



Verify Shared Services Arrangements, as needed

Table of Contents

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[District Administration](#) > [Tables](#) > [District Information](#) > [Shared Services Arrangement](#)

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 this, a 'Year' field is set to '2027', with 'Retrieve' and 'Save' buttons. A navigation bar contains several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is selected and underlined), '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 lists four entries with IDs 07, 10, 12, and 99. Each entry has a trash icon in the 'Delete' column. An 'Add' button is at the bottom right of the table.

Delete	Shared Services Type	Fiscal Agent District ID
	07	
	10	
	12	
	99	

☐ 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 2026-2027 school year is 2027.

☐ Under **Shared Services Arrangements**, 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: Prior year SSA records should be maintained on the [Prior Shared Services Arrangement](#) tab.

☐ Click **Save**.



Back Cover