

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 > Maintenance > Student Enrollment > 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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