Slide 1
Slide notes:

Slide 2
Slide notes: Complete the form to sign in to the FSP Charter Schools training module.
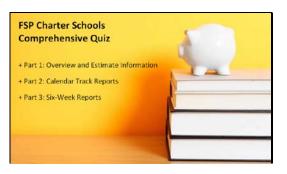

Slide 3
Slide notes: Welcome to the FSP Charter Schools Comprehensive Quiz. This quiz covers the 3 parts of the FSP Charter Schools training module: Part 1 - Overview and Estimate Information,...Part 2 - Calendar Track Reports,... and Part 3 - Six Week Reports. You will be able to print out a certificate at the end of the quiz recording your score. You can take the quiz as many times as you like, to achieve your desired results.

Slide 4
Slide notes: When does the Calendar Track section open for Charter Schools?

Slide 5
Slide notes: The Calendar Tracks section typically opens in Early July, and closes in Early August.

Slide 6
Slide notes: How many reporting periods must be included in each calendar track?

Slide 7

Slide notes: Each calendar track requires **SIX** reporting periods and **SIX** Superintendent's Reports to be submitted via the FSP system.

Slide 8

Slide notes: True or False: The best way to exit any page is by clicking the Cancel button.

Slide 9

Slide notes: True. The best way to exit any page is by clicking the **Cancel** button. If you choose to exit the page in any other manner, you may lock the page preventing others from accessing the information.

Slide 10

Slide notes: True or False: Clicking the update button saves your data.

Slide 11

Slide notes: False. Clicking the **Update** button does not **SAVE** the data, however it is a good practice to click the update button after making an entry.
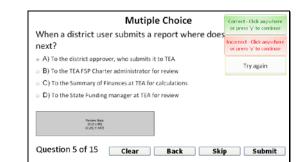

Slide 12

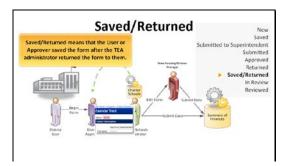Slide notes: When a district user submits a report, where does it go next?

Slide 13

Slide notes: When the district user submits a report it goes to the district approver, who decides whether or not to submit it to TEA.
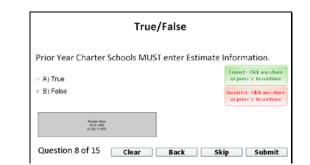

Slide 14

Slide notes: True or False: In order to enable menu options on the landing page you must enter announcement information.

Slide 15

Slide notes: False. Until you enter the **contact information** for your district the grayed out options will remain disabled.

Slide 16
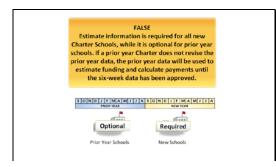
Slide notes: Fill in the blank. **Blank** status means that the User or Approver saved the form after the TEA administrator returned the form to them.

Slide 17
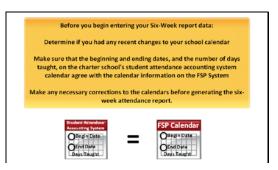
Slide notes: *Saved/Returned* means that the User or Approver saved the form after the TEA administrator returned the form to them.

Slide 18

Slide notes: True or False: Prior Year Charter Schools MUST enter Estimate Information.
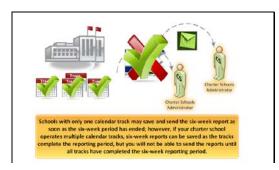
Slide 19

Slide notes: False! Estimate information is required for all new Charter Schools, while it is optional for prior year schools. If a prior year Charter does not revise the prior year data, the prior year data will be used to estimate funding and calculate payments until the six-week data has been approved.

Slide 20

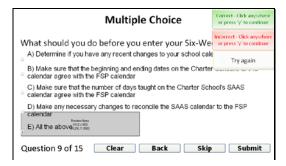Slide notes: What should you do before you enter your Six-Week report data?

Slide 21

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.
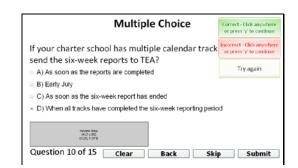

Slide 22

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

Slide 23

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.
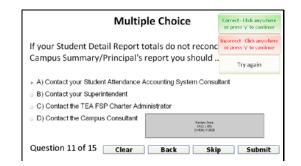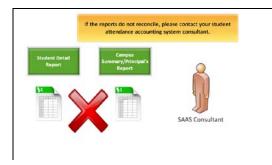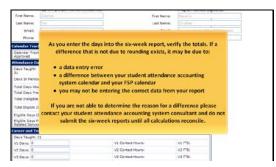

Slide 24

Slide notes: If your Student Detail Report totals do not reconcile with the Campus Summary/Principal's report you should ...
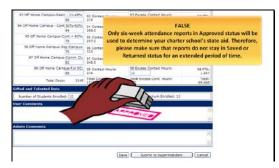
Slide 25

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

Slide 26

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:
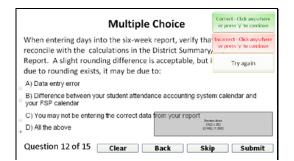

Slide 27

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.

Slide 28

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.
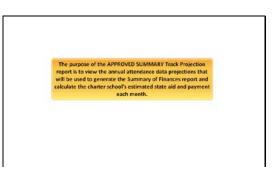

Slide 29

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 30

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

Slide 31

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 32

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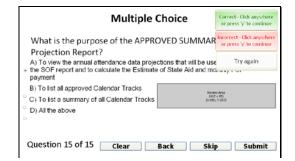

Slide 33

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 34

Slide notes: Congratulations! You have completed the FSP Charter Schools training module. We covered: An overview of the Charter Schools system and Estimate information,... Calendar Track Reports,...and Six Week Reports. You will be able to print out a certificate at the end of the quiz recording your score. You can take the quiz as many times as you like to achieve your desired score.

Slide 35

Slide notes: Your score on the Charter School quiz is shown in the certificate on screen. If you did not pass, you should retake the training to achieve a higher score. If you wish to keep this certificate for your records, you must print it now. Follow the onscreen instructions to print.

Slide 36

Slide notes: