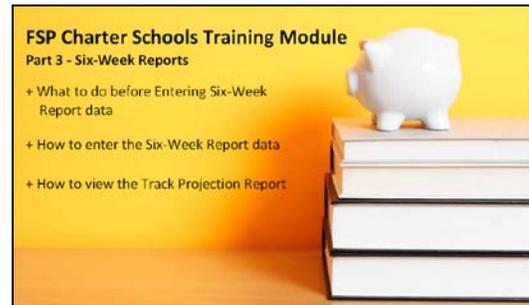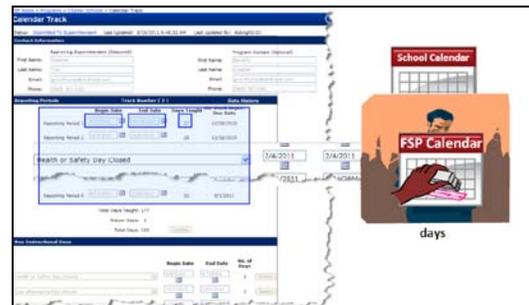Slide 1
Slide notes:

Slide 2
Slide notes: Welcome to Part 3, the Six-Week Reports part of the FSP Charter Schools training module. In this training module you will learn...What to do **BEFORE** entering Six-Week report data,...How to enter Six-Week report data,...and How to view the Track Projection Report.
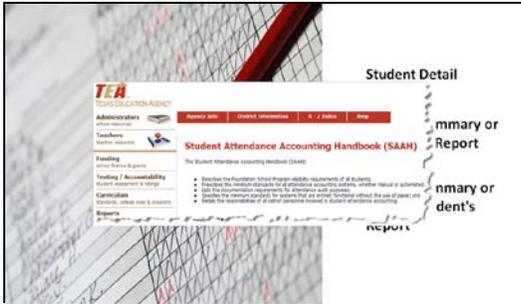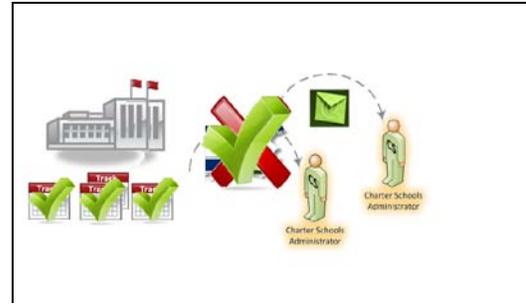

Slide 3
Slide notes:

Slide 4
Slide notes: Before you begin entering your Six-Week report data, determine if you had any recent changes to your school calendar, such as adding health and safety days closed, or converting makeup days to instructional days. Then make sure that the beginning and ending dates, and the number of days taught, on the charter school's student attendance accounting system calendar agree with the calendar information on the FSP System. If the dates or number of days taught do not agree, make the necessary corrections to the calendars before generating the six-week attendance report. If changes need to be made to the calendar on the FSP System, please note that it may take a couple of days until the calendar is in Approved status and you can enter six-week report data.
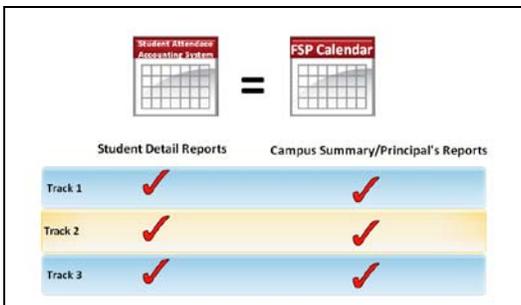
Slide 5

Slide notes: Attendance reports that you will generate for each track, by six-week reporting period include...The Student Detail Report...The Campus Summary or Principal's Report, and...The District Summary or Superintendent's Report. These reports are described in the Student Attendance Accounting Handbook, Section II Audit Requirements. It is essential that you are familiar with the data that should be included in each of these reports.
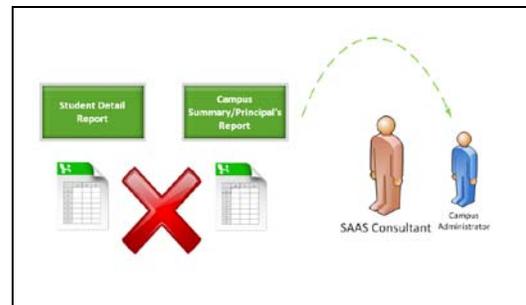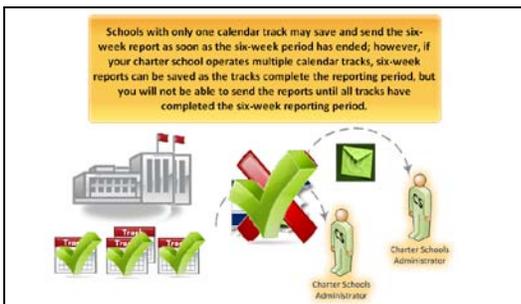

Slide 6

Slide notes: Schools with only one calendar track may save and send the six-week report as soon as the six-week period has ended; however, if your charter school operates multiple calendar tracks, six-week reports can be saved as the tracks complete the reporting period, but you will not be able to send the reports until all tracks have completed the six-week reporting period.

Slide 7

Slide notes: If the Student Attendance Accounting System and the FSP calendar reconcile, please run the Student Detail Reports and Campus Summary/Principal's Reports for each track and reporting period from your charter school's student attendance accounting system.

Slide 8

Slide notes: Please make sure that the Student Detail Report totals reconcile with the Campus Summary/Principal's Report for each track, and give the reports to the campus administrator for review and signature. If the reports do not reconcile, please contact your student attendance accounting system consultant.
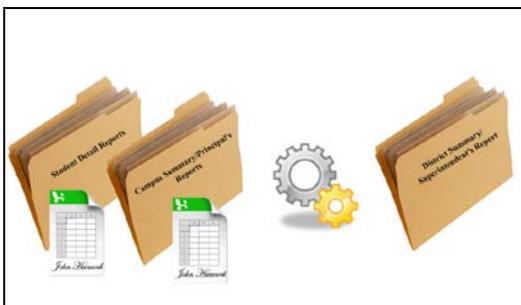
Slide 9

Slide notes: Once all Student Detail Reports and Campus Summary/Principal's Reports have been signed by the campus administrators, generate the District Summary/Superintendent's Report for the track and the reporting period.
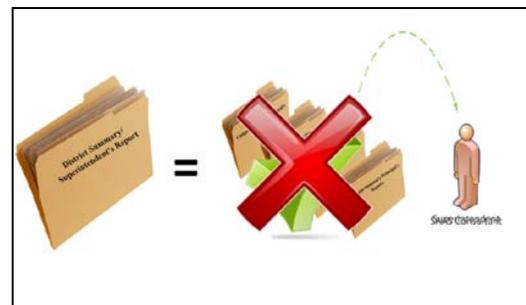
Slide 10

Slide notes: Please make sure that the District Summary/Superintendent's Report reconciles with the total of all the Campus Summary/Principal's Reports. If the reports reconcile, give the District Summary/Superintendent's Report to the superintendent for signature. If the reports do not reconcile, contact your student attendance accounting system consultant.

Slide 11

Slide notes: Once the District Summary/Superintendent Report has been signed by the superintendent, use the report to enter the data into the FSP System. Never enter data into the FSP System from a six-week District Summary/Superintendent's Report that has not been signed by the superintendent.
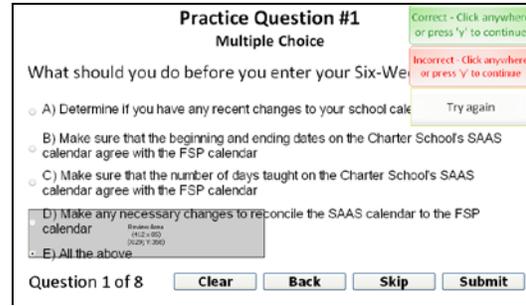
Slide 12

Slide notes: What should you do before you enter your Six-Week report data?
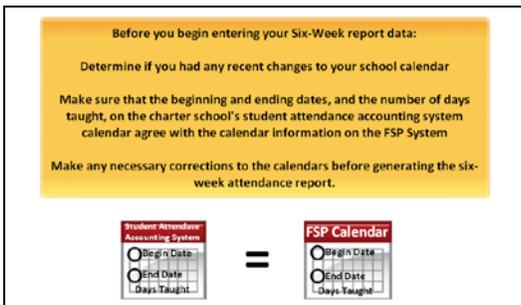
Slide 13

Slide notes: Before you begin entering your Six-Week report data, determine if you had any recent changes to your school calendar. Make sure that the beginning and ending dates, and the number of days taught, on the charter school's student attendance accounting system calendar agree with the calendar information on the FSP System. Make any necessary corrections to the calendars before generating the six-week attendance report.
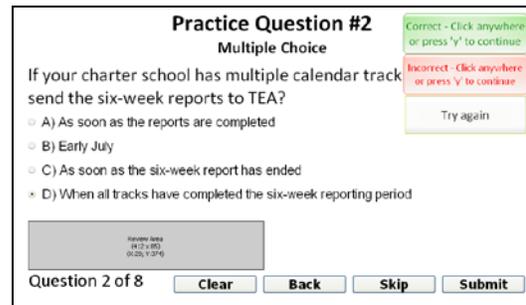
Slide 14

Slide notes: If your charter school has multiple calendar tracks when can you send the six-week reports to TEA?

Slide 15

Slide notes: Schools with only one calendar track may save and send the six-week report as soon as the six-week period has ended; however, if your charter school operates multiple calendar tracks, six-week reports can be saved as the tracks complete the reporting period, but you will not be able to send the reports until all tracks have completed the six-week reporting period.
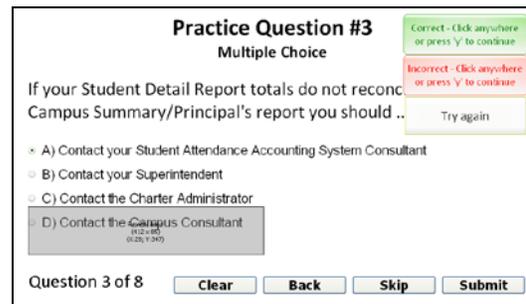
Slide 16

Slide notes: If your Student Detail Report totals do not reconcile with the Campus Summary/Principal's report you should ...
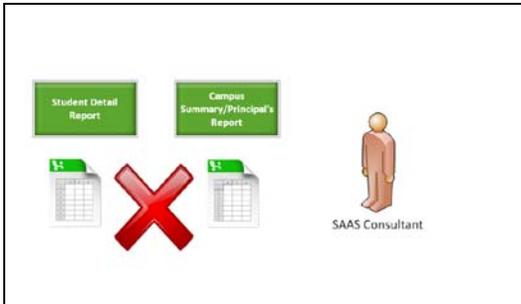
Slide 17

Slide notes: If the reports do not reconcile, please contact your student attendance accounting system consultant.

Slide 18

Slide notes:

Slide 19

Slide notes: From the Charter Schools landing page, select the Six-Week Report link.
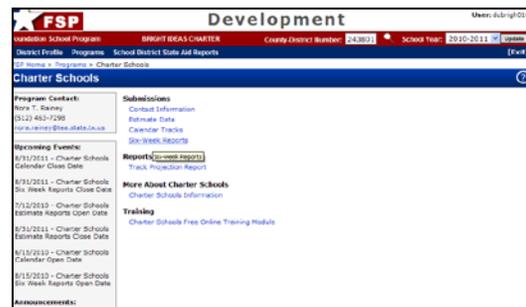
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Slide notes:

Slide 21

Slide notes: The Six-Week Report summary page will appear. Click the drop-down box to select the Track Number.

Slide 22

Slide notes: Select the track number the six-week report will be associated with. If you do not see the track for the six-week report you wish to create, then the calendar track may not be in approved status yet. The Calendar track must be in approved status before you can create a six-week report for that track.

Slide 23

Slide notes: After you have selected the track number, click the **Add** button.

Slide 24

Slide notes:

Slide 25

Slide notes: The Six-Week Report Detail page will appear. You will note that the Calendar Track Summary lists all relevant information from the selected Calendar Track.

Slide 26

Slide notes:

Slide 27

Slide notes:

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Slide notes:

Slide 29

Slide notes: Enter the Attendance Data.

Slide 30

Slide notes:

Slide 31

Slide notes: You will note that as you press the tab key to move to the next field, the fields will calculate based on your previous entries. For this example we entered 211 under Total Ineligible Days.

Slide 32

Slide notes: We then pressed the Tab key, and the system recalculated the Total Eligible days from 9088 to 8877, based on our entry.

Slide 33

Slide notes: Complete the remaining entries.

Slide 34

Slide notes:

Slide 35

Slide notes: As you enter the days into the six-week report, verify that the total refined ADA, Bilingual/ESL ADA, Mainstream ADA, and PRS FTE calculations on the attendance section reconcile with the ADA/FTE calculations in the District Summary/Superintendent's Report. Note that a slight rounding difference is acceptable. If a difference that is not due to rounding exists, it may be due to:...a data entry error,...a difference between your student attendance accounting system calendar and your FSP calendar,... or you may not be entering the correct data from your report. If you are not able to determine the reason for the difference please contact your student attendance accounting system consultant and do not submit the six-week reports until all calculations reconcile.

Slide 36

Slide notes: When entering days into the six-week report, verify that the totals reconcile with the calculations in the District Summary/Superintendent's Report. A slight rounding difference is acceptable, but if a difference not due to rounding exists, it may be due to:

Slide 37

Slide notes: As you enter the days into the six-week report, verify the totals. If a difference that is not due to rounding exists, it may be due to:...a data entry error,...a difference between your student attendance accounting system calendar and your FSP calendar,... or you may not be entering the correct data from your report. If you are not able to determine the reason for the difference please contact your student attendance accounting system consultant, and do not submit the six-week reports until all calculations reconcile.

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Slide notes: As you enter the Career and Technology Days, be sure that the contact hours and FTE on the career and technology section, reconcile with the information in the District Summary/Superintendent's Report. Note that a slight rounding difference is acceptable. If a difference that is not due to rounding exists it may be due to one of the following:...a data entry error,... differences between your student attendance accounting system calendar and your FSP calendar,... or you may not be entering the correct data from your report.   If you are not able to determine the reason for the difference please contact your student attendance accounting system consultant and do not submit the six-week reports until all calculations reconcile

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Slide notes: As you enter the special education days and excess contact hours in each instructional arrangement, please verify that the special education contact hours, and FTE calculations on the special education page reconcile with the District Summary/Superintendent's Report. Note that a slight rounding difference is acceptable. If a difference that is not due to rounding exists it may be due to... a data entry error,... differences between your student attendance accounting system calendar and your FSP calendar,... or you may not be entering the correct data from your report. If you are not able to determine the reason for the difference please contact your student attendance accounting system consultant and do not submit the six-week reports until all calculations reconcile.

Slide 80

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Slide 84

Slide notes: When all entries are complete, click the save button. It is very important to note that only six-week attendance reports in **Approved** status will be used to determine your charter school's state aid. Therefore, please make sure that reports do not stay in Saved or Returned status for an extended period of time.

Slide 85

Slide notes: The page will refresh, and you will note that the status has now changed to **Saved.**

Slide 86

Slide notes: If your entries are complete, you can then submit them to your Superintendent. Before you submit your data make sure, one more time, that the data entered in the FSP system reconciles with the data on the Superintendent's six-week attendence report.

Slide 87

Slide notes: The page will refresh and a confirmation message will appear at the top of the page, indicating that the report was submitted successfully. The status will also change from **Saved** to **Submitted to Superintendent.**

Slide 88

Slide notes: True or False. Only six-week reports in Submitted to Superintendent status will be used to determine your charter school's state aid.
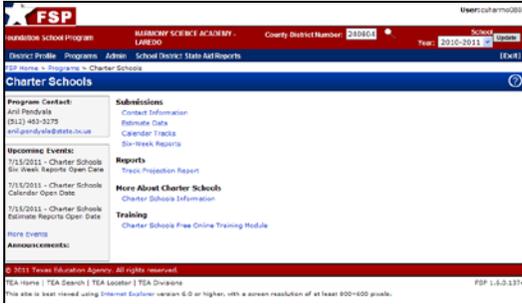

Slide 89

Slide notes: False! Only six-week attendance reports in **Approved** status will be used to determine your charter school's state aid. Therefore, please make sure that reports do not stay in Saved or Returned status for an extended period of time.

Slide 90

Slide notes:

Slide 91

Slide notes: After you save or send your six-week data, you may compare your data to the prior six-week reporting periods by generating a Track Projection Report.

Slide 92

Slide notes: From the Charter Landing page, select the **Track Projection Report** link.

Slide 93

Slide notes: The Track Projection Report page will appear. The **APPROVED** Track Projection Summary report provides the annual attendance data projections that will be used to generate the Summary of Finances report, and calculate the charter school's estimated state aid and payment each month.

Slide 94

Slide notes: To view a report for a particular calendar track, select the track's number in the Track list at the top of the page.

Slide 95

Slide notes: Select Track one.

Slide 96

Slide notes: The two possible statuses for the track projection reports are Approved and All/Latest. The **Approved** Track report is a summary of all the six-week reports Approved thus far for a particular track. The **All/Latest** Track report allows your charter school to review the six-week data and the projected average before sending the six-week report, and to determine if there are any reports in Saved or Returned status that need to be sent. For Charter Schools with multiple tracks, there are Track Projection Approved Summary and Track Projection All/Latest Summary reports that summarize all track information by six-week attendance reporting period.

Slide 97

Slide notes: Once you have made your selections, click the **update** button.

Slide 98

Slide notes: The page will refresh based on the information you selected.

Slide 99

Slide notes: When you are done reviewing the report, click the **Done** button to exit the page.

Slide 100

Slide notes: What is the purpose of the ALL/LATEST Track Projection Report

Slide 101

Slide notes: The purpose of the **ALL/LATEST** Track Projection report is to compare your data to the prior six-week reporting periods **BEFORE** sending the report to TEA.

Slide 102

Slide notes: What is the purpose of the APPROVED SUMMARY Track Projection Report?
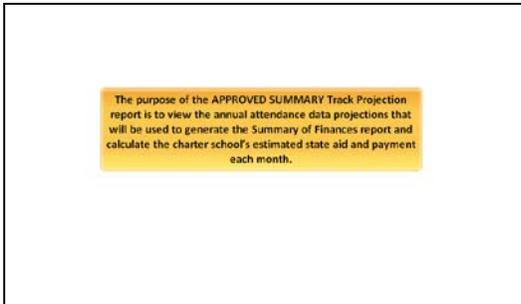
Slide 103

Slide notes: The purpose of the APPROVED SUMMARY Track Projection report is to view the annual attendance data projections that will be used to generate the Summary of Finances report and calculate the charter school's estimated state aid and payment each month.

Slide 104

Slide notes: True or False. The two possible statuses for the track projection reports are Approved and All/Latest.

Slide 105

Slide notes: TRUE! The ALL/LATEST Track report allows you to review all the latest six-week data in every status. The APPROVED Track report allows you to review all approved six-week data to be used by TEA.

Slide 106

Slide notes: Congratulations! You have completed the Calendar Tracks part of the FSP Charter Schools training module. You have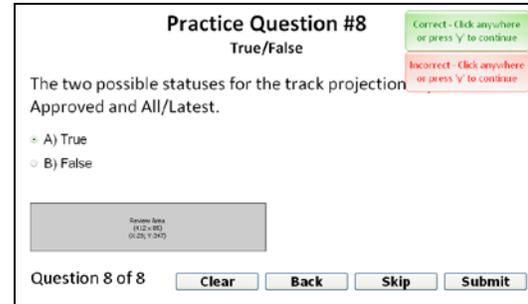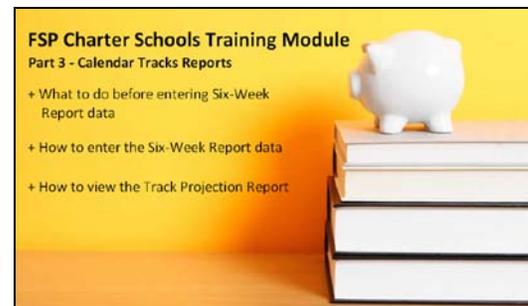 learned... What to do **BEFORE** entering Six-Week report data,....How to enter Six-Week report data, and How to view the Track Projection Report. To continue your Charter Schools training, return to the training home page and select the next part.

Slide 107

Slide notes: