

Import SPEDS Funding

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This utility will allow users to import SPEDS funding data from a file and create funding records for students based on the calculated values from the TEA Special Education Funding Tool.

The utility will import the following data elements via CSV file:

- Tier of Intensity
- SPEDS Service Group
- Number of Minutes in SPED

Note: Only students with existing Special Education records (Registration > Special Ed) are eligible for import processing.

Field	Description
File	Choose applicable file to Import
Begin Date	Type the begin date using the MMDDYYYY format. Or, click to select the date from a calendar. **NOTE**: The Begin Date will be applied to all imported funding records and will not perform date comparisons during the import process.

❑ Click **Import**.

When the process is completed, the message “Import Competed. Click **Print Report** to view results” is displayed.


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