Instructions for Creating and Editing Charter School FSP Calendar

1. Access TEA Website at http://www.tea.state.tx.us/

2. Within the vertical menu bar at the left of the TEA website, select the **Finance** tab. Scroll down the alphabetized list and select **Foundation School Program System (FSP).**

3. Please Login on the **Texas Education Agency TEASE System Login Screen.** Then, from the Application List, select **FSP-Foundation School Payment Application.**

4. On the **FSP-Foundation School Payment Application Screen,** select **Charter Schools** from the **Programs drop down menu.**

5. In the **Charter School Module,** on the upper right-hand corner, change the school year to **2008-2009.**

6. From the **Charter School Menu** (on the left-hand side of the screen), select **Calendar Track(s).**

7. Please note **two boxes** on the center of the screen; the **top box** is to **Create a NEW Calendar Track,** and the **bottom box lists existing Calendar Tracks.** If working on a previously created calendar, click on the track number in the **Existing Calendar Reports box and go to Step 10.**

8. The track number selected will depend on the charter school's **Student Attendance Accounting System. Before selecting a track number,** check the charter school's **Student Attendance Accounting System** to determine the correct track number to be used. Once the track has been determined and selected from the drop-down menu, click on the **Create New Calendar Track** button.

9. Please notice that a blank calendar template with a status of "**NOT YET STARTED**" and a mode of "**ADD**" will be displayed.

10. Please fill or make changes to the date fields. Dates may either be typed in the **mm/dd/yyyy** format, or the fields may be populated by clicking on the **calendar icon** next to each field and selecting a date.

    a) **If editing a previously created calendar and changes are being made to non-instructional days please completely DELETE** the incorrect non-instructional day and enter the correct one after the incorrect non-instructional date has been DELETED. For example, if the charter school initially had October 13, 2008 as Columbus Day, but wants to change October 13, 2008 to a staff development day, please DELETE the entire day first to avoid multiple non-instructional day types being listed for the same date. **DO NOT JUST SELECT A NEW NON-INSTRUCTIONAL DAY TYPE FROM THE DROP DOWN MENU AS THIS WILL CAUSE MULTIPLE NON-INSTRUCTIONAL DAY TYPES FOR THE SAME DATE**.

    b) **Please make sure that there are no multiple Non-Instructional Day Types for the same date**.

11. The **Weekend Days Column** should be used to indicate the number of **Saturdays** or **Sundays** that the charter school requires **all enrolled students** to attend for instructional purposes. **Only indicate days when official attendance will be recorded**.

12. If the charter school has a **waiver application on file**, please enter the number of **Staff Development Waiver Days**. If the charter school does not have an application on file, please leave **0** in the waiver days box. **Please do not enter the number of Bad Weather Make-Up days or Health and Safety days excused in the Staff Development Waiver Days Field**. **Staff Development Waiver days are only for instructional days that the charter school will replace with Staff Development Days**. **The charter school must have an application on file with the Waivers Division and be able to present it to the Division of State Funding or the Division of Financial Audits if requested**.

13. **Please note that the use of certain Non-Instructional Day Types is restricted**:

a) **Bad Weather (Make-Up) Days - Scheduled** are days that will be **deleted** from the Non-Instructional Days list (**becoming school days**) when the charter school **observes a Bad Weather Day**.

For Example, Texas Charter School initially had April 28, 2009 as a Bad Weather (Make-Up) Day Scheduled. On February 11th, due to bad weather the school did not operate. Therefore the charter school deleted April 28, 2009 from the non-instructional days list (making it a school instruction day) and replaced it with a Bad Weather Day Observed (non-instructional day) on February 11, 2008.

Schools are required to make up at least two bad weather days observed. It is recommended that Bad Weather (make-up) Days be scheduled no earlier than March 1, 2008 according to TEA's Makeup Day Policies, which can be viewed at the webpage below:

http://www.tea.state.tx.us/school.finance/funding/makeupdays.html

For Example, Texas Charter School had indicated January 16th and April 13th as a Bad Weather (Make-Up) Days Scheduled. The school was not able to operate on February 18th and 19th due to bad weather. Since the first scheduled make up day (Jan 16th) had passed and the school did not hold classes on that day, the charter school must (1.) delete April 13th as a Bad Weather (Make-Up) Day Scheduled (a non-instructional day) and (2.) convert another scheduled holiday to an instructional day (by deleting it from Non-Instructional Days list) or add a day at the end of the school year so that the minimum days of instruction are provided. In this case this is what the school decided to do:

Jan 21st was changed from a Bad Weather (Make-up) Day Scheduled to MLK Holiday.
February 18th was added to the Non-Instructional Days list **as Bad Weather Observed Day 1**
February 19th was added to the Non-Instructional Days list **as Bad Weather Observed Day 2**
April 13th was **deleted** as a Bad Weather Day (Make-Up) Day Scheduled (removed from Non-Instructional Days list). This made April 13th a school instruction day.
May 26th Memorial Day was deleted from the Non-Instructional Days list, making May 26th a school instruction day.

Therefore, if the FSP Calendar contains a **Bad Weather Day Scheduled 1**, it **should not** contain a **Bad Weather Observed Day 1;** and if the calendar contains a **Bad Weather Day Scheduled 2,** it **should not** contain a **Bad Weather Day Observed 2**. ***The calendar should contain no more than a total of two bad weather days of any combination!***

It is especially important that schools give **careful consideration** to which days are chosen to be designated as Bad Weather (Make-Up) Days scheduled**. Please note that if attendance is low because a Bad Weather (Make-Up) Day was scheduled on a holiday or a weekend, these days are not eligible for low attendance exclusions**.

Charter schools are not necessarily required to use the originally scheduled Bad Weather (Make-Up) Days scheduled.

For Example, Texas Charter school had indicated January 16th and April 13th as a Bad Weather (Make-Up) Days Scheduled. The school was not able to operate on February 18th and 19th due to bad weather. The first scheduled make up day (Jan 16th) had passed and the school did not hold classes on that day, also the charter school decided that all of the school districts in the area would have a holiday on April 13th and the charter school did not want to risk having low attendance on that day. The charter school decided to add 2 days at the end of the school year instead.

Jan 16th was changed from a Bad Weather (Make-Up) Day scheduled to MLK Holiday (Non-Instructional Day).
February 18th was added to the Non-Instructional Days list as **Bad Weather Observed Day 1**
February 19th was added to the Non-Instructional Days list as **Bad Weather Observed Day 2**
April 13th was changed from a Bad Weather (Make-Up) Day Scheduled to Good Friday (Non-Instructional Day).

The charter school added two extra days of school and ended the Sixth Six-Week reporting period on May 29th instead of May 25th.

b) **Bad Weather Observed Days 3-6** May only be used when the charter school has already replaced the **Bad Weather Day Scheduled 1** and **Bad Weather Day Scheduled 2** with the **Bad Weather Observed Day 1** and **Bad Weather Observed 2**. **In some cases**, **Bad Weather Observed Days 3-6** require that the charter

school have a letter from the Division of State Funding granting the exemption of these days from the attendance calculations.

c) **Health and Safety Day Excused 1-4. For audit purposes,** require that the charter school have a letter from the Division of State Funding granting the exemption of these days from the attendance calculations.

14. As data is being entered, please **SAVE** frequently so that the system does not time out and data is lost. To **SAVE** the **Calendar**, click on the **SAVE** Button located on the lower left hand portion of the **Charter School Menu**. This will change the calendar **Status** to **"SAVED" and the Mode to "Edit".** Please notice a message box indicating that the calendar's Status will be changed to "**SAVED**", please **Click OK.**

15. Once all of the reporting period Begin and End dates and all the Non-Instructional Days have been entered or changes have been made, the system will **automatically calculate the number of days taught for each reporting period**. If there is a discrepancy, please review the charter school's source data to make sure it is correct.

16. **Before Sending** the Calendar, please check the following:

    a) The FSP Calendar should contain 6 Attendance Reporting Periods. Please note that even when a charter school operates a 9-week reporting period for GRADE REPORTING, a 6-week reporting period is MANDATORY for ATTENDANCE REPORTING.

    b) Initially the FSP Calendar will start with 2 Bad Weather (Make-Up) Scheduled days. Later in the year, if the charter school closes due to bad weather the calendar may reflect 1 Bad Weather (Make-Up) Day Scheduled and 1 Bad Weather Observed Day or 2 Bad Weather Observed Days.

    Therefore, if the calendar contains a **Bad Weather (Make-Up) Day Scheduled 1**, it **should not** contain a **Bad Weather Observed Day 1** and if the calendar contains a **Bad Weather (Make-Up) Day Scheduled 2** it **should not** contain a **Bad Weather Day Observed 2**.

    c) The FSP Calendar should contain no more than 6 Staff Development Waiver Days.

    d) If the charter school has Staff Development Waiver days, make sure that there is at least the same number of Staff Development Non-Instructional Days listed.

    e) If the charter school does not have Health and Safety Days Excused or more than 2 Bad Weather Observed Days, then the total days taught plus Staff Development Waiver Days must be greater than or equal to 180. If the charter school does not have Health and Safety Days Excused or more than 2 Bad Weather Observed Days and the days taught plus Staff Development Waiver Days is not greater than or equal to 180, the charter school is subject to State Funding adjustments from an audit at a later date. Please go back to steps 13 (b) and (c) for more information on Health and Safety Days Excused and Bad Weather Observed Days.

17. To **SEND** the **Calendar** to the FSP Administrator, click on the **Send** Button located on the lower left hand portion of the **Charter School Menu**. This will change the calendar **Status** to **"SENT" and the Mode to "EDIT".**

18. **During the SEND process the calendar will go through a series of validations. If any of the validations fail, the calendar status will not change to SENT. Please make sure to go back and correct the calendar and SEND again. Please make sure calendar is in SENT status. Calendars in SAVED status on the due date are considered LATE. If a calendar is in SAVED Status at any time during the year, the FSP users will not have access to the SIX-WEEK REPORT SCREENS.**

19. So long as the system is in **"EDIT" Mode**, changes can be made and the Calendar can be **SENT** and **RE-SENT**. The only time the system will be in a **Mode of "READ ONLY"** is when the administrator has placed the calendar in **"REVIEW" status. After the FSP Administrator has reviewed the calendar, the FSP Administrator will place the calendar in either "SUBMITTED" or "REJECTED" Status and the mode will change back to "EDIT"**.

20. **IF A CALENDAR IS REJECTED BY THE FSP ADMINISTRATOR, THE CHARTER SCHOOL WILL BE NOTIFIED VIA E-MAIL.**

21. **To Log Out** of the System, Select **Main Menu** from the **Charter School Menu** and select **Log Out.**

22. For assistance accessing or navigating through the FSP System, please have a copy of these instructions available and contact Nora Rainey or Kim Rife at (512) 463-9238**.**