

2010 Pupil Projections Subsystem Instructions

Logon Instructions

1. Log on to the FSP System online at <https://seguin.tea.state.tx.us/apps/logon.asp>.

Note: The FSP System is one of several applications available within the online Texas Education Agency Secure Environment (TEASE). To access the FSP System, you must have a TEASE user name and password, and have applied for and been granted access to the FSP System, with the appropriate user role(s). If you do not have a TEASE user name and password or have not applied for access to the FSP System, please see the instructions for accessing the system that are available on the following web page: <http://www.tea.state.tx.us/index2.aspx?id=2147483706>. You can obtain an application for access to the TEASE, or instructions for accessing the FSP System if you already have TEASE access, at <http://www.tea.state.tx.us/index2.aspx?id=2728>.

2. Once you have logged on to the FSP System, place the cursor over **Programs** in the blue FSP menu bar near the top of the page, and from the list that appears, choose **Pupil Projections**. The **Pupil Projections Welcome** page appears, with your district's county-district number displayed in the **County-District Number** box on the right-hand side of the red FSP menu bar near the top of the page.
3. **Important:** Ensure that the current school year is displayed in the **School Year** box that is to the right of the **County-District Number** box. If necessary, change the school year, and click **Update**.
4. Click the **Projections Worksheet** link in the left program menu. The **Projections Worksheet** page appears.

Using the Pupil Projections Subsystem - Projections Worksheet

The **Projections Worksheet** page displays student counts for four years as follows:

2009–2010 “final” values are displayed for reference purposes only and cannot be updated.

2010–2011 estimates are displayed for your review. You may enter district revisions of these estimates by entering values in the blank boxes in the **2010–2011 Updated Estimate** column. Your district's updated estimates will not affect current cash flow for the ongoing school year; however, the values will be used to update the Texas Education Agency (TEA) estimates of the end-of-year settle-up amount. Enter data only for the estimate fields your district is proposing to revise; if your district is satisfied with an estimate, leave the box next to the field blank.

2011–2012 and 2012–2013 projections are displayed for your review. You may enter district revisions of these projections by entering values in the blank boxes in the appropriate **District Proposed Projection** column. Enter data only for the projection fields your district is proposing to revise; if your district is satisfied with a projection, leave the box next to the field blank.

Saving and Sending

Save and **Send** buttons are located in the bottom left-hand corner of the screen. Depending on your browser configuration, you may need to scroll down to see the buttons. Clicking **Save** saves anything you have entered on the worksheet but does not submit your entries to the TEA. Clicking **Send** submits your revisions to the TEA. You can save and submit revisions as often as you wish.

Note: Each time you submit data, anything you have previously submitted will be completely overwritten.

Due Date

You may submit revisions from October 1, 2010, through **December 17, 2010**.

Helpful Information

- Type a value in an **Updated Estimate** or **District Proposed Projection** box only if you are making a revision. If your district is satisfied with the TEA's estimate or projection, leave the box beside it blank.
- Entering "0" in a box will replace the estimated or projected value with "0." Enter "0" only if you wish to submit that value.
- **Total Refined ADA** row: If your district receives a prekindergarten Early Start grant, do not include the ADA from the additional half day of service provided through the grant program.
- Full-time early childhood FTE (code 45) projections are included with self-contained mild/mod/sev (codes 43 and 44) projections.
- Any changes to the projections, particularly increases, will be fully analyzed. Since a reasonable growth rate has been used to generate the projections, TEA staff may contact your district and request documentation to substantiate any proposed increases.
- The fields for entering revised figures accept values of up to six places plus three decimal places (000000.000). If you attempt to enter a value that is larger than six places, a pop-up message will prompt you to enter a decimal.
- The worksheet generally will not allow you to highlight and overtyping to replace a value. If you want to replace a value you have entered, highlight the value, delete it, and then type in the revised value.