2007-08
Instructions for Submitting
The Charter School FSP State Compensatory Education (SCE) Enrollment Report

(Only Applicable to Charter Schools initially in Operation **prior to** 09/01/01)

AND

Schools that participated in the NSLBP through CNPIMS anytime between October 2006 and September 2007).

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

2. On the horizontal menu bar at the top of the TEA web page, select the **Divisions** tab. Scroll down the alphabetized list to **section S** and select **State Funding**.

3. On the **State Funding page**, under **Foundation School Program,** select **Foundation School Program Payment System**.

4. On the **FSP Payment System Page**, please click on **Login to the FSP System**.

5. On the **Welcome! Please Log on Page**, please enter your **FSP User name** and **password and go to Step 7**.

6. If you do not have a user name or password to the TEASE system, please click on the **BACK** browser button and click on the **Application for TEASE Account**. You will not be able to proceed with entering the State Comp Ed (SCE) Resident District Report until the application has been completed, signed by Superintendent, faxed to TEA and a User name and Password have been issued.

7. On the **Texas Education Agency TEASE System Login Screen**, from the Application List, select **FSP-Foundation School Payment Application** and proceed to **Step 9**.

8. If the **FSP-Foundation School Payment Application** is not listed, then you **do not have access to the FSP-Foundation School Payment Application**. Please complete and fax a **TEASE FSP Payment System Application to TEA.** You will not be able to proceed with entering the State Comp Ed (SCE) Resident District Report until application has been completed, signed by Superintendent, faxed to TEA and a User name and Password have been issued.

9. On the **FSP-Foundation School Payment Application Screen**, please note the menu of programs on the left hand side of the screen, select **Charter Schools**.

10. In the **Charter School Program**, on the upper right hand corner, please change the school year to **2007 (for the 2006-07 school year)**.

11. **The STATE COMP ED REPORT MUST BE DONE BY RESIDENT DISTRICT EVEN IF THE CHARTER SCHOOL NORMALLY SUBMITS SIX-WEEK SUPERINTENDENT'S REPORTS BY GRADE TOTAL.**

12. From the **Charter School Menu**, please select **CS Maintenance from the Charter School Menu** and determine if any Resident Districts need to be added. **PLEASE NOTE THAT ONCE A DISTRICT IS ADDED IT CANNOT BE DELETED.**

13. From the **Charter School Menu**, please select **Comp Ed Checklist.**

14. Please note the box on the screen which lists the **STATUS of each State Comp Ed (SCE) Report Page** and a **button** below the checklist to **SEND** the SCE report.

15. Please Click on the **SAVE** Button located on the lower left hand portion of the **Charter School Menu**. This will populate the **Comp Ed Report** link below **Comp Ed Checklist.**

16. Please click on the **Comp Ed Report** link**.** This will generate blank SCE Resident District template **page(s)** with a **Status** of **"Not Yet Started" and a Mode of "ADD"**.

17. Please notice a **SCE Eligible Column**. The numbers on this column **represent the total free and reduced applications on file reported by the Charter School each month on the CNPIMS system**. For ease of reference this column appears on each page.

18. **Please enter the number of students that had a Free or Reduced Lunch Application on file for each month by the student's District of Residence.**

19. Once all data has been entered, click **SAVE**. **Even if data has not been entered on a page, please save all pages so that the fields may populate with zeros.**

20. **THE TOTAL OF ALL RESIDENT DISTRICTS (ON THE LAST PAGE OF THE REPORT) SHOULD MATCH EXACTLY TO THE SCE ELIGIBLE COLUMN OR SUBMISSION WILL FAIL.**

21. Please note that the system has automatically calculated the **Highest Six Month Average**. **Please double check the charter school's SCE data and the data entered on the FSP Comp Ed Report to ensure these calculations are correct.**

22. To **SEND** the **Comp Ed** report to the FSP Administrator, From the **Charter School Menu**, please select **Comp Ed Checklist.**

23. Please note the box on the screen which lists the **STATUS of each State Comp Ed (SCE) Report Page. All pages must be in SAVED status. Even if data has not been entered on a page, please save all pages so that the fields may populate with zeros.** To go back to a page, please Click **Comp Ed Report** link below **Comp Ed Checklist.**

24. From the Comp Ed Checklist Page, please **SEND** the Comp Ed Report.

25. If the total of all the Resident Districts (on the last page of the report) **match exactly** to the **SCE Eligible Column** the status of each page **WILL CHANGE** to **SUBMITTED**. If the status of all pages is submitted, then report is complete, please go to **step 27**. If the status of all the pages did not change to submitted, please go to **step 26**.

26. If the total of all the Resident Districts (on the last page of the report) **did not match exactly** to the **SCE Eligible Column** the status of each page **WILL NOT CHANGE and an error listing will appear. Please Correct the Resident District counts for the months where the** Resident Districts total **did not match exactly** to the **SCE Eligible Column.** After Corrections have been made and **SAVED** on each applicable page, please go back to **steps 18 through 24.**

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

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