September 13, 2018


TO THE CHARTER SCHOOL ADMINISTRATOR ADDRESSED:

Open-enrollment charter schools that have been awarded 2018–2019 Every Student Succeeds Act (ESSA) or Individuals with Disabilities Education Act, Part B (IDEA-B) federal grants may qualify for additional funding under these grants if they meet specific criteria defining significant expansion of enrollment.

This letter describes the following:

- Criteria defining significant expansion of enrollment for ESSA and IDEA-B
- How open-enrollment charter schools request additional funding due to significant expansion of enrollment

**Significant Expansion of Enrollment Criteria for ESSA**

To claim significant expansion of enrollment for ESSA, your open-enrollment charter school must meet both the following criteria based on the newly-expanded enrollment:

- A minimum total student enrollment of 300; and
- At least a 50% increase in the ages 5–17 student enrollment from previously-reported student counts

For example, your open-enrollment charter school would meet the ESSA criteria for significant expansion of enrollment if your total student enrollment increased from 275 to 450 and your ages 5–17 student enrollment increased from 200 to 300.
**Significant Expansion of Enrollment Criteria for IDEA-B**

To claim significant expansion of enrollment for IDEA-B, your open-enrollment charter school must meet both the following criteria based on the newly-expanded enrollment:

- A minimum total student enrollment of 50; and
- At least a 50% increase in the total student enrollment from previously-reported student counts

For example, your open-enrollment charter school would meet the IDEA-B criteria for significant expansion of enrollment if your total student enrollment increased from 250 to 375.

**How to Request Access to Enrollment Reporting Form**

If your open-enrollment charter school meets the criteria for significant expansion of enrollment for ESSA and/or IDEA-B, email the Federal Fiscal Compliance and Reporting (FFCR) Division at compliance@tea.texas.gov with your charter school name, county-district number, and a request that your 2018–2019 SC5050 Request for Federal Funding and Indirect Cost Rate Form (SC5050) be opened.

The SC5050 collects actual enrollment data. TEA will open the SC5050 for you to enter, certify, and submit current actual enrollment counts. The current actual enrollment counts will be verified against the significant expansion criteria. You must maintain auditable documentation of the data submitted and submit the documentation to TEA upon request.

**Timeline for Form Submission and Additional Funding**

You may submit the updated SC5050 as soon as the 2018–2019 school year begins. The final date for submitting the SC5050 is January 31, 2019.

Any additional grant funding becomes available for either the 2018–2019 or 2019–2020 school year, depending on when you submit the updated SC5050.

<table>
<thead>
<tr>
<th>Date of Certified Submission</th>
<th>Funding Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>By November 1, 2018</td>
<td>2018–2019 school year final amounts</td>
</tr>
<tr>
<td>November 2, 2018, to January 31, 2019</td>
<td>2019–2020 school year planning amounts</td>
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**For Further Information**

If you have questions, please contact the FFCR Division at (512) 463-9127 or by email at compliance@tea.texas.gov.

Sincerely,

James Connolly, Senior Director
Federal Fiscal Compliance and Reporting Division