Design Custom Reports on KSDE Website

KANSAS EDUCATION Comparative Performance & Fiscal System

Introduction

Kansas Education Comparative Performance & Fiscal System gives anyone the ability to pick and choose selected school district data to design customized reports. Find this website via a link at the bottom of the School Finance homepage, or link directly to: http://cpfs.ksde.org/cpfs/

Do you want to compare your headcount size to all districts across the state? And then sort it low to high? How about selecting ten districts similar in size to yours to compare mill levy rates, assessed valuation, graduation and dropout rates, and assessment data? Create a custom report in a few minutes.

Help Screens

Move your mouse over "**Tip**" to display a helpful hint. Click on "**Tip**" to view CPFS Handbook.

Access Standard Reports

Or if you would prefer to see all districts' data, click on a link called "**Access Standard Reports**" which opens the **School Finance Data Warehouse** screen. A list of standard reports is shown and by clicking on a link, these reports can be viewed online or printed.

http://cpfs.ksde.org/cpfs/

Steps to Creating a Custom Report

The first step is to select whose data to compare. Choose from one or more districts, all districts, or districts located in a selected county, state board district, or senate or house district.

Narrow your selection criteria. Choose enrollment headcount size, low income (free and reduced lunch percentage), or special education percentage.

Select a school year. Below is a list of the data options and the earliest school year that can be selected. You can select one year at a time, up to the current school year.

Oldest Data Available	Data Item
2000-01	☑ Total Assessed Valuation (all funds except General)
1998-99	☑ Mill Levy Rates
1997-98	☑ FTE Enrollment
1997-98	☑ Headcount Enrollment
1997-98	☑ Average Daily Attendance
1997-98	☑ Average Daily Membership
1997-98	☑ Attendance Rate
1997-98	☑ Dropout /Graduation Rate
1997-98	☑ Percentage of Students Approved for Free & Reduced-Price Lunches
1997-98	☑ Average Teachers and Principals Salaries

Oldest Data Available	Data Item
2003-04	☑ Reading Assessment - Percent Proficient
2003-04	☑ Math Assessment – Percent Proficient
2002-03	☑ Science Assessment – Percent Proficient (every other year)
2002-03	☑ History & Govt. Assessment – Percent Proficient(every other year)
2006-07	☑ Writing Studies Assessment – Percent Proficient (every other year)
1998-99	☑ School District Budget Data

Click on the box next to data items you want to compare – select one or several. Select the box by School District Budget Data to generate revenues or expenditures, fund total or total by object/sub-object. Currently, you can select only one school year at a time.

Click on "**CREATE REPORT**" to generate the report. The amount of time it takes will depend on the speed of your internet server, and the amount of data and number of districts selected.

Click on a column to sort the data in that column in ascending order (low to high), or click the column again to resort in descending order (high to low). Rotate the report to make the columns display as rows.

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Click on the **"Export to Excel"** button, and have the option to choose **"Open"** which places the report in Excel online, or **"Save to"** (Excel) and which saves an Excel document on your computer. It is recommended saving a large report and reopening it on your computer in Excel because there will be more flexibility in formatting, it's easier to view by splitting the screen and freezing the column headings, and the report can be reformatted so the column headings repeat on all pages when printed.

Please share this with your business office staff and members of the board. We hope that you will find it helpful identifying ways to make your district the most cost effective it can be. We encourage you to take time to design several custom reports comparing your data to other districts. Updated information will be added to the website as it becomes available.

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Bw: custom reports