



Kansas Special Education General Supervision

KANSAS INTEGRATED ACCOUNTABILITY
SYSTEM (KIAS) MONITORING



Kansas leads the world in the success of each student.

KANSAS SPECIAL EDUCATION GENERAL SUPERVISION

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KANSAS SPECIAL EDUCATION GENERAL SUPERVISION

Introduction

Improving educational results for children with disabilities requires a continued focus on the full implementation of the Individuals with Disabilities Education Act (IDEA) to ensure that each child's educational placement and services are determined on an individual basis, according to the unique needs of each child, and provided in the least restrictive environment. Special education monitoring provides an opportunity for the LEA to link any findings from monitoring activities to its implementation of the LEA's targeted improvement plan.

Overview

The purpose of the IDEA is to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living; to ensure that the rights of children with disabilities and their parents are protected; to assist States, localities, and Federal agencies to provide for the education of all children with disabilities; and to assess and ensure the effectiveness of efforts to educate children with disabilities.

The Kansas State Department of Education (KSDE) is responsible for ensuring:

- That the requirements of IDEA Part B are carried out;
- That each educational program for children with disabilities administered within the State, including each program administered by any other State or local agency:
 - Is under the general supervision of the people responsible for educational programs for children with disabilities in the SEA; and
 - Meets the educational standards of the state and IDEA.

The Kansas State Department of Education monitors local education agencies (LEAs) that receive a Part B allocation annually within the Kansas Integrated Accountability System (KIAS). The Kansas Integrated Accountability System (KIAS) is the general supervision system for Special Education at KSDE. KIAS is an integrated, continuous process involving data collection; clarification; LEA corrective action; reporting; and incentives and sanctions. KSDE carries out this process through an authenticated web-based application called KIAS for File Review and Indicators 11, 12, and 13. On those topics, KSDE will send communication through the KIAS web application and on Indicators 4A, 4B, 9, and 10 and significant disproportionality KSDE will email LEA special education directors.

Principles of Monitoring and Intended Outcomes

1. Ensure compliance with the IDEA and Kansas Exceptional Children's Act through individualized LEA response and implementation.
2. Support the linkages between compliance and improvement by collecting data to support improvement activities leading to improved outcomes for students with disabilities.

KANSAS SPECIAL EDUCATION GENERAL SUPERVISION

Special Education Monitoring

KSDE conducts special education monitoring to fulfill requirements and collect required data. KSDE carries each monitoring out on the frequency that best meets the requirements of the topic and LEA data.

Topic	Frequency
• State Performance Plan/Annual Performance Report (SPP/APR) Indicator 11: Child Find • SPP/APR Indicator 12: Early Childhood Transition	Annual monitoring of all LEAs
• File Review • SPP/APR Indicator 13: Secondary Transition	Annual risk analysis of all LEAs to select LEAs within a five-year cohort
• SPP/APR Indicators 4A and 4B: Suspension/Expulsion	Annual data analysis of all LEAs
• SPP/APR Indicator 9: Disproportionate Representation • SPP/APR Indicator 10: Disproportionate Representation in Specific Disability Categories	Annual data analysis of all LEAs
• Significant Disproportionality	Annual data analysis of all LEAs

This guide will first explain the annual data analysis for Indicators 4A, 4B, 9, and 10 and significant disproportionality, the student selection process for Indicators 11 and 12, and the LEA and student selection process for File Review and Indicator 13. The guide will then explain the steps common to all KSDE special education monitoring that occurs for Indicators 4A, 4B, 9, 10, 11, 12, and 13, File Review, and Significant Disproportionality.

Indicators 4A, 4B, 9, 10 and Significant Disproportionality Data Analysis

For Indicators 4A and 4B, KSDE undertakes an annual data analysis of all LEAs to determine whether the LEA has a significant discrepancy in the rate of suspensions and expulsions of greater than 10 days in a school year for children with IEPs (Indicator 4A) and for children with IEPs, by race or ethnicity (Indicator 4B). If an LEA has a significant discrepancy, the LEA and KSDE reviews the LEA's policies, procedures, and practices to determine whether they contributed to the significant discrepancy and are compliant with relevant regulations.

For Indicators 9 and 10, KSDE undertakes an annual data analysis of all LEAs to determine whether the LEA has disproportionate representation of racial and ethnic groups in special education and related services (Indicator 9) and in specific disability categories (Indicator 10). If an LEA has disproportionate

representation for two consecutive years, the LEA and KSDE reviews the LEA's policies, procedures, and practices to determine whether they lead to inappropriate identification.

For significant disproportionality, KSDE undertakes an annual data analysis of all LEAs to determine whether the LEA has significant disproportionality based on race or ethnicity with respect to the identification of children as children with disabilities (ages 3–21), including the identification of children as children with a particular disability; the placement of children with disabilities in particular educational settings (5-year-old kindergarteners through age 21); and the incidence, duration, and type of disciplinary actions, including suspensions and expulsions (ages 3–21). If an LEA has significant disproportionality, the LEA and KSDE review the LEA's policies, procedures, and practices to determine whether they are compliant with relevant regulations. The LEA then uses the results of the policies, procedures, and practices review as one data point in identifying the factors contributing to the significant disproportionality. LEAs with significant disproportionality have additional requirements that are explained in [Significant Disproportionality Frequently Asked Questions](#).¹

Indicators 11 and 12 Student Selection

KSDE will monitor Indicators 11 and 12 each year for all LEAs. For standalone LEAs, the number of students KSDE selects for Indicators 11 and 12 is based on the total count reported in the LEA's most recent Child Count data for students with disabilities aged 3–21 within the LEA. For Indicator 11 and Indicator 12 KSDE will select the following number of students for review:

Child Count Population (ages 3-21 with federal disability categories)	Indicator 11 (number of records to select)	Indicator 12 (number of records to select)
<50	1	1
50–99	2	2
100+	3	3

For Indicator 12, KSDE will select children served in Part C and referred to Part B for Part B eligibility determination.

For interlocals/cooperatives, the number of students KSDE selects for Indicators 11 and 12 is based on the total count reported in the most recent Child Count data each individual district that is a part of an interlocal/cooperative. KSDE will select students from each district within an interlocal/cooperative for which there are records for Indicator 11 and/or Indicator 12.

Child Count Population (ages 3-21 with federal disability categories)	Indicator 11 (number of records to select)	Indicator 12 (number of records to select)
<40	1	1
40–79	2	2
80+	3	3

¹ Kansas State Department of Education. (n.d.). *FAQ: Significant disproportionality*.
<https://www.ksde.gov/Portals/0/SES/KIAS/SigDis-FAQ.pdf>

File Review and Indicator 13 LEA and Student Selection

Annual Risk Analysis

KSDE's Special Education Team annually analyzes risk for all LEAs across a variety of factors that impact outcomes for students with individualized education plans (IEPs). The factors include:

- Special education teacher vacancies
- Special education waivers
- Time since last monitoring
- Level of Determination
- IDEA results indicators, including:
 - Post-school success (Indicators 1, 2, 14)
 - Academic achievement (Indicator 3D)
 - Access and inclusion (Indicators 5 and 6)
 - Early childhood progress (Indicator 7)
 - Family engagement (Indicator 8).

KSDE uses this risk analysis to identify LEAs whose data indicate the LEA is at high, medium, or low risk and determine technical assistance and monitoring needed to improve outcomes for students with IEPs. From this process, KSDE selects the top 15–20 LEAs based on risk to engage in the file review process for that school year. KSDE's annual risk analysis runs on a five-year cycle, meaning KSDE will select all LEAs for File Review and Indicator 13 within the six-year cycle. In the final year of the cycle KSDE will select all LEAs that have not yet participated in file review before selecting based on risk.

LEA Notification

KSDE will notify the LEA special education director following the risk analysis that the LEA will participate in File Review and Indicator 13 in the following school year. The notification will be sent no later than May 1, via the KIAS web application, and will include:

- Monitoring Protocol
- Risk analysis determinations

Student Selection

For monitoring students identified in federal IDEA disability categories, KSDE will select the number of students for monitoring based on the population of students with IEPs within the LEA. This provides KSDE with the opportunity to review a representative sample of the students with IEPs. The KIAS web application will import from the SPEDPro web application the number of students with disabilities reported in the LEA's most recent October 1 Count for students aged 3–21 (will only include federal disability categories) and multiply this number by 10%. To monitor students identified as gifted, KSDE will randomly select two students in this exceptionality category. This provides KSDE with the opportunity to review a consistent sample of students identified as gifted.

KSDE will select a minimum of 10 students up to a maximum of 30 students from each LEA for File Review and Indicator 13. KSDE uses the following guidelines to ensure that it includes unique student populations in monitoring. KSDE will select a student in each of the listed categories, if applicable (potentially up to seven students):

1. Student attending virtual school.
2. Student from out-of-state whose LEA placed the student in Kansas to receive a free appropriate public education (FAPE).
3. Student whose Kansas LEA placed the student out-of-state to receive FAPE.
4. Student placed in an alternative school/setting.
5. Student incarcerated in the adult or juvenile justice system.
6. Student is an English Learner
7. Nonwhite student

For File Review beyond these categories, KSDE will determine selected students based on age. The process for student selection varies slightly for standalone LEAs and interlocals/cooperatives. For standalone LEAs, KSDE will select a representative sample of student records from the following three age bands:

1. Students attending preschool.
2. Five years old in kindergarten through age 15.
3. 16+ years old.

For interlocals/cooperatives, KSDE will determine the number of selected students for each of the three age bands below.

1. Students attending preschool.
2. Five years old in kindergarten through age 15
3. 16+ years old

For interlocals/cooperatives, when possible, KSDE will attempt to select at least one record from each of the districts.

Data Collection

During this step, the LEA will complete a focused review of the selected student files. The LEA must submit the data to KSDE within the established timelines. Any deadline falling on a weekend or state holiday will be on the following Monday. KSDE provides technical assistance during the data collection process upon LEA request.

Clarification

KSDE will review and verify data each LEA submits. If data indicates a need for further clarification, KSDE will request that the LEA provide clarification. The LEA may choose whether to provide additional information to clarify its initial submission. If the LEA chooses to clarify its initial submission, the LEA must submit clarifying information to KSDE within the time KSDE indicates following KSDE's request for clarification. KSDE reviews any additional information the LEA submits to verify compliance.

Compliance Determination

KSDE notifies each LEA of its compliance status through the authenticated web-based application called KIAS for File Review and Indicators 11, 12, and 13. On those topics, KSDE will send communication through the KIAS web application and on Indicators 4A, 4B, 9, 10 and significant disproportionality KSDE will email LEA special education directors. The compliance notification will include any findings and corrective action to address any findings. When KSDE finds noncompliance in any special education monitoring, KSDE issues a written notification of noncompliance to the LEA. The notification includes:

- A citation of the regulatory requirements with noncompliance;
- A description of the data that support KSDE's determination of noncompliance with the cited statute or regulation; and
- A requirement that the LEA correct within the time KSDE specifies; and
- Instructions for completing the process of correction of noncompliance.

Correction of Noncompliance

Corrective Action Plan (CAP)

Each LEA with a finding(s) of noncompliance on Indicators 11, 12, 13 and File Review must submit a CAP in the KIAS web application to describe a plan for correctly implementing the regulatory requirement(s) identified as noncompliant. On findings of noncompliance for Indicators 4A, 4B, 9, 10 and significant disproportionality, KSDE orders required corrective action, and does not require LEAs to develop or submit a CAP.

LEAs may request or KSDE may assign technical assistance to support an LEA in developing the CAP. Once submitted, KSDE reviews the CAP and either approves or provides technical assistance to the LEA in revising the CAP. A CAP must identify and evaluate the implementation of appropriate strategies that demonstrate a thorough understanding of the root cause of the problem which led to the noncompliance. The CAP must provide how the LEA will correct the noncompliance at the system level. Systemic corrections include revisions to LEA policies and/or procedures, professional learning for relevant educators, or other corrective action the LEA implements at the system level. Within the CAP, the LEA must plan for how it will inform relevant staff of the system level corrections, including determining the staff roles the LEA needs to inform and how it will document that it informed those LEA staff.

KSDE can assist the LEA with the implementation of the CAP, upon LEA request. Assistance may include:

- Providing training for LEA staff;
- Providing professional learning materials;

- Contacting a consultant/presenter that the LEA may contract with for services;
- Reviewing the LEA's proposed revisions to policy, procedures, and practices;
- Assisting the LEA in developing or revising their forms.

KSDE will ensure that the LEA completes the corrective action process within the timeline through regular communication with the LEA about what is required to correct the noncompliance. KSDE will set and communicate expectations and maintain documentation regarding each step of the corrective action process (i.e., when the LEA submits the CAP for approval; when KSDE approves the CAP; when the LEA fully implements the CAP).

Verification of Correction of Noncompliance

INDIVIDUAL CORRECTIVE ACTION

KSDE will order a timeline for individual corrective action, appropriate for the circumstances of the identified noncompliance and corrective action. Once the LEA completes the individual corrective action, the LEA must upload documentation to the relevant module in the KIAS web application (for Indicators 11, 12, 13 and File Review) and to the relevant folder in Egnyte (for Indicators 4A, 4B, 9, 10 and significant disproportionality) showing correction of the identified noncompliance. KSDE reviews the documentation the LEA submitted to verify that the LEA has corrected each individual case of noncompliance.

SYSTEMIC CORRECTIVE ACTION

The LEA must provide the draft and final version of corrections at the system level for KSDE review. These types of corrections include revisions to LEA policies and/or procedures, professional learning for relevant educators, or other corrective action KSDE orders at the system level. Once KSDE verifies the final version of correction at the system level, the LEA must inform relevant staff of the system level corrections and provide KSDE with the staff roles the LEA informed and the date it informed those LEA staff.

UPDATED DATA

To verify that the LEA is now correctly implementing the specific requirement(s) found noncompliant, KSDE reviews student records that the LEA updated following systemic and individual corrective action that are representative of the students where KSDE identified noncompliance. KSDE considers factors such as LEA enrollment and demographics in the subset of students where KSDE identified noncompliance in establishing the updated data criteria. KSDE designates the period in which it will collect updated data. KSDE will provide the LEA with updated data criteria and the specific documentation the LEA must submit. In LEAs where updated data is unavailable during the designated period, KSDE verifies that the LEA has addressed the root cause(s) that resulted in the original noncompliance as outlined in the CAP.

If KSDE finds noncompliance in the updated data, KSDE will require the LEA to revise the CAP, correct all individual noncompliance, provide documentation to show CAP implementation, and provide additional updated data. For Indicators 11, 12, 13 and File Review these steps will all take place in the KIAS web application. For Indicators 4A, 4B, 9, and 10 these steps will all take place in Egnyte.

Correction of Noncompliance Determination

When KSDE verifies the LEA has corrected all findings of noncompliance, KSDE notifies each LEA of its compliance status. For File Review and Indicators 11, 12, and 13, KSDE will send communication through the KIAS web application. For Indicators 4A, 4B, 9, 10 and significant disproportionality KSDE will email LEA special education directors.

Timelines

Indicators 4A, 4B, 9, 10 and Significant Disproportionality PPP Review Timeline

Step	Is KSDE or the LEA Responsible?	Timeline
Step 1– LEA Notification and Student Selection - KSDE sends notice to that the LEA has a significant discrepancy, disproportionate representation, or significant disproportionality to the LEA special education director. This notice provides the data collection window dates and how to access the monitoring protocol. - KSDE uses its student selection business rules to randomly select KIDS IDs based on information from SPEDPro.	KSDE	April 1
Step 2 – Office Hours - LEAs participate in or watch the recording of Office Hours. The purpose of Office Hours is to: - Discuss the policy, procedure, and practice review process and due dates. - Provide information on LEA data results. - LEAs know how to reach out if they have additional questions/concerns.	LEA	April 1
Step 3 – Data Collection LEAs will upload requested policy or procedure and student documentation into Egnyte.²	LEA	
Step 4 – Clarification The purpose of the clarification process is for KSDE staff to ask LEA staff clarifying questions about the documentation the LEA provided during the policy, procedure, and practice review.	KSDE	May 1

² Egnyte. (n.d.). *Login page*. <https://misdata.egnyte.com/#username>

Step	Is KSDE or the LEA Responsible?	Timeline
Step 5 – Compliance Determination KSDE sends notice of LEA compliance to the LEA special education director. If KSDE finds noncompliance, this notice provides required individual and systemic corrective action and submission dates of evidence showing correction.	KSDE	End of May
Step 6 – Required Corrective Action Each LEA must correct any individual and systemic noncompliance, documenting its efforts. KSDE will request specific documentation to verify correction of noncompliance.	LEA implements. KSDE verifies.	June–August
Step 7 – Updated Data KSDE will provide the LEA with updated data parameters, including the number of students on which the LEA must provide documentation. The LEA will provide the requested documentation, and KSDE will review to determine whether the LEA is now correctly implementing the regulatory requirement(s) where KSDE found noncompliance.	KSDE provides parameters. LEA provides data. KSDE reviews.	November
Step 8 – Correction of Noncompliance Determination KSDE sends notice of LEA correction of compliance to the LEA special education director.	KSDE	December

LEAs with significant disproportionality have additional requirements that are explained in [Significant Disproportionality Frequently Asked Questions](#).¹

File Review and Indicator 13 Timeline

2026-2027 School year is working off an adjusted timeline so the dates in the table will be different.

Step	Is KSDE or the LEA Responsible?	Timeline
Step 1– LEA Notification and Student Selection - KSDE sends notice of LEA selection for File Review and Indicator 13 to the LEA special education director via the KIAS web application. This notice provides the data collection window dates and how to access the monitoring protocol. - KSDE uses its student selection business rules to randomly select KIDS IDs based on information from SPEDPro.	KSDE	June 5
Step 2 – Introductory Webinar - LEAs watch introductory webinar. The purpose of the webinar is to: - Review the monitoring process and due dates. - Provide information on LEA data results. - LEAs know how to reach out if they have additional questions/concerns.	LEA	TBD
Step 3 – Data Collection LEAs will upload requested student documentation into the KIAS web application.\	LEA	June 5-Aug. 14
Step 4 – Clarification The purpose of the clarification process is for KSDE staff to ask LEA staff clarifying questions about the documentation the LEA provided for monitoring.	LEA	Aug. 17-Oct. 1

Step	Is KSDE or the LEA Responsible?	Timeline
Step 5 – Compliance Determination KSDE sends notice of LEA compliance to the LEA special education director via the KIAS web application. If KSDE finds noncompliance, this notice provides the dates for the corrective action plan and individual corrective action.	KSDE	Nov. 2
Step 6 – CAP/ICA Submission and Approval - KSDE will notify the LEA special education director, following the risk analysis that the LEA will participate in File Review and Indicator 13 in the following school year. The notification will be sent no later than Nov. 2, via the KIAS web application, and will include: - Each LEA with a finding(s) of noncompliance must submit a CAP to describe a plan for correctly implementing the regulatory requirement(s) identified as noncompliant. KSDE reviews and approves all CAPs before LEA implementation. - Individual corrective action must be completed for each file with noncompliance. KSDE reviews uploaded documentation showing the file has been corrected.	LEA submits. KSDE approves.	CAP Nov. 3-Dec. 2 ICA Nov.3- April 1
Step 7 – CAP Implementation Each LEA must implement its CAP, including correcting any individual noncompliance, documenting its efforts. KSDE will request specific documentation to verify correction of noncompliance.	LEA implements. KSDE verifies.	Dec. 2–March 1

Step	Is KSDE or the LEA Responsible?	Timeline
Step 8 – Updated Data KSDE will provide the LEA with updated data parameters, including the number of students on which the LEA must provide documentation. The LEA will provide the requested documentation, and KSDE will review to determine whether the LEA is now correctly implementing the regulatory requirement(s) where KSDE found noncompliance.	KSDE provides parameters. LEA provides data. KSDE reviews.	May 5-May 28 (IEPs completed between March 1 and May 1)
Step 9 – Correction of Noncompliance Determination KSDE sends notice of LEA correction of compliance to the LEA special education director via the KIAS web application.	KSDE	June 17

Indicators 11 and 12 Timeline

Step	Is KSDE or the LEA Responsible?	Timeline
Step 1–Student Selection - KSDE sends notice of student selection for Indicator 11 and Indicator 12 to the LEA special education director via the KIAS web application. This notice provides the data collection window dates and how to access the monitoring protocol. - KSDE uses its student selection business rules to randomly select KIDS IDs based on initial evaluation information the LEA and/or KDHE provides in the KIAS web application.	KSDE	Sept 1
Step 2– Data Collection LEAs will upload requested student documentation into the KIAS web application.	LEA	Sept 1- Oct 15
Step 3– Clarification The purpose of the clarification process is for KSDE staff to ask LEA staff clarifying questions about the documentation the LEA provided for monitoring.	LEA	Sept 1-Nov 1
Step 4– Compliance Determination KSDE sends notice of LEA compliance to the LEA special education director via the KIAS web application. If KSDE finds noncompliance, this notice provides the dates for the corrective action plan and individual corrective action.	KSDE	Nov 15
Step 5– CAP Submission and Approval Each LEA with a finding(s) of noncompliance must submit a CAP to describe a plan for correctly implementing the regulatory requirement(s) identified as noncompliant. KSDE reviews and approves all CAPs before LEA implementation.	LEA submits. KSDE approves.	Dec 15 Dec 31

Step	Is KSDE or the LEA Responsible?	Timeline
Step 6– CAP Implementation Each LEA must implement its CAP, including correcting any individual noncompliance, documenting its efforts. KSDE will request specific documentation to verify correction of noncompliance.	LEA	Jan 1- March 31
Step 7– Updated Data KSDE will provide the LEA with updated data parameters, including the number of students on which the LEA must provide documentation. The LEA will provide the requested documentation, and KSDE will review to determine whether the LEA is now correctly implementing the regulatory requirement(s) where KSDE found noncompliance.	LEA	May 1-May 29
Step 8– Correction of Noncompliance Determination KSDE sends notice of LEA correction of compliance to the LEA special education director via the KIAS web application.	KSDE	



Kansas State Board of Education

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Vision

Kansas leads the world in the success of each student.

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.

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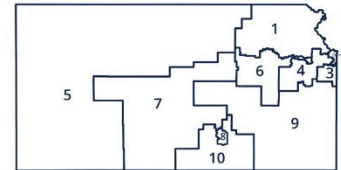


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Kansas divided into the ten State Board of Education districts.



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The Kansas State Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

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