Instructions for Submitting the Foundation School Program (FSP) System Charter Schools Six-Week Report

(Attendance, Special Ed, Career & Tech, and Gifted & Talented)

Before Accessing the FSP System – Ensure that the following have been satisfied before entering six-week report data.

1. Schools with only one calendar track may save and send the report as soon as the six-week period has ended. If your charter school operates multiple calendar tracks: Please do not send any FSP six-week reports until all tracks have completed the six-week reporting period. Except for the first six-week reporting period, FSP six-week reports can be saved as the tracks complete the reporting period, but your charter school must always wait to send the reports until all tracks have completed the six-week reporting period. For the first reporting period only, please do not have any reports in Saved status, because the system will not pick up the estimate data. For reporting periods 2–6, reports can be saved until all tracks complete the reporting period, at which point all reports should be sent at the same time.

2. Please make sure that the beginning and ending dates and the number of days taught on the charter school's student attendance accounting system (SAAS) calendar agree with the calendar information on the FSP System. If the dates or number of days taught do not agree, make the necessary corrections. If changes need to be made to the calendar on the FSP System, please note that a couple of days (until the calendar is in Submitted status) will be needed before you will be able to enter six-week report data.

3. If the SAAS and the FSP calendar reconcile, please run the Student Detail Reports and Campus Summary/Principal's Reports for the reporting period from your charter school's SAAS for all Public Education Information Management System (PEIMS) campuses on the track.

4. Please make sure that the Student Detail Report totals reconcile with the Campus Summary/Principal's Report for each campus, and give the reports to the campus administrator(s) for review and signature. If the reports do not reconcile, please contact your SAAS consultant.

5. Once all Student Detail Reports and Campus Summary/Principal's Reports have been signed by the campus administrators, generate the District Summary/Superintendent's Report for the track and the reporting period.

6. Please make sure that the District Summary/Superintendent's Report reconciles with the total of all the Campus Summary/Principal's Reports. If the reports reconcile, give the District Summary/Superintendent's Report to the superintendent for signature. If the reports do not reconcile, contact your SAAS consultant.

7. Once the District Summary/Superintendent Report has been signed by the superintendent, use the report to enter the data into the FSP System. Never enter data into the FSP System from a six-week District Summary/Superintendent's Report that has not been signed by the superintendent.

Accessing the FSP System

1. Access the Texas Education Agency (TEA) website at http://www.tea.state.tx.us/.

2. Within the vertical menu bar in the upper left part of the TEA home page, click on **Funding**. Scroll down within the vertical menu bar, and click **School Finance** and then **Foundation School Program**. On the **Foundation School Program (FSP)** page, click **Log On to the FSP System**.

3. On the Texas Education Agency Secure Environment (TEASE) logon page, log on with your user name and password. Then, on the **Application List** page, select FSP - Foundation School Program Application.

4. On the **FSP System Home** page, select **Charter Schools** from the **Programs** drop-down menu on the left side of the FSP System menu bar.

5. On the **Charter Schools Welcome** page, verify that the school year selected is **2010–2011**.

6. From the left program menu, select **Six Week Reports**.

7. Note the two tables on the **Charter Schools Six Week Reports** page. The upper table is used to create a new six-week report, and the lower table lists existing six-week reports. If you are working on a previously created report, click on the track number in the **Existing Six Week Reports** table, and go to step 12.

8. Review the charter school's District Summary/Superintendent's Report to determine the correct track number and six-week period. Select the corresponding track number and six-week period from the drop-down boxes. Please note that only submitted calendars will be available from the **Track Num** drop-down list. If NA appears in the **Track Num** and **Six Week Period** drop-down boxes, then you must select **Calendar Track(s)** from the left program menu and send the calendar via the FSP System. You will not be able to proceed with entering the six-week report until the calendar has been reviewed and submitted by the TEA Administrator. Calendars are reviewed the morning of each business day, and you will need to check the calendar status with the TEA Administrator on the next business day.

9. Click on **Create Six Week Report**.

10. On the page that appears, note the table listing the following reports: Membership, Attendance, Career and Tech, Special Education, and Gifted and Talented. Please note that the Membership report is required only if your charter school does not have an automated SAAS. Additionally, please note the **Send Six Week Report** button at the bottom of the page. Once all data have been entered and all pages have been saved, you will click this button to send all the pages at once. Please note that all pages must be in Saved status before sending will be successful.

11. Click on the **Save** button located below the left program menu. Clicking **Save** populates the **Membership** (**if selected**), **Attendance Report**, **Career and Tech**, **Special Education**, and **Gifted and Talented (if applicable)** links below the **Six Week Reports** link in the left program menu.

12. In the left program menu, select **Attendance Report** (under **Six Week Reports**). Selecting **Attendance Report** generates a blank attendance template page or pages with a status of Not Yet Started and a mode of ADD.

If you are modifying a previously entered six-week report, follow steps A–E. Otherwise, go to step 13.

A. Select **Six Week Reports**. A table that lists all six-week reports appears, as follows:

Existing Six Week Reports	
Tracknum	Six Wk
0	1
0	2

B. Click on the track number of the six-week report that you want to modify. Note that a checklist of the report sections appears.

   From the left program menu, select the report section to edit (Attendance, Career and Technology, Special Education, or Gifted and Talented [if applicable]).

C. Notice that once you have selected the report, the report has a mode of EDIT. Enter and save all revisions. Repeat steps 12A–C for all sections that need to be revised.

D. After all changes have been saved, click on **Six Week Reports**, and select the report from the **Existing Six Week Reports** table. Note that a checklist appears that displays the status as Saved on the pages for which changes were saved.

E. When you are sure your data are entered correctly, click the **Send Six Week Reports** button at the bottom of the checklist.

13. From your charter school's signed District Summary/Superintendent's Report, enter the following information in the appropriate rows and column(s):

    A. Days Membership – If your charter school is a PK Early Start Grant recipient, please divide the PK membership days in half, and reduce the total days membership by the result. Please make sure that handwritten notations of the adjustments are noted on the six-week District Summary/Superintendent's Report.
    B. Total Days Absent – If your charter school is a PK Early Start Grant recipient, please divide the PK days absent in half and reduce the total days absent by the result. Please make sure that handwritten notations of the adjustments are noted on the six-week District Summary/Superintendent's Report.
    C. Total Ineligible Days
    D. Eligible Days BIL/ESL (adjusted for PK Early Start Grant days for PK students receiving BIL/ESL services) – Please make sure that handwritten notations of the adjustments are noted on the six-week District Summary/Superintendent's Report.
    E. Eligible Days Pregnancy Related Services (PRS)
    F. Eligible Days Special Education Mainstream

14. If you need to enter data on multiple pages, please make sure to save the data on each page before navigating to the next page. To do so, click the **Save** button located below the left program menu. Please note that there is no warning to save data before navigating to another page and failure to save will cause data to be lost. After saving, a message indicating that the attendance report status will be changed to Saved is displayed. Click **OK**.

15. Please note whether there are any system data validation edit errors. Errors are displayed in red at the top of each screen. If errors exist, correct the appropriate fields. The system does not allow you to send data if these errors are not corrected.

16. Verify that the total refined ADA, BIL/ESL ADA, mainstream ADA, and PRS FTE calculations on the attendance page reconcile with the information in the District Summary/Superintendent's Report. Note that a slight rounding difference is acceptable. Additionally, if PK days membership and days absent were adjusted in the FSP System, the reports will not reconcile. If a difference that is not due to rounding or PK adjustment exists, please contact your SAAS consultant.

17. On the left program menu, select **Career and Tech** (under **Six Week Reports**). Selecting **Career and Tech** generates a blank career and technology template page or pages with a status of Not Yet Started and a mode of ADD. If the District Summary/Superintendent's Report does not have career and tech days, click on the **Save** button located below the left program menu for all page(s), and go to step 20. If the District Summary/Superintendent's Report does have career and tech days, enter the days in the appropriate instructional arrangements.

18. If you need to enter data on multiple pages, please make sure to save the data on each page before navigating to the next page. To do so, click the **Save** button located below the left program menu. Please note that there is no warning to save data before navigating to another page and failure to save will cause data to be lost. After saving, a message indicating that the career and technology report status will be changed to Saved is displayed. Click **OK**.

19. Verify that the career and technology contact hours and/or FTE calculations on the career and technology page reconcile with the information in the District Summary/Superintendent's Report. Note that a slight rounding difference is acceptable. If a difference that is not due to rounding exists, please contact your SAAS consultant.

20. On the left program menu, select **Special Education** (under **Six Week Reports**). Selecting **Special Education** generates a blank special education template page or pages with a status of Not Yet Started and a mode of ADD. If the District Summary/Superintendent's Report does not have special education days, click on the **Save** button located below the left program menu for all page(s), and go to step 23. If the District Summary/Superintendent's Report does have special education days, enter the days in the appropriate instructional arrangements. If your charter school has excess contact hours, please do the following:

    For any instructional arrangement that has excess contact hours, divide the eligible contact hours by the contact hour multiplier, which will result in an adjusted number of special education days for that instructional arrangement. Enter the adjusted number of special education days into the appropriate special education days field. For example, if the special education table shows the following:

Instructional Arrangement:	81
Eligible Days Present:	136
Contact Hour Multiplier:	5.5
Contact Hours:	748.00
Excess Contact Hours:	8.00
Eligible Contact Hours:	740
Instructional Arrangement 81 FTE:	4.253

    Divide the eligible contact hours by the contact hour multiplier (740.00/5.5) = 134.5 adjusted days. Enter 134.5 days into the FSP System instead of 136. The resulting FSP System FTE number should be reasonably close to the FTE number on the District Summary/Superintendent's Report; therefore state aid is not affected.

21. If you need to enter data on multiple pages, please make sure to save the data on each page before navigating to the next page. To do so, click the **Save** button located below the left program menu. Please note that there is no warning to save data before navigating to another page and failure to save will cause data to be lost. After saving, a message indicating that the special education report status will be changed to Saved is displayed. Click **OK**.

22. Verify that the special education contact hours and/or FTE calculations on the special education page reconcile with the District Summary/Superintendent's Report. Please note that a slight rounding difference is acceptable. If there is a difference that is not due to rounding and there are no excess contact hours, please contact your SAAS consultant.

23. On the left program menu, select **Gifted and Talented** (under **Six Week Reports**). Selecting **Gifted and Talented** generates a blank gifted and talented template page or pages with a status of Not Yet Started and a mode of ADD. If the District Summary/Superintendent's Report does not have gifted and talented enrollment, click on the **Save** button located below the left program menu for all page(s), and go to step 25. If the District Summary/Superintendent's Report does have gifted and talented enrollment, enter the number of students in the appropriate fields.

24. If you need to enter data on multiple pages, please make sure to save the data on each page before navigating to the next page. To do so, click the **Save** button located below the left program menu. Please note that there is no warning to save data before navigating to another page and failure to save will cause data to be lost. After saving, a message indicating that the gifted and talented report status will be changed to Saved is displayed. Click **OK**.

25. Once all the pages of the six-week report have a Saved status, select **Six Week Reports** from the left program menu. In the **Existing Six Week Reports** table, select the report. Please note that a table appears listing all the report sections: Membership, Attendance, Career and Tech, Special Education, and Gifted and Talented. Additionally, note that a **Send Six Week Report** button appears at the bottom of the page. Once you have entered all data and saved all pages, click on **Send Six Week Report** to send all the pages at once. Please note that all pages must first be saved and then put in Submitted status before sending will be successful.

26. Please note whether there are any system data validation edit errors. Errors are displayed in red at the top of each screen. If errors exist, correct the appropriate fields. The system does not allow you to send data if these errors are not corrected.

27. It is very important to note that only reports in Submitted status will be used to determine your charter school's state aid. Therefore, please make sure that reports do not stay in Saved status for an extended period of time.

28. The FSP System contains two reports called Track Projections. The two possible statuses for these reports are Submitted and Saved and Submitted. The submitted report is a summary of all the six-week reports submitted thus far; it also provides an estimate of what will be reported on the final *Summary of Finances*. The saved and submitted report allows your charter school to view what will be reported on the final *Summary of Finances* depending on the data the charter school enters for the remaining six-week periods.

29. To log off of the FSP System, click the **[Exit]** button on the right side of the FSP System menu bar, and then click the **Log Off** button in the upper right part of the **Application List** page.

30. For assistance accessing or navigating through the FSP System, please have a copy of these instructions available and contact Kim Wall at (512) 463-4809.