



## **Verify Shared Services Arrangements, as needed**



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# Verify/correct Shared Service Arrangement data as needed

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The screenshot displays the 'Shared Services Arrangement' tab within the District Administration system. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, a 'Year' field is set to '2026', with 'Retrieve' and 'Save' buttons. A horizontal menu lists various tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is selected), 'FUND BALANCES', 'FALL FINANCE TSDS DATA', and 'PRIOR SHARED SERVICES ARRANGEMENT'. The main content area, titled 'Shared Services Arrangements', contains a table with the following data:

Delete	Shared Services Type	Fiscal Agent District ID
	02	001-904

Below the table is an 'Add' button.

☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

☐ On the left side of page, under **Shared Services Arrangements**, enter all Shared Service Arrangements in which the LEA is a member.

- Indicate the **Shared Services Type** and **Fiscal Agent District ID**.
- If the LEA is the Fiscal Agent of the SSA, click the spyglass for that SSA record.

☐ On the right side of the page, click **+Add** to enter the **Member District ID** (CCCDDD), the **Fund**, **Fiscal Year**, and the **Amount** spent on the member's behalf.

**Note:** Since each year is entered on this tab, there are not separate tabs for the current and prior years as in previous years.

☐ Click **Save**.



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