participants

This page is only available to Service Centers, Interlocals, Special Education Cooperatives & Infant Toddler Networks and lists the participating members of the organization. On the left-hand menu, this page will be labeled with the Organization Type name followed by "Participants" (e.g., for a Service Center, this page will be labeled "Service Center Participants").

This is where these organizations will add and remove other organizations or buildings as members of their organization.

To add an entire organization or just a building within another organization, select the organization from the School District drop-down list and then select All Buildings (to select the entire organization) or a specific building from the Building drop-down list. Click Add Organization or Building to add the entity selected to your "Current Participants" list.

To remove an organization or building from the "Current Participants" list, click Delete next to the organization or building you would like to remove.

If you need to change the sponsoring organization, please call School Finance at (785) 296-3872.

Submit (Check Data)

The Submit page/Check Data page lists all Warnings and Errors within the Directory information entered for the organization. Before you will be able to submit, you will need to correct all Errors. Click **Next Page** (at the bottom) to go to the Report Contact page. Once you have corrected all Errors a "Submit" button will appear. Please make sure to double-check any Warnings then click **Submit** to electronically sign off on the organizations Directory information for the published Directory.

Remember: Organizations only need to submit once a year by August 20. Once all organizations are submitted the published Directory will be created. Therefore, if any changes need to be made after submission, the organizations Directory does not need to be submitted again. When the page is saved with the update, it will be reflected in the Directory Updates database as well as all places pulling that information. The Data Central reports are a good check as they will update automatically after you save the data.

Note: The KSDE Educational Directory is published once per year in the fall. Therefore, any changes made after August may not be reflected.

Warnings

Warnings are alerts letting you know you did not fill out an optional field. They are there to make sure you do not accidentally leave a field that pertains to your organization blank.

Note: You may submit the Directory even if you have warnings on this screen.

Errors

If a data field has an error, it must be addressed and fixed before the Directory Updates can be submitted. Use the left-hand menu to navigate to the pages that have errors or click **Next Page** to go to the Central Office page.

Note: The top screenshot below is *__NOT__* a representation of *__ALL__* the error or warning messages.

The second screenshot is what the screen should look like when ready to submit.

The third screenshot is what the screen will look like when already submitted.

Logout

This link will log you out of all KSDE web applications.

Help

This link will download the PDF of this users' guide or open in a new browser tab.

Tips

Printing Report

When you have completed your Directory, we suggest printing each page from your browser (you can save as a PDF if you keep electronic records) so you have for reference for the following year. This is especially helpful for Special Education & Early Childhood Program buildings.

Tip: Before printing each page, shrink them down to ~60%. Then, the layout should look exactly as it does on the screen.

Saving Data

PLEASE SAVE FREQUENTLY! This is important so work is not lost due to the application timing out. Data is not saved or submitted until you receive a pop-up, like the screenshot to the right, confirming.

Tip: The first-time logging into the Directory Updates application, please take time to print (may print as PDF) each page (make sure to print each building on the Building Data page) to see what information is needed or to see what was rolled over from the previous school year and may need to be updated. Fill in the information on your printed copy, then send it off to others (if needed) to confirm information is correct. Once all the information collected, login and update the Directory Updates quick and easy.

Contacts

KSDE Web Applications

Difficulty working with KSDE web applications or password help, please contact:

KSDE Help Desk   helpdesk@ksde.org   (785) 296-7935

Directory Updates

For assistance or guidance on how to report a specific data element, please contact:

Marcia Ricklefs   mricklefs@ksde.org   (785) 296-4902
Sara McCullah   smccullah@ksde.org   (785) 296-4972

For assistance or guidance on how to report a specific data element for Special Education or Early Childhood Programs, please contact:

Mason Vosburgh   mvosburgh@ksde.org   (785) 296-4945

For more information, contact:

School Finance
(785) 296-6321

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