



Import SPEDS Funding

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This utility allows 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](#).

The utility will import the following data elements from a CSV file:

- Tier of Intensity
- SPEDS Service Group
- Number of Minutes in SPED

Note: Only students with existing Special Education records (*Registration > Maintenance > Student Enrollment > Special Ed*) are eligible for import processing.

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 and will not perform date comparisons during the import process.

☐ Click **Import**.

When the process is completed, the message "Import Completed. Click **Print Report** to view results" is displayed.



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