

TEXAS EDUCATION AGENCY
Division of State Funding
Instructions for Submitting Attendance Projections
for the 2021-2022 and 2022-2023 School Years

All revised attendance projections must be submitted to the TEA by midnight on Monday, December 14, 2020.

Part I: Log on to the FSP System

1. Log on to the FSP System online at <https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>.

Note: The FS6100 assigned for submitting the data. You will need to select either the role of pupil projections user or district approver (usually the superintendent).

Part II: Enter Contact Information

2. Once you have logged on to the FSP System, place the cursor over **Programs** in the blue FSP menu bar near the top of the page and then click on **Attendance Projections** from the drop-down list. The **Attendance Projections** page appears, with your district's county-district number displayed in the **County-District Number** box on the right-hand side of the red FSP menu bar near the top of the page.

3. **Important, c [D]15y(4 (ead E(be)-5.t)0.74(ut)0.6 (T4 1 Tf0 Tc 11.35Y d.nn6 (n18Jthe c 0 Td)r(is)-5.8 of tnt1**

6. Note: The **2019-2020 Final** column values and the **2020-2021 Estimate** column values are displayed for reference purposes only and cannot be updated. However, the **Additional Days School Year ADA (ADSY)** field can be updated for the **2020-2021**, **2021-2022** and **2022-2023** school years.

7. The **2021-2022 Projection** column values and the **2022-2023 Projection** column values are displayed for your review. If you need to revise these projections, enter values in the blank fields in the appropriate **“Proposed Proj.”** column.

at the bottom right-hand side of the screen. This will send your revisions to the TEA. **IMPORTANT: You will not be able to enter revisions after you submit your data to the TEA. If you find that you have made an error in your data entry after you have already submitted it to the TEA, you will need to contact Namrata Parikh in the Office of School Finance at (512) 463-6220 or**