

Office of School Finance

Charter School Attendance Reporting



Legal References

Texas Education Code, §48.004; 19 Texas Administrative Code, §§129.1023 and 129.1025



Background Information

Open-enrollment charter schools are required to report charter district level attendance no later than 10 calendar days following the end of each six-week period. Charter school personnel must have a Texas Education Agency Login (TEAL) user account and access to the Foundation School Program (FSP) web-based application 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.

The FSP web-based application is designed to collect charter school district level attendance in accordance with District Six-Week Attendance Report requirements outlined in the *Student Attendance Accounting Handbook*.



Program Description

Following each web-based 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. However, if the charter school's deadline falls during a vacation break, use the submission deadline guidance below:

- Thanksgiving break – submit no later than December 9
- Christmas break – submit no later than January 9
- Spring break – submit no later than March 31

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

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