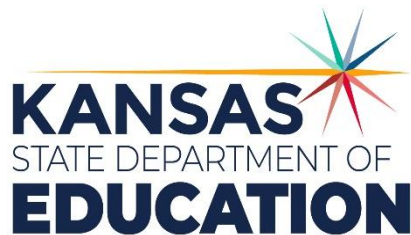# 2024-2025 Local Effort for State Foundation Aid

Instruction Manual
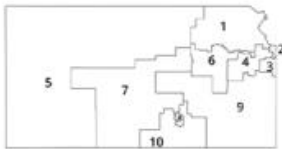
LEA Forms Web Application
Submit by: June 6, 2025

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas leads the world in the success of each student.

900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212
(785) 296-3203
www.ksde.org/board

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
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success

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Melanie.Haas@ksde.gov

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Michelle.Dombrosky@ksde.gov

DISTRICT 4
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Connie.O'brien@ksde.gov

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Chair
Cathy.Hopkins@ksde.gov

DISTRICT 6
Dr. Beryl A. New
Beryl.New@ksde.gov

DISTRICT 7
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Dennis.Hershberger@ksde.gov

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Betty.Arnold@ksde.gov

DISTRICT 9
Jim Porter
Jim.Porter@ksde.gov

DISTRICT 10
Debby Potter
Debby.Potter@ksde.gov

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

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Dr. Randy Watson
Randy.Watson@ksde.gov

DEPUTY COMMISSIONER
Division of Fiscal and Administrative Services

Dr. Frank Harwood
Frank.Harwood@ksde.gov

DEPUTY COMMISSIONER
Division of Learning Services

Dr. Ben Proctor
Ben.Proctor@ksde.gov

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Kansas leads the world in the success of each student.

Jan. 25, 2025

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Kansas State Department of Education | www.ksde.gov

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Frank Harwood

Deputy Commissioner
Division of Fiscal & Administrative
Services
Kansas State Department of
Education
Frank.Harwood@ksde.gov

Dale Brungardt

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

Below are instructions to log on and complete the 2024-2025 Local Effort web application. **Accuracy on this form is extremely important.** The web application includes *estimated* amounts submitted on your district's budget. In addition, you should include the June 5th Mineral Production Tax distribution if applicable. **Miscellaneous Revenue was applicable only during the Block Grant years and should not include Interest or Reimbursements for General Fund.**

The local effort form MUST BE SUBMITTED TO OUR OFFICE NO LATER THAN close of business on June 6, 2025

Instructions

Current Users

If you already have access to KSDE Web Applications, login in and make sure you have "LEA Forms" in your list of Web Applications. **Please submit No Later than June 6, 2025**.

1. Log on to the Kansas Department of Education Web Application: https://apps.ksde.org/authentication/login.aspx

2. Enter user ID and password. Click on "Forget Password?" if you need to reset your password.

3. From the Application Screen choose: **LEA Forms**

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.

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4. From the "LEA Forms" Screen Select: **Local Effort Form.**

5. **Create A New Report for 2025** To begin, click on the box called "Create New Report for 2025"

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. 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.

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c. Scroll down to check the box next to "LEA Forms" and select District Administrator as the user level.

d. 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 contact denoted as "Superintendent" in the Directory Updates 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. A link will be emailed to you. Click on the link in the email and then enter in your new password to update.

Administrative Data

Please enter the appropriate contact information for your district. This should be the person responsible for submitting the report or the most knowledgeable person should KSDE need to contact your office.

Click <Save> then <Next Screen>.

Local Effort for State Foundation Aid and General Fund Budget Authority

Accuracy on this form is EXTREMELY important as this affects your final General Fund budget authority and it will be used to compute your Final State Foundation Aid payment.

Ad valorem property tax is no longer applicable as the 20 mills generated shall be remitted to the State Treasurer and redistributed as stat foundation state aid. Report only revenue deposited in the General Fund. The June 5th distribution shall be included in the "actual" amount reported. All figures should be rounded to the nearest whole number; **do not enter comma or decimals**.

- Federal Reservoir Flood Control payments should be deposited to any categorical fund as Other Local Revenue, most commonly deposited to Capital Outlay.

- Reimbursements should not be reported as Miscellaneous Revenue. The General Fund budget authority can be spent in excess of the reimbursed amount.

Local Effort for State Foundation Aid and General Fund Budget Authority

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2024-2025 GENERAL FUND ONLY

Do not include Federal Reservoir Flood Control payments

LOCAL EFFORT	REVENUE CODE	AMOUNT BUDGETED	ACTUAL AMOUNT	(Round to the nearest whole dollar) Include June 5th distribution.
1. 6/30/2024 Unencumbered Cash Balance		0	0	(Should agree with CPA audit)
2. Student Tuition	1312, 1320, 1330	0	0	
3. Miscellaneous Revenue	1990	0	0	
4. Mineral Production Tax	3130	37,312	0	(Alternately called severance tax)
Total Local Effort (#1 through #4)			0	(Does not include special ed state aid.)

Includes the June 5, 2025 Tax Distribution.

Effective July 1, 2014 (2014-15 school year) KSA 72-5142 states proceeds from the taxes levied under the 20 mills by a school district shall be remitted to the State Treasurer. Such remittance shall be redistributed as state general aid. For this reason, districts will not have any local property tax to report.

1. 6/30/2024 Unencumbered cash balance should agree with the CPA audit.

2. Student Tuition - Actual student tuition including all fees charged.

3. Miscellaneous Revenue - Watercraft Tax and In Lieu of Taxes IRBs/Rental Excise should have been remitted with the 20 mills. If your county distributed to you directly, this should be reported as "Miscellaneous Revenue" on Line #3, **otherwise report as zero**.

4. Mineral Production Tax - May alternately be called severance tax, includes oil and gas.

Do not estimate as this will impact your final state foundation aid payment. If you have not received the June 5th Mineral Production payment by the submission date, report only actual payments received to date to avoid submission delay. Any Mineral Production payment received after submission will result in a state foundation aid overpayment and should be reflected as July 1 beginning cash balance to be captured as Local Effort the following year.

Virtual Credits

Adult Virtual Credits Earned: Beginning in the 2017-2018 school year, KSA 72-3715 provided funding for Virtual students 20 years and over at $709 per credit earned between July 1 and June 30.
For purposes of computing Virtual State Aid, manually enter Virtual Credit Earned (20 years and older) to the nearest 0.25, if applicable. Virtual Credits will be audited the following school year.

Dropout Virtual Credits Earned: Beginning in the 2022-2023 school year, KSA 72-3715 provides funding for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student. Funding will be at $709 per credit earned between July 1 and June 30th. For purposes of computing Virtual State Aid, manually enter Dropout Virtual Credit Earned (19 & Under) to the nearest 0.25, if applicable. Dropout Virtual Credits will be audited the following school year.

A Dropout Diploma Completion Virtual Student, as outlined in Senate Substitute for House Bill 2567 and effective July 1, 2022, is defined as a student who:
• is 19 years of age or younger (age is as of September 20)
• is credit deficient when enrolling in a virtual school: has earned less than 75% of expected credits for the student's cohort year
• has dropped out of high school in one of the following ways:
    o did not attend any school for 60 consecutive days or more in the current school year (2022-23) and is not reasonably anticipated to recommence enrollment or attendance in the current school year.
    o did not attend any school for 60 consecutive days or more in the preceding school year and student did not finish the preceding year and is not reasonably anticipated to recommence enrollment or attendance in the current school year.
    o exempted from compulsory attendance by written consent of parent per K.S.A. 72-3120 carefully consult the Submission Details Document for the End-of-Year Accountability Report.

ADULT VIRTUAL CREDITS EARNED - KSA 72-3715

Total Virtual Credits Earned (20 yrs and older)

    0.00 (Maximum of six credits per student)

*KSA 72-3715 provides funding for Virtual students 20 years and over at $709 per credit earned (maximum of six credits per student earned between July 1 and June 30th). Please enter total credits earned by those 20 and older for determining Virtual State Aid entitlement. Credits should be estimated through June 30. Credits will be audited the following school year.

DROPOUT VIRTUAL CREDITS EARNED – KSA 72-3715

    0.00 (Maximum of six credits per student)

*KSA 72-3715 provides funding for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student. Funding will be at $709 per credit earned (maximum of six credits per student earned between July 1 and June 30th). Please enter total credits earned for determining Virtual State Aid entitlement. Credits should be estimated through June 30. Credits will be audited the following school year.

CTE Transportation Aid

CTE Transportation Aid is to reimburse school districts for transporting 11th and 12th grade pupils attending Career & Technical programs/courses at community colleges/technical colleges.

This applies only to transportation provided by school districts. Do not include mileage for students that chose to drive their own vehicle.

Total miles should be reported based on round trip(s) from regular school of attendance to the community college/technical college, reported separately for each vehicle/bus type, *for the entire school year*. Mileage reimbursement rates will vary based upon the vehicle type. School Bus types can be found on the HELP screen once logged into the Local Effort form.

(Example: 37.3 miles round trip times 186 days transported = 6,937.8 total number of miles)

Career and Technical Education miles should be rounded to the nearest tenth.

This payment is anticipated to deposit in mid-June and shall be deposited in the Vocational Education fund (Code 34) as revenue source code 3225 CTE Transportation State Aid

USD # D0215 Lakin   2024-2025   Status: IN PROGRESS

Career and Technical Education
State Aid for Transportation to Community Colleges/Technical Schools

Transportation for 11th and 12th grade pupils attending Career & Technical programs/courses at community colleges/technical colleges

Previous Screen | Next Screen

July 1, 2024 - June 30, 2025

Enter the total number of miles **for the entire year**, to the nearest tenth to and from community college/technical college for each vehicle type. Click on the Save button at the bottom of screen to save your changes.

Vehicle Type	Miles	Amt per mile	Total Cost
School Bus - Types C & D	0.0	1.45	0
School Bus - Types A	0.0	1.15	0
Passenger Vehicles*	0.0	0.90	0
Totals:			0

*This applies to transportation provided by school districts. Do not include mileage for students that choose to drive their own vehicle.

Save

Submit Report

All errors must be resolved to submit to KSDE. On the Results of Completeness Check screen, If the STATUS is "Stop" then you must correct. If the STATUS is "Warning", please verify the information is correct prior to submitting to KSDE.

Printing

To print a copy of the Special Education Transportation report, click on the **Print Report** menu to navigate to the Print Report screen. Check the box next to "Excel Report" to generate as an Excel file and click <Print Section>, otherwise it will generate as PDF by default. Depending on your browser, you may be prompted to <Open> or <Save> the file. From the **File** menu, click Print.

Contacts

Local Effort Form:

Rose Ireland	(785) 296-4973	Rosemary.Ireland@ksde.gov
Marcia Ricklefs	(785) 296-4209	Marcia.Ricklefs@ksde.gov
Sara McCullah	(785) 296-4972	Sara.Mccullah@ksde.gov
Dale Brungardt	(785) 296-3872	Dale.Brungardt@ksde.gov

User Name and Password:

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

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For more information, contact:

Name: Dale Brungardt
Title: Director
Team: School Finance
Phone: 785-296-3872
Email: Dale.Brungardt@ksde.gov

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.gov