ESSA Building Level Expenditures

User's Guide

LEA Forms Web Application

**Submit:
September 24, 2021**

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas leads the world in the success of each student.

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

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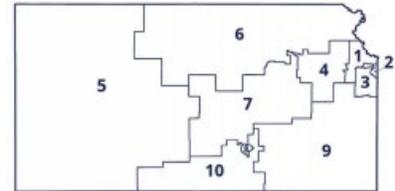
CHAIRMAN
DISTRICT 9

Jim Porter
jporter@ksde.org

VICE CHAIR
DISTRICT 1

Janet Waugh
jwaugh@ksde.org

DISTRICT 2

Melanie Haas
mhaas@ksde.org

DISTRICT 3

Michelle Dombrosky
mdombrosky@ksde.org

DISTRICT 4

Ann E. Mah
amah@ksde.org

DISTRICT 5

Jean Clifford
jclifford@ksde.org

LEGISLATIVE LIAISON
DISTRICT 6

Dr. Deena Horst
dhorst@ksde.org

LEGISLATIVE LIAISON
DISTRICT 7

Ben Jones
bjones@ksde.org

DISTRICT 8

Betty Arnold
barnold@ksde.org

DISTRICT 10

Jim McNiece
jmcniece@ksde.org

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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

Revision History

Date	Reason of Change	Edited By
9/21/2021	FAQ #4 (page 16) – Clarified third bullet to apply to all funds and all functions to exclude object code 700.	SJB
9/21/2021	FAQ #8 (page 17) – Clarified federal expenditures should exclude object code 700; also include SPARKS, REAP, LINK.	SJB
9/21/2021	Current Federal Expenditures (page 12) – Clarified to also include SPARKS, REAP, LINK.	SJB
9/23/2021	Current Federal Expenditures (page 12) – Clarified to also exclude ESSER funds for non-public schools.	SJB

Related Documents

Document Title	Document Location	Comments
Kansas ESSA State Plan	KSDE Special Ed & Title Services website → Every Student Succeeds Act (ESSA)	January 19, 2018
Elementary and Secondary Education Act of 1965 as Amended	https://www2.ed.gov/documents/essa-act-of-1965.pdf	Sec. 1111 Subsection (h)(1)(C) Minimum Requirements (page 49)
Kansas Accounting Handbook	KSDE School Finance website → Guidelines & Manuals → Accounting Handbook (under Guidelines)	Guidelines for the accounting of Revenue and Expenditures.

ESSA Building Level Expenditures

Table of Contents

ESSA Building Level Expenditures

Introduction

S. Craig Neuenswander

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

Dale Brungardt

Director, School Finance
Division of Fiscal & Administrative Services
Kansas State Department of Education
dbrungardt@ksde.org

On December 10, 2015 President Obama signed into law 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 2021 to start the report for the 2020-2021 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.

	USD	KSDE Bldg #	Building Name	Audited FTE Enrollment	Current Expenditures	Federal Expenditures	State & Local Expenditures	Current Expenditures Per Pupil	Federal Expenditures Per Pupil	State & Local Expenditures Per Pupil
Edit	110	0191	Thunder Ridge Central Office Phillips Co	178.0	0	0	0	0	0	0
Edit	110	0192	Thunder Ridge Elementary	39.5	0	0	0	0	0	0
Edit	110	0193	Thunder Ridge High School	72.0	0	0	0	0	0	0
Edit	110	0194	Thunder Ridge Middle School	66.5	0	0	0	0	0	0

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

	USD	KSDE Bldg #	Building Name	Audited FTE Enrollment	Current Expenditures	Federal Expenditures	State & Local Expenditures	Current Expenditures Per Pupil	Federal Expenditures Per Pupil	State & Local Expenditures Per Pupil
Edit	110	0191	Thunder Ridge Central Office Phillips Co	178.0	0	0	0	0	0	0
Update Cancel	110	0192	Thunder Ridge Elementary	39.5	0	0		0	0	0
Edit	110	0193	Thunder Ridge High School	72.0	0	0	0	0	0	0
Edit	110	0194	Thunder Ridge Middle School	66.5	0	0	0	0	0	0

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

Term	Meaning
Instruction _(Function 1000)_	For activities related to the interaction between teachers and students. Includes salaries and benefits for teachers and teacher aides, textbooks, supplies and purchases services. _Exclude:_ Payment to Other School Systems (560, 561, 562) & Equipment (700).

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Included Expenditures

Term	Meaning
Student Support Services *(Function 2100)*	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. _Exclude:_ Equipment (700).
Instruction Support Services *(Function 2200)*	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. _Exclude:_ Equipment (700).
General Administration/ Central Services Support Services *(Function 2300/2500)*	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. Note: Only report within the Central Office. Do _NOT_ report within school buildings. _Exclude:_ Equipment (700).
School Administration Support Services *(Function 2400)*	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. _Exclude:_ Equipment (700).
Operations and Maintenance *(Function 2600)*	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. _Exclude:_ Repair of Buildings (460) and Equipment (700).

Included Expenditures

Term	Meaning
Student Transportation *(Function 2700)*	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). _Exclude:_ Equipment (700).
Other Support Services *(Function 2900)*	For activities not classified elsewhere in the 2000 series. _Exclude:_ Equipment (700).
Food Service Operations *(Function 3100)*	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. _Exclude:_ Equipment (700).

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

Term	Meaning
Community Services Operations *(Function 3300)*	For activities concerned with providing services to the community. _Examples:_ offering parental training or operating a community swimming pool, a recreation program for the elderly, or a child care center for working parents.

Excluded Expenditures

Term	Meaning
Facilities Acquisition and Construction *(Function 4000)*	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.
Debt Service *(Function 5000)*	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 & repair, and equipment.*
Transfers *(Function 5200)*	All transfers are excluded including transfer payments.

Federal Expenditures

<u>Include</u> all <u>Current Expenditures</u> 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 or ESSER funds for non-public schools), CARES (ESSER I, ESSER II, ESSER-SPED) and SPARKS and other federal grants (REAP, LINK, etc).

<u>Exclude</u> 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.
    - Exclude: 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.

LEA Forms>ESSAExp>SubmitReport

USD # D0110 Thunder Ridge Schools   2020-2021   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

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.

ESSA Bldg Exp.

- Administrative Data
- ESSA Building Expenditures
- Submit Report
- Print Report

FAQ

1. Why is this report required?

ESSA of 1965: 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."*

2. How is FTE counted?

The aggregate number of students enrolled in preschool through grade 12, including non-graded, to whom the LEA provide free public education enrolled and attending on 9/20/2020 and 2/20/2021.

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

3. How and when do you report?

This collection is found within the KSDE Web Applications website under LEA Forms, which opens in early September & due the latter part of September. Each school in the district, including the central office, will be listed. Enter the following information for each building:

- Current Expenditures (Federal Expenditures *PLUS* State & Local Expenditures)
- Federal Expenditures (All expenditures paid with 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.

4. What expenditures are reported?

<u>Current Expenditures:</u> Comprised of expenditures for the day-to-day operation of schools and LEAs for public elementary and secondary education.

<p align="center">Current Expenditures = Federal Expenditures + State & Local Expenditures</p>

<u>Includes:</u>

- 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

<u>Excludes:</u>

- Function 3300 Community Services
- Function 4000 Facilities Acquisition and Construction Services
- All Funds and All Functions – Object Codes 700 (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

<u>*The following are excluded:*</u> Code 10 – Adult Ed., Code 12 – Adult Supp. Ed., Code 62 – Bond & Interest, Code 78 – Sped Coop, Code 80 - Historical Museum, Code 82 - Public Library Board, Code 83 - Public Library Board Emp. Benefits, Code 84 – Rec. Comm., Code 86 – Rec. Comm. & Emp. Benefits, and expenditures for Repair of Buildings (460) and Equipment (700).

5. 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 <u>*not*</u> reported at the building level.

6. What are reported as District Level Expenditures?

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

7. How are district totals reported for Current Expenditures?

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

- Sum of Total Current Expenditures of all regular buildings *plus* the Central Office
- Sum of Total Federal Expenditures of all regular buildings *plus* the Central Office.
- The difference between Total Current Expenditures and Total Federal Expenditures will be Total State/Local Expenditures.

It is important *not* to duplicate expenditures for the Central Office at the regular school building level. *See What are reported as Central Office Level Expenditures? above.*

8. 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)
- CARES (ESSER I, ESSER II, ESSER-SPED) and SPARKS
- Other Federal Grants (REAP, LINK, etc.)
- NOT Impact Aid, it is considered local
- NOT Object Codes 700 (All Funds and All Functions)

9. 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 application will then compute State/Local Expenditures.

10. How are State/Local Expenditures reported?

State/Local Expenditures are computed within the application (Current Expenditures *minus* Federal Expenditures). Therefore, districts are reporting only Current Expenditures and Federal Expenditures and the rest will be computed automatically.

11.   How to report Special Education?

All districts will report Code 30 expenditures, prorated by the number of IEP students in building.

Special Education Federal Funds are a problem depending on the organization type.

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

12.   Examples of what & how to prorate?

- <u>By Student:</u>   Technology, curriculum materials
- <u>By Teacher:</u>   Staff development
- <u>By Square Feet:</u>   Custodial Supplies
- <u>By Building:</u>   Some Software licenses

13.   Other Issues

- <u>KPERS:</u> Distribute by Staff Member
- <u>PAT / Early Childhood in a Separate Building:</u> Prorate to each Elementary by student
- <u>JDC; PRTF; Flint Hills Job Corp:</u> Exclude 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 Manage My Account.
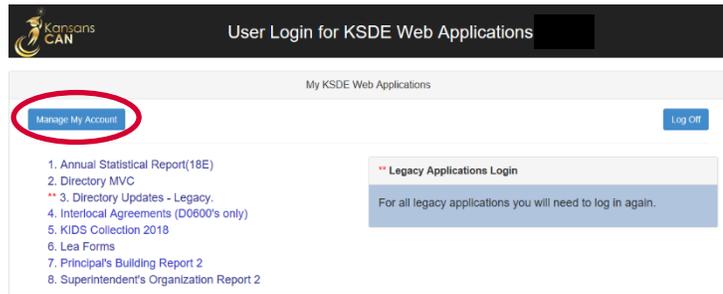

4. If your account has district level access, LEA Forms will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to LEA Forms and then select District Administrator.

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.

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5. Scroll down to the bottom and fill in the three fields under "In Case You Forget Your Password".
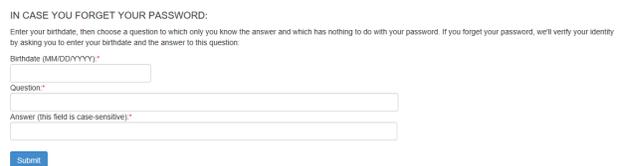
6. Click Submit. Once this happens, our IT department will email the contact denoted as "Superintendent" on the Directory Updates web application for approval.

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 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.

2. Click 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.

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   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. Enter a username and password.

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.

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f. 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 **Forgot Your Password?** on the Authentication screen. Enter your username and a link will be emailed to the email address connected with your username. Click on the link in the email to go to the page where you can reset your password. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

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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 after registering for a new username, please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.

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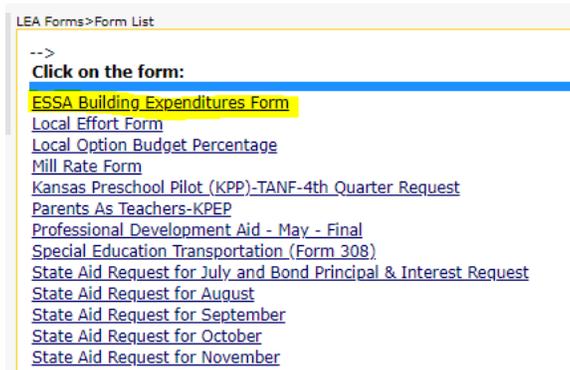
Contacts

ESSA Form

Dale Brungardt	(785) 296-3872	dbrungardt@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
Assistant Director
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

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