

June 12, 2017

To the Administrator Addressed:

RE: 2017 Tax Information Survey

The 2017 Tax Information Survey (TIS) will be open for data submission June 1, 2017, and will close at midnight on **August 31, 2017**. If your district does not submit the survey by the deadline, your district's state funding could be adversely affected. This message does not apply to charter schools.

Please ensure that your district has completed and submitted the TIS using the online FSP System by August 31, 2017. Completing the survey is important because it allows the agency to use the most accurate tax collections data possible when we calculate 2016–2017 near-final *Summary of Finances (SOF)* estimates in September 2017. Your district will not have another opportunity to submit revised tax collections data for the 2016–2017 school year until the district submits its J1 schedule as part of its annual financial and compliance report. The J1 schedule tax collections will not be incorporated in the 2016–2017 *SOF* until April 2018. If your district has adopted a tax rate of more than six pennies over your original compressed tax rate, you now have the option to use the TIS to adjust your district's compressed tax rate for 2016–2017.

The FSP System requires that a designated district approver, usually the superintendent, submit the TIS data to the TEA.

The FSP System is an application within the Texas Education Agency Secure Environment (TEASE). If you already have a TEASE account but do not have access to the FSP System, please apply for access by clicking the **Add/Modify Application Access** button found in the upper-right corner of the TEASE **Application List** page. If you already have access to the FSP System, please check that you have the appropriate role assigned for submitting the data.

**If you are not the superintendent or district approver:** Your district's user administrator must approve all requests for access to the FSP System and modifications to access via the TEASE User Administration+ system. (Note that user administrator is a role within the User Administration+ system, which is a different TEASE system from the FSP System.) If you have submitted a request for access or a request to modify access and it has not been granted, please consult with your superintendent or district approver or check with your district's user administrator to see if the request is in the User Administration+ queue before contacting the TEA.

For more information on the FSP System, including information on applying for specific roles in the system, please see the TEA [FSP System](#) web page. For help with accessing the FSP System or submitting the 2017 TIS, please contact Nancy Kuhn by phone at (512) 463-6313 or email at [nancy.kuhn@tea.texas.gov](mailto:nancy.kuhn@tea.texas.gov) or State Funding at (512) 463-9238 or [sfinance@tea.state.tx.us](mailto:sfinance@tea.state.tx.us).

Sincerely,

Al McKenzie  
Director, State Funding

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