



# 2021 MIS Workshop Exercise



**KANSAS**  
STATE DEPARTMENT OF  
**EDUCATION**  
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## K time Approval

K Time will be approved only for schools with qualified Preschool programs

**Qualified Program?**

**Approved?**

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## Qualified Program?

## Approved?

• 5.	C, G, K, T, X	Type: District Level Grade(s): All Grades Start: 8/15/2019 End: 5/6/2020 Days: 166	Grades 1-12 Kindergarten - Full-day, every day	Class 420	Total 465	Days/Week 5 5
• 6.	B, C, G, K, R, T, W, X	Type: District Level Grade(s): All Grades Start: 8/14/2019 End: 5/20/2020 Days: 173	Grades 1-12 Kindergarten - Full-day, every day Pre-K Integrated Special Ed (>50% IEP) Pre-K Reverse Mainstream Spec Ed (<50% IEP)	Class 400 400 225 225	Total 430 430 225 225	Days/Week 5 5 4 5
• 7.	B, C, G, K, T, X	Type: District Level Grade(s): All Grades Start: 9/4/2019 End: 5/20/2020 Days: 160	Grades 1-12 Kindergarten - Full-day, every day Pre-K 4 year old at risk	Class 435 435 205	Total 460 460 205	Days/Week 5 5 4
• 8.	B, G, K, T, W, X	Type: District Level Grade(s): All Grades Start: 8/20/2019 End: 5/20/2020 Days: 164	There are no minutes in the directory for this building.			

- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

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# K Time Exercise

FY 2016



1. Wally attends Jupiter preschool both morning and afternoon sessions, 4 days a week. Both Jupiter preschool sessions are Pre-K At Risk preschool programs
  - Morning session is 8:30 to 11:30 am – 180 minutes
  - Afternoon session is 12:00 to 3:00 pm – 180 minutes
  - The Building number for Jupiter Preschool is 1234
  - The Building number for USD K - Time Program Time W/O SPED is 9999
2. Wally gets pull out speech for 30 minutes a day in the morning session only.
  - Wally gets no IEP support in the afternoon session.

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FY 2016

# K Time Exercise



- Q1. What is the setting code for the Jupiter preschool programs?**  
**A1.** \_\_\_\_\_
- Q2. Does the morning session qualify for K time participation?**  
**A2.** \_\_\_\_\_
- Q3. How much daily K time is possible in the AM session?**  
**A3.** \_\_\_\_\_
- Q4. Does the afternoon session qualify for K time participation?**  
**A4.** \_\_\_\_\_
- Q5. How much daily K time is possible in the PM session?**  
**A5.** \_\_\_\_\_
- Q6. What is the Service Location building number listed for K time?**  
**A6.** \_\_\_\_\_

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FY2018

# Know the Directory Information

## Expected Service line data



1.

	Class	Total	Days/Week
Grades 1-12	435	460	5
Kindergarten - Full-day, every day	435	460	5
→ Pre-K Integrated Special Ed (>50% IEP)	220	220	5

Enter the missing value

1.  $\underline{R} + \underline{G} = \underline{\quad}$  class minutes

2.

	Class	Total	Days/Week
Grades 1-12	455	480	4
Kindergarten - Full-day, every day	455	480	4
→ Pre-K 4 year old at risk	195	195	4

2.  $\underline{B} + \underline{G} + \underline{\quad} = \underline{195}$  class minutes

3.

	Class	Total	Days/Week
Grades 1-12	395	425	5
Kindergarten - Full-day, every day	395	425	5
→ Pre-K Reverse Mainstream Spec Ed (<50% IEP)	395	425	4

3.  $\underline{\quad} + \underline{G} = \underline{\quad}$  class minutes

4.

	Class	Total	Days/Week
Grades 1-12	420	445	5
Kindergarten - Full-day, every day	410	435	5
→ Pre-K All other district sponsored preschool	180	180	5

4.  $\underline{\quad} + \underline{\quad} + \underline{\quad} = \underline{180}$  class minutes

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Student Davy Jones requires homebound services per his IEP. The provider listed "P" - homebound services at Taft elementary. This is triggering verification 0004.

How do I resolve the verification?

- A. It is legitimate, Ask KSDE to override and clear the verification
- B. Add setting "P" to the settings list and resubmit.
- C. Contact the provider and let her know the attendance building is in error.
- D. Change the service line setting to "K"



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## Scavenger Hunt

### Create a FY 2020 Projected End of Year in SPEDPro

#### 1. Using the Find Duplicates process from the 2021 MIS Workshop presentation

1. How many duplicate records are present in your FY2020 EOY report in SPEDPro? \_\_\_\_\_

#### 2. Filtering on Agency Exit Date and Latest Service End date

2. How many students have unequal dates indicating when services ended? \_\_\_\_\_

#### 3. Filtering on Grade level and June 30 age

3. How many students have inappropriate grade levels for their age? \_\_\_\_\_

#### 4. Filtering on current status and Latest Service End date

4. How many active students have incomplete data for the school year? \_\_\_\_\_

#### 5. Filtering on All settings

5. How many student have "blank" or "Z" settings? \_\_\_\_\_



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# Scavenger Hunt

## Navigating SPEDPro



6. Searching on the building Information page in SPEDPro
  6. How many USD 229 schools have a Reverse Mainstream program listed in the Directory in 2020? \_\_\_\_\_
7. Searching on the building Information page in SPEDPro
  7. How many class minutes are available in the "All out of State" building X0440 in 2020? \_\_\_\_\_
8. Searching on the settings list page in SPEDPro
  8. On what date were your FY2020 setting modified to approved status by KSDE? \_\_\_\_\_
9. Searching on the Import History page in SPEDPro
  9. What is the date and file name of your first import into SPEDPro? \_\_\_\_\_
10. Search for all students in SPEDPro. From the search results, select the top student listed.
  10. What is the date of last update to this student record as time stamped on the Audit Log? \_\_\_\_\_