Interlocal Agreements

Users’ Guide

Interlocal Agreements (D0600’s only) Web Application

Submit by:
October 8, 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 66612-1012
(785) 296-3203
www ksde org

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

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KODI General Counsel, Office of General Counsel, KSDE, Kansas State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.
# 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>
</tbody>
</table>

# Related Documents

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Location</th>
<th>Comments</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>
# Interlocal Agreements

## Table of Contents

- Revision History ........................................................................................................ 3
- Related Documents ...................................................................................................... 3
- Table of Contents ........................................................................................................ 4
- Introduction .................................................................................................................. 5
- Access .......................................................................................................................... 6
  - Current Users ........................................................................................................... 6
  - New Users ................................................................................................................ 7
- Change School Year ..................................................................................................... 10
- Administrative Data .................................................................................................... 10
- Salaries ......................................................................................................................... 11
- Certified Staff .............................................................................................................. 12
- Non-Certified Staff ..................................................................................................... 13
- Services ......................................................................................................................... 13
- Submit Report .............................................................................................................. 14
- Print Report ................................................................................................................ 15
- Contact Information .................................................................................................. 15
  - Interlocal Agreements (D0600's only) .................................................................... 15
  - Username & Passwords ......................................................................................... 15
Interlocal Agreements

Introduction

Dr. S. Craig Neuenswander
Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
craign@ksde.org

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

The Interlocal Agreement web application is where Interlocals will report data on salaries, certified personnel, non-certified personnel, and students served. This information is used for publications and legislative reports.
Access

Current Users

If you already have access to KSDE Web Applications, log in and make sure you have “Interlocal Agreements (D0600’s only)” 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 “Interlocal Agreements (D0600’s only)” 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.
   - If you do, click Interlocal Agreements (D0600’s only), then continue to the Change School Year section.
4. If your account has organization level access, “Interlocal Agreements (D0600’s only)” will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to “Interlocal Agreements (D0600’s only)” and then select District.

Note: If you do not see Interlocal Agreements (D0600’s only) listed here, your account does not have organization level access. Please see the New Users section to register for a new account with organization 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 organization 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 organization level account.
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 main contact denoted as “Executive Director” or “Director” or “Superintendent” (in that order of hierarchy) on the Directory Updates web application for approval.

7. Once the main contact 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 on the “My KSDE Web Applications” screen is grey and not linked, that means that the main contact has not yet approved you for that specific application (the application may also be down for the moment as noted on the log in screen).

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 organization 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 Interlocal Agreements (D0600's only) 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 “Interlocal Agreements (D0600's only)” and select District 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 main contact denoted as “Executive Director” or “Director” or “Superintendent” (in that order of hierarchy) on the Directory Updates web application for approval.
4. Once the main contact 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 email you a link in order to reset your password.

Once you have access to the Interlocal Agreements (D0600’s only) 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 Interlocal Agreements (D0600’s only).

Note: If you still do not have access to the Interlocal Agreements (D0600’s only) 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.
Change School Year

This will be the first screen you will see once you are in the report. Click **Create New Report for 2021**. This will create the report for the new school year.

Clicking on **Change School Year** on the left-hand menu on any screen will take you back to this list of all reports. Current year will not show in the list until you create the report for the current year.

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 year’s 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.

---

Tip: You may use the left hand menu to quickly get to a specific page within the report. You may also use the previous and next buttons on the following pages to go the page listed above or below it on the left hand menu:

1. Administrative Data
2. Salaries
3. Certified Staff
4. Services
5. Non-Certified Staff

---

**Administrative Data**

Enter the contact information for the person most knowledgeable of the data entered on this report. If any of the information is incorrect in the blue fields, you will need to update Central Office page of the Directory Updates application.
Salaries

Salaries, including Supplemental Contracts and Fringe Benefits, of Classroom Teachers and Directors are entered on this page. Do not duplicate supplemental salaries or board paid fringe benefits, as this will skew the computed average salary.

Include certified employees in non-administrative positions who are paid under the same salary schedule as teachers. Any full-time certified employees with a nine-month contract or more is a 1.0 FTE (full time equivalency).

Note: Salary data submitted on this report is published. Do NOT complete “Total Contracted” column if your organization has not completed negotiations. Please email a revised copy of this page when negotiations are complete to Christie Wyckoff (cwyckoff@ksde.org).

1. **Classroom Teachers’ Total FTE**: Any full-time teacher with at least a nine-month contract is 1.0 FTE.

2. **Classroom Teachers’ Total Salaries**: include their total salary and employee-reduction fringe benefits which includes benefits received by employees under a Section 125 Salary Reduction Agreement. *Exclude*: board paid fringe benefits, social security, workers’ compensation, and employment insurance.

3. **Classroom Teachers’ Supplemental Salaries**: Any salary paid to a teacher outside of their contract including summer school pay.

4. **Classroom Teachers’ Board-Paid Fringe Benefits**: Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment, hospital surgical, and/or medical expense insurance. *Exclude*: benefits received by employees under a Section 125 salary reduction plan, social security, workers’ compensation, and employment insurance.

5. **Returning Classroom Teachers’ Estimated Average Salary Percent Increase from prior year to current year**: Please enter the percent increase you estimate from the prior school year to this school year.

6. **Directors’ Total Salary**: This includes supplemental salary and fringe benefits (employee-reduction and board paid). Enter total salary even if the Director may serve part-time in another capacity.
Certified Staff

Report all certified/licensed personnel to the nearest tenth (1 decimal), based upon the amount of time in that position. Administrators’ contracts may vary from nine to twelve months. Each certified employee will NOT be more than 1.0 FTE (full time equivalency).

A. **Special Education:** enter the number of certified or licensed staff by position for this program.

B. **Career & Technical Education:** enter the number of certified or licensed staff by position for this program. Includes a review of possible career options for students.

C. **Bilingual Education:** enter the number of certified or licensed staff by position for this program.

D. **Media/Library Services:** enter the number of certified or licensed staff by position for this program. This includes staff that are in charge of providing instructional materials such as videos, compact disks, computer software packages, laser disks, etc. to school districts.

E. **Distance Learning Programs:** enter the number of certified or licensed staff by position for this program. This includes staff that administer two way interactive TV.

F. **Alternate School Programs:** enter the number of certified or licensed staff by position for this program. This includes staff that are in charge of dropout recovery, alternative education, etc.

G. **Computer Assisted Instruction:** enter the number of certified or licensed staff by position for this program. This includes staff that provide students instruction through a computer based curriculum.

H. **Other:** enter the number of certified or licensed staff by position for any other programs. This may include, but is not limited to, Curriculum Development and Professional Development Training.

- Please make sure to enter the program names in the “Other” field below the table.
Non-Certified Staff

Report all non-certified personnel to the nearest tenth (1 decimal), but not to exceed 1.0 FTE. A full time equivalency (FTE) of 1.0 should be based upon 2,080 hours (260 work days times 8 hours).

May enter the following on the line for “Other”:

- ITV
- Technical Resource Center
- Nurse
- Parents as Teachers
- Instructional Material Center
- Head Start Office
- Vocational Rehab

Services

Report the headcount of students receiving direct services as a whole number.
Submit Report

This screen will show a “Results of Completeness Check” where errors will be listed. If there are any errors with a “Stop” status, than you must be correct the error before you will be allowed to submit. The errors listed with a “Warning” status are there to make sure you didn’t accidentally miss something. You may submit the report with Warning errors, however, you should go back and double check the errors to make sure you are not submitting a partial report.

After you have corrected all Stop errors the “Submit Report” button should appear. Once you have double checked all warning errors, click Submit Report to submit your data to KSDE.

NOTE: If you discover an error in data after submitting the report, please contact School Finance at (785) 296-3872 to unsubmit the report so you can re-submit.
Print Report

This is where you can generate a PDF of the current year's report. Click on the radio button next to Interlocal Agreements Report and then click Print Section.

Contact Information

This screen gives the contact information of the person at KSDE that can best help you with this report.

Interlocal Agreements (D0600’s only)

For assistance or guidance on how to report a specific data element, please contact:

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

Username & Passwords

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

Christie Wyckoff
Public Service Administrator
School Finance
(785) 296-6321
cwyckoff@ksde.org

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