



## **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 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 fiscal agent.

- Shared Services Type (E0776) (Descriptor C049) is the type of program or service provided by an SSA.
- Fiscal Agent District ID (E0777) is the county-district number of the SSA fiscal agent registered with the TEA.
- 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:

- SSA Member District ID (E0981) – indicates the county district number (CCCDDD) of the school district (as registered with the TEA), which is a member district in the shared services arrangement.
- SSA Fund (E0316S) (Descriptor: C145S) – identifies the fund group and specific fund (when applicable) for the shared service arrangement actual financial data.
- Fiscal Year (E0974) – Type the one-digit fiscal year for the SSA record. This is the last fiscal year's SSA data. For example, for reporting year 2026 (school year 2025-2026), use SSA data from the 2024-2025 financial fiscal year 5.
- Actual Amount (E0774)– This is the amount spent on the members' behalf.

☐ Click **Save**.



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