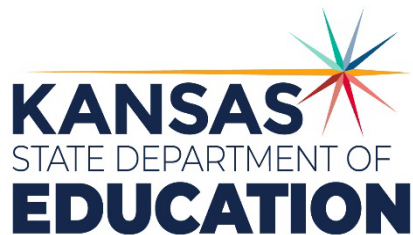


Interlocal Agreements

Users' Guide

Interlocal Agreements (D0600's only) Web
Application

Submit by:
Tuesday, October 10, 2023



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

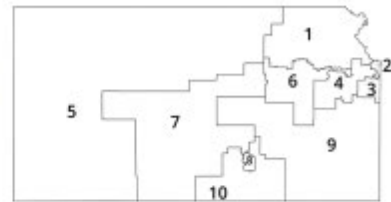
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

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



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COMMISSIONER OF EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONER
Division of Fiscal and Administrative Services



Dr. Frank Harwood

DEPUTY COMMISSIONER
Division of Learning Services



Dr. Ben Proctor

The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

Kansas leads the world in the success of each student.

Jan. 25, 2024

Revision History

Date	Reason of Change	Edited By

Related Documents

Document Title	Document Location	Comments

Interlocal Agreements

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Interlocal Agreements

Introduction

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Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
fhawood@ksde.org

Dale Brungardt

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

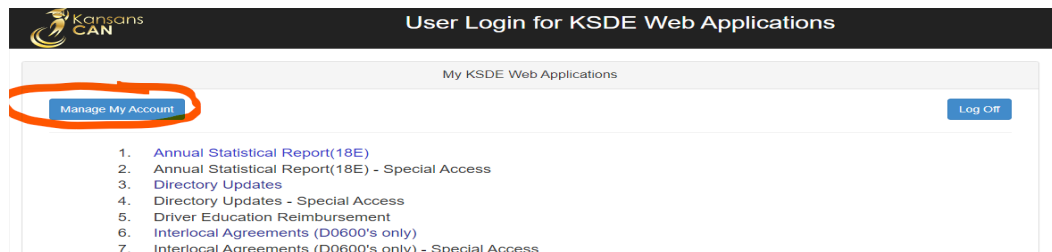
The Interlocal Agreement web application is where Interlocals will report data on salaries, licensed personnel, non-licensed personnel, and students served. This information is used for publications and legislative reports.

Access

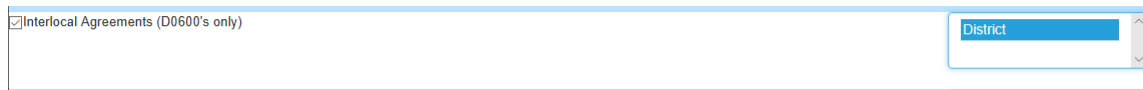
Current Users

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 on 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. You can then 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.”

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 **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**

The screenshot shows the 'Common Authentication Login' section with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot Your Password?' link. Below this is a 'Need Assistance?' section with 'General Help' information: 'Email: helpdesk@ksde.org' and 'Phone: (785) 296-7935'. At the bottom, a green banner for 'New User Registration' contains the text 'If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.' and a green 'Register' button, which is circled in red.

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.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: Building:

**** Please select a building ****

- # 0106 - USD 101 - Public Off-Site Preschools
- # 0109 - USD 101 - Community-Based Preschool
- # 0110 - USD 101 - K Time Program W/O SPED
- # 0111 - Erie Elementary
- # 0112 - Galesburg Middle School
- # 0113 - Erie High School

Please enter a Username and password.

Username:*

Password:*

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.

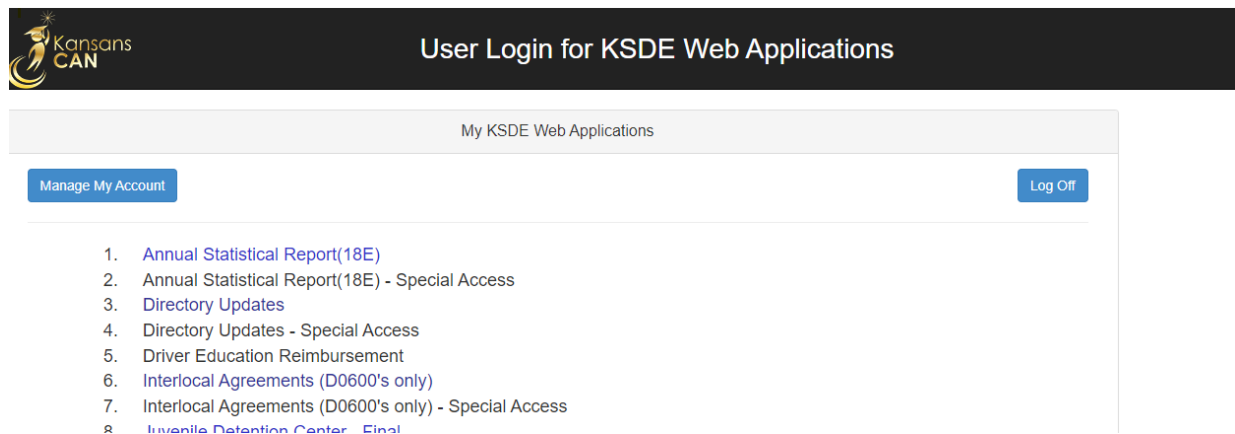
Interlocal Agreements (D0600's only)

- 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 2024](#). 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.

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.

	Fiscal Year	Status	Due Date	KSDE Use
Select	2020	IN PROGRESS	October 10, 2019	OPEN
Select	2019	IN PROGRESS	October 10, 2018	LOCKED
Select	2018	IN PROGRESS	October 10, 2017	LOCKED
Select	2017	IN PROGRESS	October 10, 2016	LOCKED
Select	2015	SUBMITTED	October 10, 2014	LOCKED
Select	2012	IN PROGRESS	October 12, 2011	LOCKED

[Create New Report for 2024](#)

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. Licensed Personnel
4. Non-Licensed Personnel
5. Direct Services
6. Submit Report

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.

[Next Screen](#)

Organization information is populated from KSDE directory information.

Org #	00605
Name	South Central KS Spec Ed Coop
Address	412 Sandy Lane
City	Pratt
State	KS
Zip	67124-4945
Superintendent	Mr. Bob Dispenbrock

Enter/Change the contact information and click the save button.

Contact Name	
Contact Position	
Contact Email	
Phone Number *****	

[Save](#)

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 licensed employees in non-administrative positions who are paid under the same salary schedule as teachers. Any full-time licensed 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.

Salaries Including Supplemental Contracts and Fringe Benefits - Classroom Teachers and Directors
(Do not duplicate salary and fringe benefits.)
(Do not complete total contracted column if your district has not completed negotiations. Please send revised copy when completed.)
NOTE: Salary data submitted in this report will be published.
ERRORS:
Line 7: Percent change of -3.5 must be a number with up to one decimal or enter a zero.

Previous Screen Next Screen

	Total Actual 2020-2021	Total Contracted 2021-2022	Change	Percent Change
1. Classroom Teachers' Total FTE	1,000.0	2,000.0	1,000.0	100.0 %
2. Classroom Teachers' Total Salaries (include employee-reduction fringe benefits)	0	0	0	0.0 %
3. Classroom Teachers' Supplemental Salaries (during the school year & extra summer school pay)	0	0	0	0.0 %
4. Classroom Teachers' Board-paid Fringe Benefits	0	0	0	0.0 %
5. Total Classroom Teachers' Salaries	0	0	0	0.0 %
6. Classroom Teachers' Average Salary Contract	0	0	0	0.0 %
7. Returning Classroom Teachers' Estimated Average Salary (include fringe benefits) Percent Increase from 2020-2021 to 2021-2022				-3.5 %
8. Directors' Total Salary (include supplemental salary and employee-reduction/board-paid fringe benefits)	0	0	0	0.0 %

Licensed Personnel

Report all 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 licensed employee will NOT be more than 1.0 FTE (full time equivalency).

- A. **Special Education:** enter the number of licensed personnel by position for this program.
- B. **Career & Technical Education:** enter the number of licensed personnel by position for this program. Includes a review of possible career options for students.
- C. **Bilingual Education:** enter the number of licensed personnel by position for this program.
- D. **Media/Library Services:** enter the number of licensed personnel 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 licensed personnel by position for this program. This includes staff that administer two-way interactive TV.
- F. **Alternate School Programs:** enter the number of licensed personnel 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 licensed personnel by position for this program. This includes staff that provide students instruction through a computer-based curriculum.
- H. **Other:** enter the number of licensed personnel by position for any other programs. This may include, but not limited to, Curriculum Development and Professional Development Training.
 - Please make sure to enter the program names in the "Other" field below the table.

Certified/Licensed Personnel
(Certified/Licensed for Position Held)

Previous Screen Next Screen

Personnel(Include All Personnel)	A	B	C	D	E	F	G	H	Total
Line	Special Education	Career & Technical Education	Bilingual Education	Media / Library Services	Distance Learning Programs	Alternate School Programs	Computer Assisted Instruction	Other	
Director	1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Assistant Director	2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Teacher	3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Therapist	4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nurse	5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Psychological Staff	6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Speech Pathologist	7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Consultants	8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Social Workers	9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other	10	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other (listed on line 10 above):									

Non-Licensed Personnel

Report all non-licensed 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 workdays times 8 hours).

May enter the following on the line for "Other":

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

Number of Noncertified Personnel

Previous Screen Next Screen

Position	FTE
1. Business Manager	10.6
2. Secretary-Clerical Staff	10.6
3. Custodians	11.6
4. Transportation Staff	5.4
5. Special Education Aides	4.5
6. Other Teacher Aides	6.5
7. Other	0
Specify Personnel Type (line 7)*:	
Total	49.2

Direct Services

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

Number of Students Receiving Direct Services (Headcount)

Previous Screen Next Screen

Program	Headcount (enter whole numbers)
1. Special Education	0
2. Vocational Education	0
3. Career Education	0
4. Bilingual Education	0
5. Media/Library Services	0
6. Distance Learning Programs	0
7. Alternative School Programs	0
8. Computer Assisted Instruction	0
9. Other	0
Specify Service Type (line 9):	
Total	0

Save

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, then 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 did not 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.

Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	Stop-must be corrected Warning-can submit without correction STATUS
Report contact person must be filled in.	Stop
Report contact telephone number must be filled in.	Stop
Report contact email address must be filled in.	Stop
Report contact position must be filled in.	Stop
Direct Services screen shows all zeroes.	Warning
Noncertified Staff screen shows all zeroes.	Warning
Certified Staff screen shows all zeroes.	Warning
Salaries screen shows all zeroes.	Warning

This report is not complete as stated above. Please complete all the necessary data for this report. You can click on an error message to go to that screen.

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.

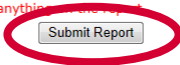
Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	Stop-must be corrected Warning-can submit without correction STATUS
All forms complete.	

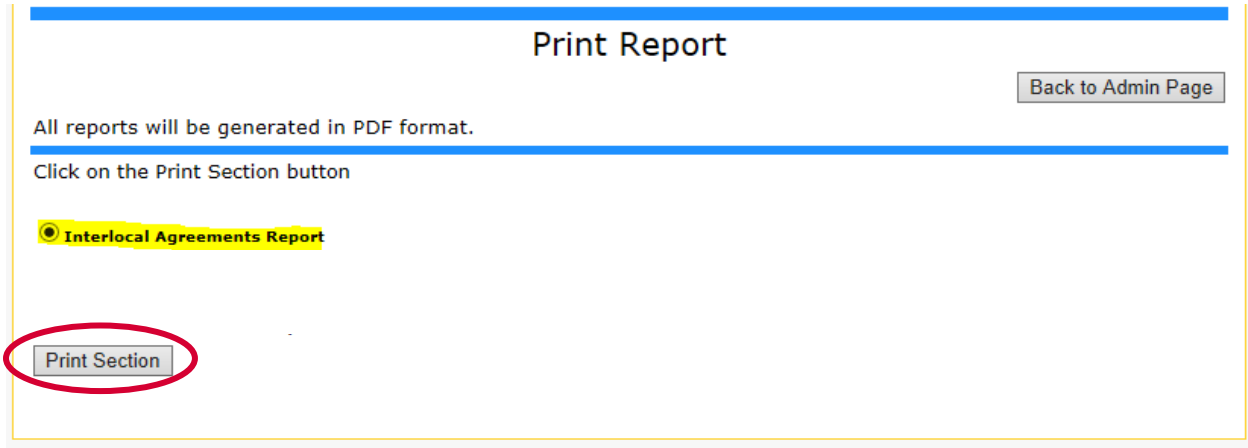
You may submit this report now. Once submitted, you cannot go back and edit anything on the report.



NOTE: If you discover an error in data after submitting the report, please contact School Finance at (785) 296-4209 to un-submit 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:

Marcia Ricklefs (785) 296-4209 mricklefs@ksde.org

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

Username & Passwords

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

For more information, contact:

Marcia Ricklefs
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(785) 296-4209
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