

## Office of School Finance

# Charter School Attendance Reporting



## Legal References

Texas Education Code (TEC), §48.004

19 Texas Administrative Code (TAC), §§129.1023 and 129.1025



## Background Information

Open-enrollment charter schools are required to report six-week period district summary attendance reports through the Foundation School Program (FSP) application system no later 10 calendar days after each six-week period ends. The FSP application system is designed to collect six-week period attendance in accordance with District Summary Attendance Reports requirements outlined in the [Student Attendance Accounting Handbook](#), Section 2.3.3. *District Summary Attendance Reports*.

Note: For charter schools with multiple campuses or tracks that have different begin and end dates, the District Summary Attendance Report submitted in the FSP must encompass the earliest track begin date and latest track end date for the six-week period. In addition, regardless of the structure of the actual instructional calendar, the full school year for each instructional track offered by your district must be reported in six, approximately equal reporting periods.

Charter school personnel must have a Texas Education Agency Login ([TEAL](#)) user account and access to FSP application system supported by the Division of State Funding in the Texas Education Agency (TEA) to report attendance data. Refer to the next page for detailed reporting instructions in the FSP application system.



## Program Description

Following each FSP application system attendance submission, an updated annual average daily attendance (ADA) is estimated and used as the basis for determining each charter school's FSP payments during the school year. The purpose of this process is to ensure that charter school funding is based, as much as possible, on actual attendance. This helps to avoid material settle-up adjustments that could cause financial hardship to charter schools.

At the end of the school year, charter schools are required to submit attendance data through the Public Education Information Management System (PEIMS). The data reported through the PEIMS are used to calculate charter schools' actual FSP earnings and determine the near-final settle-up amounts.



## FSP Six-Week District Summary Attendance Deadline Date and Instructions

As a reminder, the deadline date to submit FSP Six-week Attendance reports is no later than 10 calendar days after the six-week period ends. Non-school days count toward the 10-calendar day deadline. When the charter school's deadline falls during a vacation break, use the submission deadline guidance below:

- Thanksgiving break – submit no later than December 10
- Christmas break – submit no later than January 10
- Spring break – submit no later than April 10

To submit the FSP Six-week Attendance report, follow the instructions below:

1. Login through the [TEAL](#) portal and enter your Username and Password.
2. From “Your Applications” list, select **FSP – Foundation School Program Application**.
3. Hover over “Programs” and select **Charter Schools**.
4. Under “Submissions,” click **View Six-Week District Summary Report List**.
  - If six-week report is not listed, click **Create Next** button.
  - If listed, click on the applicable six-week report number hyperlink: **1, 2, 3, 4, 5, or 6** under the “**Period**” column of the View Six-Week District Summary Report List.
5. Once in the Six-Week Report Detail interface, enter the applicable attendance data from the **signed** Six-Week District Summary Attendance Report.
  - Click on the circled question mark icon  at top right-hand corner of interface for instructions.
6. At the bottom of Six-Week Report Detail interface, click on the **Go to ADA Projections** button to review the ADA Track Projection interface report.
  - Review the ADA/FTE data and ensure there are no unusual variances when compared to the prior reporting period.
7. After reviewing the ADA Track Projection report and once assured of the accuracy of data entry, the FSP *Charter User* clicks the assurance box and clicks **Submit to Superintendent** button.
  - Notify your Superintendent that the six-week report is available for review and submission.
8. The FSP *District Approver*, typically the Superintendent, follows steps above, clicks the assurance box, and clicks the **Submit to TEA** button.



## Contact for More Information

Dina Black, (512) 463-9531, Kyley Bettes, (512) 463-9737, or [CharterSchoolFinance@tea.texas.gov](mailto:CharterSchoolFinance@tea.texas.gov)

Jared Dabdoub, (512) 463-8117, or [Jared.Dabdoub@tea.texas.gov](mailto:Jared.Dabdoub@tea.texas.gov) for FSP User TEAL access