KANSAS STATE DEPARTMENT OF EDUCATION

LOCAL OPTION BUDGET PERCENTAGE FORM

LEA Forms Web Application

Due: March 22, 2019

INSTRUCTION MANUAL

School Finance
www.ksde.org
MAR 2019
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.

Successful Kansas High School Graduate

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 for Measuring Progress

- Social-Emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success
REVISION HISTORY

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<td>Sara Barnes</td>
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<td>Christie</td>
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INTRODUCTION

For school year 2019-2020, and each year thereafter, KSA 72-5143, as amended by 2018 Substitute for Senate Bill 423, requires the board of any school district that desires to increase its local option budget authority for the immediate succeeding school year to submit written notice of such intent to the state board by April 1 of the current school year. Such notice shall include the local option budget authority, expressed as a percentage of the school district’s total foundation aid. The board of education 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.
ACCESSING FORM

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: 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 not be number 9 on your screen as 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”.
   - If you do not see LEA Forms listed here, your account does not have district level access. Please see the “New Users” section below to register a new account with district level access.

Tip: If you must register for a new username and password, take a minute to note what current Web Applications you are registered for and what your user level is for each. Then, when you re-register for a new username and the LEA Forms application, you can also check the web applications you were already registered for and have all web applications you use available under your new username and password.
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)*  

Submit
```

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 as requested.

8. You will then be able to go to: [https://apps.ksde.org/authentication/login.aspx](https://apps.ksde.org/authentication/login.aspx) and sign in. You should then see all web applications for which you had registered and been approved.

**New Users**

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

1. Go to: [https://apps.ksde.org/authentication/login.aspx](https://apps.ksde.org/authentication/login.aspx)
2. Click on “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 populate a list of applications 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
   
   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 enter a Username and password.
   Username:
   Password:

   Tip: Do not use spaces when defining your username login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the username, password, security question/answer, and birth date that you entered. KSDE does not store this information.

   c. Scroll down and Check “LEA Forms”, and make sure that “District Administrator” is highlighted as your user level.

   d. If there are any other applications you would like to register for, please go through and check those as well as highlighting 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 be able to go to: https://apps.ksde.org/authentication/login.aspx and sign in. You should see all web applications for which you had registered and been approved.

**Tip:** If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question, type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Once you have access to the LEA Forms web application, you should see it in your “My KSDE Web Applications” list after you log into the KSDE Web Applications site. Click on “LEA Forms”. Next, you should see the following screen. In order to fill out the Local Option Budget Percentage form, you will need to click on “Local Option Budget Percentage”.

### 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, then please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.
Main Page

This is the first screen that will appear after entering the report. From here you should click “Create New Report for 2019”.

Once you create the report, the next time you log in, if you have not submitted and your current year status is ‘In Progress’, you will receive the following screen. Click on “Select” next to 2019 to continue on the current year’s report. When you log in the following year, you should see the previous years listed and can click “Select” next to any previous years to view the information that was submitted for each respective year.

TIP: The “KSDE Applications” link (top left corner) allows you to go directly to your KSDE web applications list. The “Logoff” link allows the user to exit the application at any time.
Administrative Data

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

Users are required to enter contact information for this report, including name, position, and phone number. Once entered, click “Save”, and then click “Next Screen”.

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.
Local Option Budget 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%. When reporting, know that 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](Image)

Local Option Budget Percentage

Please answer the question below and submit prior to March 22, 2019.

What is the total LOB percentage your board intends to adopt for the 2019-20 school year? (The board may not adopt an LOB higher than this reported percentage.)
Results of Completeness Check

All fields on the Local Option Budget Percentage form must be filled in 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.

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.

NOTE: If an error in data entry is discovered after submitting the report to KSDE, you must contact KSDE to reopen the report. Please call School Finance at 785-296-6321.
View Submitted Reports

If you would like to see the report that you submitted this year, or a previous years report, click on “Change School Year” in the navigation menu on the left side of the screen. Then click on “Select” on the year you would like to view. You can then navigate through each screen of the report to see what was reported on each screen. You can also click on “Print Report” to print the report as a PDF or Excel file.
NAVIGATION MENU

Once inside the Local Option Budget Percentage Form, you can use the navigation menu on the left side of the screen to navigate to different parts of the form, or to navigate to other forms within the LEA Forms application.

Administrative Data
This will take you to the Administrative Data page of the Local Option Budget Percentage form.

LOB Percentage
This will take you to the Local Option Budget Percentage page of the Local Option Budget Percentage form.

Submit Report
This will take you to the Results of Completeness Check page of the Local Option Budget Percentage form.

Print Report
This will take you to a page where you can print your submitted Local Option Budget Percentage Form. Click on “Print Report” on the navigation menu on the left side of the screen.

- To print the report as a PDF, click on “Print Section”.
- To print the report as an excel file, check the box next to “Excel Export” and then click on “Print Section”.

The year of the report that will print is stated at the center, top of the screen. If you would like to print a report for a different year, click on “Change School Year” on the navigation menu on the left side of the screen.
Change School Year
This will take you to the Main Page of the Local Option Budget Percentage form.

Other State Forms
This link will take you to the main page of the LEA Forms web application.

Contact Information
This link will show you the KSDE contact responsible for the Local Option Budget Percentage form.

Help
This link will open up a new tab with information to aid you in filling out the Local Option Budget Percentage form.
KSDE Applications

This link will take you to your list of KSDE Web applications. Please note that your list of web applications may be different than the list shown in the screen shot below.

Logout

This link will log you out of all KSDE web applications.
KSDE CONTACTS

For questions concerning the Mill Rate Form, contact any of the School Finance staff listed below:

Christie Wyckoff  
cwyckoff@ksde.org  
(785) 296-6321

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

Rose Ireland  
rireland@ksde.org  
(785) 296-4973

Craig Neuenswander  
craign@ksde.org  
(785) 296-3872

For questions concerning username and passwords, contact:

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