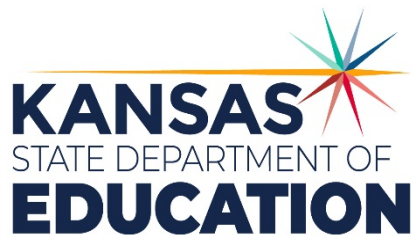


Local Option Budget Percentage Form

Users' Guide

LEA Forms Web Application

Submit:
March 19th, 2021



Kansas leads the world in the success of each student.



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

900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212
(785) 296-3203
www.ksde.org

CHAIRMAN
DISTRICT 9

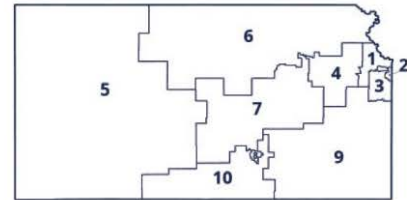


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KANSAS STATE DEPARTMENT OF EDUCATION

COMMISSIONER OF EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONER
Division of Fiscal and Administrative Services



Dr. S. Craig Neuenswander

DEPUTY COMMISSIONER
Division of Learning Services



Dr. Brad Neuenswander

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JAN. 2021

Revision History

Date	Reason of Change	Edited By

Related Documents

Document Title	Document Location	Comments
Directory Updates User's Guide	School Finance → Guidelines & Manuals	To update information that populates from the Directory Updates application.

Local Option Budget Percentage Form

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Local Option Budget Percentage Form

Introduction

Dr. S. Craig Neuenswander

Deputy Commissioner
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Division of Fiscal & Administrative Services
Kansas State Department of Education
vpeter@ksde.org

Starting in the 2019-2020 school year, KSA [72-5143](#) requires the school board of any USD that desires to increase its local option budget authority for the immediate succeeding school year to submit written notice of such intent to the Kansas State Board of Education by April 1 of the current school year. Such notice shall include the local option budget authority, expressed as a percentage, of the USD's total foundation aid. The local board of education then shall not adopt a local option budget in excess of the authority stated in the notice submitted pursuant to this subsection.

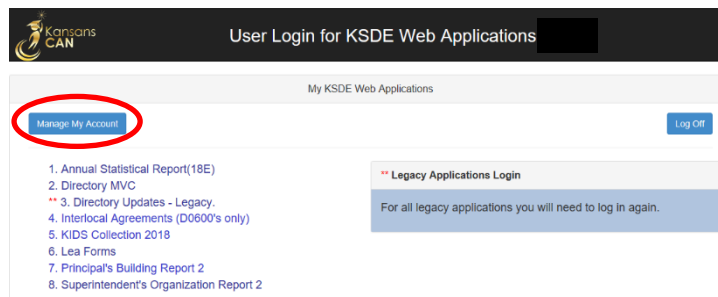
The Local Option Budget Percentage form will be considered your written notice of such intent for the upcoming school year. All public-school districts are required to submit the Local Option Budget Percentage form.

Access

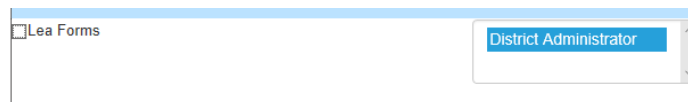
Current Users

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:
<https://apps.ksde.org/authentication/login.aspx>
2. Log In and click on “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”.

IN CASE YOU FORGET YOUR PASSWORD:
Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question*

Answer (this field is case-sensitive):*

6. Click on “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](#) 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://apps.ksde.org/authentication/login.aspx>
2. Click on “Register”

Common Authentication Login

Username:

Password:

[Forgot Your Password?](#)

Need Assistance?

General Help

Email: helpdesk@ksde.org

Phone: (785) 296-7935

New User Registration

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

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.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: [USD 101 Erie-Galesburg] Building: [All Buildings] **** Please select a building ****

Please enter a Username and password.

Username:*

Password:*

Building options:

- # All Buildings
- # 0105 - USD 101 - Public Off-Site Preschools
- # 0109 - USD 101 - Community-Based Preschool
- # 0110 - USD 101 - K Time Program W/O SPED
- # 0111 - Erie Elementary
- # 0112 - Galesburg Middle School
- # 0113 - Erie High School

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.

Lea Forms

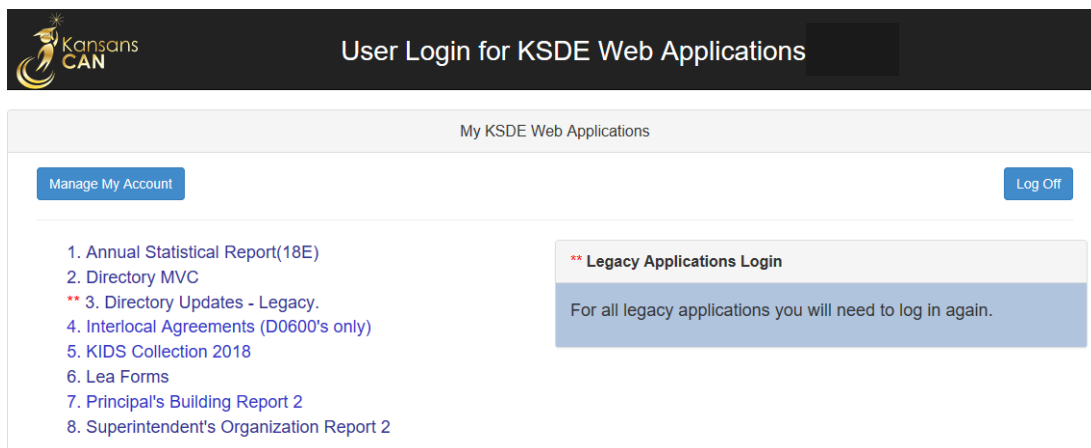
District Administrator

- 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 on 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.

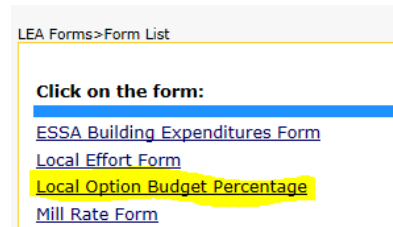
Once you have access to the LEA Forms web application, you should see it in your “My KSDE Web Applications” list after you logging into the [KSDE Web Applications](#) site (may be a different number than it is in the screenshot below). Click on “LEA Forms”.



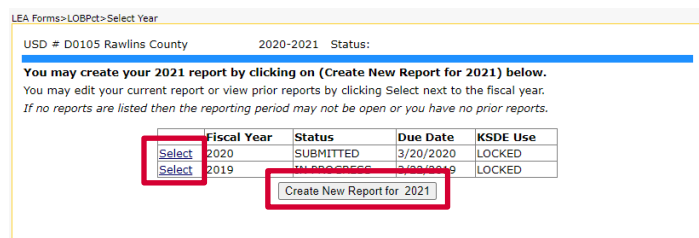
Note: If you still do not have access to the LEA Forms web application after requesting access to the application for a current Username or registering for a new username, please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.

Navigating

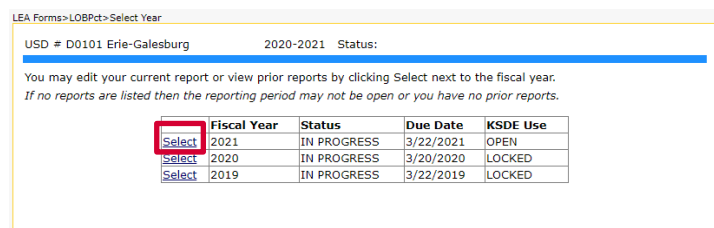
Once in LEA Forms application click on Local Option Budget Percentage from the list of forms.



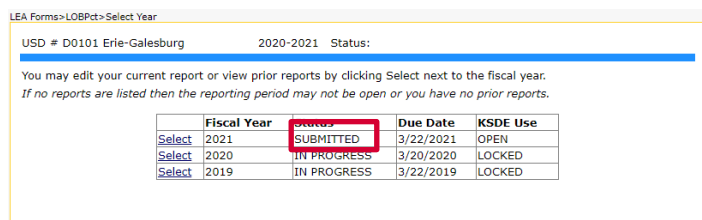
This will take you to the main page of the Local Option Budget Percentage form. From here, you can create your 2021 report by clicking on “Create New Report for 2021” or you can view the prior year(s) report by clicking on “Select” next to the year you would like to view.



If you have created the report for the current year, but have not yet submitted, the current year will be populated in the table with the status of ‘In Progress’. Click on “Select” next to the current year to continue working on the form.



If your report has been submitted successfully, ‘Submitted’ will show in the status column.



- Tip: Use the navigation menu on the left to:
- go directly to your KSDE web applications list (KSDE Applications)
 - log off of all KSDE web applications (Logoff)

Administrative Data

This is the first screen users will see. District data in the blue box is populated from the Directory Updates application, Central Office screen. Please take time to review the information. If anything is incorrect, please contact the person within your district that is responsible for updating the Directory Updates application and have them correct the information. This page will update automatically once the corrections have been made.

Note: While it is important that your records are the most up to date, you may go ahead and complete and submit the Local Option Budget Percentage form even if updates are still needed in the Directory Updates application.

Users are required to enter contact information of the person submitting this report, including name, position, email and phone number. Once entered, click "Save", and then click "Next Screen".

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

Administrative Data

Next Screen

USD information is populated from KSDE directory information.

USD #	D0101
Name	Erie-Galesburg
Address	205 S Emporia Dr
City	Erie3
State	KS
Zip	66733
Superintendent	Mr. Michael Jordan

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

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

Save

Tip: You should not use the "Refresh," "Back," or "Forward" browser buttons with the Local Option Budget Percentage form. Instead, please use the "Previous Screen", "Next Screen" and "Back to Admin Page" buttons as well as the navigation menu on the left side of the screen.

LOB Percentage

Please enter the total Local Option Budget percentage that your board intends to adopt for the following school year. Your percentage cannot exceed 33.00%, and your board may not adopt a Local Option Budget higher than that reported on this form. Once you have entered your LOB percent, click “Save”, and then click “Next Screen”.

LEA Forms>LOBPct>Form

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

Local Option Budget Percentage

Previous Screen Next Screen

KSA 72-5143 requires the board of any school district that desires to increase its local option budget authority for the immediately succeeding school year to submit written notice of such intent to the state board by April 1 of the current school year. The board of education shall not adopt a local option budget in excess of the authority stated in a notice submitted pursuant to this subsection.

Please answer the question below and submit prior to March 20

What is the total LOB percentage your board intends to adopt for the 2020-21 school year?

(The board may not adopt an LOB higher than this reported percentage.)

Save

Submit Report

All fields on the Local Option Budget Percentage form must be entered and accurate. If there are any errors, they will show up on this page. You can click on each error to go to the specific page to edit, or you can click on “Back to Admin Page” to start from the beginning.

LEA Forms>LOBPct>SubmitReport

USD # D0248 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
LOB percent authorized must be greater than 0.00.	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.

NOTE: If you discover an error in data after submitting the report, please contact School Finance at (785) 296-6321 to reopen the report so you can re-submit.

When the report is accurate, and all errors have been rectified, click on “Submit Report”. You MUST submit the report in order for it to be submitted to KSDE. You have not submitted your report if you click on “Change School Year” from the navigation menu on the left side of the screen and it still says “In Progress” in the status column of the current year.

LEA Forms>LOBPct>SubmitReport

USD # D0233 Status: **IN PROGRESS**

Results of Completeness Check

Back to Admin Page

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

ERROR LIST	Stop-must be corrected Warning-can submit without correction 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 is discovered after submitting the report to KSDE, you must contact KSDE to reopen the report. Please call School Finance at 785-296-6321.

Print Report

The Print Report menu allows users to print the Local Option Budget Percentage form. Check the box next to “Excel Report” to generate the report as an Excel file. Otherwise, it will generate a PDF file. Then, click the “Print Section” button. You should then get the prompt to Open or Save the file.

LEA Forms>LOBPct>Print Report

USD # D0101 Erie-Galesburg Status: **SUBMITTED**

Print Report

Back to Admin Page

All reports will be generated in PDF format. To export to Excel, check the Excel Export box before clicking on a print button.

Excel Export

Select ONE section you want to print and click on the Print Section button

LOB Percentage

Print Section

Change School Year

This will take you back to the [main page of the Local Option Budget Percentage form](#) where you can confirm submission of the current year report and view and print current or prior years' reports.

Other State Forms

This will take you back to the [main page of the LEA Forms application](#) where you can go to edit, view or print other forms your organization submits to KSDE.

Contacts

Local Option Budget Percentage Form

Christie Wyckoff	(785) 296-6321	cwyckoff@ksde.org
Rose Ireland	(785) 296-4973	rireland@ksde.org
Sara Barnes	(785) 296-4972	sbarnes@ksde.org
Veryl Peter	(785) 296-3872	vpeter@ksde.org

Username & Passwords

KSDE Help Desk	(785) 296-7935	HelpDesk@ksde.org
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For more information, contact:

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Public Service Administrator
School Finance
(785) 296-6321
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