Mill Rate Form

User’s Guide

LEA Forms Web Application

Submit by:
December 15, 2020

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## Mill Rate Form

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Mill Rate Form

Introduction

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.

Craig Neuenswander
Director, School Finance
Division of Fiscal & Administrative Services
Kansas State Department of Education
craign@ksde.org
# Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
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<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 for that classification of property.</td>
</tr>
</tbody>
</table>

*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.*

<table>
<thead>
<tr>
<th>Levy Fund</th>
<th>School districts are authorized to levy property taxes for selected funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- General (06)</td>
</tr>
<tr>
<td></td>
<td>- Supplemental General (08)</td>
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<td></td>
<td>- Adult Education (10)</td>
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<td></td>
<td>- Capital Outlay (16)</td>
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<td></td>
<td>- Cost of Living (33)</td>
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<td></td>
<td>- Special Liability (42)</td>
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<tr>
<td></td>
<td>- School Retirement (44)</td>
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<tr>
<td></td>
<td>- Extraordinary Growth (45)</td>
</tr>
<tr>
<td></td>
<td>- Bond &amp; Interest (62 &amp; 63)</td>
</tr>
<tr>
<td></td>
<td>- No Fund Warrant (66)</td>
</tr>
<tr>
<td></td>
<td>- Special Assessment (67)</td>
</tr>
<tr>
<td></td>
<td>- Temporary Note (68)</td>
</tr>
<tr>
<td></td>
<td>- Historical Museum (80)</td>
</tr>
<tr>
<td></td>
<td>- Public Library Board (82)</td>
</tr>
<tr>
<td></td>
<td>- Public Library Board Employee Benefits (83)</td>
</tr>
<tr>
<td></td>
<td>- Recreation Commission (84)</td>
</tr>
<tr>
<td></td>
<td>- Recreation Commission Employee Benefits (86)</td>
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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
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 number 6 as 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.

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 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 Register

3. Enter in the required information.
   a. Select your district from the “Organization” drop-down list.
   b. 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 to check “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 highlighting the requested user level for each one.

e. 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. You will then be prompted to enter your username. Once entered, click Send Password Reset Token. You will receive an email with a temporary token to the email address associated with your username. Click the link in the email to update your password.

KSDE does not store your password. You are responsible for managing and remembering it.
Navigating

Once you have access to the LEA Forms web application, you should see it in your “My KSDE Web Applications” list after 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 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 **Mill Rate Form**.
Change School Year

This is the first screen that will appear after entering the report. Click Create New Report for 2021.

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 Select next to 2021 to continue the current year’s report. You can click Select next to any previous years to view submitted information for that year.

Tip: The “KSDE Applications” link in the top, left corner will take you directly to your authenticated home page where all your approved applications are listed.

The “Logoff” link allows the user to exit the application at any time.

The person icon in the top, right corner will drop-down a list of your approved applications when you hover over it. You can click any application to go directly to it.
Administrative Data

The first screen users will see is the Administrative Data Screen. District data populates from the Directory Updates Web Application, Central Office page. 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 Save, then click 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 certified on the current year’s USD Budget (code 99). Enter the “Final Rate” for each applicable fund as certified by the County Clerk of your home county.

Note: Your districts Home County is displayed right above the mill rate table.

Do NOT enter the mill rates from the “budgeted” column into 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, click Save. There may be an error list as shown below. You must correct these errors before you can save this screen. Click Previous Screen or Next Screen to navigate through the form.

Capital Outlay

Per K.S.A 72-53.113, Capital Outlay cannot exceed 8,000 mills. If the County Clerk certifies it at more than 8,000 mills, please notify the County Clerk of the error.
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, click **Submit Report**.

NOTE: If you discover an error in data after submitting the report, please contact School Finance at (785) 296-6321 to open 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. Click Print Section to generate the report.

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:

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Public Service Administrator
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