Instructions for Submitting the Charter School FSP Superintendent's Report (Attendance, Special Ed, Career & Tech, and Gifted & Talented)

Prior to Accessing the FSP System

1. Schools with only one calendar track may save and send as soon as the six week period has ended. **IF THE 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. With the exception of the first six-week reporting period, FSP Six-Week Reports can be saved as they complete the reporting period, but must always wait to send until all reports have completed the six-week reporting period. For the first reporting period only, please do not have any reports in saved status because it will not pick up the estimate data. For reporting periods 2-6, reports can be saved until all tracks complete the reporting period and then should all 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 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 will be needed (until the calendar is in "Submitted" status) before proceeding.

3. If the SAAS and the FSP calendar reconcile, please run the **Student Detail** and **Campus Summary/Principal's** reports for this reporting period for **all PEIMS campuses on this track**.

4. Please make sure that the **Student Detail Report totals reconcile to 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 Student Attendance Accounting System Consultant.

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

6. **Please make sure that the** District Summary/Superintendent Report **reconciles** to the total of all the Campus Summary/Principal's Reports. If the reports reconcile, **please give the District Summary/Superintendent Report to the Superintendent for a signature**. If the reports do not reconcile, please contact your Student Attendance Accounting System Consultant.

7. Once the District Summary/Superintendent Report has been **signed by the Superintendent**, use this District Summary/Superintendent report to enter the data into the **FSP system**. **Never enter data into the FSP Payment System from a Six-Week Superintendent's report that has not been signed by the Superintendent**.

Accessing the FSP System

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,** note the menu of programs on the left-hand side of the screen, and select **Charter Schools.**

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

6. If this charter school initially began operating on **09/02/01 and after, please go to next step.** If this charter school initially began operating **prior to 09/01/01**, please select **CS Maintenance from the Charter School**

Menu and determine if any **Resident Districts** need to be **added**. **Please note that Resident Districts, once added, cannot be removed or deleted. Please be very careful in making your selections.**

7. From the **Charter School Menu**, please select **Six Week Reports.**

8. Please note **two boxes** on the screen, the box on **the top is to create a new Six Week Report**, the **box on the bottom 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 box and go to Step 12.**

9. Please 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 drop down list. If **NA** appears in the Track and the Six-Week Period drop down boxes, then the charter user must go to **Calendar Track(s)** from the Charter Menu and send the calendar via the FSP system. The charter user will **not be able to proceed** with entering the Superintendent's Six-Week report until the calendar has been **reviewed** and **submitted** by the TEA Administrator. Calendars are reviewed each business day morning and the charter user will need to check back on the next business day.

10. If this charter school initially began operating on **09/02/01 and after, please go to step 11**.

    If this charter school initially began operating prior to 09/01/01, please review the charter school's District Summary/Superintendent's report to determine if the attendance data is presented by Grade Total or by Resident District and make the appropriate selection. Please note that the decision to select either Grade Total or Resident District depends entirely on how the charter school's student attendance accounting system generates the District Summary/Superintendent's report. Please make absolutely sure that the track number, six week reporting period and Grade Level/Resident District selections are correct before going to next step. REPORT TYPES ONCE CHOSEN CANNOT BE DELETED.

11. **Please click on Create Six Week Report.**

12. Please note a box on the screen listing the following reports**: Membership**, **Attendance**, **Career and Tech**, **Special Education**, **Gifted and Talented**, and **Proration**. Please note that the **Membership report is only required if charter school does not have an automated student attendance accounting system**. Also, please note that the **Proration report is only applicable to charter schools that were in operation on 09/01/01 and whose District Summary/Superintendent's report is generated by grade level**. Additionally, please note a **Send Six Week Report** button on the bottom of this page. Once all data has been entered and **all pages have been saved**, this is the button that will be selected to **send all the pages at once. Please note all pages must be in Saved status before sending will be successful.**

13. Please click on the **SAVE** Button located on the lower left hand portion of the Charter School Menu. This will populate the **Membership** (**if selected**) **Attendance, Career and Tech, Special Education, Gifted and Talented, and Proration (if applicable)** links below **Six Week Reports** on the **Charter School Menu.**

14. On the **Charter School Menu,** beneath **Six Week Reports**, select **Attendance.** This will generate blank Attendance template **page(s)** with a **Status** of **"Not Yet Started" and a Mode of "ADD"**.

    B. If you are modifying a previously entered Six-week report, then select **Six Week Reports**, you will see a box displayed on the screen which list all six week reports, as follows:

Existing Six Week Reports	
Tracknum	**Six Wk**
0	1
0	2

C. Click on the track number of the six-week report that you want to modify. Please note a checklist of the report sections.
From the menu on the left select the report section to edit (Attendance, Career and Technology, Special Education, Gifted and Talented or Proration (if applicable))**.**

D. **Once the report has been selected, notice that the report has a Mode of "EDIT"**. Enter and **SAVE** all revisions. Repeat step 14b for all sections that need to be revised.

E. After all changes have been **SAVED**, click on **Six Week Reports** and select the report from the **Existing Six Week Reports Box.** Please note a checklist that displays the status as **SAVED** on the pages where changes were saved.

F. At the bottom of the checklist you will see a button. When you are sure your data has been entered correctly, click SEND SIX WEEK REPORTS

15. From the Charter School's **signed District Summary/Superintendent's report**, enter the following information in the appropriate Rows and Column(s):

B. **Days Membership –** If this charter is a **PK Expansion Grant recipient** and reports by **grade level**, please divide the PK **membership days** in half and **reduce the total days membership** by the result. If this charter school is a PK Grant recipient and reports by **Resident ISD**, please determine the PK **days in membership** by running a supplemental PK grade level report from the charter school's Student Attendance Accounting System (SAAS), then divide PK membership days in half and adjust the appropriate Resident ISD(s) membership days by the result**. Please make sure that handwritten notations of the adjustments are noted on the Six-Week Superintendent's report.**

C. **Total Days Absent-** If this charter is a **PK Expansion Grant recipient** and reports by **grade level**, please divide the PK **days absent** in half and **reduce the total days absent** by the result. If this charter school is a PK Grant recipient and reports by **Resident ISD**, please determine the PK **days absent** by running a supplemental PK grade level report from the charter school's SAAS, then divide **PK days absent** in half and adjust the appropriate Resident ISD(s) days absent by the result. **Please make sure that manual notations of the adjustments are noted on the Six-Week Superintendent's report.**

E. **Total Ineligible Days**

G. **Eligible Days BIL/ESL** (Adjusted for PK Expansion Grant days for PK students receiving BIL/ESL services). Please make sure that manual notations of the adjustments are noted on the Six-Week Superintendent's report.

H. **Eligible Days Pregnancy Related Services (PRS)**

I. **Eligible Days Special Education Mainstream**

16. If data needs to be entered on multiple pages, please make sure to **save the data on each page** before navigating to the next page. To do so, please click on the **SAVE** Button located on the lower left hand portion of the **Charter School Menu**. Please note that there is **no warning and failure to save will cause data to be lost**. After saving, a box indicating that the Attendance Report Status will be changed to "**SAVED**" will be displayed, **click OK.**

17. Please note whether there are any system data validation edit errors. If there are, please correct the appropriate fields. **Send will not be allowed if these errors are not corrected**.

18. **Verify that the Total Refined ADA, BIL/ESL ADA, Mainstream ADA, and PRS FTE calculations on the FSP System Attendance screen reconcile to the District Summary/Superintendent's report.** Please note that a slight rounding difference is acceptable. Additionally, if PK days membership and days absent were adjusted on FSP system, the reports will not reconcile. If there is a difference that is not due to rounding or PK adjustment, please contact your Student Attendance Accounting System Consultant.

19. On the **Charter School Menu,** beneath **Six Week Reports**, select **Career and Tech.** This will generate blank Career and Tech template page(s) with a **Status** of **"Not Yet Started" and a Mode of "ADD". If the District Summary Attendance Report does not have Career and Tech Days,** click on the **SAVE** button located on the lower left hand portion of the Charter School Menu **for all page(s) and go to step 22**. **If the District Summary Attendance Report does** have Career and Tech Days, please enter the days in the appropriate instructional arrangements.

20. If data needs to be entered on multiple pages, please make sure to **save the data on each page** before navigating to the next page. To do so, please click on the **SAVE** Button located on the lower left hand portion of the **Charter School Menu**. Please note that there is no warning and failure to save will cause data to be lost. After saving, a box indicating that the Career and Tech Report Status will be changed to "**SAVED**" will be displayed, **click OK.**

21. **Verify that the Career and Technology Contact Hours and/or FTE calculations on the FSP System screen reconcile to 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, please contact your Student Attendance Accounting System Consultant.

22. On the **Charter School Menu,** beneath **Six Week Reports**, select **Special Education.** This will generate blank Special Education template page(s) with a **Status** of **"Not Yet Started" and a Mode of "ADD". If the District Summary Attendance Report <u>does not</u> have Special Education Days,** click on the **SAVE** button located on the lower left hand portion of the Charter School Menu **for all page(s)** and **go to step 25**. **If the District Summary Attendance Report <u>does</u>** have Special Education days, please enter the days in the appropriate instructional arrangements. **If the charter school has excess contact hours, please do the following:**

    For any instructional arrangement that has excess contact hours, take the eligible contact hours and divide by the contact hour multiplier, this will result with 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 on the FSP system. For Example, if the Special Education table indicates:

    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**

    Take the eligible contact hours and divide 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 should be reasonably close to the FTE on the Superintendent's report, therefore State Aid is not affected.

23. If data needs to be entered on multiple pages, please make sure to **save the data on each page** before navigating to the next page. To do so, please click on the **SAVE** Button located on the lower left hand portion of the **Charter School Menu**. Please note that there is no warning and failure to save will cause data to be lost. After saving, a box indicating that the Special Education Report Status will be changed to "**SAVED**" will be displayed, **click OK.**

24. **Verify that the Special Education Contact Hours and/or FTE calculations on the FSP System screen reconcile to 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 Student Attendance Accounting System Consultant.

25. On the **Charter School Menu,** beneath **Six Week Reports**, select **Gifted and Talented.** This will generate blank Gifted and Talented template page(s) with a **Status** of **"Not Yet Started" and a Mode of "ADD". If the District Summary Attendance Report <u>does not</u> report Gifted and Talented enrollment,** click on the **SAVE** button located on the lower left hand portion of the Charter School Menu **for all page(s)** and **go to step 27**. **If the District Summary Attendance Report <u>does</u>** have Gifted and Talented enrollment, please enter the number of students in the appropriate fields.

26. If data needs to be entered on multiple pages, please make sure to **save the data on each page** before navigating to the next page. To do so, please click on the **SAVE** Button located on the lower left hand portion of the **Charter School Menu**. Please note that there is no warning and failure to save will cause data to be lost. After saving, a box indicating that the Gifted and Talented Report Status will be changed to "**SAVED**" will be displayed, **click OK.**

27. If this charter school initially began operating on **09/02/01 and after or if the District Summary Attendance Report is presented by Resident District, please go to step 29.** If this charter school initially began operating **prior to 09/02/01 and the District Summary Attendance Report is presented by Grade Level, please go to the Charter School Menu** under **Six Week Reports** and select **Proration.** This will generate blank Proration template page(s) with a **Status** of **"Not Yet Started" and a Mode of "ADD".**

28. **Please determine the percentage of students to be funded from each resident district listed. Please note that the total must equal to 100.**

29. Once **all** of the **pages** of the Six-Week report have a **SAVED** status, please select **Six-Week Reports** from the **Charter School Menu**. Under the **Existing Six-Week** report box, select the report. Please note a box on the screen listing all the report sections**: Membership**, **Attendance**, **Career and Tech**, **Special Education**, **Gifted and Talented**, and **Proration**. Additionally, please note a **Send Six Week Report** button on the bottom of this page. Once all data has been entered and **all pages have been saved**, please click on the **Send Six Week Report** to **send all the pages at once. Please note all pages must first be Saved and then put into SUBMITTED status before sending will be successful.**

30. Please note whether there are any system data validation edit errors. If there are, please correct the appropriate fields. **Send will not be allowed if these errors are not corrected**.

31. It is very important to note that **only reports in Submitted Status will be used to determine the charter school's state aid**. Therefore, please make sure that reports do not sit in saved status for an extended period of time.

32. There are two reports in the System called Track Projections. There are two possible statuses for these reports: "submitted" and "saved & submitted." The submitted report is a summary of all the six weeks reports submitted thus far and also provides an estimate of what will be reported on the final summary of finance. The "saved & submitted" report allows the charter school to view what will be reported on the final summary of finance depending on the data the charter school enters for the remaining six week periods.

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

34. For assistance accessing or navigating through the FSP System, please have a copy of these instructions available and contact Nora Rainey @ (512) 463-7298 or Kimberley Rife at (512) 463-4809.