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.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Track</th>
<th>School Days</th>
<th>SCHOOL DAYS PER REPORTING PERIOD</th>
<th>Total School Day and Waiver Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-801-001</td>
<td>0</td>
<td>180</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>001-801-041</td>
<td>0</td>
<td>176</td>
<td>28</td>
<td>26</td>
</tr>
<tr>
<td>001-801-101</td>
<td>0</td>
<td>176</td>
<td>28</td>
<td>26</td>
</tr>
<tr>
<td>001-801-002</td>
<td>0</td>
<td>190</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>001-801-002</td>
<td>1</td>
<td>190</td>
<td>32</td>
<td>32</td>
</tr>
</tbody>
</table>

• 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.
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.

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.
• 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**
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.
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:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>TRACK</th>
<th>BEGIN</th>
<th>END</th>
<th>DISTRICT SUMMARY DUE</th>
<th>SCHOOL DAYS</th>
<th>BEGIN</th>
<th>END</th>
<th>DISTRICT SUMMARY DUE</th>
<th>SCHOOL DAYS</th>
</tr>
</thead>
</table>
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
Data Errors

Program Days Exceed Total Days Eligible
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.
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.
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.

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Due Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Attendance Data</th>
<th>Error</th>
<th>Data History</th>
<th>User Comments</th>
<th>Admin Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days In Membership</td>
<td>12410</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Days Absent</td>
<td>1093</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Days Present</td>
<td>19862</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Eligible Days</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Eligible Days</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Refined ADA</td>
<td>1099</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Special Education FTE</td>
<td>20.640</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total FTE</td>
<td>22.566</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular ADA</td>
<td>198.796</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible Days [non-ESL]</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL/ESL, Refined ADA</td>
<td>16.7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 - Special Ed. Mainstream Eligible Days</td>
<td>450</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Ed. Mainstream Refined ADA</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy Related Services (PREG) Eligible Days</td>
<td>16.7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy Related Services (PREG) Refined ADA</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy Related Services (PREG) FTE</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifted and Talented FTE</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifted and Talented Enroll</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
• 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.
• 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Calculated</th>
<th>1st Six Weeks</th>
<th>2nd Six Weeks</th>
<th>3rd Six Weeks</th>
<th>4th Six Weeks</th>
<th>5th Six Weeks</th>
<th>6th Six Weeks</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ADA</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>ADA-Eligible Child</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>BLF/ELF Reduced ADA</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Special Ed. Maximum ELIG Child (Code 49)</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Special Ed. Maximum Eligible ADA (Code 50)</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Frequency Related Services (FRE) Eligible Pupils</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Gifted and Talented Identified</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Exceptional Education (IDE) Data</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>13 FTE</td>
<td>13.75</td>
<td>13.75</td>
<td>13.75</td>
<td>13.75</td>
<td>13.75</td>
<td>13.75</td>
<td>13.75</td>
<td>13.75</td>
</tr>
<tr>
<td>Total FTE</td>
<td>28.50</td>
<td>28.50</td>
<td>28.50</td>
<td>28.50</td>
<td>28.50</td>
<td>28.50</td>
<td>28.50</td>
<td>28.50</td>
</tr>
</tbody>
</table>

### ADA Projection Report Summary
- **Total ADA:** 2,471.12
- **Approved ADA:** 2,471.12
- **Reg. Program ADA:** 2,441.13
- **Attendance Percentage:** 88.21%
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.