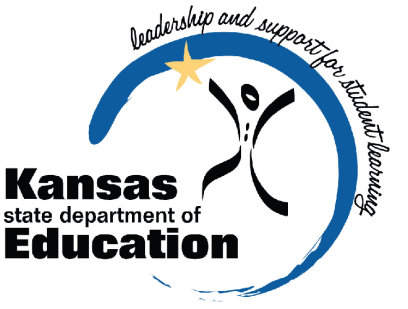
**Kansas State Department of Education**

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**LEA FORMS**

**(MILL RATE FORM)**

**Due December 15, 2015**

**2015-2016**

**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://apps.ksde.org/authentication/login.aspx>

*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. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel 900 SW Jackson, Topeka, KS 66612-1212, 785-296-3204*

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Reason for Changes** | **Author** | **Version** |
| 11/6/2015 | Update for 2015-16 Mill Rate collection. | Sara Barnes | 1.00 |
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# Part I: Introduction

Welcome to the Mill Rate form. This web form collects actual mill rates as determined by the County Clerk, based upon taxes to be levied for the current school year. The final mill rates for the current school year shall be submitted by each LEA through the KSDE Authentication Web Applications, after mill rates have been certified to the district through the County Clerk.

For your reference, the current school year “budgeted” mill rate has been loaded to this web form based on the USD budget data submitted to the Kansas Department of Education in the fall. ***The budgeted mill rate is merely an estimate; please ensure the “final rate” has been entered on the web form as determined by the County Clerk.***

This manual should give you a jump-start on the basics of the Mill Rate 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 Rate form.
* Answer questions on how to complete the Mill Rate form and the purpose behind the collection.
* Compare budgeted mill rates to the final mill rates as certified through 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 Rate form.

# Part III: Important Terms

Are you new to the vocabulary of the Mill Rate form? 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 Rate | 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. *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.* |
| 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 Employee Benefits. |

# Part IV: User Levels

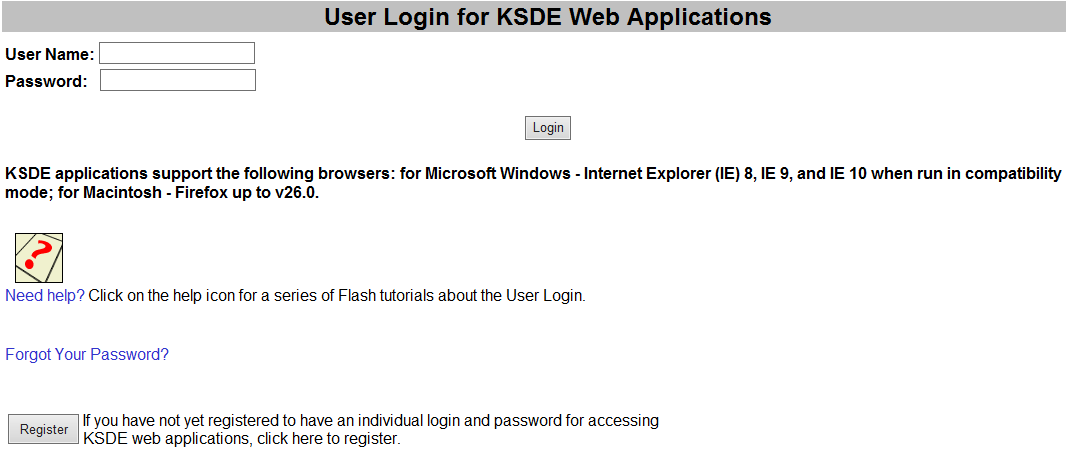
*District Administrator* is for data entry staff, administrators, and program staff who will submit and view the Mill Rate form.

|  |  |
| --- | --- |
| **User Level** | **Defined Roles/Responsibilities** |
| District Administrator | * Has write access to change manual data entry on the mill rate form. |

# Part V: Registering for Access to the Mill Rate Form

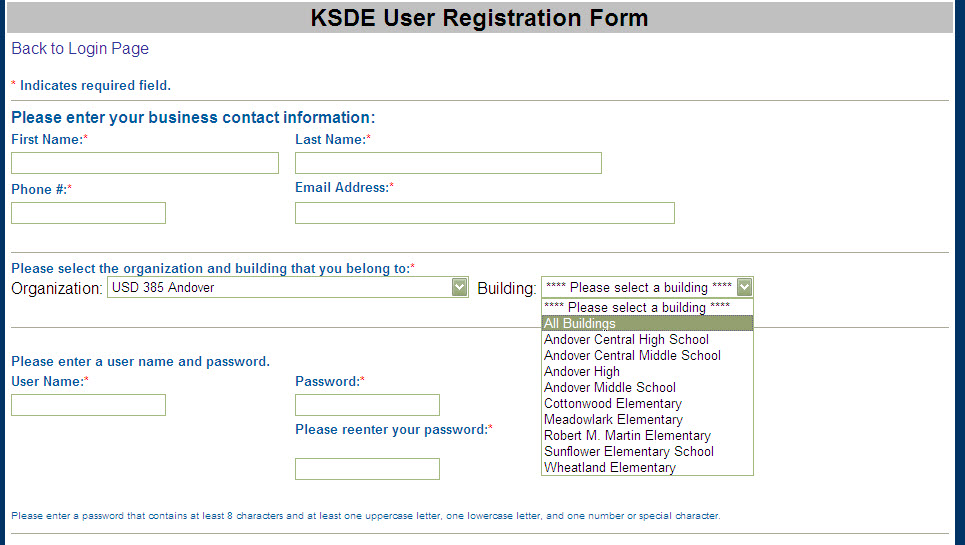
Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://apps.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:

***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**.

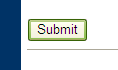


On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is entered in the “Building” field on the web applications registration page. For example, if you will be submitting and viewing data at the district-level, select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

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

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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.

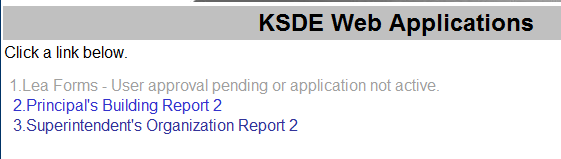


***TIP:***If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. 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 Rate Form

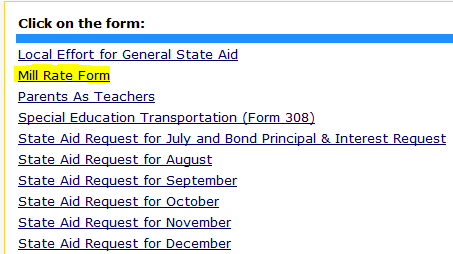
The Mill Rate Form, like the other KSDE web applications, is available on the KSDE Authentication page located within the LEA Forms. To access the Mill Rate web form, enter your username and password on the KSDE Web Applications page (<https://apps.ksde.org/authentication/login.aspx>).

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.



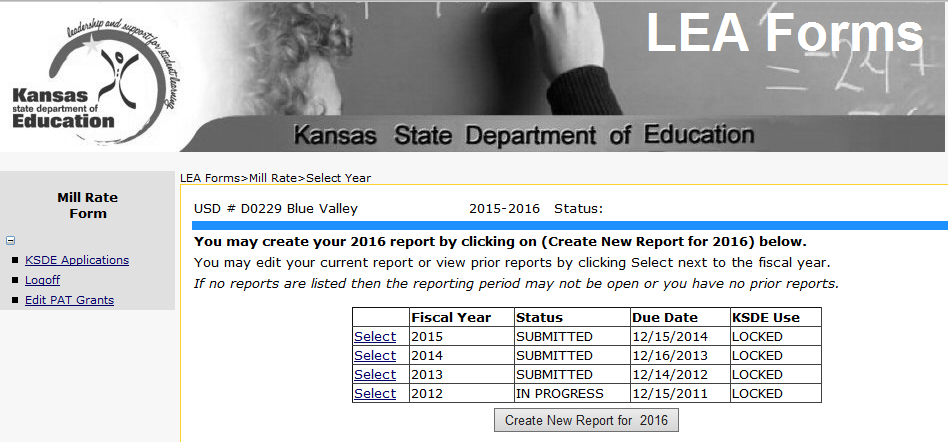
***NOTE:***Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the numbering of applications is unique to each individual user.

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

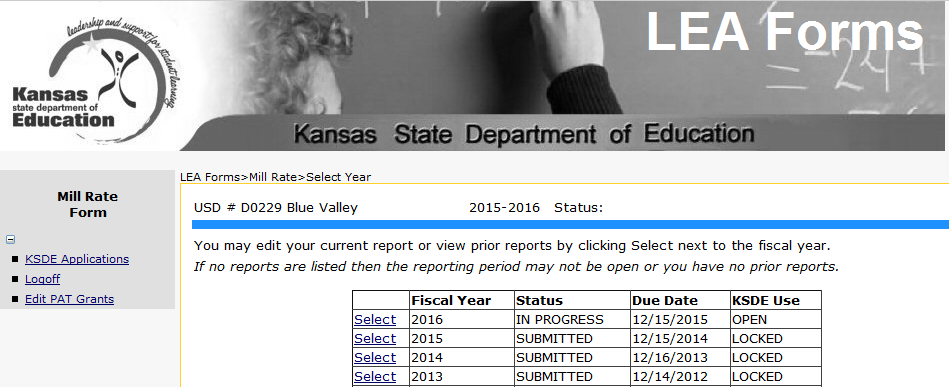


# Part VII: Quick “Tour” of the Mill Rate Form

For most users, this is the first screen that will appear after entering the report. From here you should click “Create New Report for 2016”.



When you create the 2016 report and logoff to complete at a later time, you will need to click “Select” to access the Mill Rate Form. Users can view the prior year report by clicking “Select” for prior fiscal years.

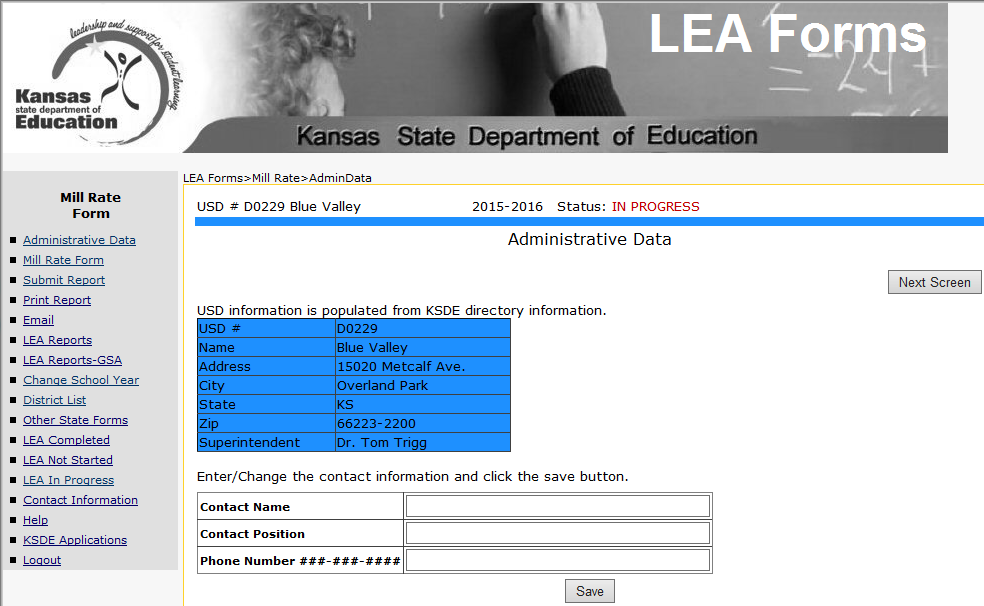


***TIP:*** The “KSDE Applications” link (top left corner) allows you to go directly to your authenticated home page. The “Logoff” link allows the user to exit the application at any time.

# Part VIII: Navigating the Mill Rate Form

## 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.



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

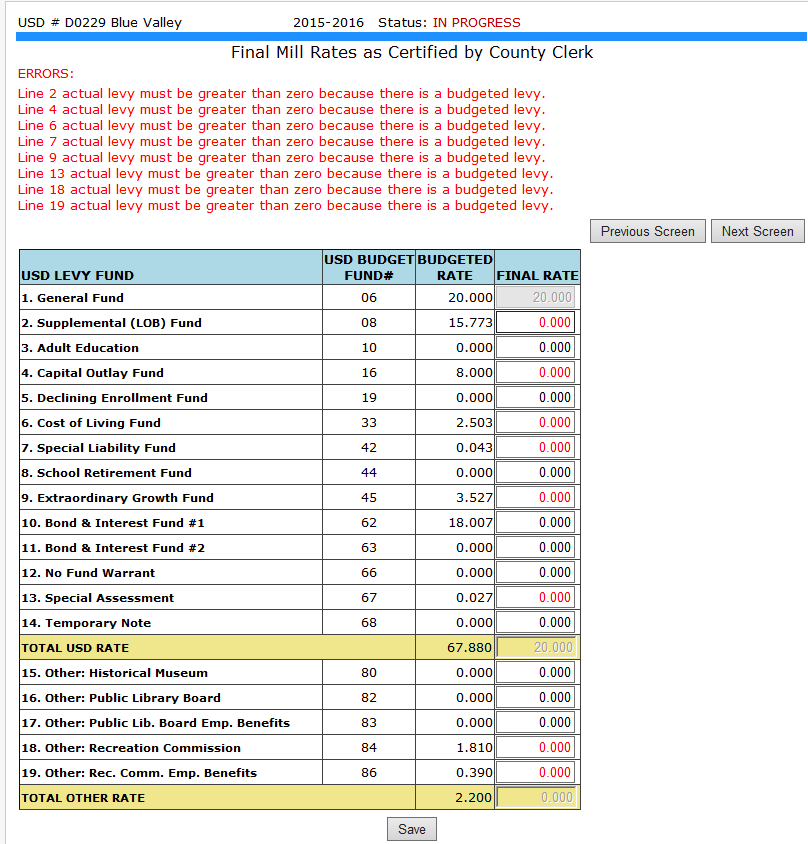
## Mill Rate Form

This screen lists all levy funds, in addition to the fund number as referenced on the USD Budget and the ***budgeted*** mill rates as published in the USD budget. Final mill rates 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 rate for all funds for your district.

**Do not enter “budgeted” mill rates in the “final rate” column.**

**The County Clerk should have sent the final mill rates to your office.**

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

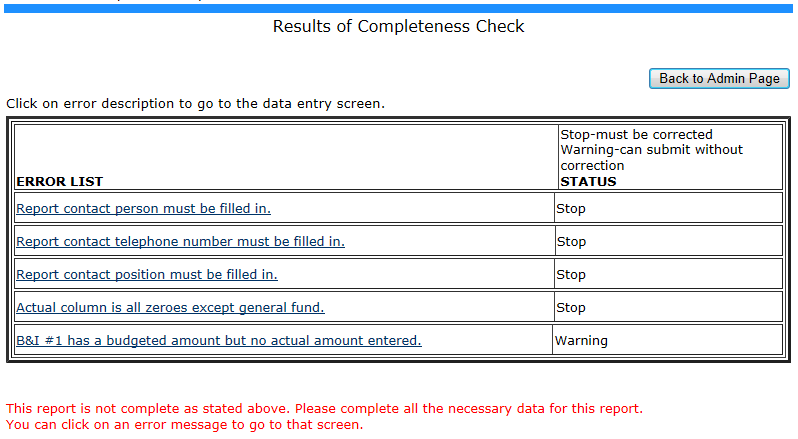


***TIP:***You should not use the “**Refresh**,” “**Back**,” or “**Forward**” browser buttons with the Mill Rate Form. There are menus/buttons on every page for easy navigation to other screens.

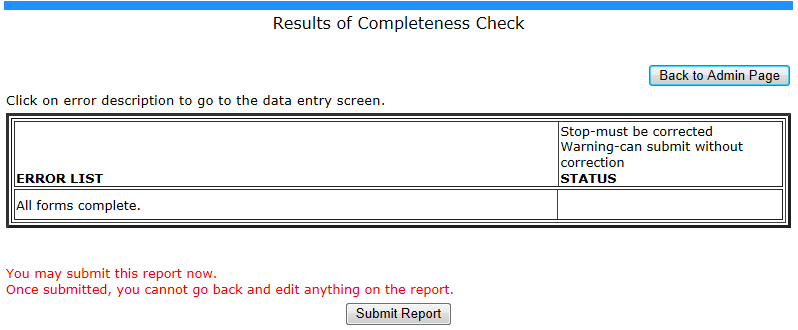
## Results of Completeness Check / Submit Report

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

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

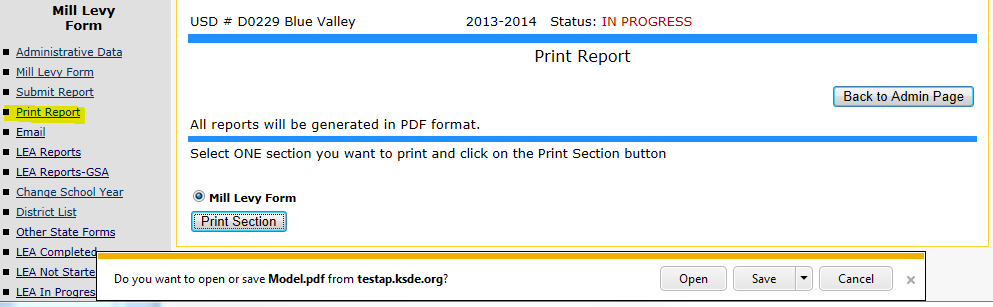


When the report is accurate, it is time to submit the Mill Rate Form.



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 785-296-4972.

# Part IX: Printing Mill Rate Form

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

# Part X: KSDE Contacts

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

Sara Barnes Rose Ireland Craig Neuenswander

[sbarnes@ksde.org](mailto:sbarnes@ksde.org) [rireland@ksde.org](mailto:rireland@ksde.org) [craign@ksde.org](mailto:craign@ksde.org)

785/296-4972 785/296-4973 785/296-3872

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

[HelpDesk@ksde.org](mailto:HelpDesk@ksde.org)

785/296-7935

**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 “I”.

* 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.