



Verify Shared Services Arrangements, as needed

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☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2024-2025 school year is 2025.

☐ Under **Shared Services Arrangements** (left side of page), enter all Shared Services Arrangements for 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.

☐ Under **Shared Services Arrangement Member Amounts** (right side of page), click **+Add** to add a row. Complete the following fields:

- **Member District ID** (CCCDDD)
- **Fund**
- **Fiscal Year** - This is the year for SSA data in the prior fiscal year. For example, for reporting year 2025 (school year 2024-2025), use SSA data from the 2023-2024 financial fiscal year.
- **Amount** - This is 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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