



Foundation School Program (FSP)

Six-Week District Summary

Attendance Reporting

September 26 & 29, 2016

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Agenda

- Pre-Reporting Procedures
- FSP Six-Week District Summary Reporting Requirements
- System Errors
- System Warnings
- System Calculated Values
- ADA Projection Report
- Revisions and Resubmissions



Pre-Reporting Procedures

Calendars Tracks

- Calendar Tracks must accurately reflect the **actual school days** taught for the reporting period **prior** to generating the Six-Week District Summary Attendance Report.
 - Calendars must be updated immediately for missed school days.
 - Calendar changes requiring board approval must be scheduled as soon as possible.
 - Failure to update calendar track(s) to reflect actual school days taught for the reporting period **prior** to generating the Six-Week District Summary Attendance Report will result in near settle-up differences or in audit adjustments.
- Calendars must be divided into six approximately equal reporting periods.
 - It is recommended that you divide the number of school days in the school year by six and keep reporting periods within 3 days of this result.
- Charters Schools with multiple campuses have multiple tracks
 - Multi-Track/Multi-Track Charters may or may not start out with identical calendars
 - Each Campus Track will have a unique campus track number.
 - During the school year, changes to school days that only affect one campus track will change the ADA/FTE formula for that one campus track only.

Campus	Track	School Days	SCHOOL DAYS PER REPORTING PERIOD						Total School Day and Waiver Minutes
			1	2	3	4	5	6	
001-801-001	0	180	30	30	30	30	30	30	75600
001-801-041	0	176	28	26	27	32	33	30	75600
001-801-101	0	176	28	26	27	32	33	30	75600
001-801-002	0	190	32	32	30	31	33	32	75600
001-801-002	1	190	32	32	30	31	33	32	75600

- All calendar tracks must provide 75,600 school day minutes or have an approved waiver on file.
- Calendar track school day minute information will be submitted on the Summer PEIMS submission.
- TEA will make adjustments to funding on the “final” Summary of Finances (SOF) for charter schools that are not in compliance with the 75,600 minute requirement.



Pre-Reporting Procedures

- The **Student Attendance Accounting Handbook (SAAH), Section II** requires that the charter school's student attendance accounting software include **specific information** on the six-week audit reports.
- It is the Superintendent's responsibility to make sure that the Six-Week Track Student Detail; Campus Summary and District Summary Reports meet the audit requirements.
- The charter school's **Attendance Procedures Manual** should have a process for generating and reviewing the Six Week Track Student Detail; Campus Summary and District Summary Reports, specifically:
 - An effective system of internal controls in place in order to maintain data integrity and the ability to produce, for audit purposes, all required documentation.
 - A process that involves teachers, counselors, Principals, and Special Program Directors in the review of the Six-Week Track Student Detail reports and Campus Summary Reports.
 - A process that ensures that the data totals from the Six-Week Track Student Detail reports reconcile to the respective totals on the Six-Week Campus Summary Report, and
 - A process that ensures that the data totals from for all Six-Week Campus Summary Reports reconcile to the respective totals on the Six-Week District Summary Report.
 - If attendance is checked consistently throughout the year problems can be resolved as they occur and will result in quality data for the PEIMS submissions.



FSP Six-Week District Summary Report

- Charter Schools are required to submit data from their local Student Attendance Accounting System's *Six-Week District Summary Reports* for each six-week reporting period.

Campus	Track	School Days	SCHOOL DAYS PER REPORTING PERIOD						Total School Day and Waiver Minutes
			1	2	3	4	5	6	
001-801-001	0	180	30	30	30	30	30	30	75600
001-801-041	0	176	28	26	27	32	33	30	75600
001-801-101	0	176	28	26	27	32	33	30	75600
001-801-002	0	190	32	32	30	31	33	32	75600
001-801-002	1	190	32	32	30	31	33	32	75600

**ONE DISTRICT
SUMMARY REPORT
PER REPORTING
PERIOD**

- This data includes:
 - The earliest beginning and latest ending dates of the reporting period for all tracks
 - Program days
 - Average Daily Attendance (ADA)**
 - Excess Contact Hours
 - Full-Time Equivalent (FTE) Data**
- Depending on your Student Attendance Accounting System, some special education instructional arrangement values may need to be manually totaled before being entered.
 - 41-42 Resource Room
 - 43-44 Mild/Moderate/Severe
 - 81-89 Residential Care and Treatment
 - 91-98 Off Home Campus
- Depending on your Student Attendance Accounting System you may need to calculate Pregnancy Related Services (PRS) ADA.

FORMULA : PRS ADA = PRS FTE/.2936.



Question

- Which **new** data elements from your Six-Week District Summary Report are you required to enter this school year?
 - Days and Excess Contact Hours
 - Days, Contact Hours, and Excess Contact Hours
 - Program ADA and FTE



Question

- Which **new** data elements from your Six-Week District Summary Report are you required to enter this school year?
 - Days and Excess Contact Hours
 - Days, Contact Hours, and Excess Contact Hours
 - **Program ADA and FTE**



FSP Six-Week District Summary Report

- The FSP Six-Week District Summary Report is an online form for submitting attendance data from your Student Accounting System's Six-Week Audit Reports.
- The accuracy of data entered is **entirely** dependent on the quality of the data in your local Student Attendance Accounting System, your charter school's report review procedures and internal controls.
- A new report cannot be created if all previous Six-Week District Summary Attendance Reports are not in an approved status.
- You will be able to enter and save data, but you not be able to submit data from the FSP Six-Week District Summary Report.
- Data from the FSP Six-Week District Summary Report may be submitted by going to the ADA Projection Report.



Question

- What actions can be performed from the FSP Six-Week District Summary Report?
 - Enter data, save data, Submit to Superintendent
 - Enter data, save data, Submit to TEA
 - Enter data, save data, Go To ADA Projection Report
 - None of the above



Question

- What actions can be performed from the FSP Six-Week District Summary Report?
 - Enter data, save data, Submit to Superintendent
 - Enter data, save data, Submit to TEA
 - [Enter data, save data, Go To ADA Projection Report](#)
 - None of the above



FSP Six-Week District Summary Report

- FSP Six-Week District Summary Report is due 10 calendar days after the last track completes the reporting period.
- Hypothetical Example:

REPORTING PERIOD									
		1				2			
CAMPUS	TRACK	BEGIN	END	DISTRICT SUMMARY DUE	SCHOOL DAYS	BEGIN	END	DISTRICT SUMMARY DUE	SCHOOL DAYS
001-801-001	0	8/22/2016	9/30/2016	10/10/2016	30	10/3/2016	11/4/2016	11/14/2016	30
001-801-041	0	8/15/2016	9/23/2016		28	9/26/2016	10/28/2016		26
001-801-101	0	8/15/2016	9/23/2016		28	9/26/2016	10/28/2016		26
001-801-002	0	8/8/2016	9/28/2016		32	9/29/2016	11/2/2016		32

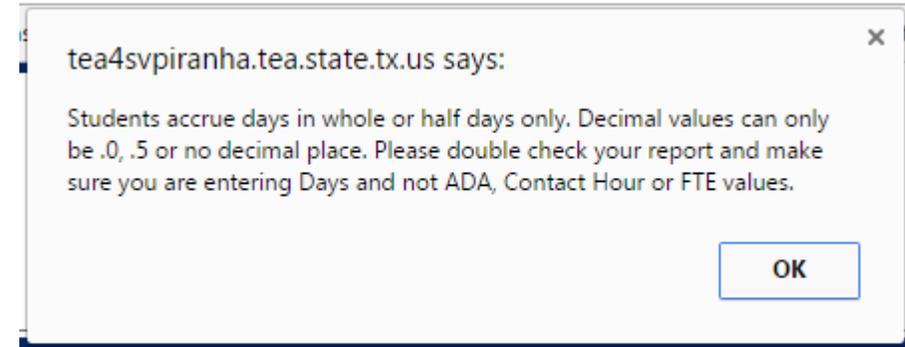
EARLIEST START DATE THIS REPORTING PERIOD

LATEST START DATE THIS REPORTING PERIOD



Data Errors

- **Displayed in Red**
- **Beginning and Ending Date for the reporting period are required**
 - Begin date cannot be prior to July 1
 - Enter the earliest begin date of all tracks this reporting period
 - Enter the latest end date of all tracks this reporting period
 - From previous example for multi-track school:
 - Begin Date = 08/08/2016
 - End Date = 09/30/2016
- **Days**
 - Can only have a decimal value of 0 or .5
 - Program days cannot exceed Total Eligible Days
- **Blank Fields**
 - If you deleted a value from a field and the value is supposed to be zero, please enter a 0, do not leave it blank otherwise you will get an error.
- **Saving Data**
 - Some errors will not allow you to save the report





Data Errors

Beginning and Ending Date Errors

Foundation School Program | https://tea4svpiranha.tea.state.tx.us/fsp_integration/CharterSchool/CharterSchoolSixWeeksDetail.aspx?ReferingRequestId=327d3883-1ebb-4f9e-8347-43415c716150&ReferingUri=CharterSchoolSixWeeksDist

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

Development | User: da101837

Foundation School Program | CALVIN NELMS CHARTER SCHOOLS | County-District Number: 101837 | School Year: 2016 - 2017

District Profile | Programs | School District State Aid Reports | [Exit]

FSP Home > Programs > Charter Schools > Six-Week Report Detail

Six-Week Report Detail

- Data was not saved. 4 validation error(s) found.
- Report Begin Date can not be Empty
- Report Begin Date can not be before: 7/1/2016
- Report End Date can not be Empty
- Report Begin and End Date can not be the same

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

Contact Information

Approving Superintendent (Required)		Program Contact (Optional)	
First Name: <input type="text" value="Ronald"/>		First Name: <input type="text" value="Donna"/>	
Last Name: <input type="text" value="Nelms"/>		Last Name: <input type="text" value="Jones"/>	
Email: <input type="text" value="rnelms@cnchs.net"/>		Email: <input type="text" value="djones@etchs.net"/>	
Phone: <input type="text" value="(281) 398-8031"/>		Phone: <input type="text" value="(903) 753-9400"/>	

Six Week Summary

Period: 1 | Begin Date: | End Date: | Due Date:

Attendance Data

		Error	User Comments	Admin Comments
Days In Membership:	<input type="text" value="12100"/>			
Total Days Absent:	<input type="text" value="1089"/>			
Total Days Present:	<input type="text" value="11011"/>			
Total Ineligible Days:	<input type="text" value="0"/>			
Total Eligible Days:	<input type="text" value="11011"/>			
Total Refined ADA:	<input type="text" value="367.033"/>			
Total Special Education FTE	<input type="text" value="20.648"/>			
Total CATE FTE	<input type="text" value="67.778"/>			
Regular ADA:	<input type="text" value="278.607"/>			
Eligible Days Bilingual/ESL:	<input type="text" value="500"/>			
BIL/ESL Refined ADA:	<input type="text" value="16.7"/>			
40 - Special Ed. Mainstream Eligible Days:	<input type="text" value="450"/>			
Special Ed. Mainstream Refined ADA:	<input type="text" value="15.0"/>			
Pregnancy Related Services (PRS) Eligible Days:	<input type="text" value="0"/>			
Pregnancy Related Services (PRS) ADA:	<input type="text" value="0"/>			
Pregnancy Related Services (PRS) FTE:	<input type="text" value="0"/>			
Gifted and Talented Enrollment	<input type="text" value="0"/>			
Gifted and Talented Max	<input type="text" value="0"/>			



Data Warnings

- **Displayed in Blue**
- **Material Increase and Decrease Warnings**
 - Designed to help identify gross data entry errors and significant changes in the data.
 - A warning does not indicate the value is incorrect.
 - A warning means that the value needs verification, double check or a second look.
 - Absence of a warning does not mean the data is accurate.

The screenshot displays the 'Six-Week Report Detail' page for CALVIN NELMS CHARTER SCHOOLS. The page includes a navigation bar with 'FSP' and 'Development' logos, and a user profile for 'da101837'. A success message states 'Six Weeks Reports Saved successfully'. The 'Contact Information' section contains two forms: one for the Approving Superintendent (Ronald Nelms) and one for the Program Contact (Donna Jones). Below this is the 'Six Week Summary' section with filters for Period (1), Begin Date (8/15/2016), End Date (9/29/2016), and Due Date (10/9/2016). The 'Attendance Data' table lists various metrics with values and a 'Data History' column for errors and comments.

		Error	User Comments	Admin Comments
Days In Membership:	12100			
Total Days Absent:	1089			
Total Days Present:	11011			
Total Ineligible Days:	0			
Total Eligible Days:	11011			
Total Refined ADA:	367.033		* In the user comments please provide an explanation for the material increase in Refined ADA.	
Total Special Education PTE	20.648			
Total CATE PTE	67.778			
Regular ADA:	276.607			
Eligible Days Bilingual/ESL:	500			
BIL/ESL Refined ADA:	16.7			
40 - Special Ed. Mainstream Eligible Days:	450			
Special Ed. Mainstream Refined ADA:	15.0			
Pregnancy Related Services (PRS) Eligible Days:	0			
Pregnancy Related Services (PRS) ADA:	0			
Pregnancy Related Services (PRS) PTE:	0			
Gifted and Talented Enrollment	0			
Gifted and Talented Max	0			
Attendance Percentage:	91			



Data Warnings

- Warnings will disappear if data is revised and no longer meets the validation criteria.
- Warnings require **brief** user comments
 - For example, “Increased /Decreased enrollment. Value has been verified and is accurate”.
 - For example, “Added new campus or grade levels. Value has been verified and is accurate”.
 - For example, “Growth in program participation. Value has been verified and is accurate”.
- Do not need to justify the value with lengthy explanation.
- If you enter a user comment but then change the data and the warning has disappeared, please delete the user comment before saving the report.
- Save will be allowed with warnings displayed.
- Go To ADA Projection button will be disabled if all required user comments are not entered.

The screenshot shows a web browser window displaying the FSP data entry interface. The browser address bar shows the URL: https://tea4svpiranha.tea.state.tx.us/fsp_integration/CharterSchool/CharterSchoolSixWeeksDetail.aspx?ReferingRequestId=32743883-1eb4-4f9e-8347-43415c716150&ReferingUri=CharterSchoolSixWeeksDist. The page contains a table with the following data:

30 State School Days:	0	
30 Contact Hours:	0	
30 Excess Contact Hours:	0	
30 FTE:	0	
41-42 Resource Room Days:	1000	
41-42 Contact Hours:	2859,000	
41-42 Excess Contact Hours:	0	
41-42 FTE:	15.893	<input type="text"/>
* In the user comments please provide an explanation for the material increase in 41-42 Resource Room FTE.		
43-44 Mid/Mod/Severe Days:	300	
43-44 Contact Hours:	857,700	
43-44 Excess Contact Hours:	0	
43-44 FTE:	4.765	<input type="text"/>
* In the user comments please provide an explanation for the material increase in 43-44 Mid/Mod/Severe FTE.		
45 Full Time Early Childhood Days:	0	
45 Contact Hours:	0	
45 Excess Contact Hours:	0	
45 FTE:	0	
01-09 Residential Care & Treatment Days:	0	
01-09 Contact Hours:	0	
01-09 Excess Contact Hours:	0	
01-09 FTE:	0	
91-99 Off Home Campus Days:	0	
91-99 Contact Hours:	0	
91-99 Excess Contact Hours:	0	
91-99 FTE:	0	
Total Special Education Days:	1822	
Total Special Education Contact Hours:	3797,200	
Total Special Education Excess Contact Hours:	0	
Total Special Education FTE:	20.646	

Below the table is an **Admin Comments** section with a text input field and **Save** and **Cancel** buttons. At the bottom of the page, there is a message: "There are 5 comments that need to be entered." and a **Go To ADA Projections** button. The footer contains copyright information: "© 2016 Texas Education Agency. All rights reserved." and "TEA Home | TEA Search | TEA Locator | TEA Divisions".



Data Warnings

- **Days Taught Warning**

- *“Refined ADA indicates that the average number of days for all tracks on this reporting period are shorter than 25 days or longer than 35 days. In the user comments please indicate the average number of days for all tracks in this reporting period.”*
- The ***Student Attendance Accounting Handbook*** (SAAH) requires that the calendar be divided into six ***approximately*** equal reporting periods.
- You will get this warning if the system detects that your school days taught could be significantly outside of the parameter.
- **Please check for data entry error in Membership Days and Days Absent fields.**
- **Please check for data entry error in the Total Refined ADA field.**
- **If there is not a data entry error, then provide the average number of days taught for all tracks in this reporting period.**

Six Week Summary				
Period: 1	Begin Date: 8/15/2016	End Date: 9/29/2016	Due Date: 10/9/2016	
Attendance Data		Data History		
		Error	User Comments	Admin Comments
Days In Membership:	12100			
Total Days Absent:	1089			
Total Days Present:	11011			
Total Ineligible Days:	0			
Total Eligible Days:	11011			
Total Refined ADA:	300		* Refined ADA indicates that the average number of days for all tracks on this reporting period are shorter than 25 days or longer than 35 days. In the user comments please indicate the average number of days for all tracks in this reporting period.	
Total Special Education FTE	20.648			
Total CATE FTE	50.556			
Regular ADA:	228.796			
Eligible Days Bilingual/ESL:	1000			
BIL/ESL Refined ADA:	16.7			
40 - Special Ed. Mainstream Eligible Days:	450			
Special Ed. Mainstream Refined ADA:	15			
Pregnancy Related Services (PRS) Eligible Days:	0			
Pregnancy Related Services (PRS) ADA:	0			
Pregnancy Related Services (PRS) FTE:	0			
Gifted and Talented Enrollment	0			
Gifted and Talented Max	0			



Data Warnings

- **Maximum Enrollment Warning**

- *“The ADA and Percent of Attendance indicates that the charter school MAY BE in violation of the approved maximum enrollment. In the user comments please provide an explanation.”*
 - Please check for data entry error in Membership Days and Days Absent fields.
 - Please check for data entry error in the Total Refined ADA field.
- If there is not a data entry error, then check daily membership counts for the reporting period to see if your charter exceeded the approved maximum enrollment on any day.
- For any day in the reporting period in which the charter school exceeded the maximum enrollment the Superintendent must take immediate action to change the ADA eligibility codes of all students in excess of the approved amount based on the date of enrollment (last enrolled/first ineligible). If space becomes available at a later date, eligibility may be reinstated in the order in which students became ineligible.
- For guidance on the appropriate ADA eligibility codes please refer to the *Student Attendance Accounting Handbook, Section III.*
- If the charter school did not exceed the maximum enrollment on any given day, in the user comments please state, *“the charter school has not exceeded the maximum enrollment this reporting period”* and TEA will follow up.
- For questions about the maximum enrollment approved for your charter school, please contact the Division of Charter School Administration at 512-463-9575.



Question

- What should you check if you get the Days Taught or the Maximum Enrollment warning?
 - Check for data entry error in Membership Days
 - Check for data entry error in Days Absent
 - Check for data entry error in Total Refined ADA
 - None of the above
 - All of the above



Question

- What should you check if you get the Days Taught or the Maximum Enrollment warning?
 - Check for data entry error in Membership Days
 - Check for data entry error in Days Absent
 - Check for data entry error in Total Refined ADA
 - None of the above
 - [All of the above](#)



System Calculated Values

- Dark Gray Shaded Fields
 - **If these values do not reconcile** to your charter school's Student Attendance Accounting System's Six-Week District Summary Report, **then you have incorrectly entered data in one or more fields.**
 - Rounding variances within .01 are okay.
 - Avoid date entry errors by **double checking** and **triple checking** that FSP values in the darker gray shaded areas reconcile to your system's Six-Week District Summary Report.



ADA Projection Report

- The Six-Week District Summary Report **must be** submitted from the ADA Projection Report.
- Charter Users can only submit (to Superintendent) reports in a ***Saved*** status.
- District Approvers can only submit (to TEA) reports in a ***Saved*** status or ***Submitted to Superintendent*** status.
- **Review highlighted rows** for reasonableness, accuracy, and missing data.
- The values used to update the ***Summary of Finances*** (SOF) report are found on the **Average Column**.
- The Submit to Superintendent button **will not be active** until the charter user checks the assurance of accuracy, authenticity, and completeness.
- The Submit to TEA button **will not be active** until the District Approver checks the assurance of accuracy, authenticity, and completeness **and the** acknowledgement of the minimum 75, 600 minutes or waiver requirement.
- **The ADA Projection Report may also be accessed from the FSP Charter School landing page, but users will not be able to submit a Six-Week District Summary Report if the report is accessed from the FSP Charter School Landing Page.**



ADA Projection Report

Foundation School Program | User: da015801

Development

Foundation School Program | POR VIDA ACADEMY | County-District Number: 015801 | School Year: 2016 - 2017

District Profile | Programs | School District State Aid Reports

FSP Home > Programs > Charter Schools > ADA Projection Report

ADA Projection Report

	Estimate	1st Six Weeks	2nd Six Weeks	3rd Six Weeks	4th Six Weeks	5th Six Weeks	6th Six Weeks	Average
Status	Approved	Approved	Approved	Approved	Approved	Approved	Saved	
Status Date	6/16/2016	9/20/2016	9/20/2016	9/20/2016	9/20/2016	9/20/2016	9/25/2016	
Begin Date	-	8/1/2016	8/1/2016	8/1/2016	8/1/2016	8/1/2016	12/1/2016	
End Date	-	9/15/2016	10/12/2016	10/16/2016	10/15/2016	10/15/2016	2/16/2017	
Attendance Data								
Days in Membership	-	9000	40000	9000	9000	90000	900000	311166.7
Total Days Absent	-	900	4000	900	900	900	0	1116.7
Total Days Present	-	8100	36000	8100	8100	900000	900000	310050
Total Ineligible Days	-	0	0	0	0	0	0	0
Total Eligible Days	-	8100	36000	8100	8100	900000	900000	310050
Total Refined ADA	247.12	270	1200	270	270	34000	34000	11668.3
Bilingual/ESL Eligible Days	-	0	0	0	0	0	0	0
BIL/ESL Refined ADA	0.006	0						
Special Ed. Mainstream Eligible Days (Code 40)	-	0	0	0	0	0	0	0
Special Ed. Mainstream Refined ADA	14.871	0						
Pregnancy Related Services (PRS) Eligible Days	-	200	100	0	0	0	0	50
Pregnancy Related Services FTE	0.668	1.957	0.979	0	0	0	0	0.489
Gifted and Talented Enrolled	0	0	0	0	0	0	0	0
Gifted and Talented Max	0	0	0	0	0	0	0	0
Career and Technology Education (CATE) Data								
V1 FTE	11.77	0	0	0	0	0	0	0
V2 FTE	11.142	0	0	0	0	0	0	0
V3 FTE	4.901	0	0	0	0	0	0	0
V4 FTE	0.196	0	0	0	0	0	0	0
V5 FTE	0	0	0	0	0	0	0	0
V6 FTE	0	0	0	0	0	0	0	0
Total CATE FTE	28.009	0						
Special Education Data								
00 Speech Therapy FTE	0.036	0	0	0	0	0	0	0
01 Homebound FTE	0	0	0	0	0	0	0	0
02 Hospital FTE	0	0	0	0	0	0	0	0
08 Vocational Class FTE	28.009	0	0	0	0	0	0	0
30 State School FTE	0	0	0	0	0	0	0	0
41-42 Resource Room FTE	4.46	0	0	0	0	0	0	0
43-44 Mild/Mod/Severe FTE	0.006	0	0	0	0	0	0	0
45 Full Time Early Childhood FTE	0	0	0	0	0	0	0	0
81-89 Residential Care & Treatment FTE	0	0	0	0	0	0	0	0
91-98 Off Home Campus FTE	0	0	0	0	0	0	0	0
Total Special Education FTE	4.501	0						
Regular Program ADA	214.611	270	1200	270	270	34000	34000	11668.333
Attendance Percentage	80.25	90	90	90	90	100	100	93.333

Certification



Revisions and Resubmissions

- Once a report has been submitted to TEA you will not be able to make changes to the report.
- Minor errors will be corrected with the PEIMS submission.
- Requests for major revisions and resubmissions must come in the form of a letter from Superintendent to the Charter School Administrator and must include:
 - Detailed description of what caused the error.
 - Corrective action plan with a documented process to avoid future errors.
 - An explanation of how the erroneous data will jeopardize the finances and the continued operation of the school.
- In order to avoid date entry errors, it is critical that you:
 - Make sure that the dark gray shaded fields of the FSP District Summary Report **reconcile** to your Student Attendance Accounting System's report.
 - Review and understand the warnings of the District Summary Report before proceeding the ADA Projection Report.
 - Review and understand any differences between the current report and the prior report(s) of the bolded rows of the ADA Projection Report before Submitting to TEA.