Mill Rate Form

Instruction Manual

LEA Forms Web Application

Submit by:
December 16, 2019

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
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Welcome to the Mill Rate form. This web form collects actual mill rates, as determined and certified by the County Clerk, based upon taxes to be levied for the current school year. Each district will submit the final mill rates of their home county for the current school year through the LEA Forms Web Application.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Rate</td>
<td>This is a mathematical procedure to determine property taxes for each levy fund. One mill is one dollar of property tax levied against $1,000 of assessed valuation.</td>
</tr>
<tr>
<td>Assessed Valuation</td>
<td>Assessed valuation is computed by taking the market value of the property and multiplying it by the appropriate assessment factor (mill levy) for that classification of property.</td>
</tr>
<tr>
<td>Note: Market value and assessed value of farmland is different for each type of property and is available from your local County Assessor's Office.</td>
<td></td>
</tr>
</tbody>
</table>
| Levy Fund          | School districts are authorized to levy property taxes for selected funds:  
# Accessing LEA Forms

## 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](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 number 6 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”.

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**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”.

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

d. If you would like to register for any other applications, 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 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. You will be prompted to enter your username then click “Send Password Reset Token”. You will receive an email with a temporary token to the email address associated with your username. Clicking on the link in the email will direct you to a webpage where you can update your password.

Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.
NAVIGATING | MILL RATE FORM

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 logged into LEA Forms, click on “Mill Rate Form”.

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Click on the form:

- ESSA Building Expenditures Form
- Local Effort Form
- Local Option Budget Percentage
- **Mill Rate Form**
- Kansas Preschool Pilot (KPP)-TANF 1st Quarter Request
- Parents As Teachers-KEEP
- Professional Development Aid - May - Final
- Special Education Transportation (Form 308)
- State Aid Request for July and Bond Principal & Interest Request
- State Aid Request for August
- State Aid Request for September
- State Aid Request for October
- State Aid Request for November
- State Aid Request for December
- State Aid Request for January
- Unencumbered Cash Balance-November 1
- Upload USD Budget Files
- Upload Interlocal Budget Files
Main Page

This is the first screen that will appear after entering the report. Click “Create New Report for 2020”.

You may create your 2020 report by clicking on (Create New Report for 2020) below. You may edit your current report or view prior reports by clicking Select next to the fiscal year. If no reports are listed then the reporting period may not be open or you have no prior reports.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Status</th>
<th>Due Date</th>
<th>KSDE Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>2019</td>
<td>SUBMITTED</td>
<td>12/15/2018</td>
</tr>
</tbody>
</table>

Once you create the report, the next time you log in, if you have not submitted yet and are still ‘In Progress’, you will receive the following screen. Click on “Select” next to 2020 to continue the current year’s report. You can click “Select” next to any previous years to view submitted information for that year.

USD #: D0512 Shawnee Mission Pub Sch 2019-2020 Status:

You may edit your current report or view prior reports by clicking Select next to the fiscal year. If no reports are listed then the reporting period may not be open or you have no prior reports.

<table>
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<tbody>
<tr>
<td>Select</td>
<td>2020 IN PROGRESS</td>
<td>12/15/2019</td>
<td>OPEN</td>
</tr>
<tr>
<td>select</td>
<td>2019 SUBMITTED</td>
<td>12/15/2018</td>
<td>LOCKED</td>
</tr>
</tbody>
</table>

Tip: The “KSDE Applications” link (top left corner) allows you to go directly to your authenticated home page. 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 populates from the Directory Updates Web Application, Central Office Data Screen. If any of that information is incorrect, you will need to update in the Directory Updates web application.

Users are required to enter contact information for this form, including name, position, and phone number of the person completing the form. Once entered, click on “Save”, then click on “Next Screen” to proceed.

**Tip:** You should not use the “Refresh,” “Back,” or “Forward” browser buttons with the Mill Rate Form. There are menus/buttons on every page for easy navigation to other screens.
Mill Rate Form

This screen lists all levy funds, in addition to the fund number and “Budgeted Rates” as referenced on the USD Budget – Code 99. Enter the “Final Rate” for each applicable fund as certified by the County Clerk of your home county. You may need to contact your County Clerk and request they send you the final certified mill rate for all funds for your district.

Note: Do NOT enter the mill rates from the “budgeted” column in the “final rate” column. The intent on showing budgeted rates are for reference only.

The County Clerk should certify the final mill rates to your office in November. If you do not receive them, please contact the County Clerk of your Home County.

Once you have entered your rates and click “Save”, there may be an error list as shown below. You must correct these errors before you can save this screen. Click on “Previous Screen” or “Next Screen” to navigate through the form.

Capital Outlay

Per K.S.A 72-53.113, Capital Outlay cannot be more than 8,000 mills. If the County Clerk certifies it at more than 8,000 mills, please contact your County Clerk to update.
Submit Report (Results of Completeness Check)

Paying close attention to details will help ensure your mill rate data entry is accurate. If there are any errors that have a status of “Stop”, you must correct them before you can submit.

When the report is accurate, and all “Stop” errors are rectified, you can click on “Submit Report”.

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.
Print Report

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

Contacts

Mill Rate 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
Craig Neuenswander (785) 296-3872  craign@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

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