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The logo features a white five-pointed star on a blue background to the left of the letters 'FSP' in white on a red background. To the right of this graphic, the word 'Procedures' is written in a black, serif font.

When reporting FSP, it is vitally important to verify the data you are reporting over before you submit this to TEA. Below are some suggested reports to use for verification and data entry. Please don't feel limited to just the reports listed. Remember to have the person responsible for each area review the applicable reports and verify that the data is correct. Also, remember to print or save, sign if applicable, and maintain files for all reporting periods in accordance with the Student Attendance Accounting Handbook.

Here are some suggestions:

- Attendance Report Category:
  - ADA/Schedule Mismatch
  - Student Absence History
  - Period Absence Report
- FSP Reports:
  - ADA Attendance Details
  - Career & Technology Contact Hour Detail (if applicable)
  - FSP Program Detail
  - Student Entries and Withdrawals
  - Principal/Superintendent Report
  - Student Detail
  - Student Services Setup Information – use to verify the CALENDAR is in WebSmart and FSP correctly
- Program Coding
  - LEP Verification
  - LPAC Report
- Special Education
  - Special Education Contact Hour Detail
  - Special Education Roster
  - Special Education Services

Print these to use for data entry and audit purposes, this will be determined by how your Tracks/Calendar is setup:

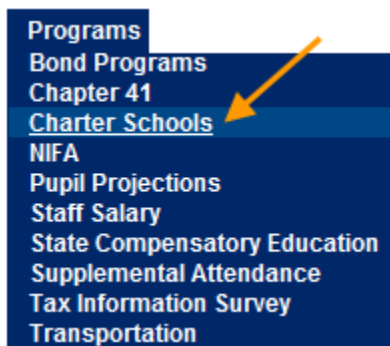
- Principal's Report
- Superintendent's Report
- Student Detail

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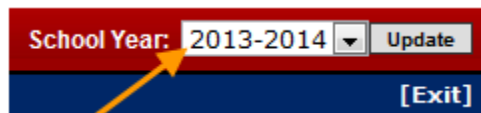
## Accessing FSP Six Weeks Data Entry Screens

Log into FSP <https://seguin.tea.state.tx.us/apps/logon.asp>

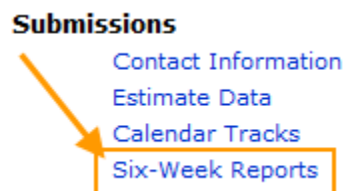
- Click on Programs/Charter Schools



- Verify the School Year in the upper right of the screen. Use the drop list to select a different year (if necessary) and click Update.



- Click on Six Week Reports



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## Six-Week Report



### Existing Six-Week Report(s)

No Data Found

### Create New Six-Week Report

Select Track Number:


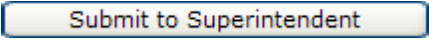
- Select the Track Number  and click

## Data Entry Procedures

- **Attendance Data** – Enter data from Table I: Summary Report of Student Attendance and Contact Hours of the Principal’s or Superintendent’s Report
- Verify Attendance Percentage
  
- **Career and Tech Data** – Enter days from Table II: Career and Technology Contact Hours of the Principal’s Report
- Verify FTE
  
- **Special Education Data** – Enter Eligible Days by Instructional Setting from Table III: Special Education Hours of the Principal’s Report
- If there are speech contact hours on Table III of the Principal’s Report, use this calculation:

$$\frac{\text{Total Speech Contact Hours}}{0.250} + \text{code 00 for the Eligible days} = \text{Code 00}$$

- Enter Excess Hours if applicable
- Verify FTE

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- Click on **Gifted and Talented** – Enter the number of students served during the six weeks.
  - You have the ability to enter Comments if needed
  - After entering all data click the  button to retain your work
  - When all data entered has been reconciled to your reports, you can click the  button
  - The Superintendent will need to login to FSP and complete the submission

Remember, if you have multiple Tracks, you will need to repeat this process for each.