



## Import SPEDS Funding



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## **Special Education > Utilities > Import SPEDS Funding**

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                                                                                                                                                                                                                                                                                                                          |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File</b>       | Choose applicable file to Import                                                                                                                                                                                                                                                                                                     |
| <b>Begin Date</b> | Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.<br><br><b>NOTE:</b> 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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