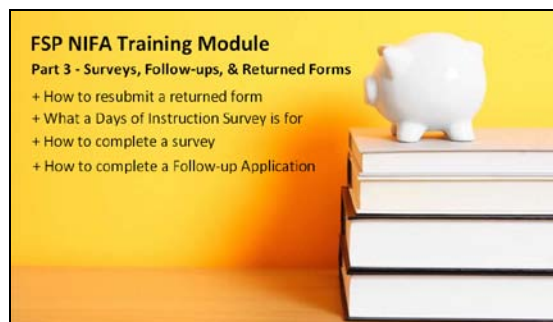




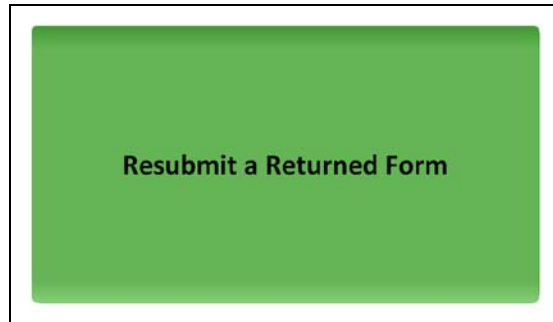
Slide 1



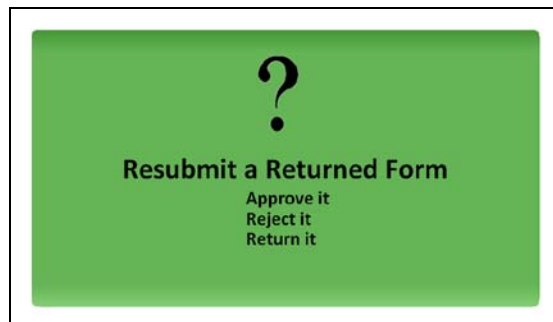
Slide 2

Slide notes: Welcome to the Surveys, Follow-ups, and Returned Forms part of the FSP NIFA training module. In this part, you will learn...

- How to resubmit a returned form,
- What a Days of Instruction Survey is for,
- How to complete a survey, and
- How to complete a follow-up application.



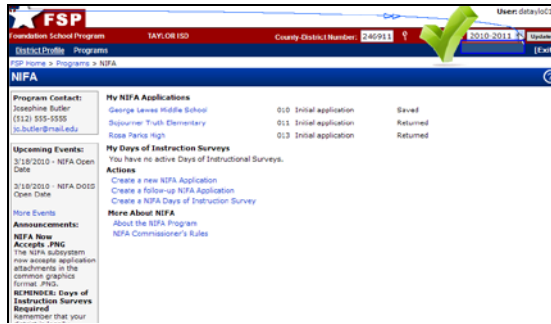
Slide 3
Slide notes: Create a Days of Instruction Survey



Slide 4
Slide notes: When the district approver submits an application or survey to TEA, the administrator can either approve it for funding, reject it as ineligible, or return it, if there are problems with the application.

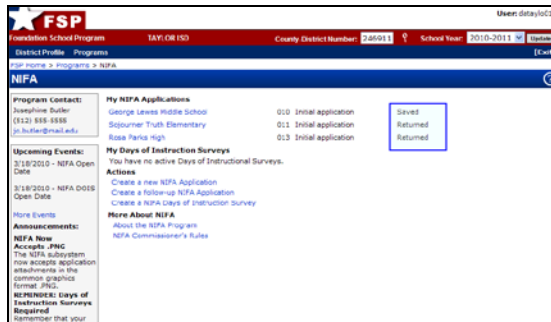
For example, if a date or an estimated days of instruction seems unlikely or erroneous, an application may be returned to you for corrections.

Similarly, the attachments may not be sufficient for TEA to verify your school's eligibility. In that case, TEA would return your application for more thorough documentation.



Slide 5

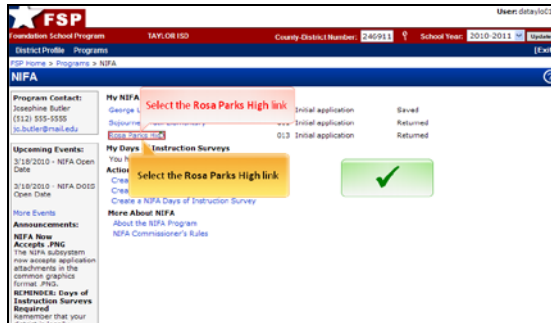
Slide notes: First, make sure the NIFA subsystem is in the current year.



Slide 6

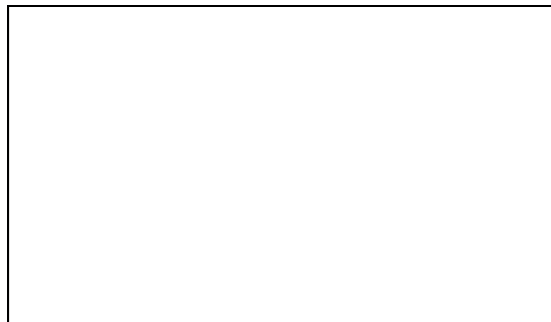
Slide notes: The right-hand column shows which applications have been returned.

Note that you should also have received email alerts regarding these applications.

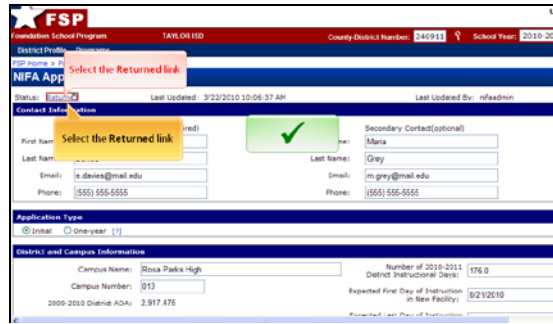


Slide 7

Slide notes: For the purposes of this training, click Rosa Parks High.

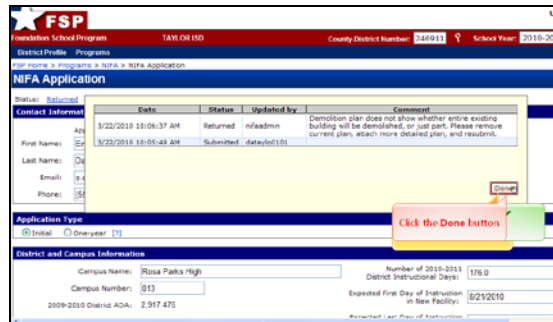


Slide 8



Slide 9

Slide notes: Always check the comments in the History window first for guidance.



Slide 10

Slide notes: The TEA admin is requesting a more detailed demolition plan. Review and click Done.

FSP Foundation School Program TAYLOR ISD County District Number: 249111 School Year: 2010-2011

Home > Programs > NIFA > NIFA Application

NIFA Application

Status: Returned Last Updated: 3/22/2010 10:06:37 AM Last Updated By: nfaadmin

Contact Information

Approving Superintendent(required)		Secondary Contact(optional)	
First Name: Emily		First Name: Maria	
Last Name: Davies		Last Name: Gray	
Email: s.davies@mail.edu		Email: m.gray@mail.edu	
Phone: (555) 555-5555		Phone: (555) 555-5555	

Application Type

Initial One-year (1)

District and Campus Information

Campus Name: Rosa Parks High	Number of 2010-2011 District Instructional Days: 176.0
Campus Number: 013	Expected First Day of Instruction in New Facility: 8/21/2010
2009-2010 District ADA: 2,917.475	Projected Last Day of Instruction:

Slide 11

FSP Foundation School Program TAYLOR ISD County District Number: 249111 School Year: 2010-2011

Home > Programs > NIFA > NIFA Application

NIFA Application

Status: Returned Last Updated: 3/22/2010 10:06:37 AM Last Updated By: nfaadmin

Contact Information

Approving Superintendent(required)		Secondary Contact(optional)	
First Name: Emily		First Name: Maria	
Last Name: Davies	Annotation (00: 00) (00: Y0)	Last Name: Gray	
Email: s.davies@mail.edu		Email: m.gray@mail.edu	
Phone: (555) 555-5555		Phone: (555) 555-5555	

Application Type

Initial One-year (1)

District and Campus Information

Campus Name: Rosa Parks High	Number of 2010-2011 District Instructional Days: 176.0
Campus Number: 013	Expected First Day of Instruction in New Facility: 8/21/2010
2009-2010 District ADA: 2,917.475	Projected Last Day of Instruction:

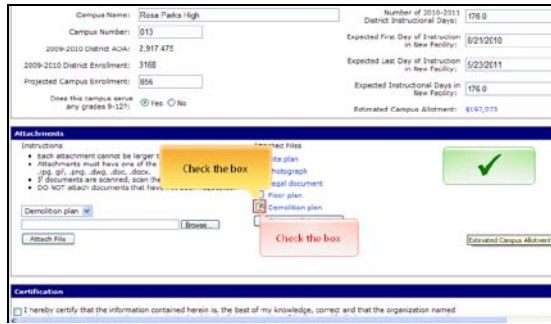
Slide 12

Approving Superintendent(required)		Secondary Contact(optional)	
First Name: Emily		First Name: Maria	
Last Name: Davies		Last Name: Gray	
Email: j.davies@mail.edu		Email: m.gray@mail.edu	
Phone: (555) 555-5555		Phone: (555) 555-5555	
Application Type			
<input checked="" type="radio"/> Initial <input type="radio"/> One-year <input type="checkbox"/>			
District and Campus Information			
Campus Name: Rosa Parks High	Number of 2010-2011 District Instructional Days: 176.0		
Campus Number: 013	Expected First Day of Instruction in New Facility: 9/21/2010		
2009-2010 District ADA: 2,917.475	Expected Last Day of Instruction in New Facility: 5/23/2011		
2009-2010 District Enrollment: 3168	Expected Instructional Days in New Facility: 176.0		
Projected Campus Enrollment: 856	Estimated Campus Allotment: \$197,073		
Does this campus serve any grades 9-12?: <input checked="" type="radio"/> Yes <input type="radio"/> No			
Attachments			
Instructions		Attached Files	
• Each attachment cannot be larger than 10 MB.		<input type="checkbox"/> Site plan	
• Attachments must have one of the following extensions: pdf, doc, xls, ppt, docx, docm, xlsx, pptx, pptm		<input type="checkbox"/> Photograph	

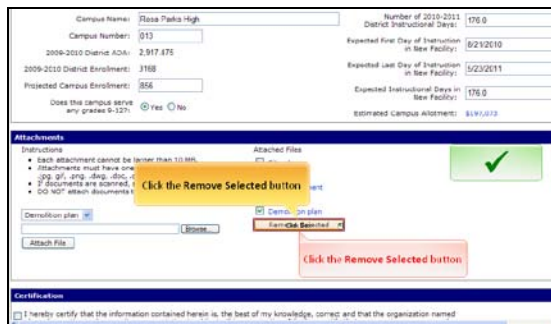
Slide 13

Approving Superintendent(required)		Secondary Contact(optional)	
First Name: Emily		First Name: Maria	
Last Name: Davies		Last Name: Gray	
Email: j.davies@mail.edu		Email: m.gray@mail.edu	
Phone: (555) 555-5555		Phone: (555) 555-5555	
Application Type			
<input checked="" type="radio"/> Initial <input type="radio"/> One-year <input type="checkbox"/>			
District and Campus Information			
Campus Name: Rosa Parks High	Amation 1001-000 (0.0 Y/D)	Number of 2010-2011 District Instructional Days: 176.0	
Campus Number: 013		Expected First Day of Instruction in New Facility: 9/21/2010	
2009-2010 District ADA: 2,917.475		Expected Last Day of Instruction in New Facility: 5/23/2011	
2009-2010 District Enrollment: 3168		Expected Instructional Days in New Facility: 176.0	
Projected Campus Enrollment: 856		Estimated Campus Allotment: \$197,073	
Does this campus serve any grades 9-12?: <input checked="" type="radio"/> Yes <input type="radio"/> No			
Attachments			
Instructions		Attached Files	
• Each attachment cannot be larger than 10 MB.		<input type="checkbox"/> Site plan	
• Attachments must have one of the following extensions: pdf, doc, xls, ppt, docx, docm, xlsx, pptx, pptm		<input type="checkbox"/> Photograph	

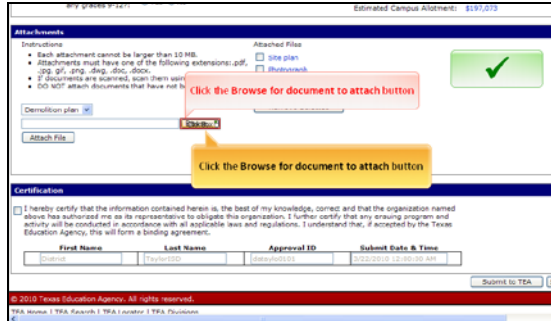
Slide 14



Slide 15
Slide notes: Remove the original attachment.

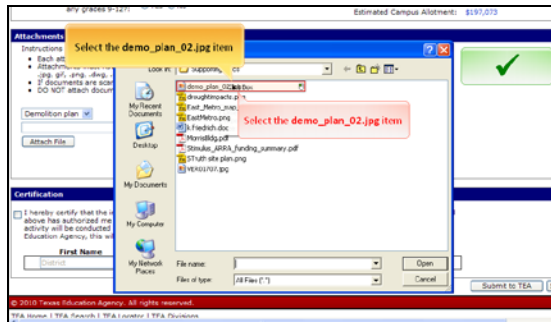


Slide 16
Slide notes: Click *Remove Selected*.

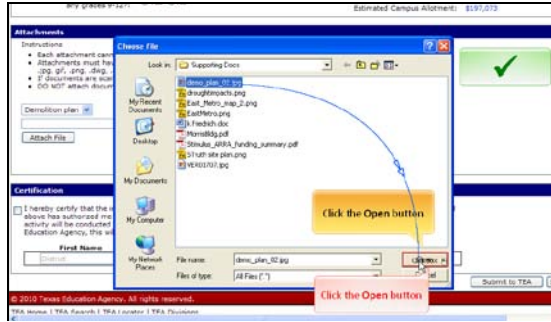


Slide 17

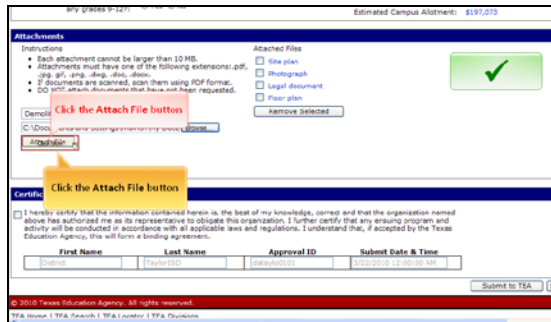
Slide notes: To upload a new or edited file, make sure the correct file type (demolition Plan) is selected and click *Browse*.



Slide 18



Slide 19



Slide 20

Attachments

Instructions

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: .pdf, .jpg, .gif, .png, .bmp, .doc, .docx.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files

- Site plan
- Photograph
- Legal document
- Floor plan

Demolition plan Remove Selected

C:\Documents and Settings\munch\My Docs\ [Browse] [Attach File]

Uploading document to TSP content services, please wait...

Certification

I hereby certify that the information contained herein is, 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.

First Name	Last Name	Approval ID	Submit Date & Time
[Text]	[Text]	[Text]	[Text]

[Submit to TEA]

Slide 21

FSP UN

Foundation School Program TAN 04 ISD County District Number: 14911 School Year: 2010-2011

Home > Programs > NIFA > NIFA Application

NIFA Application

Status: Returned Last Updated: 3/22/2010 10:06:37 AM Last Updated By: nfaadmin

Contact Information

Approving Superintendent(required)		Secondary Contact(optional)	
First Name: Emily	Last Name: Davies	First Name: Maria	Last Name: Gray
Email: s.davies@mail.edu	Phone: (555) 555-5555	Email: m.gray@mail.edu	Phone: (555) 555-5555

Application Type

Initial One-year [v]

District and Campus Information

Campus Name: Rosa Parks High	Number of 2010-2011 District Instructional Days: 176.0
Campus Number: 013	Expected First Day of Instruction in New Facility: 8/21/2010
2009-2010 District ADA: 2,917.475	Attached: [Link]

Slide 22

Slide notes: You should also review the rest of your application. If any changes are necessary, you can make them now.

FSP Foundation School Program TAYLOR ISD County District Number: 249911 School Year: 2010-2011

District Profile Programs

FSP Home > Programs > NIFA > NIFA Application

NIFA Application

Status: Returned Last Updated: 5/22/2010 10:06:37 AM Last Updated By: nfaadmin

Contact Information

Approving Superintendent(required)	First Name:	Secondary Contact(optional)
First Name: Emily	First Name: Maria	
Last Name: Davies	Application (000-530):	Last Name: Grey
Email: e.davies@mail.edu	Application (000-530):	Email: m.gray@mail.edu
Phone: (555) 555-5555	Phone:	Phone: (555) 555-5555

Application Type:

Initial one-year (1)

District and Campus Information

Campus Name: Ross Parks High	Number of 2010-2011 District Instructional Days: 176.0
Campus Number: 013	Expected First Day of Instruction in New Facility: 02/1/2010
2009-2010 District ADA: 2,917.476	Expected Last Day of Instruction:

Slide 23

Projected Campus Enrollment: 556 Expected Instructional Days in New Facility: 176.0

Does this campus serve any grades 9-12? Yes No Estimated Campus Allotment: \$197,073

Attachments

Instructions

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: .pdf, .jpg, .gif, .png, .doc, .rtf, .docx, .xlsx.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files

Demolition plan .pdf	Demolition plan
	Site plan
	Photograph
	Legal document
	Floor plan

Remove Selected

Certification

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.

First Name	Last Name	Approval ID	Submit Date & Time
David	Taylor	00000001	5/22/2010 10:06:37 AM

Slide 24

Projected Campus Enrollment: 856
Expected Instructional Days in New Facility: 176.0
Does this campus serve any grades 9-12? Yes No
Estimated Campus Alotment: \$197,073

Attachments

Instructions

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: .pdf, .jpg, .gif, .png, .dmg, .doc, .docx.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files

- Demolition plan
- Site plan
- Photograph
- Legal document
- Floor plan
- Remove Selected**

Demolition plan: [v] [Browse...]
[Attach File] [Remove] [0/10,000 (0% Y/C)]

Certification

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.

First Name	Last Name	Approval ID	Submit Date & Time
Diana	Taylor	00000001	0/23/2010 12:00:00 AM

Slide 25

Projected Campus Enrollment: 856
Expected Instructional Days in New Facility: 176.0
Does this campus serve any grades 9-12? Yes No
Estimated Campus Alotment: \$197,073

Attachments

Instructions

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: .pdf, .jpg, .gif, .png, .dmg, .doc, .docx.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files

- Demolition plan
- Site plan
- Photograph
- Legal document
- Floor plan
- Remove Selected**

Demolition plan: [v] [Browse...]
[Attach File] [Remove] [0/10,000 (0% Y/C)]

Certification

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.

First Name	Last Name	Approval ID	Submit Date & Time
Diana	Taylor	00000001	0/23/2010 12:00:00 AM

Submit to TEA

Slide 26

The screenshot shows a web form with two main sections: "Attachments" and "Certification".

Attachments: Includes instructions on file size (10 MB) and supported formats (.pdf, .jpg, .png, .doc, .docx). It features a file selection area with an "Attach File" button and a list of "Attached Files" with checkboxes for "Demolition plan", "Site plan", "Photograph", "Legal document", and "Floor plan". A "Remove Selected" button is also present.

Certification: Contains a checkbox for certification and a table for user information.

First Name	Last Name	Approval ID	Submit Date & Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A "Submit to TEA" button is located at the bottom right of the certification section.

Slide 27

This screenshot is identical to Slide 27 but includes callout boxes to highlight a specific step:

- A red callout box with the text "Select the Select the checkbox before submitting the application to TEA check box" points to the certification checkbox.
- A yellow callout box with the text "Select the Select the checkbox before submitting the application to TEA check box" points to the "Submit to TEA" button.

A green checkmark icon is visible in the top right corner of the form area.

Slide 28

Slide notes: The District Approver must complete the certification section again in order to resubmit.

Attachments

Instructions

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: pdf, jpg, png, .img, .doc, .docx.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files

- Demolition plan
- Site plan
- Photograph
- Legal document
- Floor plan

Certification

I hereby certify that the information contained herein is, the best of my knowledge, correct and that the organization named above has authorized me as its representative to organize 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.

First Name	Last Name	Approval ID	Submit Date & Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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TEA Home | TEA Search | TEA Locator | TEA Divisions
This site is best viewed using Internet Explorer version 8.0 or higher, with a screen resolution of at least 800x600 pixels.

Slide 29

Attachments

Instructions

- Attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: pdf, jpg, png, .img, .doc, .docx.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files

- Demolition plan
- Site plan
- Photograph
- Legal document
- Floor plan

Certification

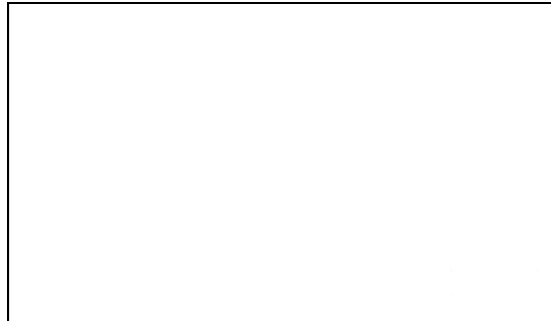
I hereby certify that the information contained herein is, the best of my knowledge, correct and that the organization named above has authorized me as its representative to organize this organization. I further certify that any ensuing program and activity will be conducted in accordance with all applicable laws and regulations. I understand that, if accepted by the Texas Education Agency, this will form a binding agreement.

First Name	Last Name	Approval ID	Submit Date & Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

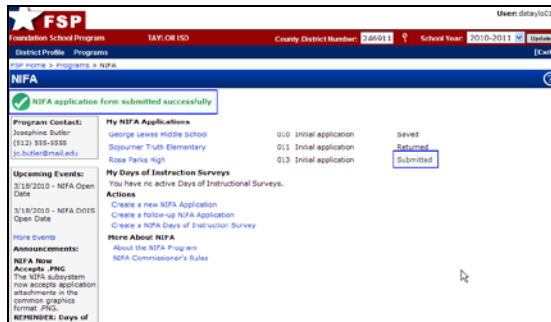
© 2010 Texas Education Agency. All rights reserved.
TEA Home | TEA Search | TEA Locator | TEA Divisions
This site is best viewed using Internet Explorer version 8.0 or higher, with a screen resolution of at least 800x600 pixels.

Slide 30

Slide notes: Click *Submit to TEA* to resubmit the form. You must resubmit for TEA to be able to consider your application.



Slide 31



Slide 32

Slide notes: A confirmation message appears on the NIFA main page, and the application's status changes to "Submitted."

Practice Question

What should you always do before editing a returned form?

- A) Review the comments from TEA
- B) Get permission from your superintendent
- C) File an appeal with TEA
- D) Contact TEA

Review Area
0/12 (0%)
(0/0, 1/0)

Question 1 of 7

Correct - Click anywhere or press 'Y'
Incorrect - Click anywhere or press 'Y'
Try again

Clear Back Skip Submit

Slide 33

Slide notes: What should you always do before editing a returned form?



The screenshot shows a web application interface for NIFA. At the top, there's a header "NIFA Application". Below it is a table with columns for "Form Number", "Date", "Status", "Updated by", and "Comments". The table contains several rows of data. Below the table, there's a yellow callout box with the text: "You should always review the comments from TEA before editing a returned form."

Slide 34

Slide notes: You should always review the comments from TEA before editing a returned form.

Practice Question

True/False: In a returned form, you can only edit the fields for which TEA has requested changes.

A) True

B) False

Review Area
(0/2, 1/20)

Question 2 of 7

Clear Back Skip Submit

Correct - Click anywhere or press 'Y'

Incorrect - Click anywhere or press 'Y'

You must answer the question before continuing

Slide 35

Slide notes: True/False: In a returned form, you can only edit the fields for which TEA has requested changes.

False. In a returned form, you can edit any field that was enabled on the original form.

Slide 36

Slide notes: False. In a returned form, you can edit any field that was enabled on the original form.

Practice Question

If you need to edit an attachment, what should you do first?

- A) Remove the original attachment from the form
- B) Check the Update box next to the attachment
- C) Write over the original by uploading a file with the same name
- D) Send a hard copy of the revised attachment via USPS

Review Area
(0:07 / 0:09)
(0:08 / 1:05)

Question 3 of 7

Correct - Click anywhere or press Y
Incorrect - Click anywhere or press Y
Try again

Clear Back Skip Submit

Slide 37

Slide notes: If you need to edit an attachment, what should you do first?

Does this campus serve any grades 9-12? Yes No Estimated Camp

Attachments

Instructions

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: pdf, doc, ppt, jpeg, png, gif, eps, docm.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files

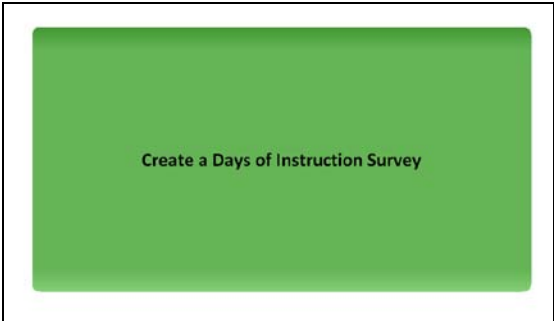
- Site plan
- Site graph
- Legal document
- Floor plan
- Demolition plan
- Remove selected

Demolition plan Browse...

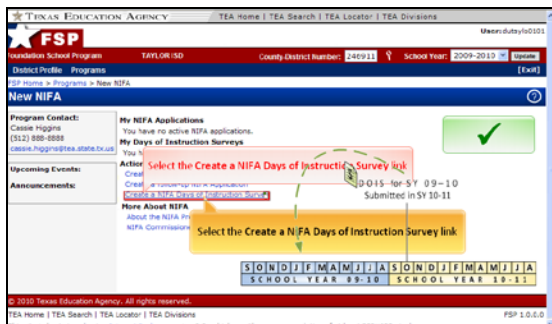
If you need to edit an attachment, you should remove it from the application and then upload the revised version.

Slide 38

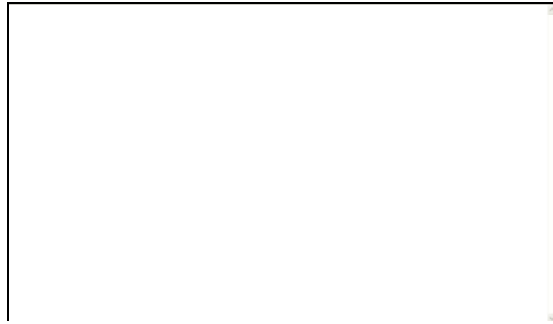
Slide notes: If you need to edit an attachment, you should remove it from the application and then upload the revised version.



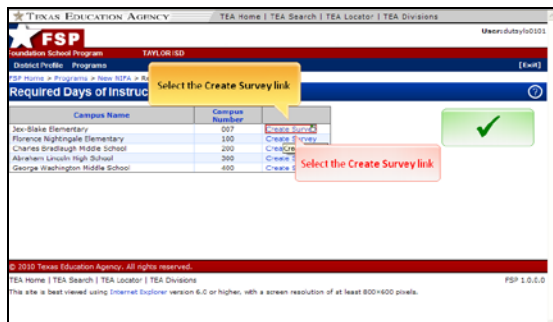
Slide 39
Slide notes: Create a Days of Instruction Survey



Slide 40
Slide notes: In the fall after a school year for which you were awarded funds, you are required to submit a days of instruction survey to report how many instructional days were actually held in the new facility that year. Note that while you click *Create a New Survey* from the present school year, you will afterwards access the survey through the year it pertains to (that is, the previous year).

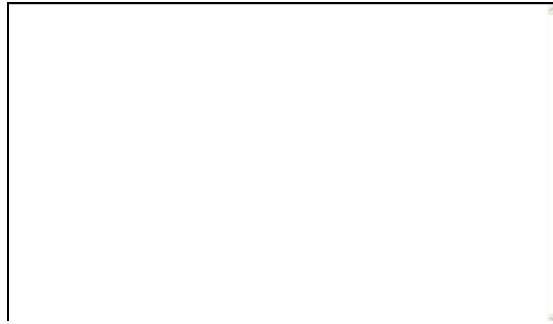


Slide 41



Slide 42

Slide notes: The Required Days of Instruction page opens, listing all of the prior year applications that now require a survey. Click *Create Survey* for the campus you wish to work on.



Slide 43

The screenshot shows the 'NIFA Days of Instruction Survey' form on the Texas Education Agency (TEA) website. The page header includes the TEA logo and navigation links. The main content area is titled 'NIFA Days of Instruction Survey' and includes a breadcrumb trail: 'FSP Home > Programs > New NIFA > NIFA Days of Instruction Survey'. The form is divided into two main sections: 'Contact Information' and 'District and Campus Information'. The 'Contact Information' section has two columns of input fields. The first column is for the 'Approving Superintendent (required)' and includes fields for 'First Name', 'Last Name', 'Email', and 'Phone'. The second column is for 'Secondary Contact (optional)' and includes fields for 'First Name', 'Last Name', 'Email', and 'Phone'. The 'District and Campus Information' section includes a dropdown for 'Application Type' (set to 'Initial application'), a text field for 'Campus Name' (set to 'Jen@lake Elementary'), a dropdown for 'Campus Number' (set to '007'), and a radio button question: 'Has this campus number ever been assigned to any other facility in your district?' with 'Yes' and 'No' options. Below this, there is a text field for 'Fac. Number of 2008-09' (set to '100.0') and another radio button question: 'During the school year, did students attend another facility with the same campus?' with 'Yes' and 'No' options.

Slide 44

Slide notes: The Days of Instruction Survey form looks very similar to the NIFA application. Begin by completing the Contact Information section.

The screenshot shows the 'NIFA Days of Instruction Survey' form. The 'Contact Information' section is highlighted. It includes fields for 'Approving Superintendent(required)' and 'Secondary Contact(optional)'. The 'Approving Superintendent' fields are filled with: First Name: Maria, Last Name: Grey, Email: m.grey@mail.edu, and Phone: (555) 555-5555. The 'Secondary Contact' fields are empty. Below this, the 'District and Campus Information' section shows: Application Type: Initial application, Campus Name: Joe-Blair Elementary, Campus Number: 007, and Facility Instructional Days: 180.0. There are also two 'Yes/No' questions regarding campus numbers and student attendance.

Slide 45

Slide notes: The Secondary Contact fields are optional but recommended.

This screenshot shows the same 'NIFA Days of Instruction Survey' form, but with updated information. In the 'Contact Information' section, the 'Secondary Contact' fields are now filled with: First Name: Bobby, Last Name: Owen, Email: b.owen@mail.edu, and Phone: 5555555555. The 'Approving Superintendent' fields remain the same as in the previous slide. In the 'District and Campus Information' section, the 'Campus Name' field is now 'Sophia Jan-Blair Elementary' and is highlighted with a red box. The 'Campus Number' is still '007'. The 'Yes/No' questions are also present.

Slide 46

Slide notes: In the District and Campus Information section, check the campus name and number; if they have changed, update them.

This screenshot shows a web form with two main sections. The top section, 'Contact Information', has two columns. The left column is for the 'Approving Superintendent(required)' with fields for First Name (Mara), Last Name (Grey), Email (m.grey@mail.edu), and Phone ((555) 555-5555). The right column is for the 'Secondary Contact(optional)' with fields for First Name (Bobby), Last Name (Owen), Email (b.owen@mail.edu), and Phone ((555) 555-5555). The bottom section, 'District and Campus Information', includes 'Application Type' (Initial application), 'Campus Name' (Sophia Jex Blake Elementary), and 'Campus Number' (007). It also has two questions with radio buttons: 'Has this campus number ever been assigned to any other facility in your district?' (Yes/No) and 'During the school year, did students attend another facility with the same campus number before the new facility was occupied?' (Yes/No). Fields for 'Est. Number of 2008-09 Facility Instructional Days' (180.0) and 'Actual Number of 2008-09 Facility Instructional Days' (170.0) are present. A 'Submit to Superintendent' button is at the bottom right.

Slide 47

Slide notes: The number of instructional days you estimated for the prior school year is shown (180). Below that, enter the actual number of instructional days spent in the new campus.

This screenshot is identical to the one above, but the 'Actual Number of 2008-09 Facility Instructional Days' field, which contains the value 170.0, is highlighted with a blue selection box. The 'Submit to Superintendent' button is now disabled, and 'Save' and 'Cancel' buttons are visible at the bottom right.

Slide 48

Approving Superintendent(required):
Maria Grey
m.grey@mail.edu
(555) 555-5555

First Name: Bobby
Last Name: Owens

Secondary Contact(optional):
First Name:
Last Name:
Email:
Phone: (555) 555-5555

Application Information:
Application Type: Initial application
Campus Name: Sophia Jex-Blake Elementary
Campus Number: 007
Est. Number of 2008-09: 180.0
Facility Instructional Days: 170.0

Has this campus number ever been assigned to any other facility in your district?
 Yes No

During the school year, did students attend another facility with the same campus number before the new facility was occupied?
 Yes No

Submit to Superintendent Save Cancel

Slide 49

Slide notes: Click the appropriate button to indicate whether the current campus number has ever been assigned to another facility. An answer to this question is required.

Approving Superintendent(required):
Maria Grey
m.grey@mail.edu
(555) 555-5555

First Name: Bobby
Last Name: Owens

Secondary Contact(optional):
First Name:
Last Name:
Email: b.owens@mail.edu
Phone: (555) 555-5555

Application Information:
Application Type: Initial application
Campus Name: Sophia Jex-Blake Elementary
Campus Number: 007
Est. Number of 2008-09: 180.0
Facility Instructional Days: 170.0

Has this campus number ever been assigned to any other facility in your district?
 Yes No

During the school year, did students attend another facility with the same campus number before the new facility was occupied?
 Yes No

Submit to Su

Slide 50

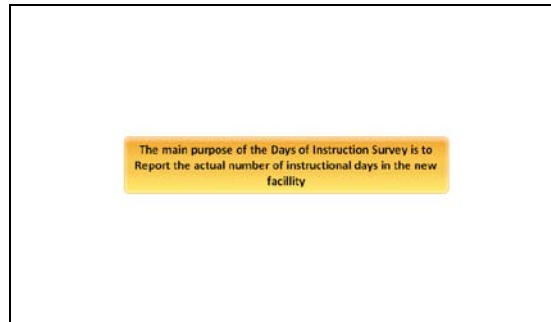
Slide notes: If you selected "Yes," you must also answer the second question.

Slide 51

Slide notes: Review your answers. If you are a District User, you can now submit to the Superintendent. If you are the Superintendent, you can Submit to TEA. Alternately, click Save to saved without submitting, or cancel to clear all changes since the last save and return to the NIFA main page.

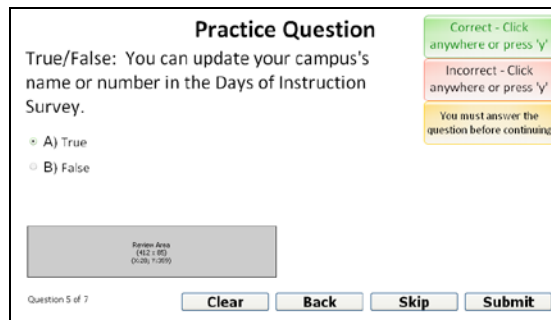
Slide 52

Slide notes: The main purpose of the Days of Instruction Survey is to...



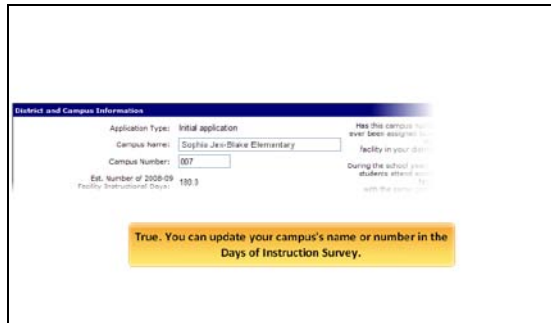
Slide 53

Slide notes: The main purpose of the Days of Instruction Survey is to Report the actual number of instructional days in the new facility



Slide 54

Slide notes: True/False: You can update your campus's name or number in the Days of Instruction Survey.



Slide 55

Slide notes: True. You can update your campus's name or number in the Days of Instruction Survey.



Slide 56

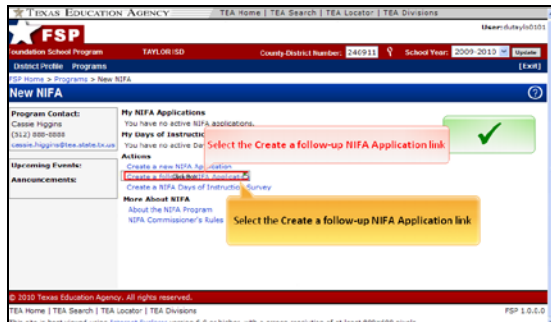
Slide notes: Create a Days of Instruction Survey



Slide 57

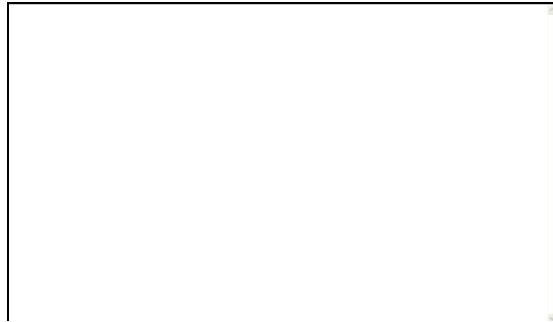
Slide notes: You have learned about new applications and Days of Instruction Surveys. The final form that you use for NIFA is the Follow-up Application. You can apply for a second allotment of NIFA funds if you were awarded an allotment the first year the school was open. This second allotment helps defray expenses arising from growth in ADA (or average daily attendance)

It is recommended that you submit a follow-up application even if no growth is anticipated, just in case. Completing an application now reserves your place as a NIFA recipient in the event of growth. If you experience unexpected growth and did not submit a follow-up application, you cannot apply retroactively. Note that if your facility is about to begin its second year and did *not* apply for NIFA funds last year, you should apply for a one-year new application this year, not a follow-up.

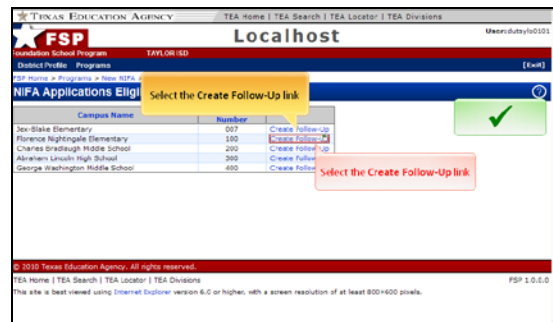


Slide 58

Slide notes: First, click *Create a follow-up application* under Actions.



Slide 59



Slide 60

Slide notes: A new page opens. All campuses that received initial allotments last year and are therefore eligible for follow-up allotments this year are listed on this page. Click *Create Follow-up* for the campus you wish to work on.

The screenshot shows the 'NIFA Application' form in the FSP system. The 'Contact Information' section is highlighted, showing two columns of input fields. The left column is for the 'Approving Superintendent(required)' and the right column is for 'Secondary Contact(Optional)'. The 'Approving Superintendent' fields are populated with: First Name: Dava, Last Name: Emily, Email: e.davis@mail.edu, and Phone: (555) 555-5555. The 'Secondary Contact' fields are empty. Below this, the 'Initial Application' section shows 'District and Campus Information' with fields for Campus Name (Florence Hightgate Elementary), Campus Number (100), District ADA (2,889,302), and Expected First Day of Instruction.

Slide 61

Slide notes: The form automatically populates some of the fields with data from your initial application.

Review all information carefully, and if any of it needs to be revised, make the appropriate changes. For example, if the secondary contact fields were not initially completed, it is recommended that you complete them now.

This screenshot is identical to the one above, but the 'Secondary Contact(Optional)' fields are now empty, indicating they have not been populated yet.

Slide 62

TEXAS EDUCATION AGENCY | TEA Home | TEA Search | TEA Locator | TEA Divisions

FSP
Foundation School Program | TAY.06 ISD | County District Number: 246911 | School Year: 2009-2010

District Profile | Programs

FSP Home » Programs » New NIFA » NIFA Application

NIFA Application

Status: New | Last Updated: | Last Updated By:

Contact Information

Approving Superintendent(required)

First Name: | First Name:

Last Name: | Last Name:

Email: | Email:

Phone: | Phone:

District and Campus Information

Campus Name: | Number of 2008-2009

Campus Number: | District Instructional Days:

2007-2008 District ADA: | Expected First Day of Instruction in New Facility:

2007-2008 District Enrollment:

Slide 63

Slide notes: If you need to review your original application as you fill out the new form, you can click on the *Initial Application* link underneath the *Contact Information*.

FSP
Foundation School Program | TAY.06 ISD | County District Number: 246911 | School Year: 2009-2010

District Profile | Programs

FSP Home » Programs » New NIFA » NIFA Application

NIFA Application

Status: New | Last Updated: | Last Updated By:

Contact Information

Approving Superintendent(required)

First Name: | First Name:

Last Name: | Last Name:

Email: | Email:

Phone: | Phone:

District and Campus Information

Campus Name: | Number of 2008-2009

Campus Number: | District Instructional Days:

2007-2008 District ADA: | Expected First Day of Instruction in New Facility:

2007-2008 District Enrollment: | Expected Last Day of Instruction:

Slide 64

Approving Superintendent/Supervisor: First Name: Davis, Last Name: Emily, Email: e.davis@mail.edu, Phone: (555) 555-5555
Secondary Contact/Contact: First Name: Maria, Last Name: Gray, Email: m.gray@mail.edu, Phone: (555) 555-5555

Initial Application

District and Campus Information

Campus Name: Florence Nightingale Elementary	Number of 2008-2009 District Instructional Days:
Campus Number: 100	Expected First Day of Instruction in New Facility:
2007-2008 District ADA: 2,889,302	Expected Last Day of Instruction in New Facility:
2007-2008 District Enrollment: 3168	Expected Instructional Days in New Facility:
2007-2008 NFA Campus ADA: 61,200	Estimated Campus Allotment:
Projected Campus Enrollment: 3158	

Does this campus serve any grades 9-12? Yes No

Submit to Superintendent

Slide 65

Slide notes: In the District and Campus Information section, check the campus name and number fields, and update if needed. In the *Projected Campus Enrollment* field, enter the estimated student enrollment for the upcoming school year, even if it is the same as last year. If your campus experiences unexpected growth, you can update this number later and become eligible for funding.

Note that the page displays last year's key numbers for your reference.

Approving Superintendent/Supervisor: First Name: Davis, Last Name: Emily, Email: e.davis@mail.edu, Phone: (555) 555-5555
Secondary Contact/Contact: First Name: Maria, Last Name: Gray, Email: m.gray@mail.edu, Phone: (555) 555-5555

Initial Application

District and Campus Information

Campus Name: Florence Nightingale Elementary	Number of 2008-2009 District Instructional Days:
Campus Number: 100	Expected First Day of Instruction in New Facility:
2007-2008 District ADA: 2,889,302	Expected Last Day of Instruction in New Facility:
2007-2008 District Enrollment: 3168	Expected Instructional Days in New Facility:
2007-2008 NFA Campus ADA: 61,200	Estimated Campus Allotment:
Projected Campus Enrollment: 106	

Does this campus serve any grades 9-12? Yes No

Submit to Superintendent

Slide 66

Adding New Instructional Agency

Principal's Contact Information

Name: [Empty] First Name: [Matis] Last Name: [Grey] Email: [m.grey@mail.edu] Phone: [(555) 555-5555]

Number of 2009-2010 District Instructional Days: [Empty]

Expected First Day of Instruction in New Facility: [Empty]

Expected Last Day of Instruction in New Facility: [Empty]

Expected Instructional Days in New Facility: [Empty]

Estimated Campus Allotment: [Empty]

Does this campus serve any grades 9-12? Yes No

Submit to Superintendent Save Cancel

Slide 67

Slide notes: Enter the number of instructional days for your district in the top right field.

Adding New Instructional Agency

Principal's Contact Information

Name: [Matis] Last Name: [Grey] Email: [m.grey@mail.edu] Phone: [(555) 555-5555]

Number of 2009-2010 District Instructional Days: [Empty]

Expected First Day of Instruction in New Facility: [Empty]

Expected Last Day of Instruction in New Facility: [Empty]

Expected Instructional Days in New Facility: [Empty]

Estimated Campus Allotment: [Empty]

Does this campus serve any grades 9-12? Yes No

Submit to Superintendent Save Cancel

Click the calendar icon

Click the calendar icon

Slide 68

Slide notes: Click the calendar icon to select the first instructional day in the new facility for the upcoming school year.

Application Information

First Name: Maria
Last Name: Grey
Email: m.grey@mail.edu
Phone: (666) 666-6666

Campus Information

Campus Name: Florence Nightgale Elementary
Campus Number: 100
District: 175.0
2007-2008 District ADA: 2,889,302
2008 District Enrollment: 3168
2008 NIFA Campus ADA: 91,206
2008 Campus Enrollment: 105
Does this campus serve any grades 9-12? Yes No

Expected First Day of Instruction in New Facility: [Calendar: August 2009]
Expected Last Day of Instruction in New Facility: [Calendar: August 2009]

Estimated Campus Enrollment: [Calendar: August 2009]

Submit

Slide 69

Slide notes: Click the month and year to browse to the correct month.

Application Information

First Name: Maria
Last Name: Grey
Email: m.grey@mail.edu
Phone: (666) 666-6666

Campus Information

Campus Name: Florence Nightgale Elementary
Campus Number: 100
District: 175.0
2007-2008 District ADA: 2,889,302
2008 District Enrollment: 3168
2008 NIFA Campus ADA: 91,206
2008 Campus Enrollment: 105
Does this campus serve any grades 9-12? Yes No

Expected First Day of Instruction in New Facility: [Calendar: August 2009]
Expected Last Day of Instruction in New Facility: [Calendar: August 2009]

Estimated Campus Enrollment: [Calendar: August 2009]

Submit

Slide 70

Slide notes: Click *August*.

The screenshot shows a web form titled "New Campus Information" for Florence Nightingale Elementary. The form includes fields for contact information (Name: Maria Grey, Email: m.grey@mail.edu, Phone: (666) 666-6666) and campus details (Campus Name, Number of 2009-2009 District Instructional Days: 175.0, Expected First Day of Instruction in New Facility: August 24, 2010). A calendar for August 2010 is displayed, with the 24th highlighted. A green checkmark is in the top right corner of the form area.

Slide 71

Slide notes: Click the correct day of that month.

This screenshot shows the same "New Campus Information" form. The "Expected Last Day of Instruction in New Facility" field is highlighted with a blue box. The "Submit to Superintendent" button is visible at the bottom right of the form area.

Slide 72

Slide notes: Repeat the process for the last expected instructional day in the new facility. You can also type the date manually, if you prefer.

Approving Superintendent (required)

Primary Contact (optional)

First Name: Maria
Last Name: Gray
Email: m.gray@mail.edu
Phone: (555) 555-5555

Secondary Contact (optional)

First Name: Maria
Last Name: Gray
Email: m.gray@mail.edu
Phone: (555) 555-5555

Initial Application

District and Campus Information

Campus Name: Florence Nightingale Elementary
Campus Number: 100
2007-2008 District ADA: 2,889,302
2008 District Enrollment: 3188
2008 NIFA Campus ADA: 91,206
Projected Campus Enrollment: 106
Does this campus serve any grades 9-12?: Yes No

Number of 2009-2010 District Instructional Days: 175.9
Expected First Day of Instruction in New Facility: 8/24/2010
Expected Last Day of Instruction in New Facility: 5/17/2011
Expected Instructional Days in New Facility: 176.9
Estimated Campus Allotment: 1.368

Submit to Superintendent

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Slide 73

Slide notes: Type the projected number of instructional days in the new facility for the upcoming school year. After the school year is completed, you will fill out a Days of Instruction Survey and report the actual instructional days.

Approving Superintendent (required)

Primary Contact (optional)

First Name: Maria
Last Name: Gray
Email: m.gray@mail.edu
Phone: (555) 555-5555

Secondary Contact (optional)

First Name: Maria
Last Name: Gray
Email: m.gray@mail.edu
Phone: (555) 555-5555

Initial Application

District and Campus Information

Campus Name: Florence Nightingale Elementary
Campus Number: 100
2009-2009 District ADA: 2,889,302
2009-2009 District Enrollment: 3188
2009-2009 NIFA Campus ADA: 91,200
Projected Campus Enrollment: 106
Does this campus serve any grades 9-12?: Yes No

Number of 2009-2010 District Instructional Days: 175.9
Expected First Day of Instruction in New Facility: 8/24/2010
Expected Last Day of Instruction in New Facility: 5/17/2011
Expected Instructional Days in New Facility: 176.9
Estimated Campus Allotment: 1.368

Submit to Superintendent

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This site is best viewed using Internet Explorer version 8.0 or higher, with a screen resolution of at least 800x600 pixels.

Slide 74

Slide 75

Slide notes: When you are done, click *Submit to Superintendent*. If you are the superintendent, you can submit directly to TEA. You can also save or cancel your work.

Slide 76

Slide notes: Type the letter of the application type on the right in the box for the matching situation on the left.

If your new campus is beginning its first school year and wants to apply for its first allotment of NIFA funds, you need a *new initial application*.

If your campus is beginning its second year and DID receive NIFA funds for its first year, you need a *follow-up application*.

If your campus is beginning its second year and did NOT apply for NIFA for its first year, you need a *new one-year application*.

Slide 77

Slide notes: If your new campus is beginning its first school year and wants to apply for its first allotment of NIFA funds, you need a new initial application.

If your campus is beginning its second year and DID receive NIFA funds for its first year, you need a follow-up application.

If your campus is beginning its second year and did NOT apply for NIFA for its first year, you need a new one-year application.

Practice Question

Should you complete a follow-up application even if you don't anticipate any growth in ADA for the upcoming year?

A) Yes

B) No

Correct - Click anywhere or press 'Y'

Incorrect - Click anywhere or press 'N'

You must answer the question before continuing

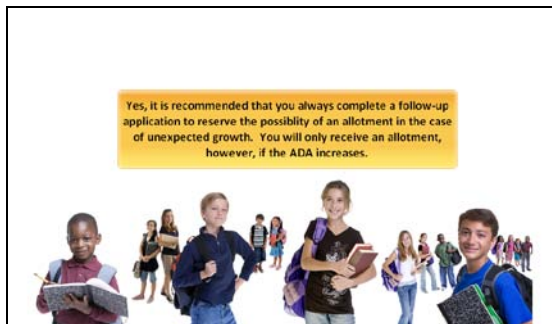
Parsons Area (M2 + 93) (C-28, 11-2009)

Question 7 of 7

Clear Back Skip Submit

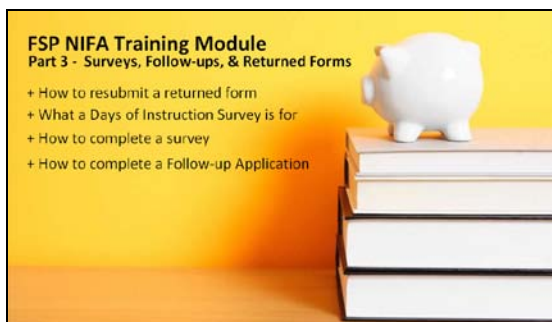
Slide 78

Slide notes: Should you complete a follow-up application even if you don't anticipate any growth in ADA for the upcoming year?



Slide 79

Slide notes: Yes, it is recommended that you always complete a follow-up application to reserve the possibility of an allotment in the case of unexpected growth. You will only receive an allotment, however, if the ADA increases.



Slide 80

Slide notes: Congratulations--you have completed the Surveys, Follow-ups, and Returned Forms part of the FSP Niffa training module. You have learned:...

How to resubmit a returned form, What a Days of Instruction Survey is for, How to complete a survey, and How to complete a follow-up application.

To take the final comprehensive quiz for this module and get your certificate of completion, return to the FSP training main page and select the final part of the NIFA training module.