

# Foundation School Program (FSP) Estimate Data Report



## Background Information

The Foundation School Program (FSP) Estimate Data Report is a data collection that allows existing open-enrollment charter schools to provide the Texas Education Agency (TEA) with an estimate of the number of students enrolled for the upcoming school year and the anticipated number of students to be enrolled in various instructional settings. The deadline to submit the FSP Estimate Data report in the FSP application system is August 1. Late submissions of the FSP Estimate Data report are not accepted.

Note: The FSP Estimate Data Report is not applicable to independent school districts.



## Description

Each summer before the school year begins, the TEA publishes a Summary of Finances (SOF) report in mid-June or early July with attendance estimates based on prior year data for open-enrollment charter schools. The attendance estimates are based on FSP Six-Week attendance and average daily attendance (ADA) projections report data from the prior school year. Open-enrollment charter schools have the option to submit revised enrollment estimates.

Open-enrollment charter schools are encouraged to have procedures in place to review their mid-June/early July SOF to determine whether attendance estimate data should be revised and reported via the FSP Estimate Data report.

- If the open-enrollment charter school submits revised attendance estimates, the TEA reviews the estimates and upon approval, incorporates the estimated attendance data in the published September 10 SOF.
- If an open-enrollment charter school does not submit the FSP Estimate Data Report, the prior year attendance estimates used in the mid-June/early July SOF will remain unchanged for the September 10 SOF.

The open-enrollment charter school's September payment is based on the September 10 SOF. Future monthly iterations of the SOF will incorporate six-week attendance data as reported by the open-enrollment charter school during the school year using the FSP application system.

NOTE: Initialized SOF's published before mid-June or early July SOF will reflect attendance projection report data collected prior to the start of the biennium. TEA replaces the attendance projections data with prior-year attendance estimates as described above for open-enrollment charter schools only. Therefore, the FSP Estimate Data Report and attendance projections report are two separate and distinct data collections. The FSP Estimate report is an optional annual collection, while the attendance projections report is a biennial collection used as part of the legislative budgeting process to determine the cost of education. For questions about the attendance projections report, email:

[ADAprjections@tea.texas.gov](mailto:ADAprjections@tea.texas.gov) or review the attendance projections document on the [State Funding Topics – One Page Descriptions](#) webpage.



## New Open-Enrollment Charter Schools

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Because a new open-enrollment charter school will not have prior-year attendance data for TEA to use, each new open-enrollment charter school is required to provide an estimate of its number of students through the FSP Estimate Data Report by the August 1 deadline. TEA will conduct outreach efforts to new-open enrollment charter schools' personnel and provide the necessary technical assistance to ensure submission of attendance estimates via the FSP Estimate Data Report.



## Charter FIRST

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Annually, TEA uses the FSP Estimate Data as part of the Charter Financial Integrity Rating System of Texas (FIRST) rating. The Charter FIRST financial competency indicator is used to determine whether the charter school's actual ADA is within 10 percent of the charter school's annual estimated ADA. For more information about Charter FIRST, review the [Charter FIRST web page](#) or email [financialaccountability@tea.texas.gov](mailto:financialaccountability@tea.texas.gov).



## Estimate Data Report – Deadline August 1

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To submit the FSP Estimate Data Report:

1. Login in through the Texas Education Agency Login (TEAL) and select FSP - Foundation School Program Application.
2. From the Programs menu, select "Charter Schools" and choose upcoming school year and click "Update" button.
3. Select Estimate Data Report. If the Estimate Data Report link is not active, click on "Contact Information" and update primary and secondary contacts. Click "Save" and then "Cancel" to return to main menu. The Estimate Data Report link should now be active.
4. The Estimate Data Report is in "Approved" status. Scroll to the bottom of the Estimate Data Report and click "Revise Data" and enter revised attendance counts in the "New Values" column. **IMPORTANT: Re-enter enrollment estimates even for values that charter does not want to update. For example, "Prior year" and "New Value" Dyslexia enrollment is shown as 12. Type 12 again in the "New Value" column and "Save" before submission. This action is required for the system to calculate and convert the enrollment figure into an ADA or full-time equivalent (FTE) value using the percent rate of attendance in the "New Value" column.**
5. A Charter User clicks "Save" to save the information or clicks "Submit to Superintendent". The request goes to the District Approver. A District Approver clicks the certification box to provide assurance that the new enrollment estimate data is appropriate and then clicks "Submit to TEA". The FSP Estimate Data Report is now in "Submit to TEA" status.
6. TEA begins review after August 1. Once approved, the Charter User and District Approver will receive an email notification that the FSP Estimate Data Report is in "Approved" status.



## Contact for More Information

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