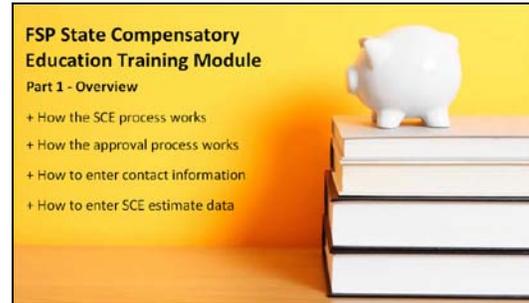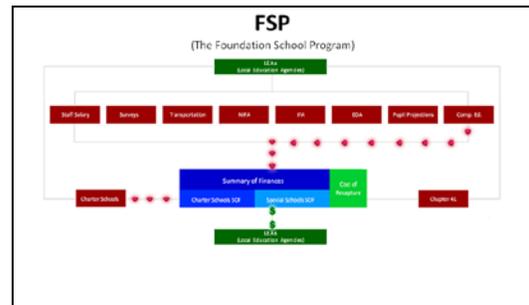Slide 1
Slide notes:

Slide 2
Slide notes: Welcome to the Overview part of the FSP State Compensatory Education training module. In this part, you will learn... How the SCE process works...How the approval process works...How to enter Contact Information, and How to enter SCE Estimate Data.

Slide 3
Slide notes: The SCE subsystem is one of many data collection components of the Foundation School Program *(FSP)* online system.

Slide 4
Slide notes: The SCE data that districts and charters enter are used to determine district and charter funding.

Slide 5
Slide notes: Compensatory Education is defined in law as programs and/or services designed to supplement the regular education program for students identified as at risk of dropping out of school.
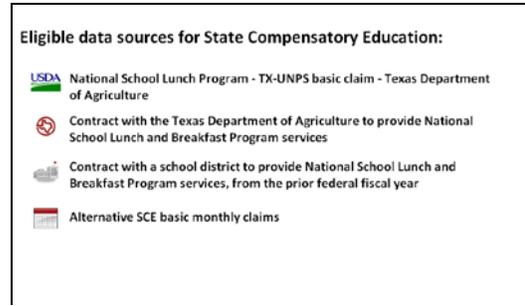

Slide 6
Slide notes: The goal of compensatory education programs is to reduce any disparity in performance on assessments, or in rates of high school completion, between students at risk of dropping out of school, and all other district students.

Slide 7

Slide notes: Funding allocated for compensatory education programs and/or services is based on the number of educationally disadvantaged students in a district. This number is determined by averaging the highest six months of student enrollment in the National School Lunch Program or Breakfast Program for free or reduced-price lunches for the prior federal fiscal year.
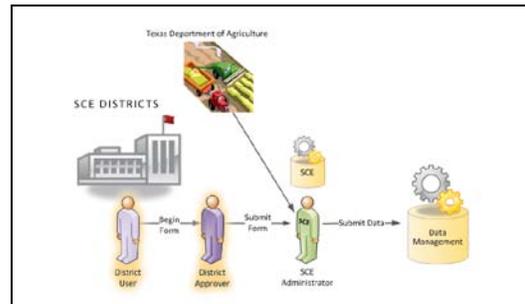

Slide 8

Slide notes: Eligible data sources for State Compensatory Education are as follows: (1) The National School Lunch Program - TX-UNPS basic claim - Texas Department of Agriculture...(2) The Contract with the Texas Department of Agriculture to provide National School Lunch and Breakfast Program services...(3) The Contract with a school district to provide National School Lunch and Breakfast Program services from the prior federal fiscal year...(4) Alternative SCE basic monthly claims.
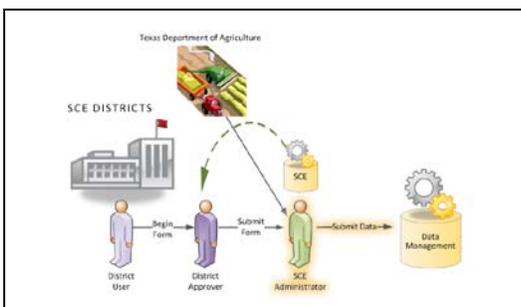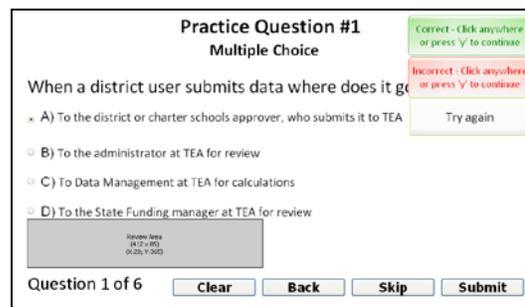

Slide 9

Slide notes:

Slide 10

Slide notes: All SCE data entered by districts follows a specific approval process. The data may be entered by a district or charter school user *or* a district approver, (usually the superintendent), but only the district approver can submit claims to TEA for review.
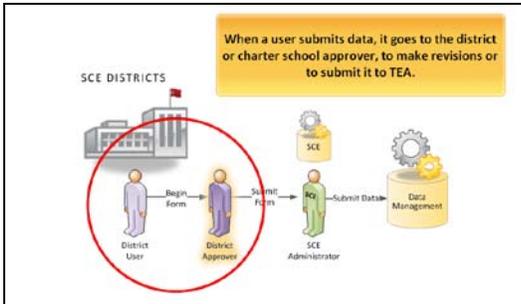

Slide 11

Slide notes: Once the data is submitted to TEA, the SCE administrator can either approve the data, or return the data for further explanation.
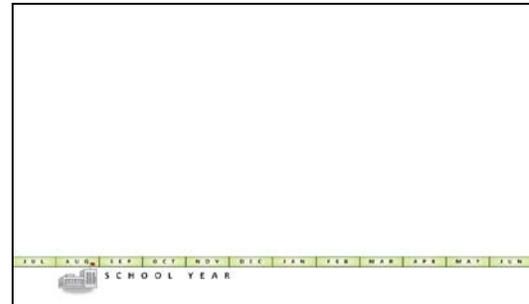

Slide 12

Slide notes: When a district user submits data, where does it go next?
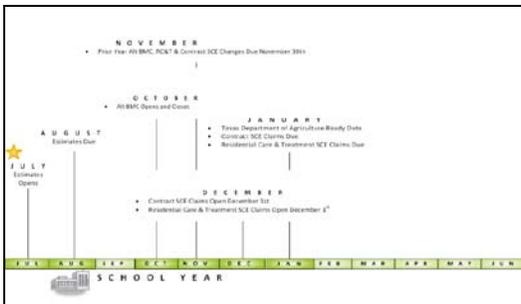
Slide 13

Slide notes: When a user submits data, it goes to the district or charter school approver, to make revisions or to submit it to TEA.

Slide 14

Slide notes: SCE has a number of important deadlines.

Slide 15

Slide notes: Estimate information typically opens in early July and closes in Early August. In October, Alternative BMC opens and closes. Alternative BMC, Contract SCE claims, and Residential Care and Treatment claim changes for the prior year are due by November 30th. Both Contract SCE Claims and Residential Care & Treatment SCE Claims open on December first. And in January, Texas Department of Agriculture data becomes available for the districts to review, and Contract SCE Claims, and Residential Care & Treatment SCE Claims are also due.

Slide 16

Slide notes: When do Estimates open?
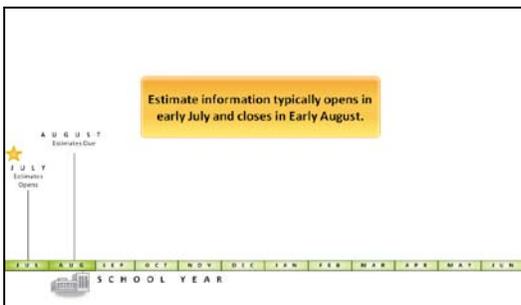
Slide 17

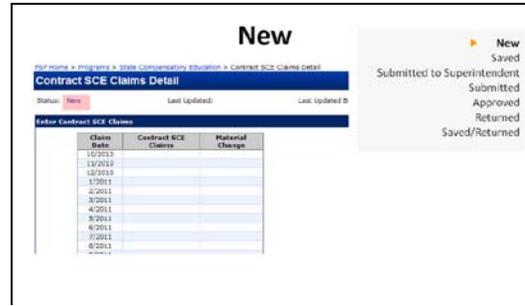Slide notes: Estimate information typically opens in early July and closes in Early August.
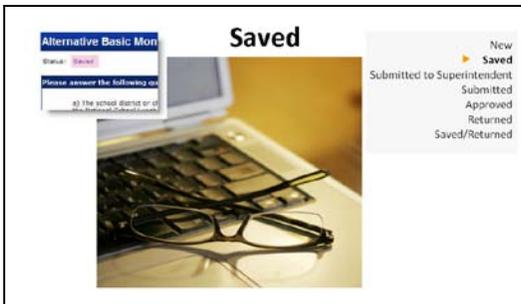

Slide 18

Slide notes:

Slide 19

Slide notes: At each stage of the approval process, your data are assigned a different status. The status may be... new... saved... submitted to superintendent...submitted...approved...returned...or saved/returned.

Slide 20

Slide notes: *New* status means that the form has just been created and no data have been entered and saved.
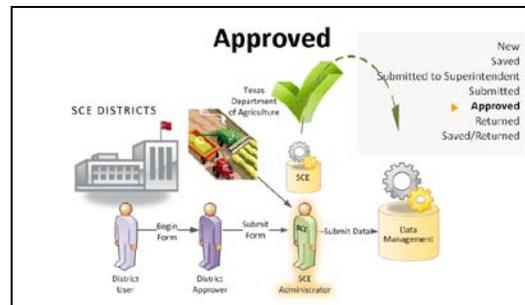

Slide 21

Slide notes: *Saved* status means that a district or charter user or approver has entered data, and saved a form, but it has not yet been submitted to TEA.
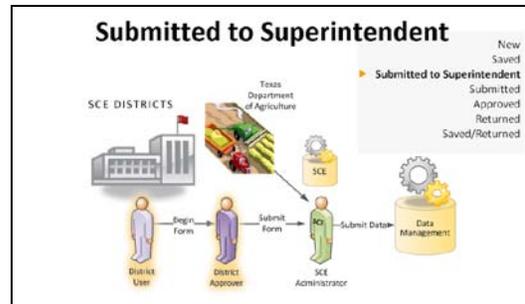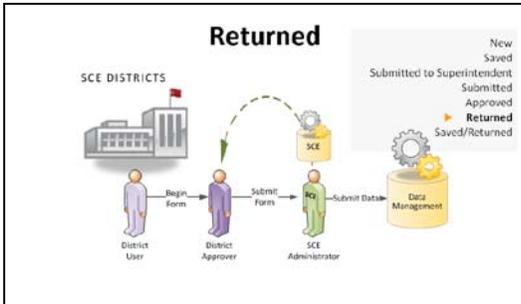

Slide 22

Slide notes: In *Submitted to Superintendent* status, a user has submitted the report to the approver, usually the Superintendent.

Slide 23

Slide notes: In *Submitted* status, a district approver has approved the report and submitted it to TEA.
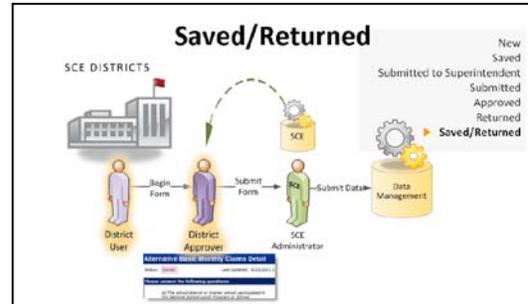

Slide 24

Slide notes: In *Approved* status the administrator has approved the data.

Slide 25

Slide notes: *Returned* means that TEA has returned the data for corrections, or further information.

Slide 26

Slide notes: *Saved/Returned* means that the User or Approver saved the data after it has been returned by the administrator.

Slide 27

Slide notes: Fill in the blank. **Blank** status means that the User or Approver saved the form after the SCE administrator returned the form to them.
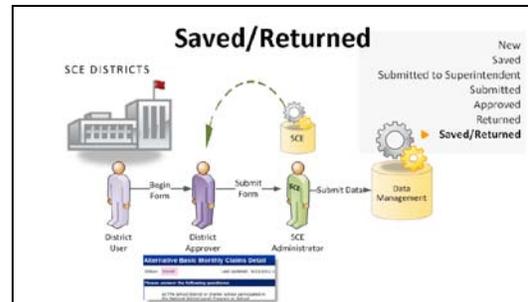
Slide 28

Slide notes: *Saved/Returned* means that the User or Approver saved the data after it has been returned by the administrator.
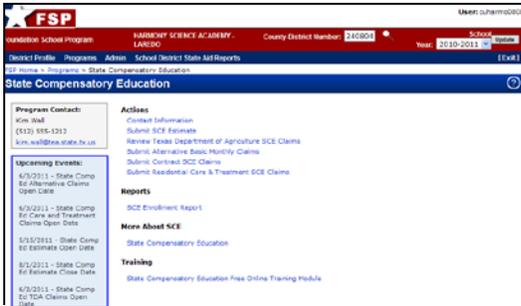

Slide 29

Slide notes:

Slide 30

Slide notes: When you select the SCE subsystem from the FSP main page, the SCE landing page opens. This landing page displays the Program Contact information, which includes the TEA SCE administrator name, phone number, and email address. The SCE administrator can help you should you have any questions.
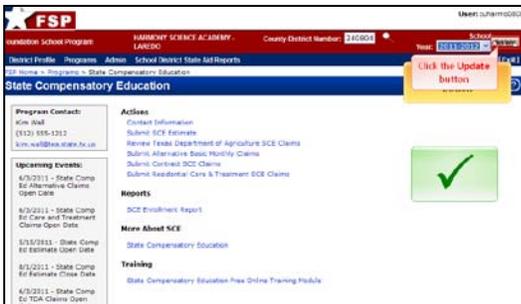
Slide 31

Slide notes: Beneath the Program Contact information is the Upcoming Events and Announcements section. This information is updated by the SCE administrator advising the districts of all upcoming events or important deadlines.
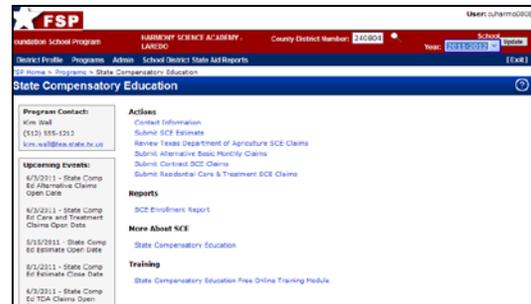

Slide 32

Slide notes: Be sure to verify that you have the correct year listed. For this example, select the 2011 to 2012 school year.
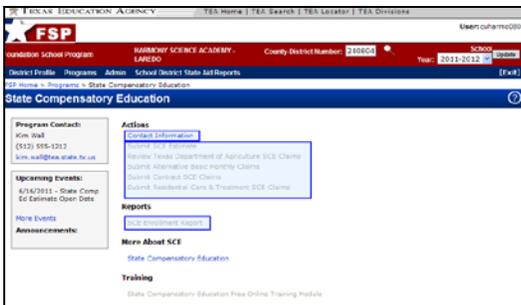

Slide 33

Slide notes: After you have selected the correct school year, click the **Update** button.

Slide 34

Slide notes: The page will refresh, and the selected year will display.

Slide 35

Slide notes: When you open the SCE landing page for the first time, all the Actions and Report options will be grayed out, except for the contact information link. Until you enter the contact information for your district these options will remain disabled.

Slide 36

Slide notes: Select the Contact Information link.

Slide 37

Slide notes: A blank Contact Information page opens.

Slide 38

Slide notes: Enter the contact information. Be sure to note that any announcements and notification emails will be sent to the contacts listed here.

Slide 39

Slide notes: You can use the tab key to navigate to the next field, or use your mouse.

Slide 40

Slide notes:

Slide 41

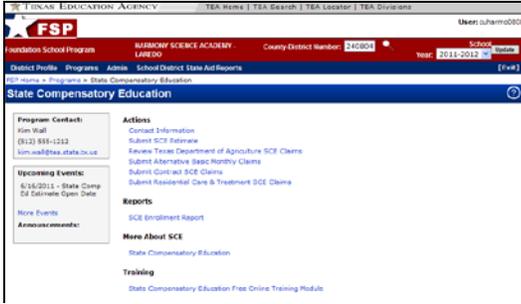Slide notes:

Slide 42

Slide notes:

Slide 43
Slide notes:

Slide 44
Slide notes:

Slide 45
Slide notes: When all entries are complete, press the **Save** button. Note that if you press **Cancel** before pressing **Save** any data entered will be lost.


Slide 46
Slide notes:

Slide 47
Slide notes: A confirmation message will appear at the top of the page.

Slide 48
Slide notes: After your entries have been saved, return to the landing page by clicking the Cancel button. Remember if you press **Cancel** before pressing **Save** any data entered will be lost.

Slide 49

Slide notes: You will be returned to the landing page where all the links will now be enabled.
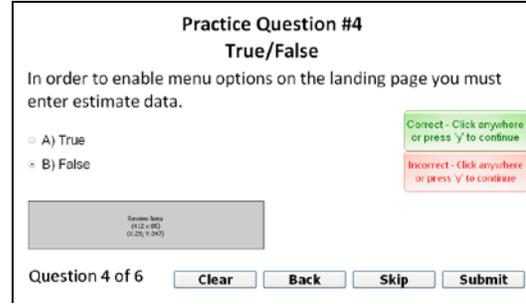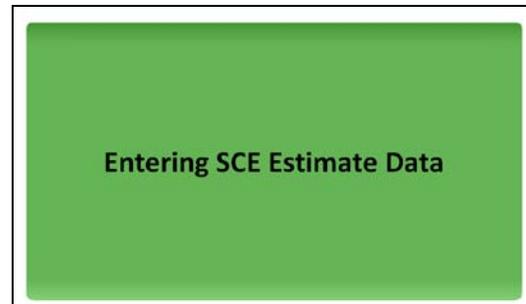

Slide 50

Slide notes: True or False: In order to enable menu options on the landing page you must enter estimate data.

Slide 51

Slide notes: False. Until you enter the **contact information** for your district the Actions and Reports options will remain disabled.

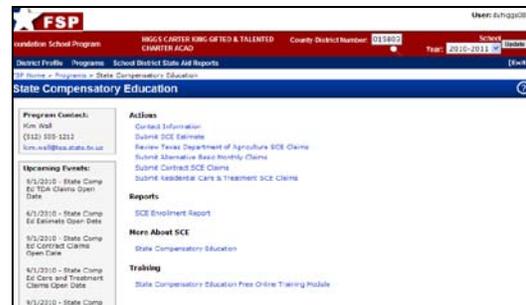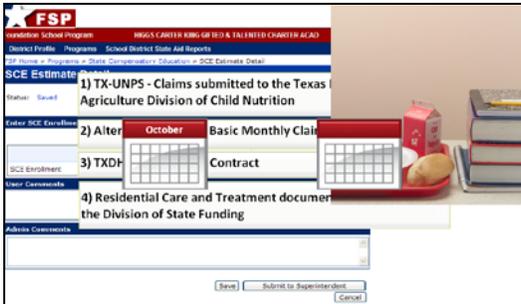Slide 52

Slide notes:

Slide 53

Slide notes: From the SCE landing page, select the **Submit SCE Estimates** link. It is important to note that only Charter Schools can enter estimate data. The link to the Submit SCE Estimate page will be disabled for all other school districts.
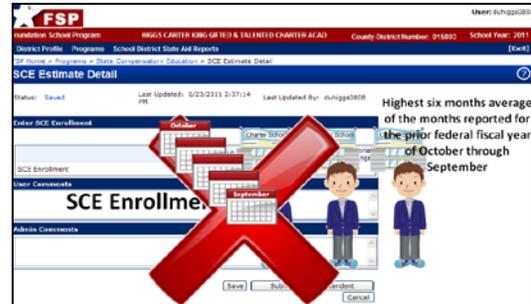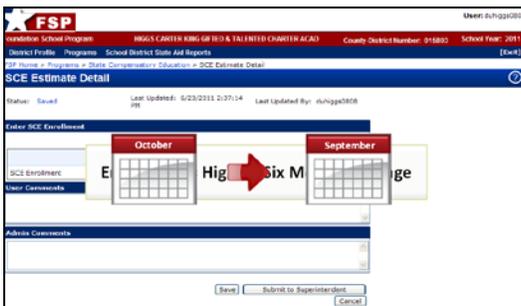

Slide 54

Slide notes:

Slide 55

Slide notes: Enter the highest six months average of students that were eligible to participate in the National School Lunch and Breakfast Program from the prior federal fiscal year of October through September. This information may be obtained from... (1) TX-UNPS. Claims submitted to the Texas Department of Agriculture Division of Child Nutrition, or...(2) Alternative Funding Basic Monthly Claims submitted to the State Funding Division, or...(3) TXDHS or ISD NSLBP Contract, or... (4) Residential Care and Treatment documentation submitted to the Division of State Funding.
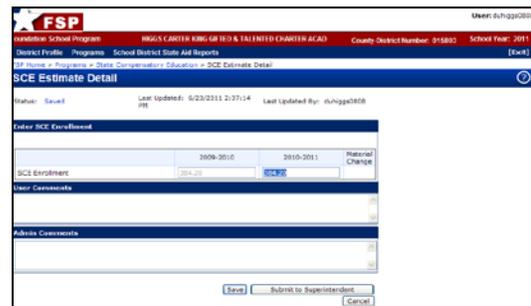

Slide 56

Slide notes: It is **important** that you do not calculate your schools SCE enrollment using your charter schools current eligibility counts. The SCE enrollment is calculated by using the highest six months average of the months reported for the prior federal fiscal year of October through September. If your charter school calculates your school's SCE using the current year eligibility counts, you may experience a decline in SCE funding in march when the SOF is updated with actual enrollment counts.
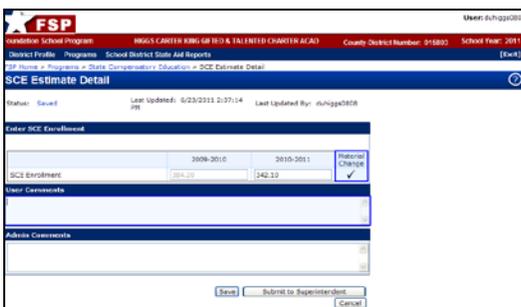

Slide 57

Slide notes: New schools whose first year of operation is the upcoming school year may estimate their first year's SCE eligibility. The SCE enrollment is calculated using the highest six months average of the projected October through September counts.
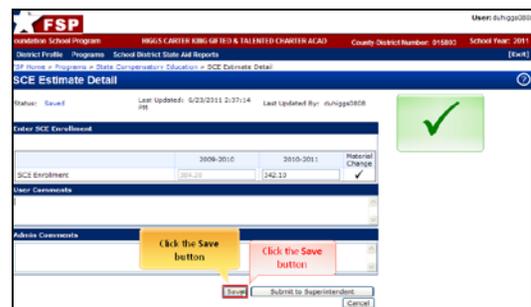

Slide 58

Slide notes: If you press the Tab key, the system will calculate the percentage difference between the prior year and the current year estimate.
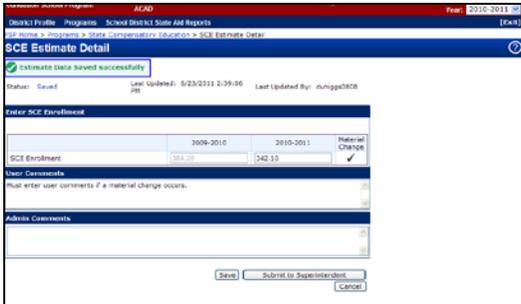

Slide 59

Slide notes: If a material change flag appears you **must** enter an explanation for the increase or decrease in the user comments field.
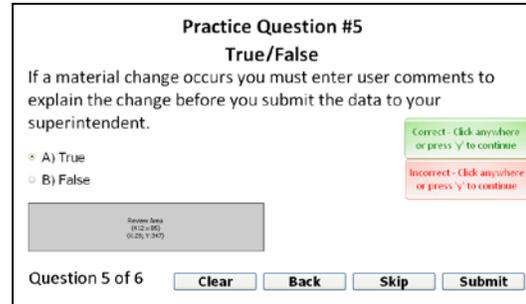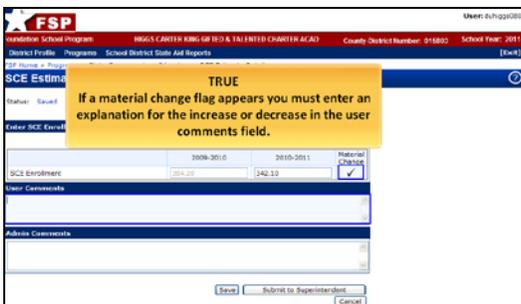

Slide 60

Slide notes: After you have completed your entries, click the save button.

Slide 61

Slide notes: A confirmation will display at the top of the screen, indicating that the estimate data was saved successfully.
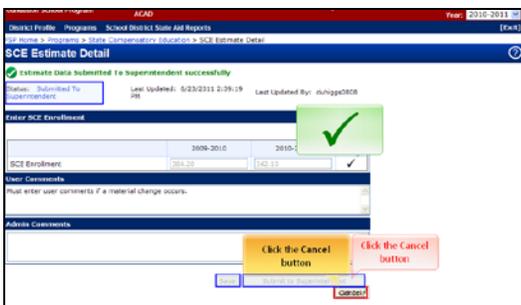

Slide 62

Slide notes: True or False. If a material change occurs you must enter user comments to explain the change before you submit the data to your superintendent

Slide 63

Slide notes: True. If a material change flag appears you **must** enter an explanation for the increase or decrease in the user comments field.
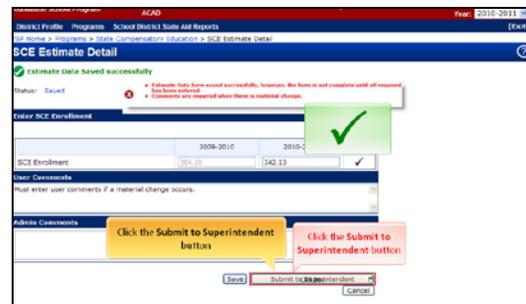
Slide 64

Slide notes: If any errors **did** occur, they would display at the top of the page. You will need to correct **all** the errors prior to submitting to the superintendent. When all entries are complete, click the **Submit to Superintendent** button.
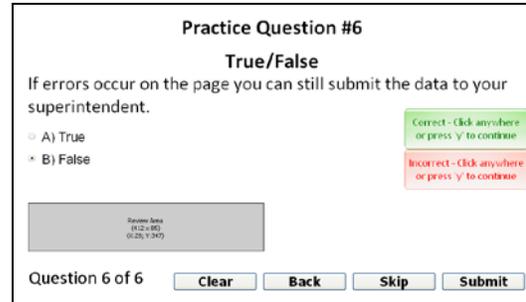

Slide 65

Slide notes: The page will refresh and the **Save** and **Submit to Superintendent** buttons will no longer be enabled. You will note that the status has also changed to **Submitted to Superintendent.** To exit the page, click the **Cancel** button.
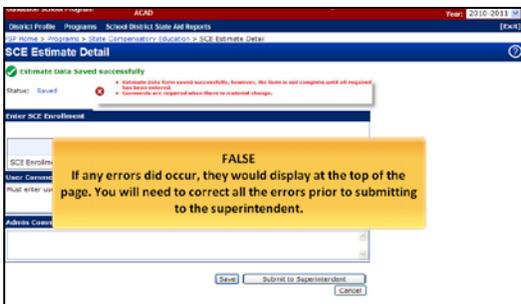

Slide 66

Slide notes:

Slide 67

Slide notes: You will be returned to the SCE landing page.

Slide 68

Slide notes: TRUE or FALSE: If errors occur on the page you can still submit the data to your superintendent.

Slide 69

Slide notes: FALSE. If any errors **did** occur, they would display at the top of the page. You will need to correct **all** the errors prior to submitting to the superintendent.

Slide 70

Slide notes: Congratulations! You have completed the Overview part of the FSP State Compensatory Education training module. You have learned, How the SCE process works, How the approval process works...How to enter contact information, and How to enter estimate data. To continue your SCE training, return to the training home page and select the next part.

Slide 71

Slide notes: