TEXAS EDUCATION AGENCY
Division of State Funding
Instructions for Submitting Attendance Projections
for the 2021-2022 and 2022-2023 School Years

The Attendance Projections module is open for data entry beginning October 15, 2020, through December 14, 2020. ***All revised attendance projections must be submitted to the TEA by midnight on Monday, December 14, 2020.***

Part I: Log on to the FSP System

1. Log on to the FSP System online at
    https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet.

    Note: The FSP System is an application within the Texas Education Agency Login (TEAL). If you already have a TEAL account but do not have access to the FSP System, please apply for access by clicking the My Application Accounts button found in the upper-left corner of the Self-Service menu in TEAL. If you already have access to the FSP System, please check that you have the appropriate role assigned for submitting the data. You will need to select either the role of pupil projections user or district approver (usually the superintendent).

Part II: Enter Contact Information

2. Once you have logged on to the FSP System, place the cursor over **Programs** in the blue FSP menu bar near the top of the page and then click on **Attendance Projections** from the drop-down list. The **Attendance Projections** page appears, with your district's county-district number displayed in the **County-District Number** box on the right-hand side of the red FSP menu bar near the top of the page.

3. **Important:** Ensure that the current school year is displayed in the **School Year** box that is to the right of the **County-District Number** box. If necessary, change the school year, and click **Update.**

4. **Important:** Ensure your contact information is complete and correct before doing anything else. Your contact information must be complete before you can enter revised projections. Click on the "Contact Information" link under **Submissions** and enter contact information as appropriate.

Part III: Enter and Save District Revisions to 2021-2022 and 2022-2023 Projections

Steps 1 through 5 may be completed by the pupil projections user or the district approver.

5. On the **Attendance Projections** page, underneath the **Submissions** section, click the **Projections Worksheet** link. The **District Projections Worksheet** page appears; it displays student counts for four years (2019-2020, 2020-2021, 2021-2022, and 2022-2023).

6. Note: The **2019-2020 Final** column values and the **2020-2021 Estimate** column values are displayed for reference purposes only and cannot be updated. However, the **Additional Days School Year ADA (ADSY)** field can be updated for the **2020-2021, 2021-2022** and **2022-2023** school years.

7. *ENTER DATA.* The **2021-2022 Projection** column values and the **2022-2023 Projection** column values are displayed for your review. If you need to revise these projections, enter values in the blank fields in the appropriate "**Proposed Proj."** column.

    a. *Note: The 2020-2021 column value can only be updated for the Additional Days School Year ADA (ADSY) field.*

    b. *Note: Enter data only for the projection fields that your district is proposing to revise. If your district is satisfied with the TEA's projection, then leave the field blank. Entering "0" in a field will replace the projected value with "0." Enter "0" only if you wish to submit that value.*

8. *SAVE DATA.* When you are ready to save your data, scroll to the bottom right-hand corner of the page and click the **Save** button. Clicking the Save button will save anything that you have entered on the worksheet, but it will not submit your entries to the TEA.
    a. Note: If any proposed projection is outside of the TEA expected range for this measure, then the **Material Change** checkbox to the right of the **Proposed Proj.** field in question will automatically populate with a checkmark. If this happens, verify that the projection entered is correct and provide a comment in the **LEA comment** column located on the right-hand side of each field in question. *TEA will review all projections with material changes and may return the projection to the district for revision or explanation.*
    b. If you have made an error, then re-enter the data and then click **Save** again. You can enter and save your proposed projection data as many times as you wish during the time period that the Attendance Projections module is open (i.e. October 15, 2020 - December 14, 2020)
    c. If your role is **district /pupil projections user**, then once you are ready to submit your data to the district approver, click on **Submit to District Approver**. (Note: the district approver will still be able to re-enter and save the data if needed).

Part IV: Certify and Submit Data to TEA (*note: you must have a district approver role to complete these steps.*)

9. *CERTIFY DATA.* **This step must be completed by the district approver.** Scroll to the bottom of the page and you will see a **Certification** box. You must check one of the two statements here before you can submit your data to the TEA.
    a. If you have not entered any revisions into the **Proposed Proj.** columns, then click the checkbox next to the statement "I certify that there are no changes to the TEA-calculated attendance projections."
    b. If you have entered revisions in the **Proposed Proj.** columns, then click the checkbox next to the statement "I hereby certify that the information contained herein is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization. I further certify that any ensuing program and activity will be conducted in accordance with all applicable laws and regulations. I understand that, if accepted by the Texas Education Agency, this will form a binding agreement."

10. *SUBMIT TO TEA.* **This step must be completed by the district approver.** After you have finalized your revisions and selected the appropriate certification checkbox, click on the **Submit to TEA** button

at the bottom right-hand side of the screen. This will send your revisions to the TEA. **IMPORTANT: You will not be able to enter revisions after you submit your data to the TEA. If you find that you have made an error in your data entry after you have already submitted it to the TEA, you will need to contact Namrata Parikh in the Office of School Finance at (512) 463-6220 or** *ADAprojections@tea.texas.gov.*

Helpful Information for Entering Revisions to Projections

- **Additional Days School Year ADA (ADSY)** estimates should be calculated as follows:
  (Number of Participating Pre-K through 5th grade students x Estimated Percent of Attendance x Number of ADSY days ÷ 180) ÷ 2.
- Entering "0" in a field will replace the projected value with "0." Enter "0" only if you wish to submit that value.
- **Total Refined ADA** row: If your district provides a full-day prekindergarten program, do not include the ADA from the additional half day of service provided through the grant program.
- Full-time early childhood FTE (code 45) projections are included with self-contained mild/mod/sev (codes 43 and 44) projections.
- Any changes to the projections, especially increases, will be thoroughly reviewed by the TEA. The TEA uses a reasonable growth rate to generate the projections, so TEA staff may contact your district and request documentation to substantiate any proposed increases.