



Verify Shared Services Arrangements, as needed

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The screenshot shows the 'Shared Services Arrangement' tab in the District Administration system. At the top, there is a green header bar with 'Tables > District Information' and 'District Administration'. Below the header, there is a 'Year' field with '2026' entered, and 'Retrieve' and 'Save' buttons. A navigation bar below the header lists several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is highlighted), 'FUND BALANCES', 'FALL FINANCE TSDS DATA', and 'PRIOR SHARED SERVICES ARRANGEMENT'. The main content area is titled 'Shared Services Arrangements' and contains a table with columns 'Delete', 'Shared Services Type', and 'Fiscal Agent District ID'. The table has one row with a trash icon in the 'Delete' column, '02' in the 'Shared Services Type' column, and '001-904' in the 'Fiscal Agent District ID' column. Below the table is an 'Add' button.

☐ In the **Year** field, type the four-digit reporting year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2025-2026 school year is 2026.

☐ Under **Shared Services Arrangements** (left side of page), enter all Shared Services Arrangements for which the LEA is a member or the fiscal agent. Indicate the **Shared Services Type** and **Fiscal Agent District ID**.

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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