

# OPEN FOR ENTRY



## Targeted Improvement Plan (TIP) Application

SY2026 (JULY 1, 2025 – JUNE 30, 2026)

### Announcement

KSDE SETS Announces the application window for FY2024 Targeted Improvement Plan will open effective June 23, 2025 and will close on October 23, 2025.

### Application Site and Instructions

The web-based application must be accessed via the KSDE Authenticated Application System using the Kansas Grants Management System. Anyone submitting the TIP will need to be a Registered User\* (see below) of the KSDE Authenticated Application System and be approved to have the Kansas Grants Management System added to your account. Program explanation, allowable costs, entry instructions are located at: <https://www.ksde.gov/Default.aspx?tabid=532#TIP>.

### AFR and Carryover

An Annual Financial Report (AFR) must first be submitted. The AFR report indicates how the funds received in the previous year were expended and/or the need for funds to be carried over to the upcoming fiscal year. A 90-day carryover is available for activities proposed but not completed prior to the end of the grant year or June 30th. Funds will not be available until the TIP application and the Annual Financial Report are both approved. TIP funds will be paid out through Form 240, KSDE Authenticated Application System.

### Not a Registered User?

**Not a registered user** of the KSDE Authenticated Application System? Complete and submit a KSDE User Registration Form. Use the following web address to register:

<https://apps.ksde.gov/authentication/login.aspx> and complete the requested information, then scroll through the list of available programs and select **Kansas Grants Management System (KGMS)**. *Registered Users* of the KSDE Authenticated Web Application System will need to add the Kansas Grants Management System to your account by using the link above and choosing **Manage My Account**, then check the box in front of **Kansas Grants Management System (KGMS)**, select your access level and then click **Submit**. For assistance with authenticated application system call Karen McClintock at 785-296-7935 or email [helpdesk@ksde.gov](mailto:helpdesk@ksde.gov).

## Contact Information

**Contact Information for TIP:** Sarah Reed, Public Service Administrator at [TIPHelp@ksde.gov](mailto:TIPHelp@ksde.gov) or 785-296-1222.

**Contact Information for Level of Determination Rewards and Sanction Questions:** Melissa Valenza at [melissa.valenza@ksde.gov](mailto:melissa.valenza@ksde.gov) or 785-296-8092

**Technical assistance questions with navigating, data entry, and editing in KGMS System:** Leader Services at 877-456-8777 or [helpdesk@leadersvices.com](mailto:helpdesk@leadersvices.com)  
Hours (excluding Holidays): Monday-Friday 7AM - 5PM (CST).

For more information, contact:

Sarah Reed  
Public Service Administration  
Special Education & Title Services  
785-296-1222  
[TIPHelp@ksde.org](mailto:TIPHelp@ksde.org)



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