SC5050 Application Process

Last year, TEA developed a single special collections report to replace the SC5010--NCLB Data Request Form for Federal Funding and the SC5011–Special Education Charter Data Request. This data collection requirement applies to open-enrollment charter schools, special local educational agencies (LEAs), and state schools only. It does not apply to independent school districts.

TEA will use this submission of the SC5050 to determine eligibility and planning amounts for applicable No Child Left Behind (NCLB) federal programs and indirect cost rates, if requested. The SC5050 form requests specific categories of actual enrollment data as of a specific date in the *2015–2016 school year*.

To ensure eligibility and planning amounts are determined for the applicant, the SC5050 must be certified and submitted no later than <u>April 7, 2016</u>.

Follow the steps below to find and generate data for the SC5050.

- Login to Websmart and go to the Student Module > Reports.

- Pull the *No Child Left Behind – Eco Disadvantage by Date* report. You'll need to run it twice, once for each term, to determine the date with the highest number of Economically Disadvantage students in attendance so far within this school year.

- After running the report for both Terms 1 & 2, determine what date has the highest enrollment amount by looking at the bottom section of each report.

Term 1:   *Term 2:*

10/01/2015	450	450
10/02/2015	452	452
10/05/2015	451	451

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01/11/2016	443	443
01/12/2016	445	445
01/13/2016	445	445
01/14/2016	445	445
01/15/2016	445	445
Highest Enrollment Date	10/02/2015	

01/19/2016	443	443
01/20/2016	444	444
01/21/2016	444	444

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05/25/2016	435	435
05/26/2016	435	435
05/27/2016	434	434
Highest Enrollment Date	01/20/2016	

- *In this instance, we will use 10/2/15 since it is the highest date of enrollment. The date used cannot be a future date and cannot be later than April 7th, as that is the SC5050 Deadline.*

- Now, while still in Websmart > Students > Reports, run the No Child Left Behind Funding Request report using the effective date of the Highest Eco Enrollment date chosen from the previously run report.

Student Reports : No Child Left Behind Funding Request

Parameters

Effective Date 10/2/15

Export Data To Excel ☐

🏃 Run Report

- The generated report will list each Campus ID of Residence used for your students by their Campus number. You will see the breakdown by individual campus for review purposes, but by scrolling to the bottom you will see the District total numbers listed. This is how they will be documented in the SC5050 Application process.

Campus ID of Residence	Enrollment		LEP	Immigrant	Economic Disadvantage Age 5-17	Foster Home Age 5-17	Special Ed Age 3-5	Special Ed Age 6-21
	Age 3-21	Age 5-17						
District Details								
079907	8	8	0	0	7	0	0	2
101903	1	1	0	0	1	0	0	0
101912	507	506	2	0	441	0	0	39
101917	3	3	1	0	3	0	0	0
District Totals	519	518	3	0	452	0	0	41

Each District represented on this report will need to be entered into the eGrant system, so it is important to verify that your own County District number is not listed on this report. If it is, you must review and modify the appropriate student's CIDOR before submitting this data – as a Charter school cannot be a student's Campus ID of Residence.

Logging into eGrants

- Login to your TEASE account and select 'eGrants – eGrants Production'.

- From the Available Grants Programs drop down box, select '2016-2017 Data Collection for Federal Funding' then select 'Initiate'.

- Click on the 2016-2017 Request for Federal Funding & Indirect Cost Rate for Charter Schools to open the form.

- The process is broken into parts 1-6. You'll see that **Part 1** is automatically entered for you, confirm Part 1 before moving on.

- Begin entering the appropriate data into **Part 2** on this screen. Part 2 is located directly below the Mailing Address line in Part 1.
    - You have the option of Saving on each screen if you need to come back, or the option of Exiting without saving what has been entered.
    - Enter and confirm the appropriate contacts, their telephone numbers, email addresses, and Title.
    - Once this data has been entered, select Save.
    - You will be notified in a pop-up that you are not yet finished. Select OK, then continue to Part 3 to 4.

- **Part 3** is handled by a member of the Finance department. Contact the finance member who is responsible for this portion of the SC5050 and work in conjunction with their data.

Part 1 to 2	Part 3 to 4	Part 5 to 6	
Part 3: Federal Funding and Indirect Cost Rate Request			
1.	Request Indirect Cost Rate		◎ Yes ◎ No
2.	Request participation in NCLB Federal Funding		◎ Yes ◎ No
3.	Request participation in IDEA-B Federal Funding		◎ Yes ◎ No
4.	Request consideration for Significant Expansion for Federal Funding		◎ Yes ◎ No

- *Note that a member of Finance could come in before you and fill in only Part 3 and have that data saved. Review all Parts carefully before moving to the next Part.*

*If a finance member has not set any of the data for Part 3 DO NOT submit the SC5050 once you have finished Part 6, only Save so that they may enter the data for Part 3 after you have completed the data entry for Parts 1&2 and 4-6.

- In **Part 4** you will begin adding the Districts from the No Child Left Behind Funding Request Report that you pulled out of Websmart. Part 4 is located directly below Part 3, after question 4.

  - From the Resident Public School District drop down box, select the first school district from the report.
  - *You may need to consult ASKTED if you are unsure of the school district; the drop down box lists the Districts alphabetically, not by district number.*
  - Once you have selected the first district, click 'Add'

Part 1 to 2	Part 3 to 4	Part 5 to 6	
Part 3: Federal Funding and Indirect Cost Rate Request			
1.	Request Indirect Cost Rate		◎ Yes ◎ No
2.	Request participation in NCLB Federal Funding		◎ Yes ◎ No
3.	Request participation in IDEA-B Federal Funding		◎ Yes ◎ No
4.	Request consideration for Significant Expansion for Federal Funding		◎ Yes ◎ No
Part 4: Actual Enrollment			Help
Resident Public School District *(Select a district from the list and click the ADD Button.)*			
Houston ISD - 101912 - 04		▾	Add

- You can then begin adding in the total counts into eGrants for that district based on the No Child Left Behind Funding Request report from Websmart.

Websmart Report:

Campus ID of Residence	Enrollment		LEP	Immigrant	Economic Disadvantage Age 5-17	Foster Home Age 5-17	Special Ed Age 3-5	Special Ed Age 6-21
	Age 3-21	Age 5-17						
District Details								
079907	8	8	0	0	7	0	0	2
101903	1	1	0	0	1	0	0	0
101912	507	506	2	0	441	0	0	39
101917	3	3	1	0	3	0	0	0
District Totals	519	518	3	0	452	0	0	41

SC5050 Entry:

Part 4: Actual Enrollment Help

Resident Public School District *(Select a district from the list and click the ADD Button.)*

Select One ▼ Add

Actual Enrollment			NCLB				IDEA-B		
Resident Public School District	Totals		LEP	Immigrant	Low Income Ages 5 to 17	Foster Home Ages 5 to 17	Special Ed Ages 3 to 5	Special Ed Ages 6 to 21	
	Ages 3-21	Ages 5-17							
Houston ISD - 101912 - 04	507	506	2	0	441	0	0	39	Delete

- Continue this process until all Districts have been added into the SC5050 application from your Websmart NCLB Funding Request report.
    - *If needed, you can delete the District row by clicking the Delete button to the right.*
- Once all have been entered, confirm your District Totals on the Websmart Report to the Totals from All Resident School Districts section in Part 4.

Part 4: Actual Enrollment Help

Resident Public School District *(Select a district from the list and click the ADD Button.)*

Select One ▼ Add

Actual Enrollment			NCLB				IDEA-B		
Resident Public School District	Totals		LEP	Immigrant	Low Income Ages 5 to 17	Foster Home Ages 5 to 17	Special Ed Ages 3 to 5	Special Ed Ages 6 to 21	
	Ages 3-21	Ages 5-17							
Alief ISD - 101903 - 04	1	1	0	0	1	0	0	0	Delete
FORT BEND ISD - 079907 - 04	8	8	0	0	7	0	0	2	Delete
Houston ISD - 101912 - 04	507	506	2	0	441	0	0	39	Delete
PASADENA ISD - 101917 - 04	3	3	1	0	3	0	0	0	Delete

Totals from All Resident School Districts									
Total Enrollment	Ages 3-21	Ages 5-17	LEP	Immigrant	Low Income Ages 5 to 17	Foster Home Ages 5 to 17	Special Ed Ages 3 to 5	Special Ed Ages 6 to 21	
	519	518	3		452			41	
TEA Use Only:	NCLB Significant Expansion Criteria satisfied?								
	IDEA-B Significant Expansion Criteria satisfied?								

Grade Levels Approved to Be Taught

☐ Age 3 ☑ Age 4 ☑ K ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5 ☑ 6 ☑ 7 ☑ 8 ☑ 9 ☑ 10 ☑ 11 ☑ 12 ☐ GED

Campus ID of Residence	Enrollment		LEP	Immigrant	Economic Disadvantage Age 5-17	Foster Home Age 5-17	Special Ed Age 3-5	Special Ed Age 6-21
	Age 3-21	Age 5-17						
District Details								
079907	8	8	0	0	7	0	0	2
101903	1	1	0	0	1	0	0	0
101912	507	506	2	0	441	0	0	39
101917	3	3	1	0	3	0	0	0
District Totals	519	518	3	0	452	0	0	41

- If all data entered is correct, click Save.
- You will be notified in a pop-up that you are not yet finished. Select OK, then continue to Parts 5 & 6.

Part 4: Actual Enrollment							
Resident Public School District *(Select a district from the list and click the ADD Button.)*							
Select One							
Actual Enrollment				**NCLB**			
Resident Public School District	**Totals**						
	Ages 3-21	**Ages 5-17**	**LEP**	**Immigrant**	**Low Income Ages 5 to 17**	**Foster Home Ages 5 to 17**	
Alief ISD - 101903 - 04	1	1	0	0	1	0	
FORT BEND ISD - 079907 - 04	8	8	0	0	7	0	
Houston ISD - 101912 - 04	507	506	2	0	441	0	
PASADENA ISD - 101917 - 04	3	3	1	0	3	0	
Totals from All Resident School Districts							
Total Enrollment	**Ages 3-21**	**Ages 5-17**	**LEP**	**Immigrant**	**Low Income Ages 5 to 17**	**Foster Home Ages 5 to 17**	
	519	518	3		452		
TEA Use Only:	NCLB Significant Expansion Criteria satisfied?						
	IDEA-B Significant Expansion Criteria satisfied?						
Grade Levels Approved to Be Taught							
☐ Age 3 ☑ Age 4 ☑ K ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5 ☑ 6 ☑ 7 ☑ 8 ☑ 9 ☑ 10							

Exit   Printable Version   Save

- Moving to **Part 5**, you are now allowed to enter any additional information regarding Federal Funding in the space provided. If no additional information is needed, move to **Part 6**.

Part 1 to 2	Part 3 to 4	Part 5 to 6

Part 5: Additional Information Regarding Federal Funding

• **Part 6** is the Report Submission Authorization information screen for the <u>Authorized Official</u> of the District; it is located directly below the open typing field in Part 5.

If you are not the Authorized Official, DO NOT click the Certify and Submit button to finalize this form.

- If the Authorized Official is also the Primary Contact that was entered into Part 1 of this application, clicking the Copy button will automatically fill in the previously entered contact information.

- If the Authorizing Official <u>is not</u> the Primary contact entered into Part 1, enter the name, title, and contact information here.

- <u>**Save**</u> **this final screen if you are waiting on a finance member to complete Part 3 of the application.**

- **DO NOT** Certify and Submit the application until all Parts have been completed and reviewed. The information submitted on the SC5050 form is binding. No changes will be allowed after the form is submitted. Applicants are advised to ensure data entered has been thoroughly reviewed for accuracy and that auditable documentation is on file to support the data reported.

- **When <u>all Steps</u> have been completed and reviewed, the <u>Authorized Submitter</u> may "Certify and Submit" the application to finalize the funding request.**