



Import SPEDS Funding

Table of Contents

Import SPEDS Funding 1

Import SPEDS Funding

Special Education > Utilities > Import SPEDS Funding

This utility will allow users to import SPEDS funding data from a file and create funding records for students based on the calculated values from the [TEA Special Education Funding Tool](#).

Field	Description
File	Choose applicable file to Import
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar. NOTE: The Begin Date will be applied to all imported funding records.

CVC Click **Import**.

NOTE: When the process is completed, the message “Import Completed. Click Print Report** to view results” is displayed.

Other functions and features:

-  **Delete a row.**
Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.
Click **Save**. A message is displayed confirming that you want to delete the row.
 - Click **OK** to delete the row.
 - Click **Cancel** not to delete the row.



Back Cover