

June 6, 2018

To the Administrator Addressed:

RE: 2018 Tax Information Survey

The 2018 Tax Information Survey (TIS) opened for data submission June 1, 2018, and will close at midnight on **August 31, 2018**. If your district does not submit the survey by the deadline, your district's state funding could be adversely affected.

Please ensure that your district has completed and submitted the TIS using the online FSP System by August 31, 2018. Completing the survey is important because it allows the agency to use the most accurate tax collections data possible when we calculate 2017–2018 near-final *Summary of Finances (SOF)* estimates in September 2018. Your district will not have another opportunity to submit revised tax collections data for the 2017–2018 school year until the district submits its J1 schedule as part of its annual financial and compliance report. The J1 schedule tax collections will not be incorporated in the 2017–2018 *SOF* until April 2019. Compressed tax rates for districts that have adopted tax rates more than six pennies over their original compressed tax rate will be automatically adjusted.

The FSP System requires that a designated district approver, usually the superintendent, submit the TIS 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](#). In the **My Accounts** tab, click on **Request New Account** and select the **FSP** hyperlink for the Foundation School Program application. Select the **Add Access**, insert your employing organization (district name/county district number), and select the applicable roles. If you already have access to the FSP System, please check that you have the appropriate role assigned for submitting the data.

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 help with accessing the FSP System or submitting the 2018 TIS, please contact Nancy Kuhn by phone at (512) 463-6313 or email at nancy.kuhn@tea.texas.gov or State Funding at (512) 463-9238 or sfinance@tea.state.tx.us.

Sincerely,

Al McKenzie
Director, State Funding

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