

October 10, 2018

**TO THE ADMINISTRATOR ADDRESSED:**

Subject: Attendance Projections for the 2019-2020 and 2020-2021 school years

The Attendance Projections subsystem in the online Foundation School Program (FSP) System will open on October 15, 2018. **Please review and submit the data by midnight on December 14, 2018.**

Attendance projections are estimates of student average daily attendance (ADA) or full-time equivalent (FTE) counts by program or instructional setting. The Texas Education Agency (TEA) develops these attendance projections and provides them to the Texas Legislature by March 1, 2019. The legislature then uses these projections to determine the cost of public education for the next biennium (school years 2019-2020 and 2020-2021). The payments made to your school district during the year are based on the estimated student counts shown in the Legislative Payment Estimate (LPE) column of the Summary of Finances (SOF).

If you submit the attendance projections data by December 14, 2018:

- we will use your ADA and FTE estimates in state aid calculations for school years 2019–2020 and 2020-2021.

If you do not submit the attendance projections data by December 14, 2018:

- we will use the ADA and FTE estimates established in the Attendance Projections subsystem as part of the appropriations process in state aid calculations for school years 2019-2020 and 2020-2021.

*Please note:* This submission impacts the 2020-2021 and 2021-2022 Financial Integrity Rating System of Texas (FIRST) Ratings. Indicator 15 measures the difference of the district's pupil projection compared to the actual daily attendance reported to the TEA. It also measures if a district certified its projections. Please contact Yolanda Walker, (512) 463-0947 or David Marx (512) 463-2945 or email [financialaccountability@tea.texas.gov](mailto:financialaccountability@tea.texas.gov) if you have additional questions regarding FIRST.

The FSP System requires that a designated district approver, usually the superintendent, submit the attendance projections data to the TEA.

The FSP System is an application within the Texas Education Agency Login (TEAL). If you already have a TEAL account but do not have access to the FSP System, please apply for access by clicking the **My Application Accounts** button found in the upper-left corner of the **Self-Service** menu in [TEAL](http://TEAL). If you already have access to the FSP System, please check that you have the appropriate role assigned for submitting the data. You will need to select either the role of pupil projections user or district approver (usually the superintendent).

**If you are not the superintendent or district approver:** Your district's Service Account Manager must approve all requests for access to the FSP System and modifications to access via the TEAL. (Note that Service Account Manager is a role within the TEAL system. Each employing organization must have at least one employee with a Service Account Manager status.) If you have submitted a request for access or a request to modify access and it has not been granted, please consult with your superintendent or district approver or check with your district's Service Account Manager to check the status of the request before contacting the TEA. For more information on the FSP System, including information on applying for specific roles in the system, please see the TEA [FSP System](#) web page. For more information on the Attendance Projections subsystem in the FSP System, please see the TEA [Attendance Projections](#) web page. For help with accessing the FSP System or submitting attendance projections data, please contact Katherine Heeb at 512-463-9334 or [katherine.heeb@tea.texas.gov](mailto:katherine.heeb@tea.texas.gov).

Sincerely,

Al McKenzie  
Director of State Funding