

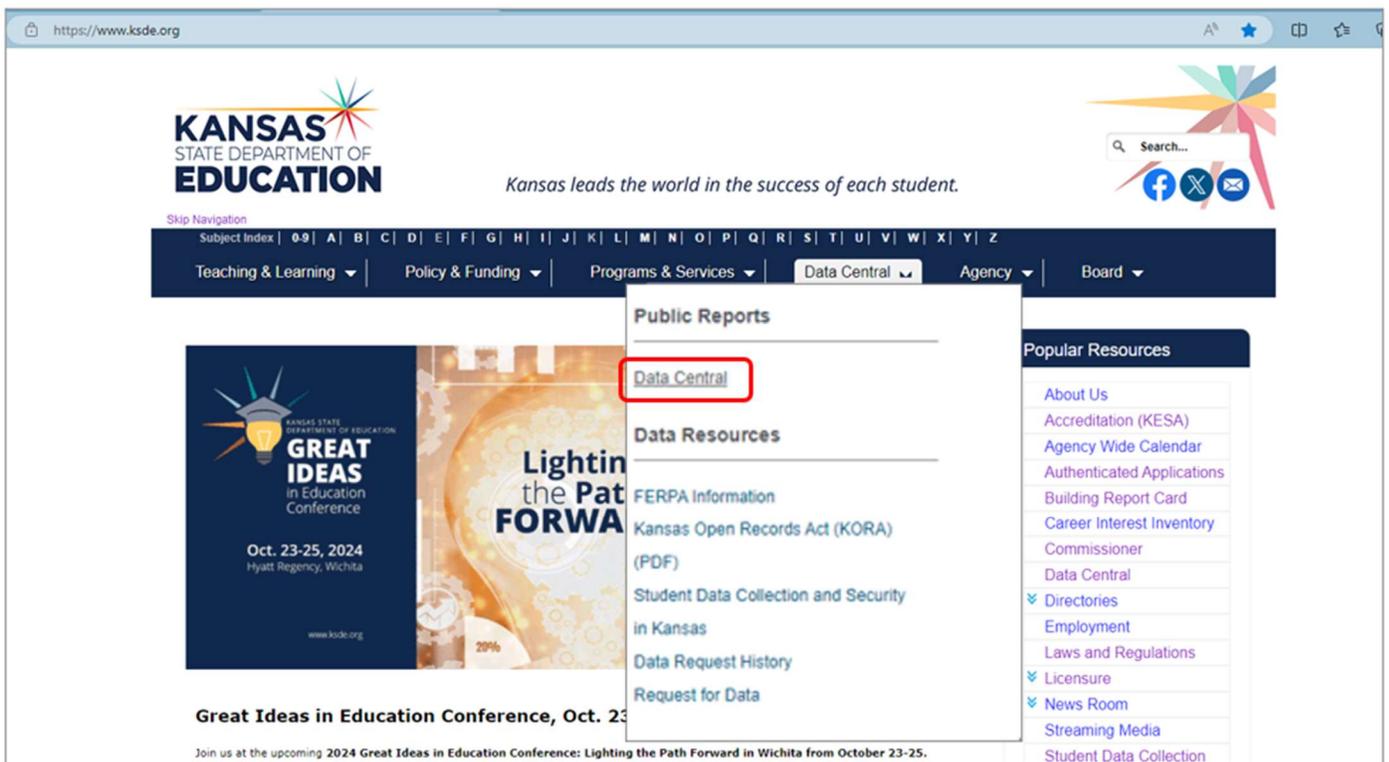
Free and Reduced Lunch Eligibility Data Instructions

Free and Reduced Lunch Eligibility Data Instructions E-rate discounts range from 20% to 90% of the cost of eligible services. There is a single discount rate for the entire district. Discounts are based on the combination of the number of students eligible for National School Lunch Program (NSLP) and the designation of urban or rural status. Discounts are calculated and used by USAC based on the NSLP data in the 'Discount Calculation' section of the FCC Form 471. The NSLP percent is determined by dividing the total number of students eligible for NSLP for the entire district by the total number of students in the school district.

Each year, schools and districts in Kansas submit enrollment data to KSDE based on the number of students enrolled and attending on the September 20 Count Day. These data are audited and posted publicly on the Kansas K-12 Reports. These data are used by the SLD's Program Integrity Assurance (PIA) reviewers as part of the application review process to determine the accuracy of the data submitted by the district for E-rate. If the data entered on the application do not match the data on the Kansas K-12 Reports, the PIA reviewer will request additional documentation or third-party verification. Please contact Kansas' State E-rate Coordinator (Jenni Marlatt jmarlatt@ksde.org 785-296-7931) if there is a request for third party verification.

The following are instructions for guiding you through the process of downloading the reported NSLP data.

1. Go to the KSDE website: <http://www.ksde.org/>.
2. Hoover over the Data Central tab and click on the Data Central Link - <https://datacentral.ksde.org>



The screenshot shows the Kansas State Department of Education website. The header includes the KSDE logo and the tagline "Kansas leads the world in the success of each student." Below the header is a navigation menu with tabs for "Teaching & Learning", "Policy & Funding", "Programs & Services", "Data Central", "Agency", and "Board". The "Data Central" tab is selected, and a dropdown menu is visible, listing "Public Reports" and "Data Resources". The "Data Resources" section includes links for "FERPA Information", "Kansas Open Records Act (KORA) (PDF)", "Student Data Collection and Security in Kansas", "Data Request History", and "Request for Data". The "Data Central" link in the dropdown menu is highlighted with a red box. On the right side of the page, there is a "Popular Resources" section with various links including "About Us", "Accreditation (KESA)", "Agency Wide Calendar", "Authenticated Applications", "Building Report Card", "Career Interest Inventory", "Commissioner", "Data Central", "Directories", "Employment", "Laws and Regulations", "Licensure", "News Room", "Streaming Media", and "Student Data Collection".

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- Click on the Kansas K-12 Reports link or go directly to the K-12 page: [Kansas K-12 Report Generator - Data Central \(ksde.org\)](https://ksde.org)

The screenshot shows the KSDE Data Central homepage. The navigation bar includes the Kansas State Department of Education logo and the text 'KSDE Data Central - Kansas Education Reports'. The main content area features several report categories, each with a 'View Data' button. The 'Kansas K-12 Reports' category is highlighted with a red rectangular box. The description for this category reads: 'Information on counties, districts, and schools in the State of Kansas. Information includes data on: building/districts, staff and salary information, attendance, schedules, enrollment, dropout/graduation, vocational education, discipline, advanced courses, student improvement plans, and student satisfaction.'

- Select 'Students Approved for Free- or Reduced-Price Lunches – Headcount Enrollment'

The screenshot shows the 'Kansas K-12 Report Generator' interface. At the top, there is a warning: 'WARNING: Because of the large volume of data being processed, these reports may take a while to compile.' Below this, there is a section for selecting a report format (Excel, PDF, Word, HTML). The main area is a dropdown menu titled 'Select a Report:'. The option 'Students Approved for Free- or Reduced-Price Lunches - Headcount Enrollment' is selected and highlighted with a red rectangular box. Other visible options in the dropdown include 'Attendance Rate by Race & Gender', 'Building Dates of Construction', 'Licensed Personnel by Personnel Type', 'Concurrent High School Enrollment', 'Crime Matrix', 'Dropout Rate by Race & Gender', 'Grad. Rate: 4-Year Cohort by Type, Race, & Gender (ESEA Formula - 2010 and Later)', 'Grad. Rate: 5-Year Cohort by Type, Race, & Gender (ESEA Formula - 2010 and Later)', 'Grad. Rate by Type, Race, & Gender (NCES Formula - 2008 and Earlier)', 'Grad. Rate by Type, Race, & Gender (NCLB Formula - 2009 Only)', 'Graduates by Post-Grad. Plans, Race, & Gender', 'Headcount Enrollment (Totals Only)', 'IDEA & Gifted Student Totals', 'Inclement Weather/Inservice Dates', 'Number of Schools, Other Buildings, & Programs', 'Personnel by Personnel Type - Nonlicensed', 'Student Suspension/Expulsion Counts - Historical (2009-2017)', and 'Suspension/Expulsion Incidents - Historical (2009-2017)'. The Kansas State Department of Education logo and 'Kansas CAN' branding are visible in the bottom right corner.

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5. Select 'Totals by School – All Schools in One District/Organization(Select a District/Organization)'

The screenshot shows the top navigation bar with the Kansas State Department of Education logo and 'KSDE Data Central - Kansas Education Reports'. Below the header is the title 'Kansas K-12 Report Generator' and a warning message: 'WARNING: Because of the large volume of data being processed, these reports may take a while to compile.' The main form area has a 'Please select a report format:' section with buttons for Excel, PDF, Word, and HTML. Below that is a 'Select a Report:' dropdown menu with the selected option 'Students Approved for Free- or Reduced-Price Lunches - Headcount Enrollment'. A red box highlights the 'Data Grouping:' dropdown menu, which is open and shows several options. The option 'Totals by School - All Schools in One District/Organization (Select a District/Organization)' is highlighted in blue.

6. Click on the link for your school district under the 'Select a District/Organization:'

This screenshot shows the same interface as the previous one, but with the 'Select a District/Organization:' dropdown menu open. A red box highlights this dropdown menu, which shows the selected option 'D0101 Erie-Galesburg'. Below the dropdown menu is the 'Select a School Year:' dropdown menu, which is currently set to 'Please Select a Year'. At the bottom of the form are two buttons: 'Display Report' and 'Reset'.

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7. 'Select a School Year'

The screenshot shows the 'Kansas K-12 Report Generator' interface. At the top, there is a dark blue header with the Kansas State Department of Education logo on the left, 'KSDE Data Central - Kansas Education Reports' in the center, and 'Data Central Home' and 'Subject Index' on the right. Below the header, the title 'Kansas K-12 Report Generator' is displayed. A dark blue warning banner reads: 'WARNING: Because of the large volume of data being processed, these reports may take a while to compile.' Below the warning, there is a section titled 'Please select a report format:' with four buttons: 'Excel', 'PDF', 'Word', and 'HTML'. The main form area contains several dropdown menus: 'Select a Report:' with the selected option 'Students Approved for Free- or Reduced-Price Lunches - Headcount Enrollment'; 'Data Grouping:' with the selected option 'Totals by School - All Schools in One District/Organization (Select a District/Organization)'; 'Select a District/Organization:' with the selected option 'D0101 Erie-Galesburg'; and 'Select a School Year:' with the selected option 'Please Select a Year'. The 'Select a School Year:' dropdown is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: 'Display Report' and 'Reset'.