

Kansas State Department of Education



LEA FORMS (MILL LEVY FORM) ****NEW****

2011-2012 User's Guide

Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

<https://svapp15586.ksde.org/authentication/login.aspx>

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Revision History

Date	Reason for Changes	Author	Version
10/31/2011	Initial Document Created for 2011-12 Mill Levy collection.	Sara Barnes	1.00

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Part I: Introduction

Welcome to the Mill Levy form. This is a new collection beginning with the 2011-12 school year. In the past, this information has been provided as a paper document to the KS Department of Education, School Finance team by each County Clerk. It is our intention to automate this process as an electronic collection submitted by each LEA after mill rates have been certified to the district thru the County Clerk.

This manual should give you a jump-start on the basics of the Mill Levy form before you begin your report and submit to KSDE.

Part II: About this Manual

This User's Guide will describe how to:

- Navigate through the Mill Levy form.
- Answer questions on how to complete the Mill Levy form and the purpose behind the collection.
- Compare budgeted mill levies to the final mill levies as certified thru the County Clerk.
- Submit to KSDE.

We have also included some notes and tips that highlight important topics.

NOTE: The "Notes" box will mention items that require special attention.

TIP: The "Tip" box will contain recommendations as the user works through the Mill Levy form.

Part III: Important Terms

Are you new to the vocabulary of the Mill Levy form? Don't worry—KSDE has created a glossary of terms in the next few pages to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

Term	Meaning
Mill Levy	This is a mathematical procedure to determine property taxes for each levy fund. One mill is one dollar of property tax levied against \$1,000 of assessed valuation.
Assessed Valuation	Assessed valuation is computed by taking the market value of the property and multiplying it by the appropriate assessment factor for that classification of property. <i>Note: Market value and assessed value of farm land is different for each type of property and can be obtained from your local County Assessor's Office.</i>
Levy Fund	School districts are authorized to levy property taxes for selected funds: General, Supplemental General, Adult Education, Capital Outlay, Declining Enrollment, Cost of Living, Special Liability, School Retirement, Extraordinary Growth, Bond & Interest, No Fund Warrant, Special Assessment, Temporary Note, Historical Museum, Public Library Board, Public Library Board Employee Benefits, Recreation Commission, and Recreation Commission and Employee Benefits.

Part IV: User Levels

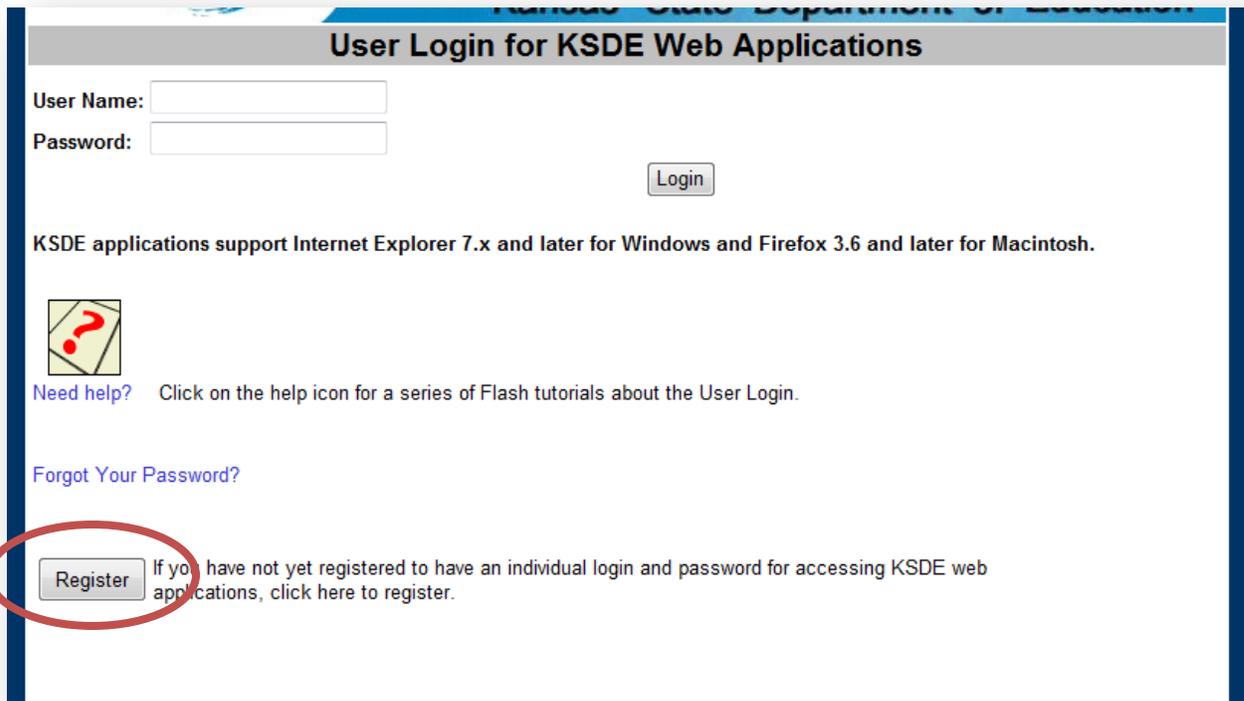
District Administrator is for data entry staff, administrators, and program staff who will submit and view the Mill Levy form.

User Level	Defined Roles/Responsibilities
District Administrator	<ul style="list-style-type: none">Has write access to change manual data entry on the mill levy form.

Part V: Registering for Access to the Mill Levy Form

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://svapp15586.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:

NOTE: You may want to skip this section if you have used the KSDE Authenticated web applications before, or if you are already registered for access to the **LEA Forms**.



User Login for KSDE Web Applications

User Name:

Password:

KSDE applications support Internet Explorer 7.x and later for Windows and Firefox 3.6 and later for Macintosh.



[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is entered in the “Building” field on the web applications registration page. For example, if you will be submitting and viewing data at the district-level, select the “All Buildings” option under the “Building” field.

TIP: Do not use spaces when defining your username login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the username, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.



The image shows the 'KSDE User Registration Form'. At the top, there is a 'Back to Login Page' link. Below it, a note states '* Indicates required field.' The form is divided into several sections. The first section is 'Please enter your business contact information:', which includes fields for 'First Name:*', 'Last Name:*', 'Phone #:*', and 'Email Address:*'. The second section is 'Please select the organization and building that you belong to:'. The 'Organization' dropdown is set to 'USD 385 Andover'. The 'Building' dropdown is open, showing a list of options: 'All Buildings', 'Andover Central High School', 'Andover Central Middle School', 'Andover High', 'Andover Middle School', 'Cottonwood Elementary', 'Meadowlark Elementary', 'Robert M. Martin Elementary', 'Sunflower Elementary School', and 'Wheatland Elementary'. The 'All Buildings' option is highlighted. The third section is 'Please enter a user name and password.', which includes fields for 'User Name:*', 'Password:*', and 'Please reenter your password:*'. At the bottom, there is a password requirement note: 'Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.'

When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.



The image shows a navigation menu with three main items: 'LCP System', 'Lea Forms', and 'License Application'. Each item has a checkbox. To the right of these items is a vertical list of options: 'District Update', 'District Submit', 'District Admin', and 'University'. The 'District Admin' option is highlighted with a blue background and is circled in red.



The image shows a green 'Submit' button with a white border, circled in red.

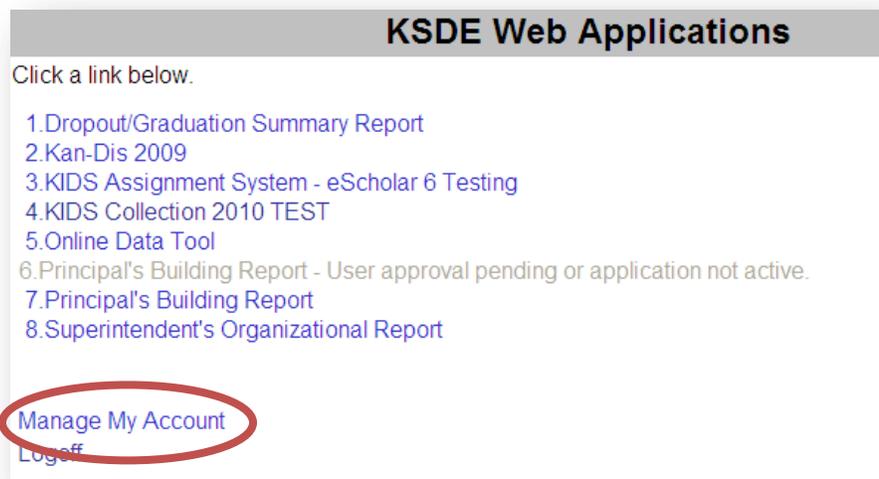
If all data on the registration form is valid, you will get a message that says “Thank You for Registering”. The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the LEA Forms to their list of applications if necessary. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the **LEA Forms** to your list of available KSDE web applications (*most district office staff should already have access to LEA Forms*):

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link
- Check the box in front of LEA Forms
- Select your access level (district read-write or read-only)
- Click “Submit”

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the Superintendent’s Organization Report.



TIP: If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Part VI: Logging into the Mill Levy Form

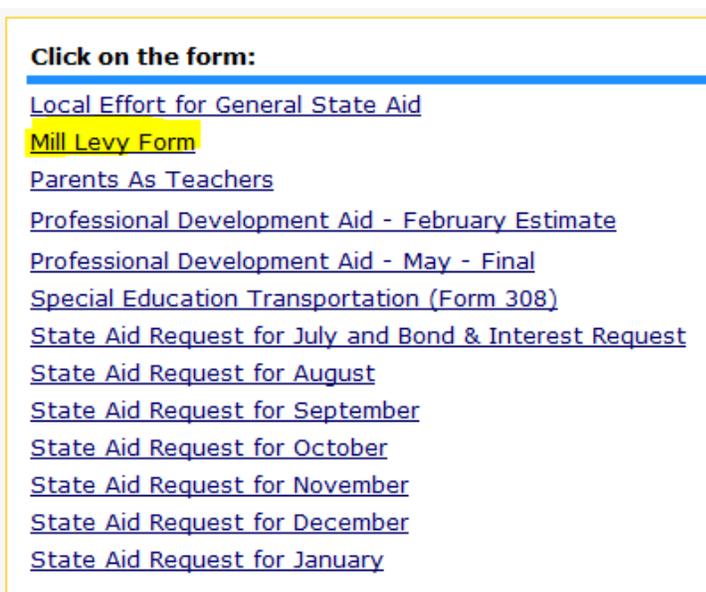
The Mill Levy Form, like the other KSDE web applications, is available on the KSDE Authentication page located within the LEA Forms. To access the Mill Levy Form, enter your username and password on the KSDE Web Applications page (<https://svapp15586.ksde.org/authentication/login.aspx>).

The user will see the LEA Forms on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on the application to open it if user has been approved.



NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the numbering of applications is unique to each individual user.

After clicking on the link for the LEA Forms, you will see the LEA Forms you have access to, listing the new Mill Levy Form.



Part VII: Quick “Tour” of the Mill Levy Form

For most users, this is the first screen that will appear after entering the report. From here you should click “Create New Report for 2012”.



The screenshot shows the LEA Forms interface for the Kansas State Department of Education. The header includes the logo and the text "LEA Forms" and "Kansas State Department of Education". The main content area displays "USD # D0101 Erie-Galesburg" and "2011-2012 Status:". Below this, there is a message: "You may create your 2012 report by clicking on (Create New Report for 2012) below. You may edit your current report or view prior reports by clicking Select next to the fiscal year. If no reports are listed then the reporting period may not be open or you have no prior reports." A button labeled "Create New Report for 2012" is circled in red.

When you create the 2012 report and logoff to complete at a later time, you will need to click “Select” to access the Mill Levy Form.



The screenshot shows the LEA Forms interface for the Kansas State Department of Education. The header includes the logo and the text "LEA Forms" and "Kansas State Department of Education". The main content area displays "USD # D0101 Erie-Galesburg" and "2011-2012 Status:". Below this, there is a message: "You may edit your current report or view prior reports by clicking Select next to the fiscal year. If no reports are listed then the reporting period may not be open or you have no prior reports." A table is displayed with the following columns: Fiscal Year, Status, Due Date, and KSDE Use. The table has one row with the following data: 2012, IN PROGRESS, 12/3/2011, OPEN. A "Select" button is circled in red next to the 2012 fiscal year.

Fiscal Year	Status	Due Date	KSDE Use
2012	IN PROGRESS	12/3/2011	OPEN

TIP: The “KSDE Applications” link (top left corner) allows you to go directly to your authenticated home page. The “Logoff” link allows the user to exit the application at any time.

Part VIII: Navigating the Mill Levy Form

A. Administrative Data

The first screen users will see is the Administrative Data Screen. District data is populated from the Directory Updates Web Application, Central Office Data Screen. Users are required to enter contact information for this report, including name, position, and phone number. Once entered, click on the save and next screen button to proceed.

USD # D0101 Erie-Galesburg 2011-2012 Status: **IN PROGRESS**

Administrative Data

USD information is populated from KSDE directory information.

USD #	D0101
Name	Erie-Galesburg
Address	205 S Main
City	Erie
State	KS
Zip	66733-0137
Superintendent	Mr. John Wyrick

Enter/Change the contact information and click the save button.

Contact Name	<input type="text"/>
Contact Position	<input type="text"/>
Phone Number ###-###-####	<input type="text"/>

TIP: You should not use the “Refresh,” “Back,” or “Forward” browser buttons with the Mill Levy Form. There are menus/buttons on every page for easy navigation to other screens.

B. Mill Levy Form

This screen lists all levy funds, in addition to the fund number as referenced on the USD Budget and the budgeted mill levies as published in the USD budget. Final mill levies should be entered for each applicable fund as certified by the County Clerk. You may need to contact your County Clerk and request they send you the final certified mill rates for all funds for your district.

There are several edits built into the Mill Levy web form and will generate an error list when saving, if applicable. These must be corrected before Save can be completed.

Final Mill Levies as Certified by County Clerk

ERRORS:
Line 2 actual levy must be greater than zero because there is a budgeted levy.
Line 10 actual levy must be greater than zero because there is a budgeted levy.

USD LEVY FUND	USD BUDGET FUND#	BUDGETED LEVY	FINAL LEVY
1. General Fund	06	20.000	20.000
2. Supplemental (LOB) Fund	08	18.085	0.000
3. Adult Education	10	0.000	0.000
4. Capital Outlay Fund	16	0.000	0.000
5. Declining Enrollment Fund	19	0.000	0.000
6. Cost of Living Fund	33	0.000	0.000
7. Special Liability Fund	42	0.000	0.000
8. School Retirement Fund	44	0.000	0.000
9. Extraordinary Growth Fund	45	0.000	0.000
10. Bond & Interest Fund #1	62	5.306	0.000
11. Bond & Interest Fund #2	63	0.000	0.000
12. No Fund Warrant	66	0.000	0.000
13. Special Assessment	67	0.000	0.000
14. Temporary Note	68	0.000	0.000
TOTAL USD LEVY		43.391	20.000
15. Other: Historical Museum	80	0.000	0.000
16. Other: Public Library Board	82	0.000	0.000
17. Other: Public Lib. Board Emp. Benefits	83	0.000	0.000
18. Other: Recreation Commission	84	0.000	0.000
19. Other: Rec. Comm. Emp. Benefits	86	0.000	0.000
TOTAL OTHER LEVY		0.000	0.000

TIP: You should not use the “Refresh,” “Back,” or “Forward” browser buttons with the Mill Levy Form. There are menus/buttons on every page for easy navigation to other screens.

C. Results of Completeness Check / Submit Report

Paying close attention to details will help ensure your mill levy data entry is as accurate as possible.

Stop status must be corrected before you can submit to KSDE.

USD # D0101 Erie-Galesburg 2011-2012 Status: **IN PROGRESS**

Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	STATUS
Report contact person must be filled in.	Stop
Report contact telephone number must be filled in.	Stop
Report contact position must be filled in.	Stop
Actual column is all zeroes except general fund.	Stop

This report is not complete as stated above. Please complete all the necessary data for this report. You can click on an error message to go to that screen.

When the report is accurate, it is time to submit the Mill Levy Form.

USD # D0101 Erie-Galesburg 2011-2012 Status: **IN PROGRESS**

Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	STATUS
All forms complete.	

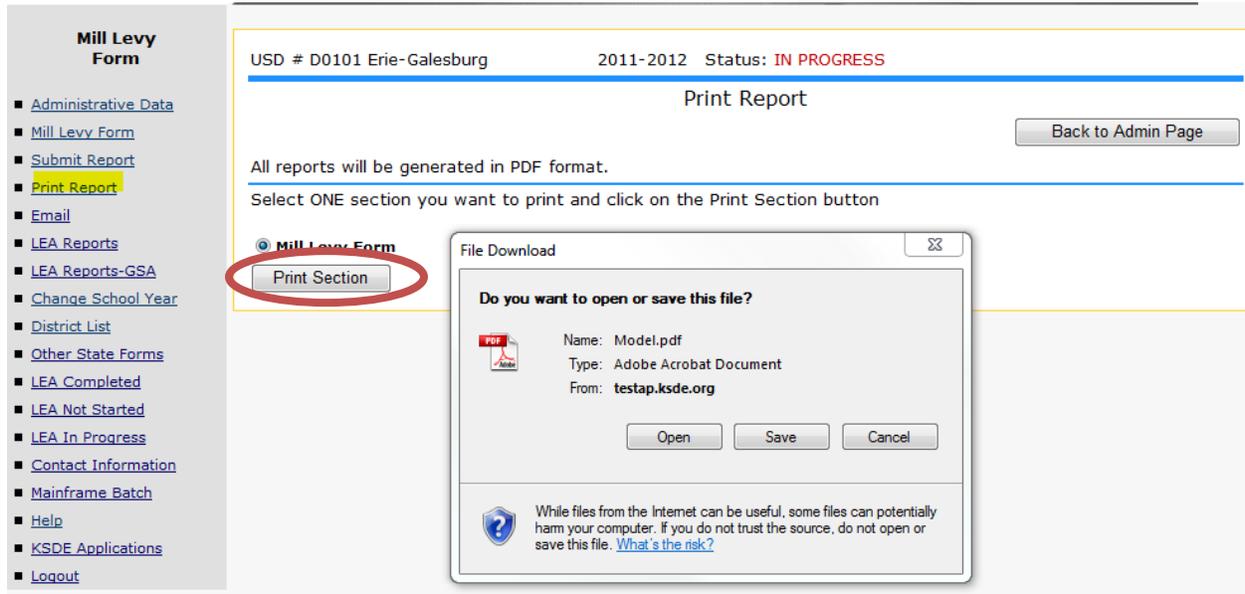
You may submit this report now.
Once submitted, you cannot go back and edit anything on the report.

[Submit Report](#)

NOTE: If an error in data entry is discovered after submitting the report to KSDE, you must contact KSDE to reopen the report. Please call School Finance at 785-296-3872.

Part IX: Printing Mill Levy Form

The Print Report menu allows users to print the Mill Levy Form. Click the “Print Section” button to get the prompt to Open or Save the PDF file.



The screenshot shows the 'Mill Levy Form' interface. On the left is a navigation menu with 'Print Report' highlighted. The main content area shows 'USD # D0101 Erie-Galesburg' and '2011-2012 Status: IN PROGRESS'. Below this is a 'Print Report' section with a 'Print Section' button circled in red. A 'File Download' dialog box is open, displaying 'Name: Model.pdf', 'Type: Adobe Acrobat Document', and 'From: testap.ksde.org'. The dialog has 'Open', 'Save', and 'Cancel' buttons. A warning message at the bottom of the dialog states: 'While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

Part X: KSDE Contacts

For questions concerning the Mill Levy Form, contact School Finance staff:

Sara Barnes
sbarnes@ksde.org
785/296-4972

Kevin Mercer
kmercerc@ksde.org
785/296-4973

Craig Neuenswander
craign@ksde.org
785/296-3872

For questions concerning username and passwords, contact KSDE Help Desk:

HelpDesk@ksde.org
785/291-0599

Computer Environment Security

The following are generally considered to be the basic guidelines for maintaining a safe, secure computer environment. This is by no means a comprehensive list, but these guidelines can help ensure that viruses, hackers, and other threats do not compromise data or an entire computer network.

- Maintain up-to-date Antivirus software: Anti-virus software for any particular type of device should be running and up-to-date on every level of device, including clients, file servers, mail servers, and other types of networked devices.
- Use Host-based firewall software when possible: Host-based firewall software, for any particular type of device, should be running and configured according to the guidelines for your organization.
- Use strong Passwords and protect them: The following are guidelines for a “strong” password:
 1. At least 8 characters long
 2. Contains at least 1 numeric value or special character
 3. Contains at least 1 upper case letter
 4. Contains at least 1 lower case letter

There are some basic guidelines for creating good passwords. Do NOT write your passwords down on a notepad, on a sticky note, or anywhere else where it might be seen. Do not use the name of your partner, your address, your pet’s name, your children’s names, etc. as your password—these are probably the first words that somebody attempting to access your information or software system would try. Do not use words. No matter how expansive your vocabulary is, there exist “cracking” programs that can try every word in the dictionary to find your password. One of the best techniques for creating a good password is to use initials of a saying or sentence that is meaningful to you. Use numbers and “special” characters (such as symbols, spaces, and capital letters) in your password.

TIP: For example:
Phrase: Now Is the Time
Password: N0_1s_Th_T1
**Used the first 2 letters of each word and substituted zero and one for the “o” and “l”.

- Maintain good physical security: Unauthorized physical access to an unattended device can result in harmful or fraudulent modification of data, fraudulent email use, or any number of other potentially dangerous situations. In light of this, where possible and appropriate, devices should be configured to “lock” and require a user to re-login if a computer is left unattended for more than 10 minutes.

- Maintain regular backups: Backup your system in proportion to the amount of data that you are willing to lose--work done last month? Last week? Today? Make sure you are able to restore data from your backup. Have a start-up disk handy in case your computer system files get damaged.
- Use care when reading email and downloading files: Emails are the principal sources of computer virus infections.
 1. Be sure to know the source and the reason for an attachment before opening it.
 2. Be wary of URLs in email.
 3. Use care when downloading files.
 4. Do not run/install a program with an unknown origin.
 5. Do not download software unless it was written by an entity you trust.
 6. Do not give permission to third parties to download software on your machine.

Additional Data Security & Confidentiality Tips

- Don't share KSDE usernames and passwords; each individual should have their own.
- Position computer screens so that they are not visible to passers-by.