

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



2024-2025 School Year

1. Post Nonresident Attendance Capacity and related information, effective beginning 2024-2025 school year:

Per K.S.A. 72-3123, the item listed below must be published on each school district's website:

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

2. Post Nonresident Capacity Policy and related information, effective on or before January 1, 2024:

Per K.S.A. 72-3123, the items listed below must be published on each school district's website:

- a) (a), "each board of education of a school district shall adopt a policy to determine the number of nonresident students that the school district has the capacity to accept in each grade level for each school of the school district pursuant to K.S.A. 72-3123, and amendments thereto. Such policies shall clearly specify the reasons that the board may use to deny continued enrollment of a nonresident student who is not in good standing. Such reasons for a denial of continued enrollment may include, but shall not be limited to, the nonresident student's record of school absenteeism and repeated suspensions or expulsions."
- b) (b), "Prior to adopting such policy, the board of education shall call and hold a hearing on the proposed policy. The board of education shall provide notice of such hearing, which shall include the time, date and place of the public hearing to be held on the proposed policy. Such notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the school district and shall also be posted on the school district's website."
- c) (c), The policy adopted pursuant to subsection (a) shall be published on the school district's website."

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

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

- a. (a) (1), "Each year the board of education of a school district shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website."
- b. (b), "The budgets, the summary of the proposed budget, the needs assessment and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website."
- c. (c), "The notice required to be published by K.S.A. 79-2929, and amendments thereto, shall include a statement that the budgets, the summary of the proposed budget, the needs

assessment and state assessment documentation is on file at the administrative offices of the district and available on the school district's website."

4. **Post Part-time Enrollment Policy:**

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

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

5. **Post Nonacademic Tests, Surveys and Questionnaires and related information, effective on and after July 1, 2022:**

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

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

6. **Post Revenue Neutral Rate Hearing, effective on and after July 1, 2021:**

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

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

7. **Post Budget documents on the district website:**

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

- a) "form 150, estimated legal maximum general fund budget, or any successor document containing the same or similar information;"
- b) the one-page Budget Summary (open sumexpen.xlsx from the budget – this worksheet is labeled "1 Pg. Summary")

Publications required by this statute *"shall be published with an easily identifiable link labeled **"Accountability Reports"** located on such district's website homepage."*

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

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

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

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

Any corrective action plan required by KSBE for a school district not meeting accreditation requirements, and any subsequent reports regarding the implementation of such a corrective action plan, must be published on the websites of KSDE and such school district.

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

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

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

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

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

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

- a) A copy of the standards of when emergency safety interventions can be used;
- b) a flyer on the parent's rights;
- c) information on the parent's right to file a complaint through the local dispute resolution process and the complaint process of the state board of education; and
- d) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

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



Kansas Technical Assistance System Network (TASN)
website: <https://www.ksdetasn.org/search/resources>

10. Post ACT information on district's website:

The provisions of House Bill 2134. Per K.S.A. 72-5179, the item listed below must be published on each school district's website:

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

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

JASON FLATT ACT – Youth Suicide Awareness

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

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

Other USD budget documents districts *might want to publish on their website*

- a) The full budget document
- b) Budget Profile
- c) Code 99 (Notice of Hearing)
- d) Budget-at-a-Glance

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

The [Kansas State Department of Education](#) is required to publish USD budget data for every district.

Listed below are expenditures available on **KSDE Data Central** website: <http://datacentral.ksde.org/>

- All of the budget publications required for school districts in section #1 above;
- Expenditures for each school district on a per pupil basis:
 - Total expenditures
 - Capital outlay expenditures
 - Bond and interest expenditures
 - All other expenditures not included in b and c.
- Selected USD Data
Per K.S.A. [72-5171](#), the State Department of Education is required to create a report of selected data for each district on our website. Data shown below will be provided for three school years – current year (estimated) and two prior years (actual).

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

- a. Total USD expenditures

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

For more information, contact:

Dale Brungardt, Director
School Finance
(785) 296-3872



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212

(785) 296-3201
www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, 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.

P:Budget/workshop budget sample/2025 workshop packet/post to USD website

Rev. June 2024