ESSA Building Level Expenditures

User’s Guide

LEA Forms Web Application

Submit by:
September 25th, 2020

Kansas leads the world in the success of each student.
2019 KANSAS STATE BOARD OF EDUCATION

MISSION
To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION
Kansas leads the world in the success of each student.

MOTTO
Kansans Can

SUCCESS DEFINED
A successful Kansas high school graduate has the
• Academic preparation,
• Cognitive preparation,
• Technical skills,
• Employability skills and
• Civic engagement
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES
• Social-emotional growth measured locally
• Kindergarten readiness
• Individual Plan of Study focused on career interest
• High school graduation
• Postsecondary success

906 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-3312
(785) 296-3203
www.ksde.org

2019 KANSAS STATE BOARD OF EDUCATION

CHAIRMAN
DISTRICT 8
Kathy Busch
kbusch@ksde.org

VICE CHAIR
DISTRICT 1
Janet Waugh
jwaugh@ksde.org

BOARD MEMBERS

DISTRICT 2
Steve Roberts
sroberts@ksde.org

DISTRICT 3
Michelle Dombrosky
mdombrosky@ksde.org

DISTRICT 4
Ann E. Mah
ameh@ksde.org

DISTRICT 5
Jean Clifford
jclifford@ksde.org

DISTRICT 6
Dr. Deena Horst
dhorst@ksde.org

DISTRICT 7
Ben Jones
bjones@ksde.org

DISTRICT 8
Jim Porter
jporter@ksde.org

DISTRICT 9
Jim McNiece
jmcniece@ksde.org

DISTRICT 10

KANSAS STATE DEPARTMENT OF EDUCATION

COMMISSIONER OF EDUCATION
Dr. Randy Watson

DEPUTY COMMISSIONER
Dale M. Dennis
Division of Fiscal and Administrative Services

DEPUTY COMMISSIONER
Dr. Brad Neuenwander
Division of Learning Services

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, disability or age in its programs and activities and provides equal access to all group studies affiliated with the Boy Scouts of America and other designated youth groups. This nondiscrimination policy is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

NFPE 504

Kansas State Department of Education | www.ksde.org
Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason of Change</th>
<th>Edited By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Related Documents

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Location</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas ESSA State Plan</td>
<td>KSDE Special Ed &amp; Title Services website → Every Student Succeeds Act (ESSA)</td>
<td>January 19, 2018</td>
</tr>
</tbody>
</table>
ESSA Building Level Expenditures

Table of Contents

Revision History ...................................................................................................... 3
Related Documents .................................................................................................. 3
Table of Contents .................................................................................................... 4
Introduction ............................................................................................................. 5
Create Current Year or View Prior Years’ Reports .............................................. 6
Administrative Data ............................................................................................... 6
ESSA Building Level Expenditures ......................................................................... 7
  Audited FTE Enrollment .......................................................................................... 8
  Current Expenditures ............................................................................................... 8
    Included Expenditures ........................................................................................... 8
    Excluded Expenditures .......................................................................................... 10
  Federal Expenditures ............................................................................................. 11
  State & Local Expenditures ..................................................................................... 11
  Pro-Rating Expenditures ......................................................................................... 12
Submit Report ....................................................................................................... 13
Print Report ........................................................................................................... 13
FAQ .......................................................................................................................... 14
Access ..................................................................................................................... 18
  Current Users ......................................................................................................... 18
  New Users ............................................................................................................... 19
Contacts ................................................................................................................. 22
  ESSA Form ............................................................................................................ 22
  Username & Passwords .......................................................................................... 22
On December 10, 2015 President Obama signed into law the Every Student Succeeds Act (ESSA), which reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA). This latest update revises provisions in the No Child Left Behind Act of 2001, and includes many reforms that return flexibility to the State while maintaining accountability for the success of all children. ESSA is designed to ensure that all students have a significant opportunity to have a fair and equitable high-quality education and to close educational achievement gaps.

One of the requirements is that each State report card is required to include the per-pupil of total Current Expenditures, Federal Expenditures, and State and Local Expenditures for each local education agency and each school in the State for the preceding fiscal year.

The purpose of this document is to provide guidance to all LEAs for purposes of determining the cost of educating a child. The methodology described herein was developed in consultation with several Local Education Agencies to ensure consistency in building level expenditure reporting.

Per-pupil expenditure calculations provide a high-level analysis of the disparity between schools and districts, and conditions may vary based on geographic location, differences in wages and benefits, square miles, age of buildings, etc.
Create Current Year or View Prior Years’ Reports

Click **Create New Report for 2020** to start the report for the 2019-2020 school year.

Once you have created your report for the current school year, the Change School Year link on the left-hand menu will bring you back to this screen and you should now see the current school year listed at the top of your list.

The status column will tell you the status of the report. All prior years will show “Submitted”. The current year will state “Submitted” if submitted, or “In Progress” if it has not been submitted yet.

Click **Select** next to any year to view that years report. Once you click on the specific year, you may go to the **Print Report** screen to generate a PDF of that year’s report.

**Administrative Data**

Enter the contact information for the person most knowledgeable of the data entered on this report.
ESSA Building Level Expenditures

Section 1111(h)(2)(c): “States and LEAs are required to annually report on the State and LEA report cards the per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each LEA and each school in the State for the preceding fiscal year.”

Federal Regulation § 200.35 Per-pupil expenditures states the following: “(c) Uniform procedures. A State must develop a single statewide procedure to calculate LEA current expenditures per pupil and a single statewide procedure to calculate school-level current expenditures per pupil.

You will need to submit Current Expenditures and Federal Expenditures for each building. Click Edit next to each building so you can enter expenditures for that building.

<table>
<thead>
<tr>
<th>USD</th>
<th>State School</th>
<th>Building Name</th>
<th>Audited Enrollment</th>
<th>Current Expenditures</th>
<th>Federal Expenditures</th>
<th>State &amp; Local Expenditures</th>
<th>Current Expenditures Per Pupil</th>
<th>Federal Expenditures Per Pupil</th>
<th>State &amp; Local Expenditures Per Pupil</th>
</tr>
</thead>
<tbody>
<tr>
<td>244</td>
<td>1154</td>
<td>Burlington High</td>
<td>295.0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>244</td>
<td>1163</td>
<td>Burlington Elementary School</td>
<td>277.5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>244</td>
<td>1165</td>
<td>Burlington Middle School 5 - 8</td>
<td>248.0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Once done, click Update to save or click Cancel to cancel your changes and revert back to original value.

<table>
<thead>
<tr>
<th>USD</th>
<th>State School</th>
<th>Building Name</th>
<th>Audited Enrollment</th>
<th>Current Expenditures</th>
<th>Federal Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>244</td>
<td>1154</td>
<td>Burlington High</td>
<td>295.0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>244</td>
<td>1163</td>
<td>Burlington Elementary School</td>
<td>277.5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>244</td>
<td>1165</td>
<td>Burlington Middle School 5 - 8</td>
<td>248.0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Audited FTE Enrollment

Within the ESSA Building Expenditures web form, you will see each school building and the central office building listed for your district. The audited FTE (Full-Time Equivalency) enrollment shown is of students regularly enrolled and attending on 9/20 and 2/20 counts as submitted in KIDS ENRL Collection. This FTE is based on funding and includes Preschool-Aged At-Risk (4yr old) and Virtual. Non-funded preschool-aged students, Juvenile Detention Centers, PRTF and Flint Hills Job Corps are excluded.

KIDS ENRL records where D17 is “1” are counted as virtual students for funding purposes. Only students attending KSDE approved virtual schools and programs will be counted. FTE for Virtual students 19 and under will be limited to 360 minutes and is computed based on minutes enrolled (to the nearest tenth). FTE for Virtual students 20 and over is computed by KIDS based on 360 minutes (1.0 FTE) REGARDLESS of the actual minutes they attend; therefore, the KIDS computed FTE for Virtual students 20 and over will be subtracted, then Virtual Credits will be converted to FTE (total credits divided by 6) and added back in.

Note: The Central Office building is the sum of all buildings PLUS any student enrolled at the Central Office. Therefore, it will not always be the sum of all buildings.

Current Expenditures

Expenditures for the day-to-day operation of schools. They include expenditures for staff salaries and benefits, supplies and purchased services.

Current Expenditures = Federal Expenditures + State & Local Expenditures

Included Expenditures

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction (Function 1000)</td>
<td>For activities related to the interaction between teachers and students. Includes salaries and benefits for teachers and teacher aides, textbooks, supplies and purchases services.</td>
</tr>
</tbody>
</table>

*Does not include expenditures for Payment to Other School Systems (560, 561 and 562) and Equipment (700).

Kansas State Department of Education | www.ksde.org
## Included Expenditures

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
<th>*Does not include expenditures for Equipment (700).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Support Services (Function 2100)</strong></td>
<td>For activities designed to assess and improve the well-being of students and to supplement the teaching process. Includes salaries and benefits for: nurses, guidance counselors, social workers, speech pathologists, audiologists, attendance officers, and supplies and purchased services related to those professions.</td>
<td></td>
</tr>
<tr>
<td><strong>Instruction Support Services (Function 2200)</strong></td>
<td>For activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. Includes salaries and benefits for: librarians and library aides, in-service teacher trainers, curriculum development, student assessment, technology (for students but outside the classroom), and supplies and purchased services related to those professions.</td>
<td></td>
</tr>
<tr>
<td><strong>General Administration/Central Services Support Services (Function 2300/2500)</strong></td>
<td>For activities concerned with establishing and administering policy for operating the school district. This includes salaries and benefits for the superintendent and Board of Education and their immediate staff; LEA planners/researchers, fiscal services, etc. <strong>These expenditures should not be reported for your school buildings and only on your Central Office building.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>School Administration Support Services (Function 2400)</strong></td>
<td>For activities concerned with overall administrative responsibility for a school. This includes salaries and benefits for the principal, assistant principals, and other assistants while they supervise all operations of the school.</td>
<td>*Does not include expenditures for Equipment (700).</td>
</tr>
<tr>
<td><strong>Operations and Maintenance (Function 2600)</strong></td>
<td>For the operation and maintenance of schools and school district facilities, keeping the schools open, comfortable, and safe for use and with keeping the grounds, buildings and equipment in working condition and state of repair. This includes salaries and benefits for maintenance personnel, as well as electricity, water, sewer, heating and electricity.</td>
<td>*Does not include expenditures for Repair of Buildings (460) and Equipment (700).</td>
</tr>
</tbody>
</table>
Included Expenditures

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Transportation</td>
<td>For activities concerned with conveying students to and from school, as provided by state and federal law. This includes regular route (to and from school), school activity routes and special education routes. This includes salaries and benefits for vehicle operations (drivers), supervising students (paras), monitoring services (supervising students while loading and unloading), and vehicle servicing and maintenance (replacing vehicle parts, fueling, inspecting). <em>Does not include expenditures for Equipment (700).</em></td>
</tr>
<tr>
<td>Other Support Services</td>
<td>For activities not classified elsewhere in the 2000 series. <em>Does not include expenditures for Equipment (700).</em></td>
</tr>
<tr>
<td>Food Service Operations</td>
<td>For activities concerned with providing food to students and staff in a school or school districts. This includes salaries and benefits for food service personnel, incidental meals, lunches, or snacks in connection with school activities and food delivery. <em>Does not include expenditures for Equipment (700).</em></td>
</tr>
</tbody>
</table>

Excluded Expenditures

Do not include expenditures for JDC, PRT and Flint Hills Job Corps at the building or district level. The following funds are also excluded.

- 10 - Adult Education
- 12 - Adult Supplemental Education
- 47 – Special Reserve
- 62 or 63 - Bond & Interest
- 78 – Special Education Coop
- 80 - Historical Museum
- 82 - Public Library Board
- 83 - Public Library Board Employee Benefits
- 84 - Recreation Commission
- 86 - Recreation Commission Employee Benefits

Programs outside the scope of preschool to grade 12 and expenditures for items lasting more than one year (e.g. school buses and computers) are not included in current expenditures. The following expenditures are excluded:

Excluded Expenditures

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services Operations</td>
<td>For activities concerned with providing services to the community. <em>Examples:</em> offering parental training or operating a community swimming pool, a recreation program for the elderly, or a child care center for working parents.</td>
</tr>
</tbody>
</table>
Excluded Expenditures

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Acquisition and Construction</td>
<td>For activities concerned with acquiring land and buildings; remodeling buildings; construction buildings and additions to buildings; initially installing or extending service systems and other built-in equipment; and improving sites.</td>
</tr>
<tr>
<td>(Function 4000)</td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>For activities related to servicing the long-term debt of the school district, including payments of both principal and interest, capital lease payments, and other long-term notes. Include Capital Outlays. Examples: purchases of land, school construction and repair, and equipment.</td>
</tr>
<tr>
<td>(Function 5000)</td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>All transfers are excluded including transfer payments.</td>
</tr>
<tr>
<td>(Function 5200)</td>
<td></td>
</tr>
</tbody>
</table>

Federal Expenditures

Include all Current Expenditures paid from federal funds (only expenditures related to 4000-Federal Aid revenue sources). This includes expenditures for Carl Perkins, Special Education, Food Service, Title programs (do not include Title funds for non-public schools) and other federal grants.

Exclude federal funds intended to replace local tax revenues (e.g. Impact Aid) and Title funds for non-public schools.

Note: You will report Federal Expenditures in the Federal column as well as INCLUDING them in the Current Expenditures column.

State & Local Expenditures

Current Expenditures paid from state and local funds (including federal funds intended to replace local tax revenues (e.g. Impact Aid).

State & Local Expenditures = Current Expenditures - Federal Expenditures.
Pro-Rating Expenditures

The majority of building expenditures will be salaries and benefits and should be relatively simple to assign. Other expenditures listed below that clearly occur at the building level should be coded to the appropriate location.

- Teachers, Teacher aides and Substitute Teachers Salaries & benefits
- Supplies
- Nurses & Counselors assigned to one building
- Principals and assistant principals
- Building secretaries
- Special Education Teachers assigned to one building
- Title programs

For district-wide expenditures, the following recommendations can be used to pro-rate expenditures for each building:

**Technology and Curriculum Materials:** May allocate based on the percentage of students enrolled in each building.

**Staff Development:** May allocate based on the percent of teachers assigned to each building.

**Custodial Supplies:** May allocate to each building based on the number of square feet within each building.

**Software Licenses:** May allocate based on the number of software licenses issued.

**KPERS:** May pro-rate based on the percent of staff assigned to each building.

**PAT/Early Childhood:** May allocate to each elementary building based on the percentage of students served in these programs.

**Special Education:** May allocate based on the percentage of IEP students served.

- **Member District:** The assessment for special education services should be pro-rated based on the percentage of IEP students served. Federal Aid paid to the sponsor district or Interlocal/Service Center on your behalf should be provided to you then pro-rated based on the percentage of IEP students served.

- **Sponsor District:** Federal Aid Expenditures on behalf of the member district should be provided to the member district based on their percent of local contribution. **Do not include Code 78-Coop Fund as these costs should be reflected at the member district level based on their assessment costs.**

- **Special Education State Aid Flow-Through**
  The member district receives special education state aid based on the percent their district contributes toward the Coop/Interlocal/Service Center budget. As a result, the member district should allocate the special education state aid flow-through based on the percentage of IEP students served.
**Virtual Instruction:** These expenditures should be allocated to the building that is associated with this group of students. If no building is associated, the expenditures should be allocated to the central office building.

---

**Note:** If the program serves the entire district, then determine the percentage of students enrolled in each building. If a program only serves elementary students, then determine the percentage of students enrolled in each building that serves elementary students; same for middle school and high school.

---

**Submit Report**

The Submit Report page will display a list of errors categorized into “Stop” and “Warnings”. Stop errors must be corrected before you will be allowed to Submit. Warnings should be reviewed and confirmed prior to submitting. Warnings will not prohibit submission.

Once you have ensured all expenditures are correct for all buildings, click **Submit Report** to submit your report to KSDE.

---

**Print Report**

This screen will allow users to print the report. Click **Print Section** to generate a PDF of the report. You may check the box next to **Excel Export** then click **Print Section** if you would prefer the report as an Excel file.
FAQ

- Why is this report required?
- How is FTE counted?
- How and when do you report?
- What expenditures are reported?
- What are reported as District Level Expenditures?
- What are reported as Central Office Level Expenditures?
- How are district totals reported for Current Expenditures?
- What is included as Federal Expenditures? (Expenditures related to all 4000-Federal Aid revenue sources?)
- Are Federal Expenditures included in total Current Expenditures?
- How are State/Local Expenditures reported?
- How to report Special Education?
- Examples of what & how to prorate?
- Other Issues

Why is this report required?

ESSA: Section 1111(h)(2)(c)
“States and LEAs are required to annually report on the State and LEA report cards the per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each LEA and each school in the State for the preceding fiscal year.”

How is FTE counted?

The aggregate number of students enrolled in preschool through grade 12, including non-graded, to whom the SEA and LEA provide free public education enrolled and attending on 9/20/2019 and 2/20/2020.

Exclude Juvenile Detention Center, PRTF and Flint Hills Job Corp.

How and when do you report?

- Stand-alone KSDE Web Application Form
- Open in early September; Due on September 25, 2020
- Report expenditures for 2019-2020 school year

You will see each school in your district and the central office when you open the application. You will enter the following information for each building:

- Current Expenditures (Federal Expenditures PLUS State & Local Expenditures)
- Federal Expenditures (All expenditures on behalf of all 4000-Federal Aid revenue sources)
The FTE Enrollment will be populated to reflect audited enrollment for 9/20 and 2/20 of the current year for which the data is being collected.

The application will calculate the per pupil expenditures for each category and the State & Local expenditures (Current Expenditures MINUS Federal Expenditures).

The majority of building expenditures will be salaries and benefits and should be relatively simple to assign. The following questions on page 2 and 3 address other expenditures.

What expenditures are reported?

Current Expenditures: Comprised of expenditures for the day-to-day operation of schools and LEAs for public elementary and secondary education. [Current Expenditures = Federal Expenditures PLUS State & Local Expenditures]

Including:

- Administration
- Instruction
- Instructional Support
- Student Support Services
- Pupil Transportation services (pro-rated by school building based on students)
- Operation and maintenance of plant (pro-rated by building based on square footage)
- Preschool
- Capital Outlay salaries

Excluding:

- Function 3300 Community Services
- Function 4000 Facilities Acquisition and Construction Services
- All Functions Objects 700 - Capital Outlay (e.g. purchase of land, school construction, and equipment)
- Function 1000, Objects 560, 561 and 562 (Payments to Other School Districts – In State/Out of State)
- Function 5100 - Debt Services
- Function 5200 – Transfers

What are reported as Central Office Level Expenditures?

Report only expenditures associated with establishing and administering policy for operating the school district. This would include:

- salaries and benefits for the superintendent and Board of Education and their immediate staff. These expenditures are reported under Function 2300/2500 – General Administration/Central Services.
- Do not include expenditures for 700-equipment/property.

To avoid duplication at the state level, these expenditures are not reported at the building level.

What are reported as District Level Expenditures?

- Central Office Staff
- School Board Expenses
- Business Operations (Technology, printing, etc.)
- Each of Subfunctions 2300; 2500; 2900

How are district totals reported for Current Expenditures?

Districts are reporting expenditures for all regular buildings and the Central Office (unduplicated expenditures).

- KSDE will compile district Total Current Expenditures by adding all regular buildings plus the Central Office.
- KSDE will also compile district Total Federal Expenditures by adding all regular buildings plus the Central Office.
- The difference will be district Total State/Local Expenditures.

It is important not to duplicate expenditures for the Central Office at the regular school building level. Refer to Q1.

What is included as Federal Expenditures [Expenditures related to all 4000-Federal Aid revenue sources]?

- Title (Not Title funds for non-public schools)
- Carl Perkins
- Special Education (Medicaid, CARES Act, Title VI-B, etc.)
- Food Service (Child Nutrition Programs, Other Federal Aid)
- ESSER (CARES Act)
- Grants
- NOT Impact Aid, it is considered local
Are Federal Expenditures included in total Current Expenditures?
Yes. Total Current Expenditures should include federal, state and local. Of the total Current Expenditures, districts will report Federal Expenditures and the web form will then compute State/Local Expenditures.

How are State/Local Expenditures reported?
State/Local Expenditures are computed within the web form (Current Expenditures minus Federal Expenditures). Therefore, districts are reporting only Current Expenditures and Federal Expenditures and the rest will be done for you.

How to report Special Education?
All districts will report Code 30 expenditures, prorated by # of IEP students in building. Special Education Federal Funds are a problem depending on the organization type.

- **Stand Alone District:** Already report Federal Aid in Code 30
- **Cooperative:**
  - Member District will have to receive Federal Aid amount from Sponsoring District
  - Sponsoring District - Do Not Report Code 78
- **Interlocal:** Member District will have to receive Federal Aid amount from Interlocal

Examples of what & how to prorate?
- **By Student:** Technology, curriculum materials
- **By Teacher:** Staff development
- **By Square Feet:** Custodial Supplies
- **By Building:** Some Software licenses

Other Issues
- **KPERS:** Distribute by Staff Member
- **PAT / Early Childhood in a Separate Building:** Prorate to each Elementary by student
- **JDC; PRTF; Flint Hills Job Corp:** Do not include students or revenue
Access

Current Users

If you already have access to KSDE Web Applications, log in and make sure you have “LEA Forms” in your list of Web Applications.

1. Go to the KSDE Web Applications site.
2. Log In and click Accept on the Legal Notice screen.
3. Check to see if you have “LEA Forms” in your list of web applications (it may be a different number on your screen than the number shown in the screen shot below). If you do not, click on Manage My Account.

4. If your account has district level access, LEA Forms will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to LEA Forms and then select District Administrator.

Note: If you do not see LEA Forms listed here, your account does not have district level access. Please see the New Users section to register a new account with district level access.

Tip: If you must register for a new username, note what current Web Applications you registered for and the user level of them on your building level account. Then, when you register for your district level account, you can request access to all the web applications you accessed under your building level account as well as LEA Forms. Once approved for access, you should then be able to access all applications under your district level account.
5. Scroll down to the bottom and fill in the three fields under “In Case You Forget Your Password”.

![Image of password fields]

6. Click **Submit**. Once this happens, our IT department will email the contact denoted as “Superintendent” on the Directory Updates web application for approval.

7. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application(s) as requested.

8. You will then go to the [KSDE Web Applications](https://www.ksde.org) site and sign in. You should then see all web applications you requested access to.

---

**Note:** If an application is grey and not linked, that means that the Superintendent has not yet approved you for that specific application.

---

**New Users**

Individuals who do not have access to KSDE web applications will need to register for access.

1. Go to the [KSDE Web Applications site](https://www.ksde.org).
2. Click **Register**.

![Image of login page]

3. Enter in the required information.
   a. Make sure to select your district from the “Organization” drop down list.
   b. Make sure to select **All Buildings** in the “Building” drop down list. This will then populate a list of applications to register for below.
Note: If you select a specific building instead of “All Buildings”, the LEA Forms application will NOT populate in the list of applications.

Tip: Do not use spaces when entering in your username. 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.

c. Scroll down to check the box next to LEA Forms and select District Administrator as your user level.

d. If you would like to register for any other applications, please go through and check those as well as selecting the requested user level for each one.

e. Click Submit. Once this happens, our IT department will email the contact denoted as “Superintendent” on the Directory Updates web application for approval.

4. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.
5. You will then go to the KSDE Web Applications site and sign in with your new username. You should then see all web applications you requested access to.

**Tip:** If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. It will then prompt you to supply the answer to a security question, 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, we will activate your new password.

6. Once you have access to the LEA Forms web application, you should see it in your “My KSDE Web Applications” list after you logging into the KSDE Web Applications site (may be a different number than it is in the screenshot below). Click LEA Forms.

Note: If you still do not have access to the LEA Forms web application after requesting access to the application for a current Username or registering for a new username, please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.

7. Once you have accessed LEA Forms, click ESSA Building Expenditures Form.
Contacts

ESSA Form

Craig Neuenswander  (785) 296-3872  craign@ksde.org
Sara Barnes  (785) 296-4972  sbarnes@ksde.org
Rose Ireland  (785) 296-4973  rireland@ksde.org
Christie Wyckoff  (785) 296-6321  cwyckoff@ksde.org

Username & Passwords

KSDE Help Desk  (785) 296-7935  HelpDesk@ksde.org

For more information, contact:

Sara Barnes
Coordinator
School Finance
(785) 296-4972
sbarnes@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 356
Topeka, Kansas 66612-1212
www.ksde.org