

Import SPEDS Funding

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This utility allows 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 from a 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**.

- A message indicates that the import is completed.
- ❑ Click **Print Report** to view the results. Review, save, and/or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click to go back one page.
  Click to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click to save and print the report in PDF format.
  Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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