

2009-10
Instructions for Submitting
The Charter School FSP State Compensatory Education (SCE) Enrollment Report
(Only Applicable to Charter Schools initially in Operation prior to 09/01/01)
AND
Schools that participated in the NSLBP through CNPIMS anytime between
October 2008 and September 2009).

1. Access TEA Website at <http://www.tea.state.tx.us/>
2. Within the vertical menu bar at the left of the TEA website, select the **Funding** tab. Scroll down within the vertical menu bar at the left select **State Funding Payment** then select **Foundation School Program Payment System**.
3. On the **FSP Payment System Page**, please click on **Login to TEASE FSP System**.
4. On the **Welcome! Please Log on Page**, please enter your **FSP User name** and **password** and go to **Step 7**.
5. If you do not have a user name or password to the TEASE system, please click on the **BACK** browser button and click on the **Application for TEASE Account**. You will not be able to proceed with entering the State Comp Ed (SCE) Resident District Report until the online application has been completed, approved by Superintendent, and a User name and Password have been issued.
6. On the **Texas Education Agency TEASE System Login Screen**, from the Application List, select **FSP- Foundation School Payment Application** and proceed to **Step 9**.
7. If the **FSP-Foundation School Payment Application** is not listed, then you **do not have access to the FSP-Foundation School Payment Application**. Please complete the online application. You will not be able to proceed with entering the State Comp Ed (SCE) Resident District Report until the online application has been completed, approved by Superintendent, and a User name and Password have been issued.
8. On the **FSP-Foundation School Payment Application Screen**, please select **Charter Schools** from the **Programs** drop down menu located on the top left portion of the screen.
9. In the **Charter School Program**, on the upper right hand corner, please verify that the School Year is **2009-2010**. If not please change the School Year to **2009-2010**.
10. **The STATE COMP ED REPORT MUST BE DONE BY RESIDENT DISTRICT EVEN IF THE CHARTER SCHOOL NORMALLY SUBMITS SIX-WEEK SUPERINTENDENT'S REPORTS BY GRADE TOTAL.**
11. From the **Charter School Menu**, please select **CS Maintenance from the Charter School Menu** and determine if any Resident Districts need to be added. **PLEASE NOTE THAT ONCE A DISTRICT IS ADDED IT CANNOT BE DELETED.**
12. From the **Charter School Menu**, please select **Comp Ed Checklist**.
13. Please note the box on the screen which lists the **STATUS** of each **State Comp Ed (SCE) Report Page** and a **button** below the checklist to **SEND** the SCE report.
14. Please Click on the **SAVE** Button located on the lower left hand portion of the **Charter School Menu**. This will populate the **Comp Ed Report** link below **Comp Ed Checklist**.
15. Please click on the **Comp Ed Report** link. This will generate blank SCE Resident District template **page(s)** with a **Status** of "**Not Yet Started**" and a **Mode** of "**ADD**".
16. Please notice a **SCE Eligible Column**. The numbers on this column **represent the total free and reduced applications on file reported by the Charter School each month on the CNPIMS system**. For ease of reference this column appears on each page.

17. Please enter the number of students that had a Free or Reduced Lunch Application on file for each month by the student's District of Residence.
18. Once all data has been entered, click **SAVE**. **CLICK SAVE before proceeding to next page.** Even if data has not been entered on a page, please save all pages so that the fields may populate with zeros.
19. **THE TOTAL OF ALL RESIDENT DISTRICTS (ON THE LAST PAGE OF THE REPORT) SHOULD MATCH EXACTLY TO THE SCE ELIGIBLE COLUMN OR SUBMISSION WILL FAIL.**
20. Please note that the system has automatically calculated the Highest Six Month Average. Please double check the charter school's SCE data and the data entered on the FSP Comp Ed Report to ensure these calculations are correct.
21. To **SEND** the **Comp Ed** report to the FSP Administrator, from the **Charter School Menu**, please select **Comp Ed Checklist**.
22. Please note the box on the screen which lists the **STATUS** of each **State Comp Ed (SCE) Report Page**. **All pages must be in SAVED status. Even if data has not been entered on a page, please save all pages so that the fields may populate with zeros.** To go back to a page, click the **Comp Ed Report** link below **Comp Ed Checklist**.
23. From the Comp Ed Checklist Page, please **SEND** the Comp Ed Report.
24. If the total of all the Resident Districts (on the last page of the report) match exactly to the **SCE Eligible Column** the status of each page **WILL CHANGE** to **SUBMITTED**. If the status of all pages is submitted, then report is complete, please go to **step 27**. If the status of all the pages did not change to submitted, please go to **step 26**.
25. If the total of all the Resident Districts (on the last page of the report) did not match exactly to the **SCE Eligible Column** the status of each page **WILL NOT CHANGE and an error listing will appear. Please correct the Resident District counts for the months where the Resident Districts total did not match exactly to the SCE Eligible Column.** After Corrections have been made and **SAVED** on each applicable page, go back to **steps 18 through 24**.
26. **To Log Off** of the System, Select **Exit** from the **Charter School Menu** and select **Log Off**.
27. For assistance accessing or navigating through the FSP System, please have a copy of these instructions available and contact Kimberley Rife at (512) 463-4809.