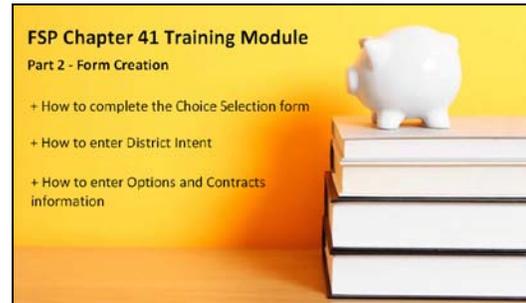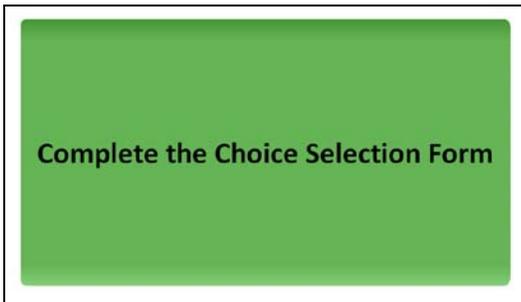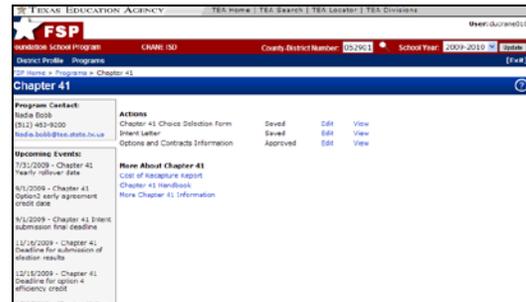Slide 1

Slide 2

Welcome to Part 2, Form Creation, of the FSP Chapter 41 training module. In this part, you will learn... How to complete the Chapter 41 Choice Selection form, How to enter the district's intent, and How to enter options and contracts information.
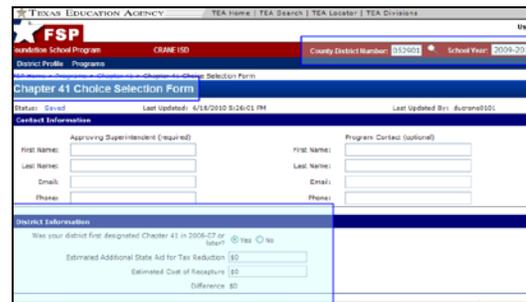

Slide 3

Slide 4

From the Chapter 41 main page, you can access all of the Chapter 41 Actions you will need to complete for the school year. You can also see the current status of each form, and access links to create, edit, or view. Note that the links are dependent on the form's status; forms that you have not yet begun show a "Create" link; if the form is in progress there is an "Edit" link. This page also contains the relevant information you will need in order to complete the actions, particularly, the Chapter 41 Handbook.

Slide 5

To begin your Chapter 41 actions, click the "Create" link for the first task, the Chapter 41 Choice Selection Form. It is recommended that you complete the forms in the order shown on the main page.

Slide 6

A new Chapter 41 Choice Selection form appears. You use this form to indicate your district's estimated Additional State Aid for Tax Reduction (A-S A T-R), cost of recapture, and associated choice. Before entering data, be sure that the correct county district number and school year appear. If necessary, you can enter a different CDN or select another school year.
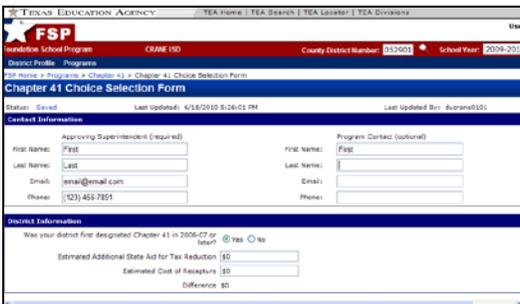
Slide 7

In the Approving Superintendent field, enter the name and email address of the main approver for the district; most likely the superintendent. Note that this is the person who will receive this form when you click "Submit to Superintendent" upon completion. He or she will be responsible for reviewing and submitting the form to TEA, and all correspondence related to this form will go to the email address entered here. If you enter an optional secondary contact, that person will also receive all email correspondence.
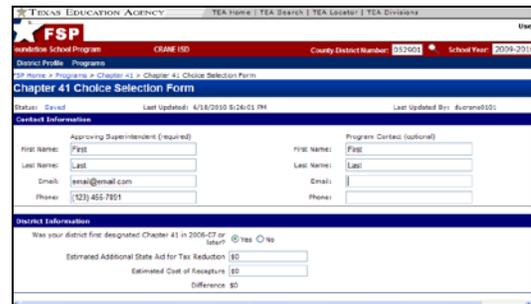

Slide 8

Although entering a secondary contact is optional, it is highly recommended, as this is the person who will act as the approver if the primary contact, the approving superintendent, is unavailable.
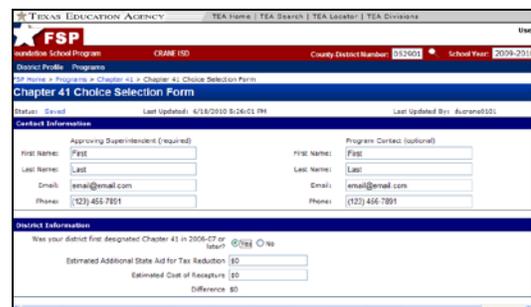

Slide 9

Slide 10

Slide 11

Slide 12

Slide 13

Note that once you save or submit the form, the contact information you've entered will appear on all of your Chapter 41 forms for this district for the school year.

Slide 14

In the Enter Information section, indicate whether your district was FIRST designated Chapter 41 during or after the 2006 - 2007 school year.

Slide 15

Enter your estimated A-S- A-T-R. You can return to the Chapter 41 main page and consult the Chapter 41 Handbook for information about A-S-A-T-R.

Slide 16

Slide 17

Slide 18

Enter the amount of your estimated cost of recapture. You can go back to the Chapter 41 main page and open the Cost of Recapture Report to find this amount. The application will calculate the difference for you.

Slide 19

Finally, in the Select Choice section, indicate your district's preferred method of recapture payment. Select Choice 1 to draw your equalization funds from your A-S-A-T-R payments. Select Choice 2 to receive your full A-S-A-T-R payments and to provide your wealth equalization funds from other resources. If your difference is zero dollars or less, you must select choice 2.

Slide 20

Note that each form in Chapter 41 is submitted separately. You can submit your A-S-A-T-R options now and complete the other forms later.

Slide 21

Review your work. If it is correct and complete, you can send it to the district approver to submit to TEA. If you *are* the district approver, you can submit the information directly to TEA. Alternately, you can click *Save* to save your work for later, or *Cancel* to clear all unsaved data.

Slide 22

An automatic email notification is sent to both the contacts--at the email addresses you entered--when the form is sent for approval and when it's submitted to TEA.

Slide 23

If the difference between your cost of recapture and your estimated A-S-A-T-R is less than or equal to zero, what choice must you select?

Slide 24

If the difference between your cost of recapture and your estimated A-S-A-T-R is less than or equal to zero, you must select Option 2: to draw your recapture funds from other sources.
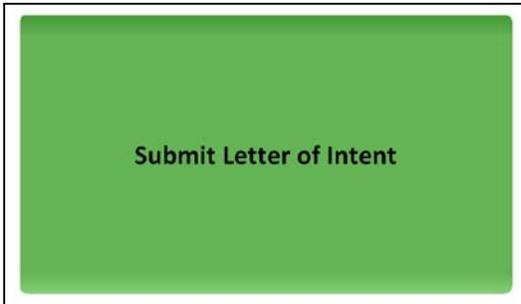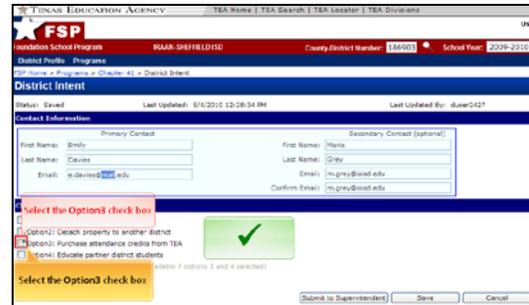
Slide 25

Slide 26

The next step is to submit your intent--that is, the options for recapture that you expect to use. This form is usually due in September.
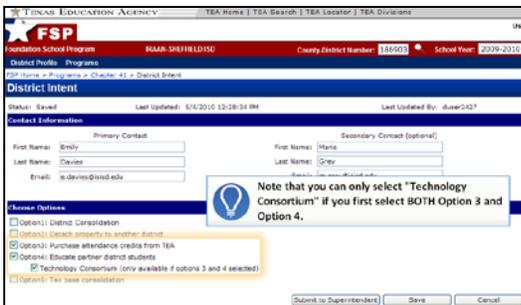

Slide 27

Slide 28

On the District Intent page, once again check the contact information and update as needed. Then choose the method your district will use to provide wealth equalization. This is the option (or options) you INTEND to use; if needed, you can change these selections when you complete the Options and Contracts form.

Slide 29

Note that you can only select Technology consortium if you first select BOTH option 3 and option 4.
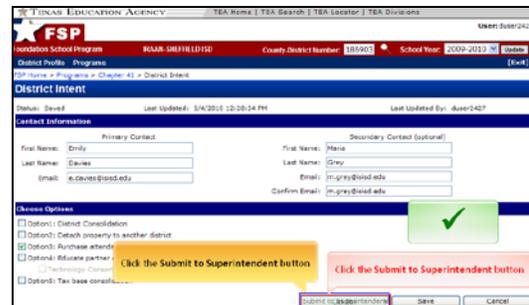
Slide 30

When you have completed the form, click *Submit to Superintendent* to submit it for district approval. If you are the district approver, you can submit the form directly to TEA yourself.

Slide 31

Upon sucessfully saving your forms--DO NOT forget--you must also mail signed hard copies of all supporting documents to TEA.

Slide 32

Slide 33

The final step in the Chapter 41 process is to enter the options and contracts data. If any of your data is dependent upon elections, you should fill in this section *after* the election has been completed. Click the *Create* link for *Options and Contracts Information*.

Slide 34
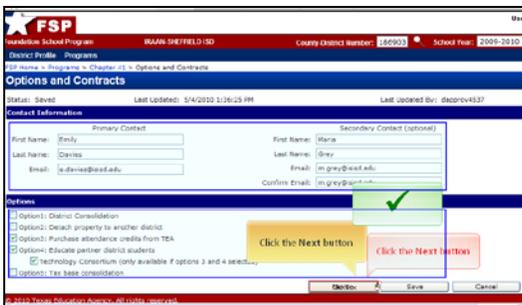
Slide 35

As before, review the contact information and update as needed. The options you selected in the previous form are selected here, too. They will determine which screens you will be asked to complete. Review your choices, make any corrections needed, and click *Next*.

Slide 36

If you selected Option 4, you will need to indicate your partner district or districts. Note that districts participating in a technology consortium must have at least three partner districts. Click *Add Partner District* to specify partners.

Slide 37
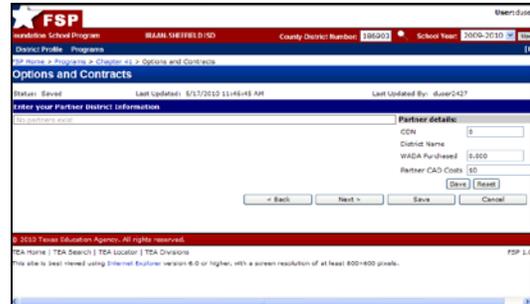
Slide 38

The *Partner details* section opens. Enter your partner district's CDN.

Slide 39

Slide 40

The partner district's name will appear--review for accuracy. Then enter the amount of WADA purchased; (that is, the number of WADA you are purchasing from a partner district); which can include up to 3 decimal places.
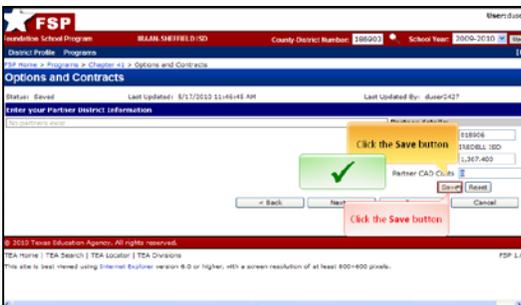
Slide 41

Enter the partner "cad" costs, if any, as a whole number. When your data is complete, click *Save*.
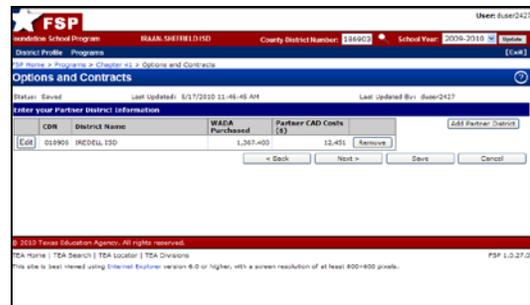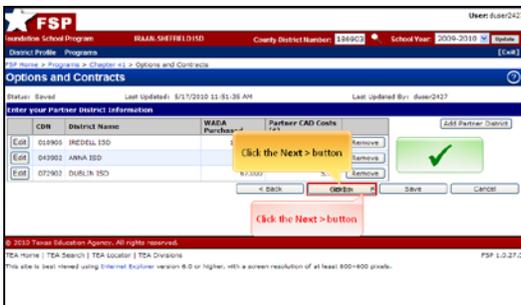

Slide 42

The information you entered will appear in the *Partner District Information* table.
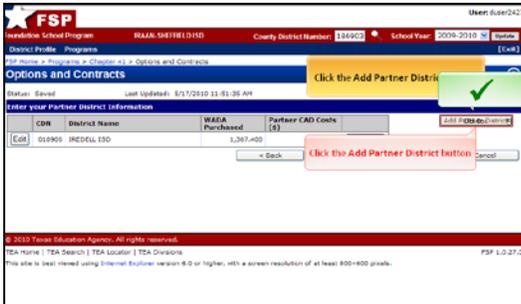
Slide 43

Repeat for all remaining partner districts

Slide 44

Slide 45

When you have finished entering partner districts, click *Next*.

Slide 46

Please note that you still must mail signed copies of all partner contracts to TEA.
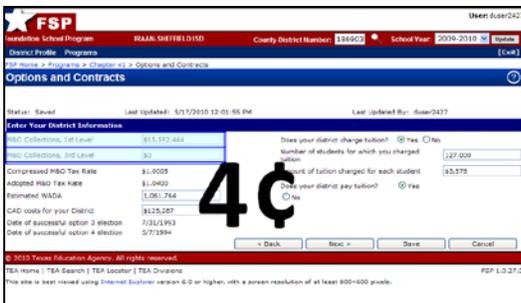
Slide 47

The next page in the Options and Contracts form appears. Enter the first- and third-level M and O collections. First-level M and O is your collections at your compressed tax rate. Note that if you do not enter an amount for the first level, the system automatically enters a value of one dollar. The Third-level M and O is your collections for tax effort that exceed the compressed rate plus 4 cents.
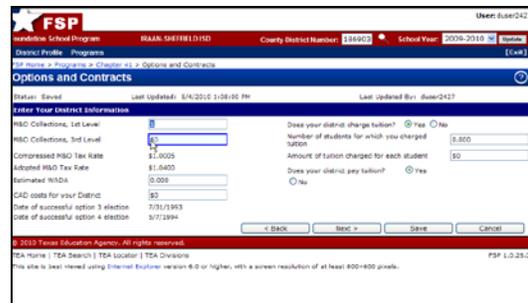
Slide 48

Slide 49

Enter the estimated WADA, which may include up to 3 decimal places.

Slide 50

Enter the CAD costs, if any, for your district.

Slide 51

Remember to go back to the main page to consult the Chapter 41 Handbook for more information on M & O collections, WADA, and CAD costs.

Slide 52

Indicate whether your district charges tuition. If you select *Yes*, you must complete the next two fields. If you select *No*, skip to the last field.

Slide 53

Enter the number of students for which you charged tuition.This is the ADA value, and therefore, may include up to 3 decimal places.

Slide 54

Enter the amount of tuition charged for each student.

Slide 55

Click *Yes* or *No* to indicate whether or not your district pays tuition. If you select *Yes,* you will be asked for more information on the subsequent page.

Slide 56

When you have finished entering data, click *Next*.

Slide 57

Slide 58

The tuition information form is very similar to the partner district form. Once again, click the right-hand button to add information that will appear in the table on the left.

Slide 59

Enter the CDN.

Slide 60

Slide 61

Enter the number of students for whom your district has paid tuition. You can enter up to 3 decimal places.
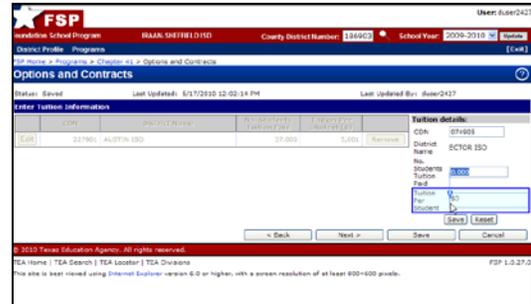
Slide 62

Enter the amount of tuition your district paid per student as a whole number...
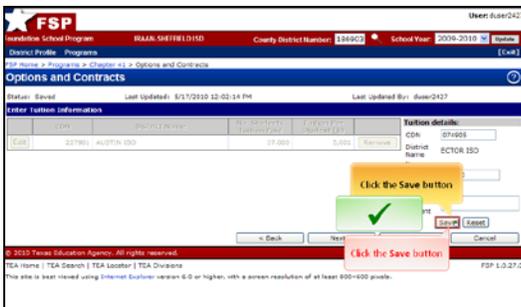
Slide 63

...and click the *Save* button to save your data and add it to the table.
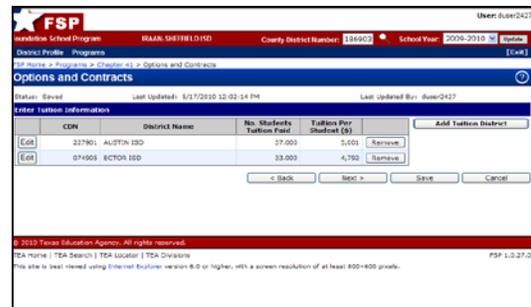
Slide 64

Repeat for all remaining tuition districts.
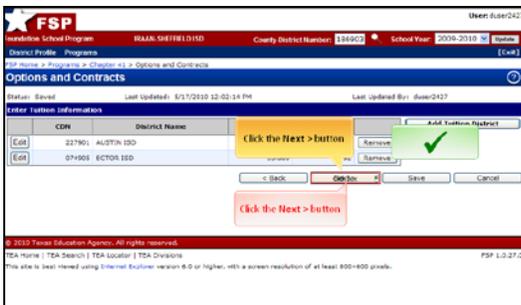
Slide 65

Click *Next* when you have finished entering tuition districts.

Slide 66
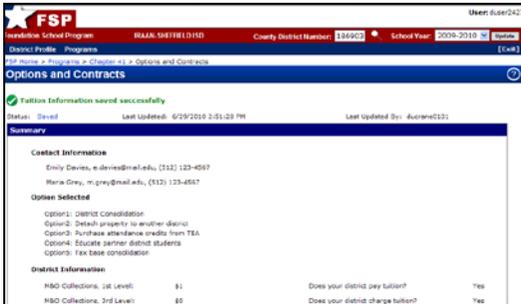
Slide 67

On the summary page, review the information you have entered.
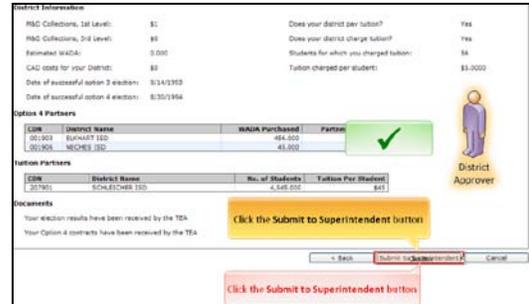
Slide 68

If the data are complete and correct, click Submit to Superintendent to forward to the approver.
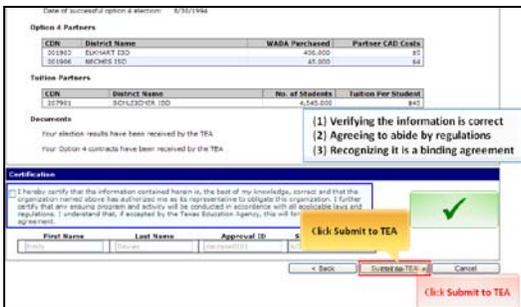
Slide 69

If you are the superintendent, you will have the options to certify and submit to TEA. Certifying the application means, verifying on your own responsibility that the information is correct; agreeing to abide by relevant regulations; and recognizing that the application constitutes a binding agreement. Read the certification statement and make sure your name is correct. Then click *Submit to TEA*.
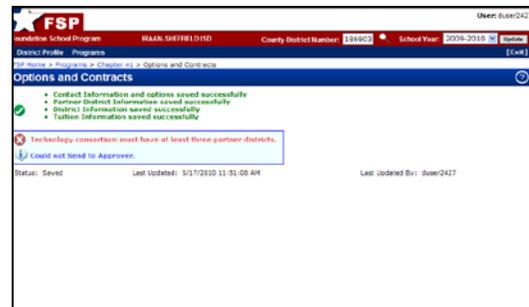
Slide 70

If there are any errors in your application, the system will not submit it. Read the messages at the top of the page and make any necessary changes before trying again to submit.
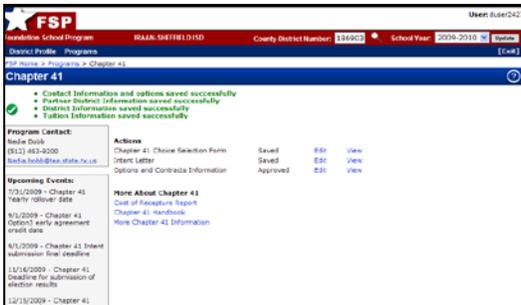
Slide 71

When your form is successfully submitted, you will be returned to the main Chapter 41 page.

Slide 72

Slide 73

If you select Option 4 for repayment, you will also need to... (Click all that apply.)

Slide 74

If you select Option 4 for repayment, you will also need to select one or more partner districts, indicate WADA purchased, and indicate CAD costs for partner districts.

Slide 75

What must you do first to select Technology Consortium for repayment?

Slide 76

You must first select options 3 and 4 in order to select the Technology Consortium option for repayment.

Slide 77

Can you edit the Contact Information fields?

Slide 78

Yes, you can edit the Contact Information fields. Check these fields carefully, and correct any errors.

Slide 79

If you paid tuition to one or more districts last year, you must... (Click all that apply.)

Slide 80

If you paid tuition to one or more districts last year, you must... Select the district(s) to whom you paid tuition, Enter the number of students for whom you paid tuition, and Enter the amount of tuition paid per student.

Slide 81

If your district charged tuition, what must you enter? (Click all that apply.)

Slide 82

If you charged tuition last year, you must enter... The number of students charged, and The amount of tuition charged per student.
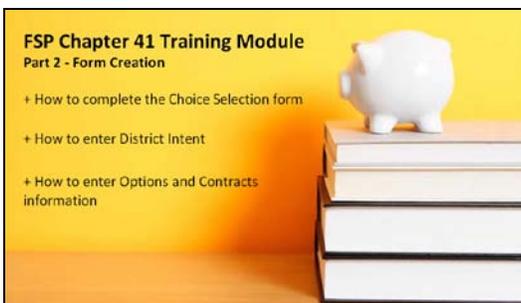
Slide 83

Congratulations! You have completed Part 2, Form Creation, of the FSP Chapter 41 training module. You learned... How to complete the Chapter 41 Choice Selection form, How to enter district intent, and How to enter options and contracts information. To continue this module, return to the FSP Training table of contents and click the next part.