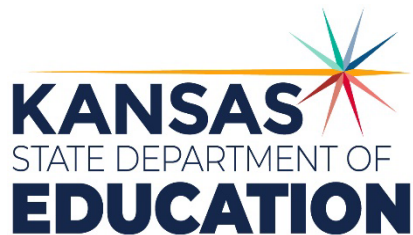


# Local Option Budget Percentage Form

Users' Guide

LEA Forms Web Application

**Submit:**  
**Wednesday, March 20, 2024**



*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

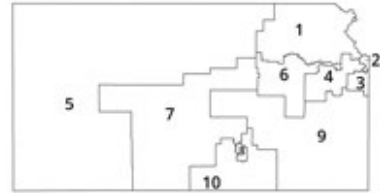
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

**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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[www.ksde.org/board](http://www.ksde.org/board)



<p>DISTRICT 1</p>  <p>Danny Zeck <a href="mailto:dzeck@ksde.org">dzeck@ksde.org</a></p>	<p>DISTRICT 2</p>  <p>Melanie Haas Chair <a href="mailto:mhaas@ksde.org">mhaas@ksde.org</a></p>	<p>DISTRICT 3</p>  <p>Michelle Dombrosky <a href="mailto:mdombrosky@ksde.org">mdombrosky@ksde.org</a></p>	<p>DISTRICT 4</p>  <p>Ann E. Mah Legislative Liaison <a href="mailto:amah@ksde.org">amah@ksde.org</a></p>	<p>DISTRICT 5</p>  <p>Cathy Hopkins <a href="mailto:chapkins@ksde.org">chapkins@ksde.org</a></p>
<p>DISTRICT 6</p>  <p>Dr. Deena Horst Legislative Liaison <a href="mailto:dhorst@ksde.org">dhorst@ksde.org</a></p>	<p>DISTRICT 7</p>  <p>Dennis Hershberger <a href="mailto:dhershberger@ksde.org">dhershberger@ksde.org</a></p>	<p>DISTRICT 8</p>  <p>Betty Arnold <a href="mailto:barnold@ksde.org">barnold@ksde.org</a></p>	<p>DISTRICT 9</p>  <p>Jim Porter Vice Chair <a href="mailto:jporter@ksde.org">jporter@ksde.org</a></p>	<p>DISTRICT 10</p>  <p>Jim McNiece <a href="mailto:jmcniece@ksde.org">jmcniece@ksde.org</a></p>



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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
<a href="#">Directory Updates User's Guide</a>	<a href="#">School Finance</a> → <a href="#">Guidelines &amp; Manuals</a>	To update information that populates from the Directory Updates application.
LOB Resolution Procedures	<a href="#">School Finance</a> → <a href="#">Budget Packet</a> <i>(within the <b>Resolutions - Capital Outlay and Local Option Budget (LOB)</b> heading; 4th section)</i>	<a href="#">PDF version</a> <a href="#">Word version</a>

# Local Option Budget Percentage Form

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# Local Option Budget Percentage Form

## Introduction

Dr. Frank Harwood

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Starting in the 2019-2020 school year, [K.S.A. 72-5143](#) requires the school board of any USD that desires to increase its local option budget authority for the immediate succeeding school year to submit written notice of such intent to the Kansas State Board of Education by April 1 of the current school year. Such notice shall include the Local Option Budget authority, expressed as a percentage, of the USD's Total Foundation Aid. The local board of education may not adopt a Local Option Budget in excess of the authority stated in the notice submitted pursuant to this subsection.

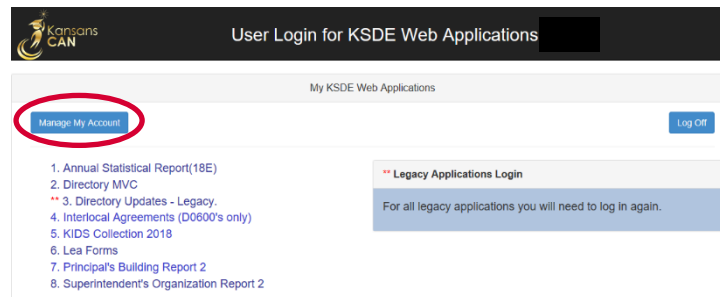
The Local Option Budget Percentage form will be considered your written notice of such intent for the upcoming school year. All USDs are required to submit the Local Option Budget Percentage form.

# Access

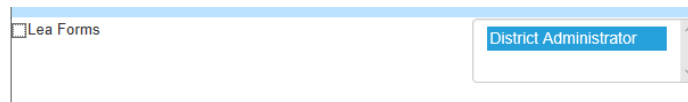
## Current Users

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 the number 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”.

**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):\*

6. Click **Submit**. Once this happens, our IT department will email the contact denoted as “Superintendent” in the Directory Updates 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 yet 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](#).
2. Click **Register**.

The screenshot shows a web interface with three main sections. The top section is titled "Common Authentication Login" and contains two input fields labeled "Username:" and "Password:", a blue "Login" button, and a link for "Forgot Your Password?". The middle section is titled "Need Assistance?" and includes a "General Help" box with contact information: "Email: helpdesk@ksde.org" and "Phone: (785) 296-7935". The bottom section is titled "New User Registration" and features a green "Register" button, which is circled in red. Above the button, there is a line of text: "If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to 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.

---

### 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 “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.

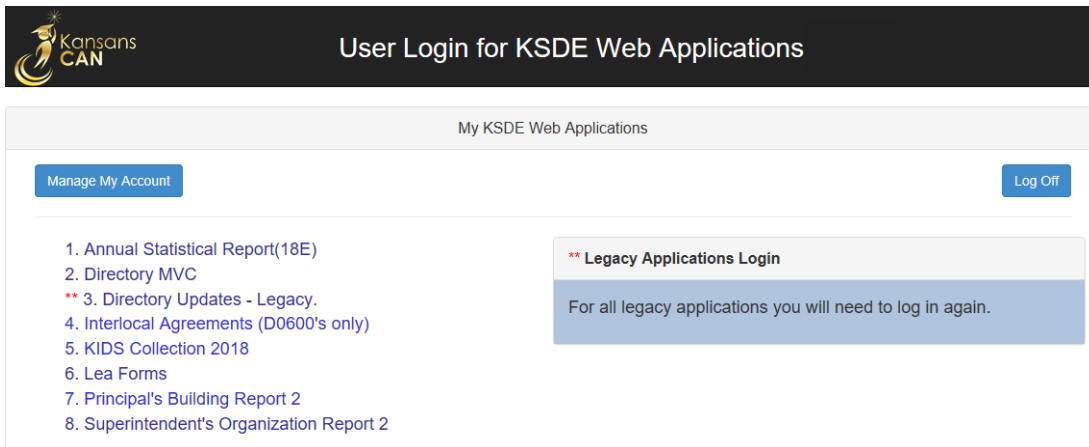
4. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.
5. You will then go to the [KSDE Web Applications](#) site and sign in with 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.

---

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 **LEA Forms**.



**Kansans CAN** User Login for KSDE Web Applications

My KSDE Web Applications

Manage My Account Log Off

1. Annual Statistical Report(18E)
2. Directory MVC
- \*\* 3. Directory Updates - Legacy.**
4. Interlocal Agreements (D0600's only)
5. KIDS Collection 2018
- 6. Lea Forms**
7. Principal's Building Report 2
8. Superintendent's Organization Report 2

**\*\* Legacy Applications Login**  
For all legacy applications you will need to log in again.

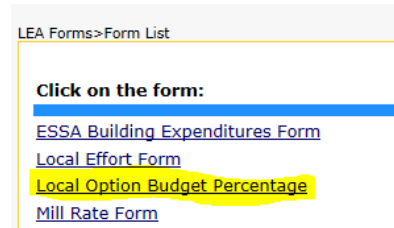
---

**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](mailto:helpdesk@ksde.org)) at (785) 296-7935.

---

# Navigating

Once in LEA Forms application click **Local Option Budget Percentage** from the list of forms.



This will take you to the main page of the Local Option Budget Percentage form. From here, you can create your 2024 report by clicking **Create New Report for 2024** or you can view the prior years' reports by clicking **Select** next to the year you would like to view.

**You may create your 2024 report by clicking on (Create New Report for 2024) below.**

You may edit your current report or view prior reports by clicking **Select** next to the fiscal year.

**Create New Report for 2024**

<a href="#">Select</a>	2022	SUBMITTED	3/22/20	LOCKED
<a href="#">Select</a>	2021	SUBMITTED	3/20/2021	LOCKED
<a href="#">Select</a>	2020	SUBMITTED	3/22/2020	LOCKED

If you have created the report for the current year, but have not yet submitted, the current year will be populated in the table with the status of 'In Progress'. Click **Select** next to the current year to continue working on the form.

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
<a href="#">Select</a>	2024	IN PROGRESS	3/22/2024	OPEN
<a href="#">Select</a>	2022	SUBMITTED	3/22/2022	LOCKED
<a href="#">Select</a>	2021	SUBMITTED	3/20/2021	LOCKED
<a href="#">Select</a>	2020	SUBMITTED	3/22/2020	LOCKED

If your report has been submitted successfully, 'Submitted' will show in the status column.

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
<a href="#">Select</a>	2024	SUBMITTED	3/22/2024	OPEN
<a href="#">Select</a>	2022	SUBMITTED	3/22/2022	LOCKED
<a href="#">Select</a>	2021	SUBMITTED	3/20/2021	LOCKED
<a href="#">Select</a>	2020	SUBMITTED	3/22/2020	LOCKED

Tip: Use the navigation menu on the left:  
[KSDE Applications](#) takes you directly to your KSDE web applications list  
[Logoff](#): Logs out of all KSDE web applications

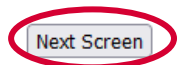
# Administrative Data

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

**Note:** 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 Updates application.

Users are required to enter contact information of the person submitting this report, including name, position, email, and phone number. Once entered, click **Save**, then click **Next Screen**.

## Administrative Data

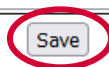


USD information is populated from the Directory Updates application.

USD #	D0101
Name	Erie-Galesburg
Address	205 S Emporia Dr
City	Erie3
State	KS
Zip	66733-1234
Superintendent	Mr. Michael Jordan

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

Contact Name	<input type="text"/>
Contact Position	<input type="text"/>
Contact Email	<input type="text"/>
Phone Number ###-###-####	<input type="text"/>



**Tip:** You should not use the "Refresh," "Back," or "Forward" browser buttons with the Local Option Budget Percentage form. Instead, 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.

## LOB Percentage

Please enter the maximum LOB percent being considered for the 2024-2025 school year. The minimum percent is 15.00% and the maximum is 33.00%. Once entered, click **Save** then click **Next Screen**.

Local Option Budget Percentage

Previous Screen Next Screen

[KSA 72-5143](#) requires the board of any USD that may desire to increase the Local Option Budget (LOB) percent for the 2024-2025 school year to submit written notice to the state board (this form is considered the written notice) by April 1, 2024.

**Notes:**

- Local school boards may adopt a LOB percent at the statewide average without publishing a resolution subject to protest petition. The statewide average is determined in June 2024 for the 2024-2025 school year.
- The local school board is **NOT OBLIGATED to adopt the LOB percent submitted on this form**. The form only sets the ceiling for next year's LOB percent.
- The **final LOB percent will be adopted with the Budget next Fall** and may be lower, but **cannot be higher, than the percent submitted on this form**.

Please answer and submit the following question by March 20, 2024

What is the estimated maximum LOB percentage your board may want to adopt for the 2024-2025 school year?  %

Save

## Guidance

The USD's school board may adopt a LOB percent for 2024-2025 up to the 2023-2024 statewide average, and that also does not exceed the percent submitted on this LOB Percent form in March 2024, without publishing a resolution subject to protest petition. The statewide average for 2023-2024 is determined in June 2024.

The USD's school board is NOT obligated to adopt a final 2024-2025 LOB percent (in Fall 2024) using the percent submitted on this LOB Percent Form in March 2024. The percent submitted in March 2024 only sets the ceiling for the 2024-2025 LOB percent.

The USD's school board may always adopt a final 2024-2025 LOB percent (in Fall 2024) that is lower, but not higher, than the percent submitted on this LOB Percent Form in March 2024.

---

**Tip:** If USDs school board is **considering** an increase to the LOB percent, they should submit the maximum percent being considered on this LOB Percent Form submitted in March 2024.

---

If the USD's school board desires to adopt a LOB percent above the statewide average, the board may adopt, by resolution, an amount not to exceed the state prescribed percentage of 33%. For USDs wishing to increase the LOB authority above the statewide average, the LOB Resolution Procedures can be found in both, [PDF](#) and [Word](#) files, under the **Resolutions** heading (4<sup>th</sup> section) within the [Budget Packet](#).

# Submit Report

All fields on the Local Option Budget Percentage form must be entered 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 click **Previous Screen** to go back to the LOB Percentage screen or **Next Screen** to go to the Print Report screen.

LEA Forms>LOBPct>SubmitReport  
 USD # D0101 Erie-Galesburg      Status: **IN PROGRESS**

**Results of Completeness Check**

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

<b>ERROR LIST</b>	Stop-must be corrected Warning-can submit without correction <b>STATUS</b>
<a href="#">Report contact person must be filled in.</a>	Stop
<a href="#">Report contact email address must be filled in.</a>	Stop
<a href="#">Report contact telephone number must be filled in.</a>	Stop
<a href="#">Report contact position must be filled in.</a>	Stop
<a href="#">LOB percent authorized cannot be less than 15.00%.</a>	Stop

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.

When the report is accurate, and all errors have been rectified, click **Submit Report**. You MUST submit the report for it to be submitted to KSDE.

LEA Forms>LOBPct>SubmitReport  
 USD # D0233      Status: **IN PROGRESS**

**Results of Completeness Check**

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

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

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

**Submit Report**

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Note:      If an error is discovered after submitting the report to KSDE, you must contact School Finance at (785) 296-4209.

---

# Print Report

The Print Report menu allows users to print the Local Option Budget Percentage form. Check the box next to "Excel Report" to generate the report as an Excel file, otherwise, it will generate a PDF file, then click **Print Section** button. You should then get the prompt to Open or Save the file.

LEA Forms>LOBPct>Print Report

USD # D0101 Erie-Galesburg      Status: **SUBMITTED**

---

**Print Report**

[Back to Admin Page](#)

All reports will be generated in PDF format. To export to Excel, check the Excel Export box before clicking on a print button.

---

**Excel Export**

---

Select ONE section you want to print and click on the Print Section button

**LOB Percentage**

[Print Section](#)

## Change School Year

This will take you back to the [main page of the Local Option Budget Percentage form](#) where you can confirm submission of the current year report and view and print current or prior years' reports.

## Other State Forms

This will take you back to the [main page of the LEA Forms application](#) where you can go to edit, view, or print other forms your organization submits to KSDE.



# Contacts

## Local Option Budget Percentage Form

Marcia Ricklefs	(785) 296-4209	<a href="mailto:mricklefs@ksde.org">mricklefs@ksde.org</a>
Rose Ireland	(785) 296-4973	<a href="mailto:rireland@ksde.org">rireland@ksde.org</a>
Sara McCullah	(785) 296-4972	<a href="mailto:smccullah@ksde.org">smccullah@ksde.org</a>
Dale Brungardt	(785) 296-3872	<a href="mailto:dbrungardt@ksde.org">dbrungardt@ksde.org</a>

## Username & Passwords

KSDE Help Desk	(785) 296-7935	<a href="mailto:HelpDesk@ksde.org">HelpDesk@ksde.org</a>
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For more information, contact:

Marcia Ricklefs  
Public Service Administrator  
School Finance  
(785) 296-4209  
[mricklefs@ksde.org](mailto:mricklefs@ksde.org)



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