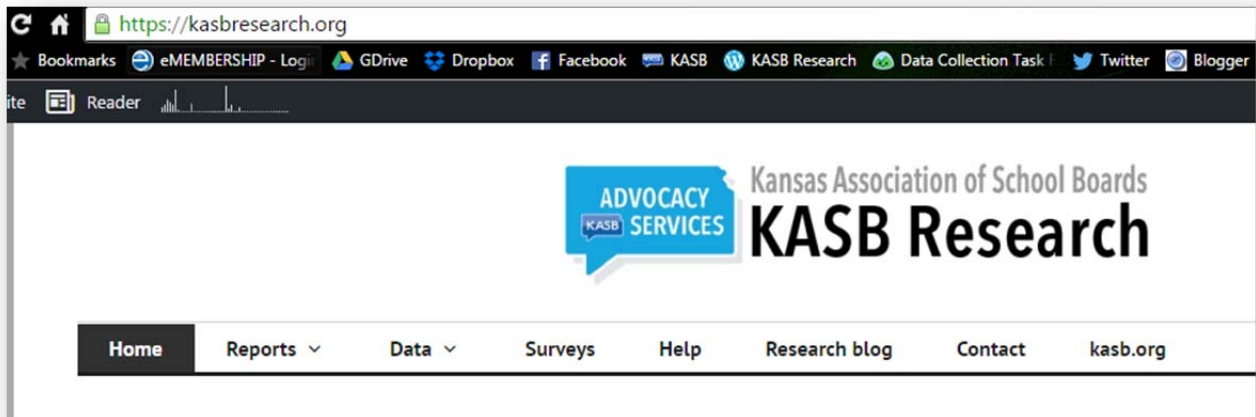


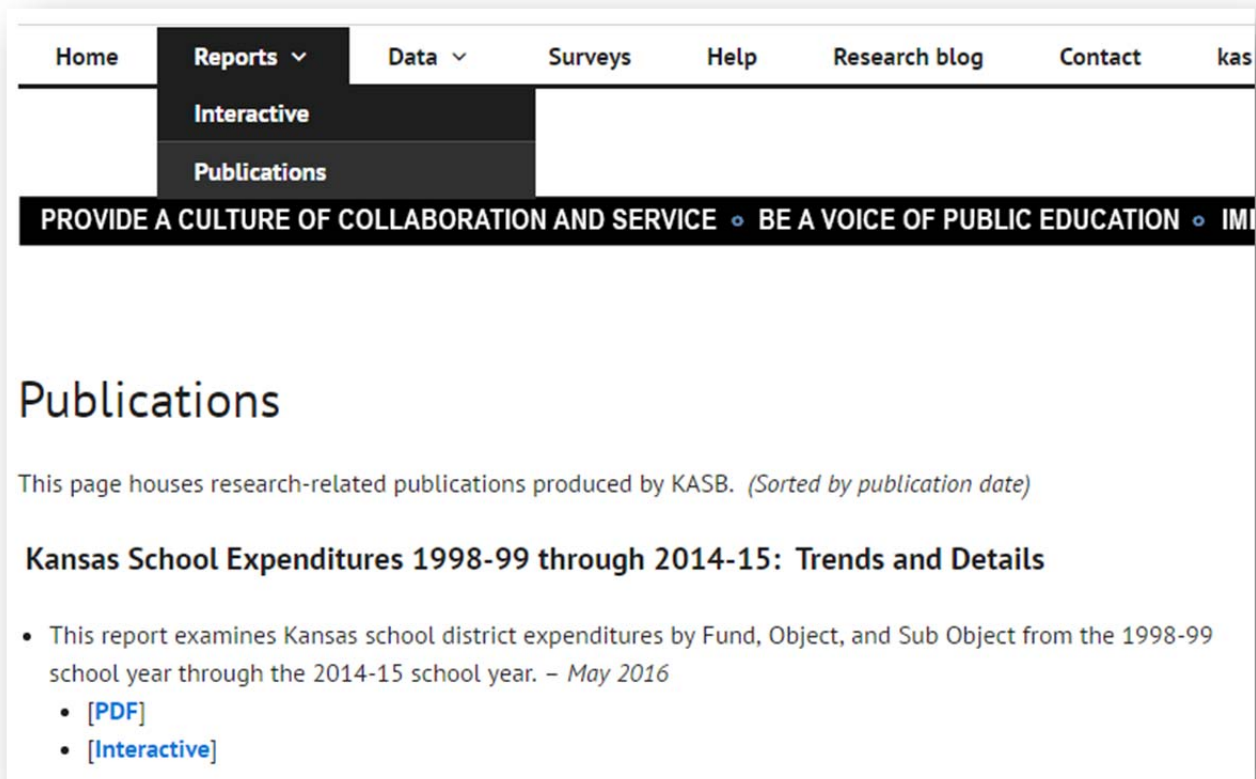
Using Expenditure Data to Tell Your District's Story

This document explains how to use the tools KASB has created to show your district's expenditure data from 1999 through 2015.

1. Go to kasbresearch.org



2. Click on "Reports" and then "Publications"
3. Look for "Kansas School Expenditures 1998-99 through 2014-15: Trends and Details"



- Click on the “[PDF]” link to go to the summary report, which includes the definitions for the fund, object, and sub object labels used in the interactive report.

The image shows the cover of a research report. At the top, it says "SERVING EDUCATIONAL LEADERS, INSPIRING STUDENT SUCCESS" and "May 2016". The main title is "RESEARCH REPORTS" with a sub-header "ADVOCACY SERVICES" in a blue box. Below that, it says "PUBLISHED BY THE KANSAS ASSOCIATION OF SCHOOL BOARDS • 1420 SW ARROWHEAD RD, TOPEKA, KS 66604-4024 • 800.432.2471 • WWW.KASB.ORG". The main title of the report is "Kansas School Expenditures 1998-99 through 2014-15: Trends and Details". There are three sections: "Introduction", "Summary", and a partially visible "Interactive" section. The background features a magnifying glass over a calculator and a bar chart.

- Click on the “[Interactive]” link to go to the tableau workbook.

The image is a screenshot of a Tableau Public dashboard. The URL is https://public.tableau.com/profile/retrac.ted#!/vizhome/District_Expenditures/Overview. The dashboard has a navigation bar with "GALLERY", "AUTHORS", "BLOG", and "RESOURCES". Below that, there are tabs for "Overview", "Filters", "By District", "By District Chart", "By District Chart PP", "By Object", "By Object Chart", "By Object PP Chart", and "By Object PP KS". The main content area features the KASB logo and the title "School District Expenditures by Fund, Object, and Sub Object 1998-99 to 2014-15". Below the title, there is a paragraph of text: "Data taken from KSDE's Comparative Performance & Fiscal System (<http://cpfs.ksde.org/>) and includes all school district expenditures reported by Fund, Object, and Sub-Object* from the 1998-99 school year through the 2014-15 school year. The per pupil amounts were calculated using the unaudited student FTEs also from KSDE's CPFS online." Another paragraph says: "Use the filters on the 'Filters' tab to select the information you wish to view, then click on the other tabs at the top to go to the tables and charts with this data. Note that this workbook contains a large amount of data, so it is recommended you filter to only the district(s) and year(s) you are interested in before exploring all the tabs." At the bottom, there is a footnote: "*Does not include transfers between funds (Object = 5200) or expenditures from Special Reserves (Fund = 47), because inclusion of these would result in duplicate expenses."

6. Click on the “Filters” tab.

USD	USD Name	School Year									
		2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
101	Erie-Galesbur...	100	105	103	96	98	102	101	112	112	104
102	Cimarron-Ens...	116	120	119	128	126	114	124	119	126	110
103	Cheylin USD ..	94	91	95	101	95	96	82	83	73	73
104	White Rock U..										
105	Rawlins Coun..	97	106	105	111	104	93	88	91	92	82
106	Western Plain..	79	71	79	68	68	78	73	81	84	88
107	Rock Hills US..	93	93	92	93	97	86	79	78	84	99

7. The data can be filtered by School Year, Fund, Object, Sub Object, District, Region, Class, Uniserv, or High School League. To sort by district, click on the “USD” or “USD Name” dropdown list.

- (All)
- Abilene USD 435
- Altoona-Midway USD 387
- Andover USD 385
- Anthony-Harper-Chaparral USD 361
- Argonia USD 359
- Arkansas City USD 470
- Ashland USD 220
- Atchison County USD 377
- Atchison USD 409
- Attica USD 511
- Atwood USD 318
- Auburn Washburn USD 437
- Augusta USD 402
- Axtell USD 488
- B & B USD 451
- Baldwin City USD 348
- Barber County North USD 254
- Barnes USD 223
- Basehor-Linwood USD 458
- Baxter Springs USD 508
- Bazine USD 304

8. Uncheck the “(All)” checkbox then scroll to find your district and check the box beside it. You can also use the text entry box to type in your district’s name or number to find it on the list.

9. Verify on the “Number of Records” table that you have selected the correct district.

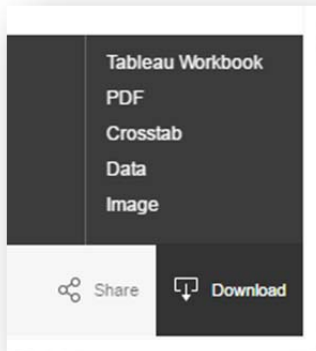
USD	USD Name	2010	2009
451	B & B USD 4..	99	96
Grand Total		99	96

10. Clicking on any of the subsequent tabs will now show you data only for the district you have selected.

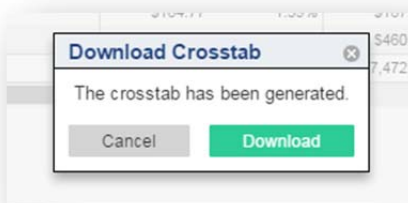
11. To download any of the tables, go to the tab that contains the table you want, then click on the “Download” option on the lower right corner of the workbook. You may have to scroll down to find it.



12. From the “Download” menu, select “Crosstab”



13. Click on the “Download” button in the dialogue window that comes up.



14. To download any of the graphs or charts, go to the tab that contains the image you want, then click on the “Download” option and select “PDF” or “Image.”
15. If you select “Image,” click on the “Download” button in the dialogue window that comes up.
16. If you select “PDF,” choose your settings and then click on the “Download” button in the dialogue window that comes up.

