Mill Rate Form

User's Guide

LEA Forms Web Application

Submit by:
December 15, 2026

KANSAS STATE DEPARTMENT OF EDUCATION

Kansas leads the world in the success of each student.

Kansas State Board of Education

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Vision

Kansas leads the world in the success of each student.

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.

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Kansas divided into the ten State Board of Education districts.

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May 27, 2026

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Mill Rate Form

Introduction

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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 year through the LEA Forms Web Application.

Glossary

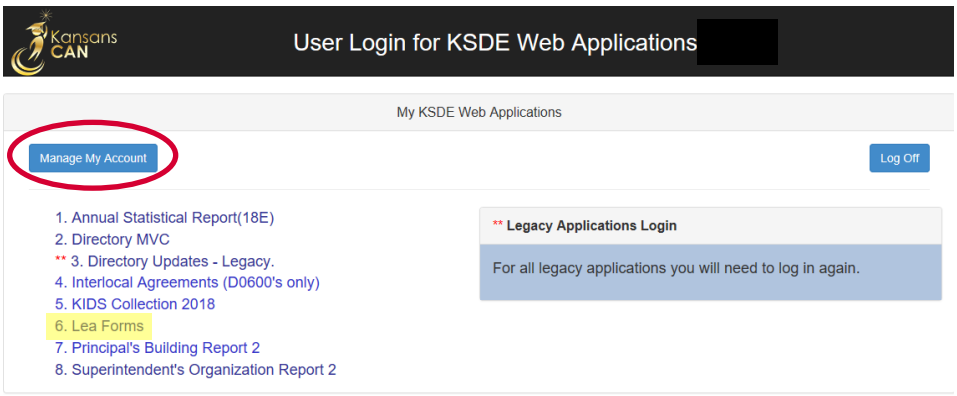
Term	Meaning
Mill Rate	This is a mathematical procedure to determine property taxes for each levy fund. One mill is one dollar of property tax levied against $1,000 of assessed valuation.
Assessed Valuation	Assessed valuation is computed by taking the market value of the property and multiplying it by the appropriate assessment factor for that classification of property. *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.*
Levy Fund	School districts are authorized to levy property taxes for selected funds: • General (06) • Supplemental General (08) • Adult Education (10) • Capital Outlay (16) • Cost of Living (33) • Special Liability (42) • School Retirement (44) • Extraordinary Growth (45) • Bond & Interest (62 & 63) • No-Fund Warrant (66) • Special Assessment (67) • Temporary Note (68) • Historical Museum (80) • Public Library Board (82) • Public Library Board Employee Benefits (83) • Recreation Commission (84) • Recreation Commission Employee Benefits & Special Liability (86)

Accessing LEA Forms

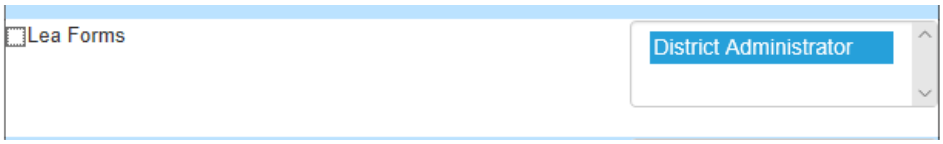
Current Users

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
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 shown below). If you do not, click Manage My Account.



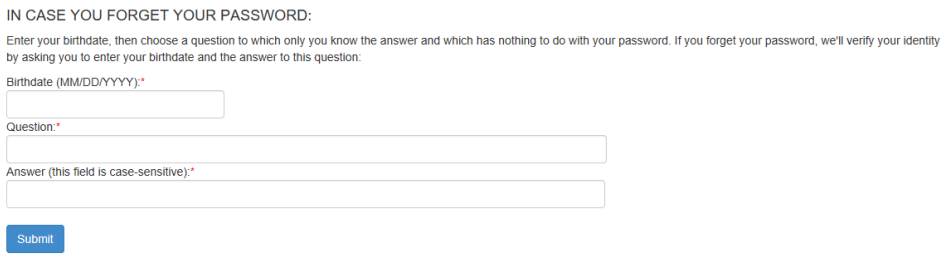
4. If your account has district level access, LEA Forms will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to LEA Forms and then select District Administrator.



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 are registered for on your current building level account as well as the user level. Then, when you register for your district level account, you can request access to all the web applications you had access to 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.



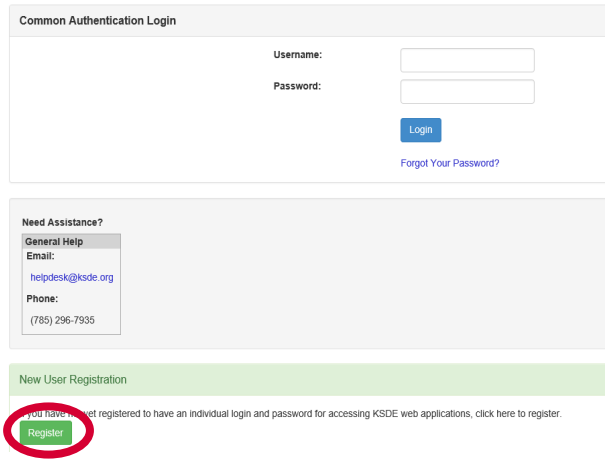
6. Click Submit. Once this happens, the IT Helpdesk will email the contact denoted as "Superintendent" on the Directory Updates web application for approval.
7. Once the Superintendent approves the request, IT will add the requested application to your account. When complete, an email will be sent stating that access has been granted.
8. Go to the KSDE Web Applications site and sign in. All web applications registered for will be listed; only applications you have been given access to will be accessible.

Note: If an application is grey and not linked, that means that the Superintendent has not approved you for that specific application.

New Users

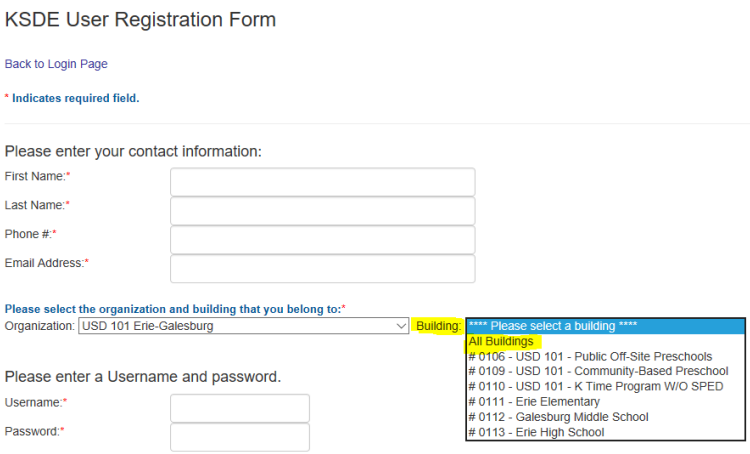
Individuals who do not have access to KSDE web applications will need to register for access.

1. Go to the KSDE Web Applications.
2. Click Register.



3. Enter 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.

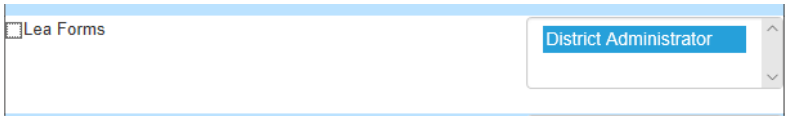


Tip: Do not use spaces when entering in your username.

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 the user level.



d. Please register for any other applications by going through and checking and 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.

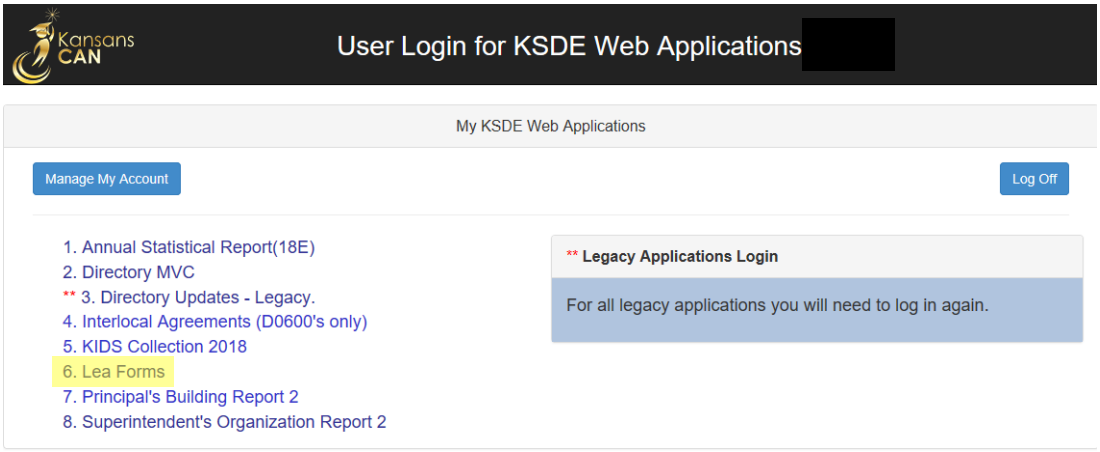
4. Once the Superintendent approves the request, the IT Helpdesk will add the requested application to your account. When complete, an email will be sent stating that access has been granted.

5. Go to the KSDE Web Applications site and sign in with the new username. All web applications registered for will be listed; only applications you have been given access to will be accessible.

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.

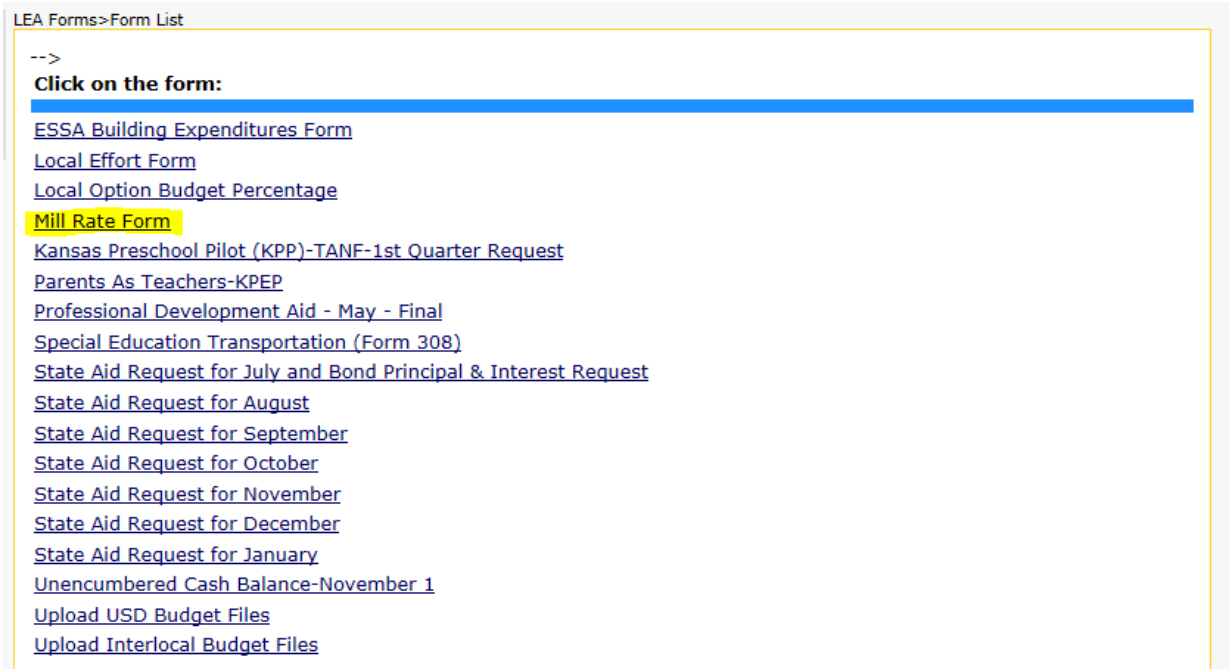
Once you have access to the LEA Forms web application, you should see it in your My KSDE Web Applications list after logging into the KSDE Web Applications site (may be a different number than shown below). Click LEA Forms.



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.gov) at (785) 296-7935.

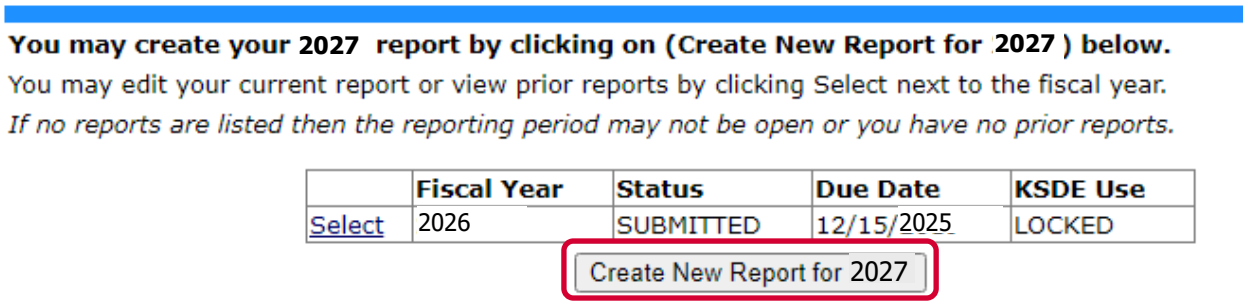
Navigating

Once logged into LEA Forms, click Mill Rate Form.

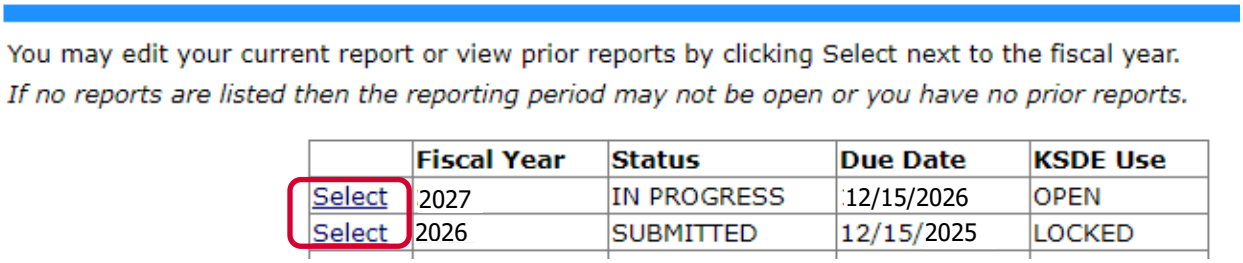


Change School Year

This is the first screen that will appear after entering the report. Click Create New Report for 2027.



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 2027 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.

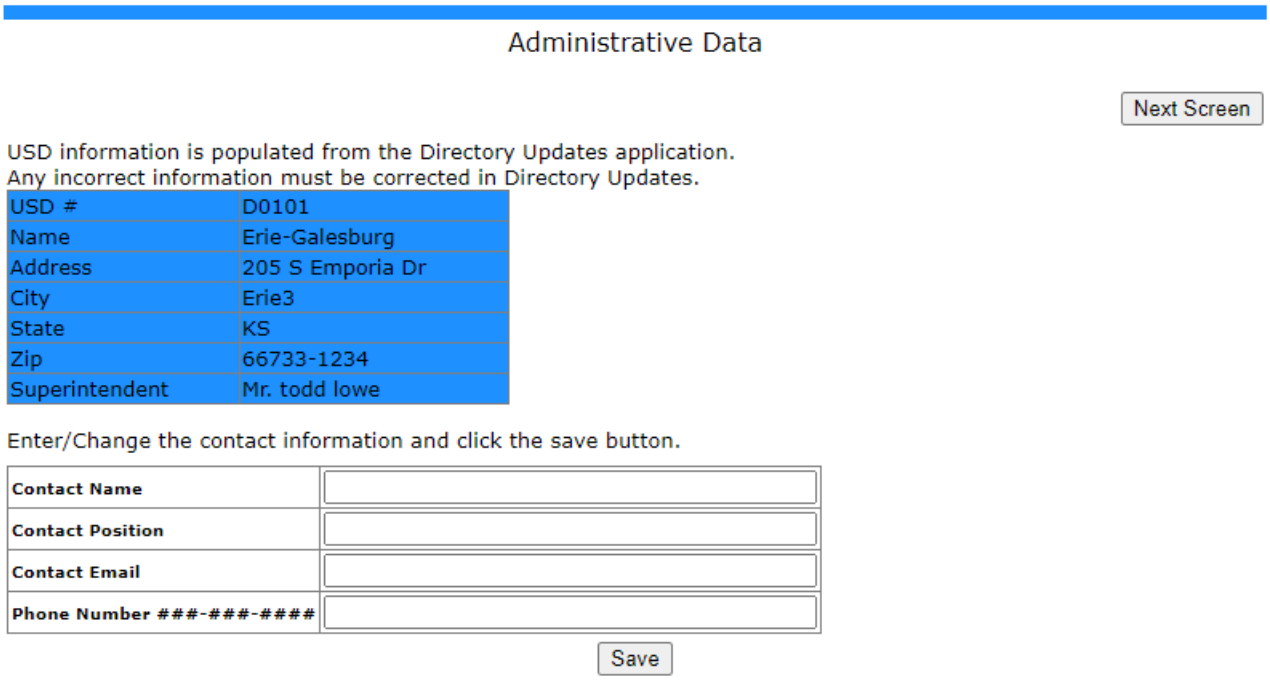
The "Logoff" link allows the user to exit the application at any time.

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 it 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

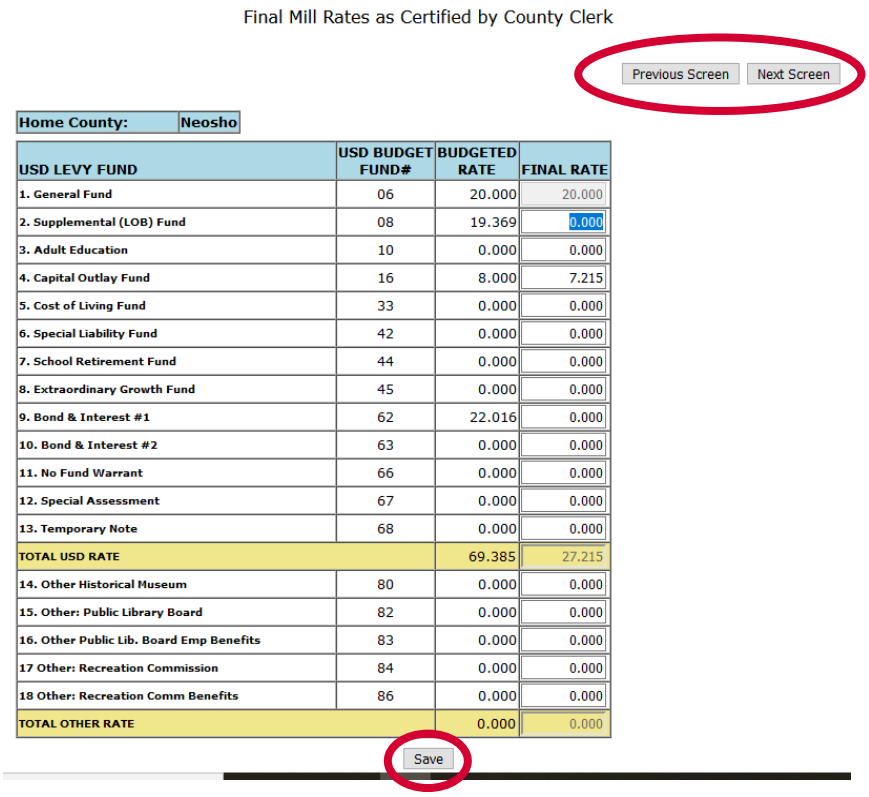
This screen lists all levy funds, in addition to the fund number and Budgeted Rates as certified on the current year's USD Budget (code 99). Enter the "Final Rate" for each applicable fund as certified by the County Clerk of your *home* county.

Note: Your district's 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 is 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.

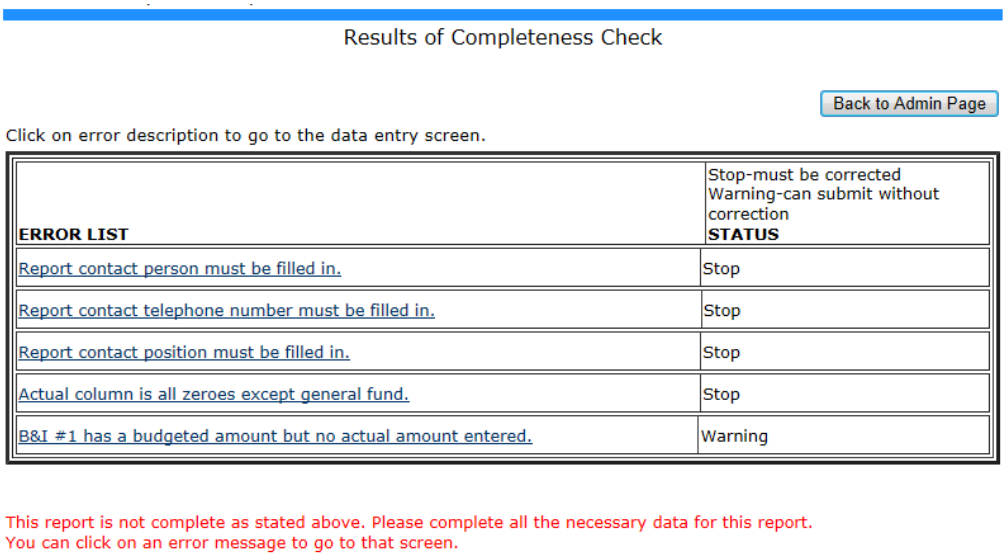


Capital Outlay

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.



Results of Completeness Check

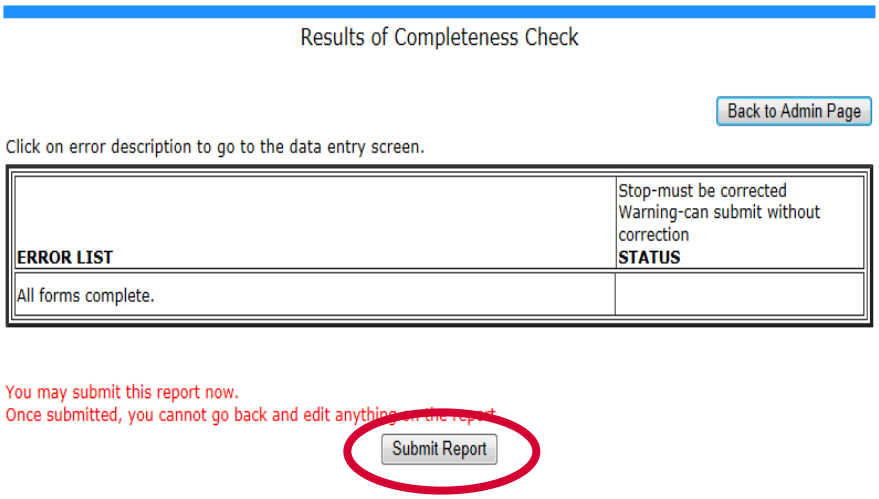
Back to Admin Page

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 position must be filled in.	Stop
Actual column is all zeroes except general fund.	Stop
B&I #1 has a budgeted amount but no actual amount entered.	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.

When the report is accurate, and all "Stop" errors are rectified, click Submit 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
All forms complete.	

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

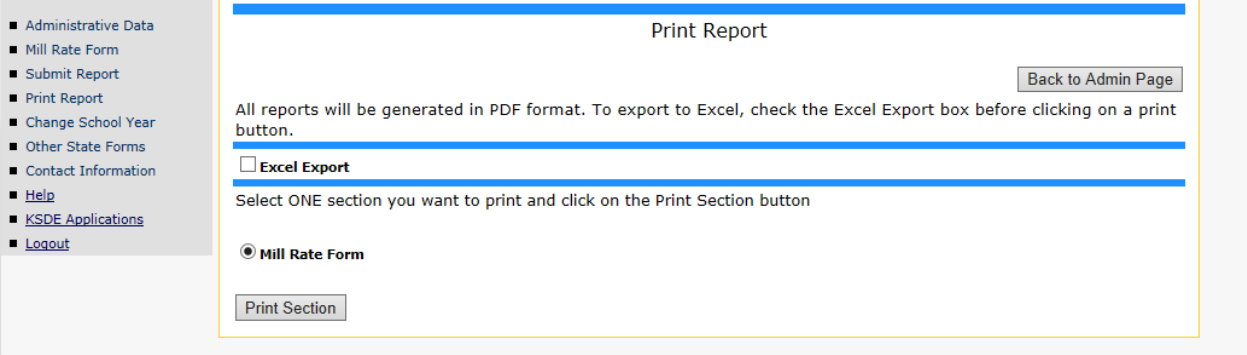
Submit Report

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

Marcia Ricklefs	(785) 296-4209	marcia.ricklefs@ksde.gov
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Dale Brungardt	(785) 296-3872	dale.brungardt@ksde.gov

Username & Passwords

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

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