



Import SPEDS Funding

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This utility allows users to import SPEDS funding data from a file to 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 an 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**.

- A message indicates that the import is completed.
- ☐ Click **Print Report** to view the results. [Review, save, and/or print the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



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