



F-203 User Manual

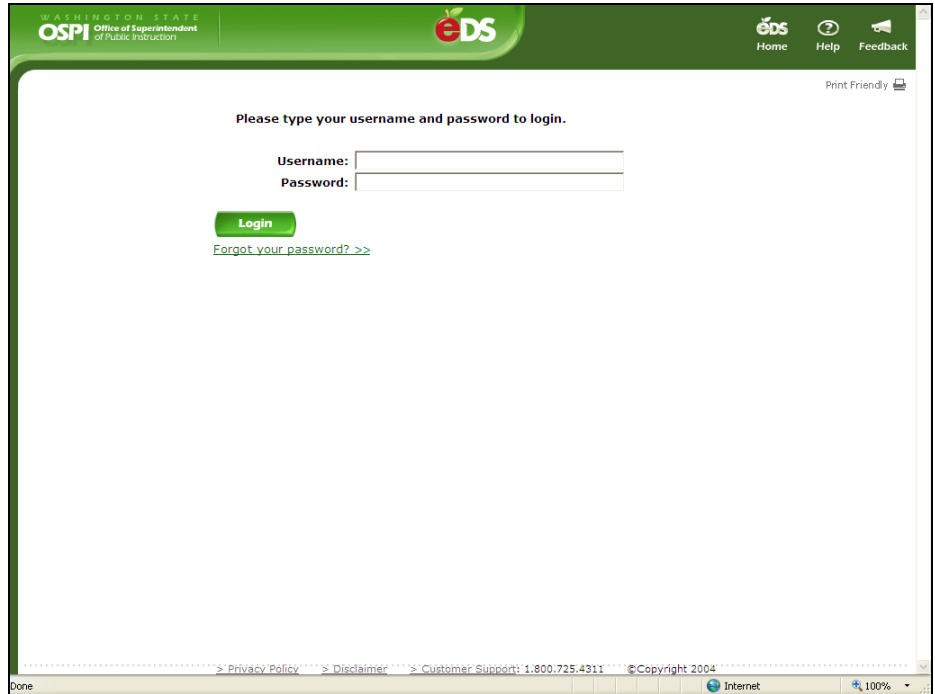
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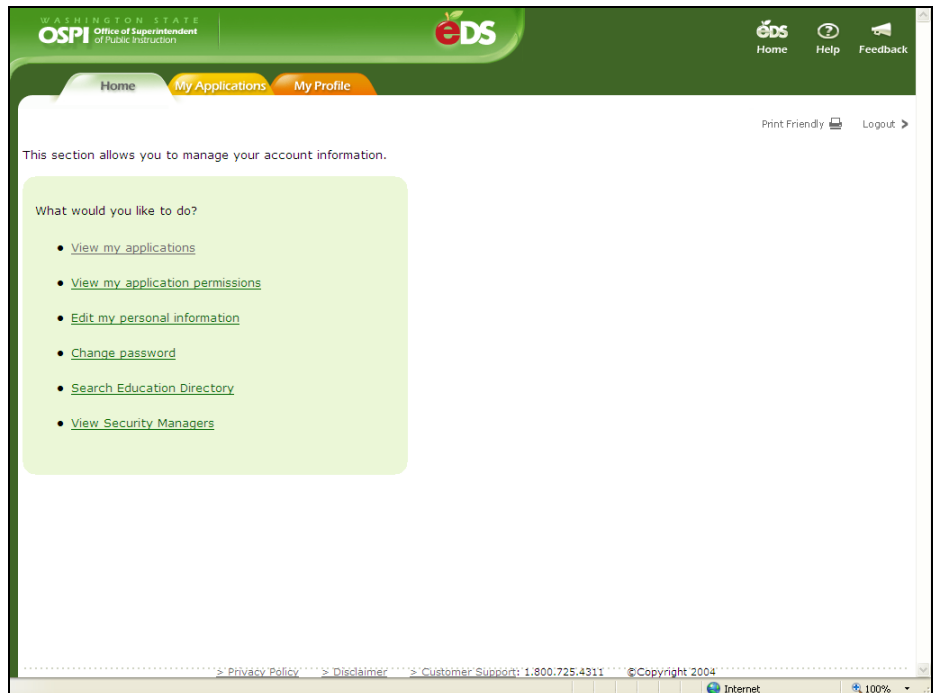
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1. Logging Into SAFS (All Users)

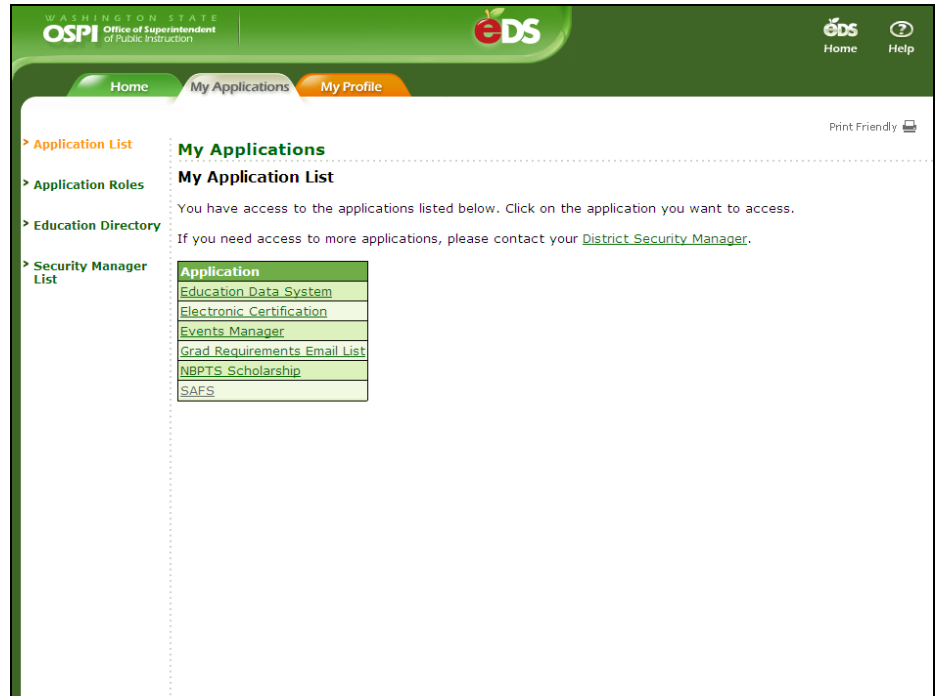
1. Go to the EDS Login screen, type your **Username** and **Password** and click **Login**. The EDS Home page opens.



2. From the EDS Home screen click on the **My Applications** tab. The My Application page opens.



3. From the My Applications page, click on the link to the **SAFS** application.



4. From the Info Center screen, you can click on the tabs in the top navigation bar to access the F-203 application. Click on the **F-203** tab.

Note:

- I. The EDS applications are designed to use Internet Explorer 6.0 or greater as the Web browser.
- II. To open the user manual click on the **'SAFS F-230 user manual'**.
- III. To contact F203 support click **'Email F203 Support'** link.



2. Creating an Estimate (School District Users)

1. The first page you will see in the F-203 application is the **List Estimate screen**. This page is used to create a new estimate, select an existing estimate and copy an existing estimate. To create a new estimate, enter unique estimate title and click **‘Create’**. Depending upon which option is currently available, the system automatically assigns it a status as either an X-Option or F-203 estimate.

2. After you click **‘Create’** from the List Estimate screen, the first page of the estimate opens. On **Student Enrollment** page, enter or update data as required and click **‘Save’** to run calculations and preserve your work.

Note:

- I. The estimate title displays at the top of the page.
- II. Student Enrollment input data page is one of four data input pages that displays when you create or select an F-203 estimate. It is also one of the eight pages displayed when you create or select an X-option estimate.

- On **Other Enrollment** Page enter or update data as required and click `Save`.

Note:

- Other Enrollment input data page is one of four data input pages that displays when you select an F-203 estimate. It is also one of eight pages displayed when you select an X-Option estimate.

| | Grades 7-8 | Grades 9-12 |
|---|------------|-------------|
| Career and Technical Education (CTE): Exploratory | 10.00 | 12.98 |
| Career and Technical Education (CTE): Preparatory | | 10.00 |
| Skills Center | | 10.00 |
| Lab Science | 10.00 | 10.00 |
| Advance Placement | | 10.00 |
| International Baccalaureate | | 10.00 |

- On **Other Staff Factors** screen, enter or update data as required and click `Save`.

Note:

- Other Staff Factors input data page is one of four data input pages that displays when you select an F-203 estimate. It is also one of the eight pages displayed when you select an X-Option estimate.
- The Other Staff Factors page displays with pre-populated baseline numbers and state constant fields.
- The value in the `Decimal` column describes how many characters of data you can enter to the right of the decimal point.

| Item Code | Description | Amount | Decimals |
|-----------|--|---------|----------|
| A33 | Average Mix Factor: All Certificated Instructional Staff | 1.39678 | 5 |
| A37 | Mix Factor: CTE (Program 31): Certificated Instructional Staff | 1.44038 | 5 |
| D57 | Additional BEA Units: Certificated Instructional Staff | 8.180 | 3 |
| D58 | Additional BEA Units: Certificated Administrative Staff | 0.380 | 3 |
| 614x | Learning Improvement Days (LID) State Funded Pursuant to WAC 392-140-961 | | 2 |
| 613x | Learning Improvement Days (LID) provided by district if fewer than state funded in item 614x. Item 613x cannot be higher than 614x | 0.00 | 2 |

5. On **School Level Poverty** screen, enter or update data as required and click **'Save'**.

Note:

- I. This page is one of the eight pages displayed, when you select an X-Option estimate. This page only displays when X-Option is open.
- II. Fields with a gray background are calculated and cannot be updated directly.
- II. Use the Tab key on your keyboard to move forward through the screen fields. Use Shift+Tab to move backward. To save data, press **Alt+S**.

6. On **MSOC** Page, enter or update data for each field and click **'Save'**.

Note:

- I. This page is one of the eight pages displayed, when you select an X-Option estimate. This page only displays when X-Option is open.

| Basic Education | Regular Instruction | Lab Sciences | CTE - Exploratory | CTE - Preparatory | Skills Center |
|------------------------------|---------------------|--------------|-------------------|-------------------|---------------|
| Technology | 54.43 | 54.43 | 134.74 | 134.74 | 122.28 |
| Utilities/Insurance | 147.90 | 147.90 | 366.11 | 366.11 | 332.26 |
| Curriculum | 58.44 | 58.44 | 144.65 | 144.65 | 131.28 |
| Library and Other Supplies | 124.07 | 124.07 | 307.12 | 307.12 | 278.73 |
| Professional Development | 9.04 | 9.04 | 22.37 | 22.37 | 20.30 |
| Facilities Maintenance | 73.27 | 73.27 | 181.37 | 181.37 | 164.60 |
| Central Districtwide Support | 50.76 | 50.76 | 125.65 | 125.65 | 114.03 |

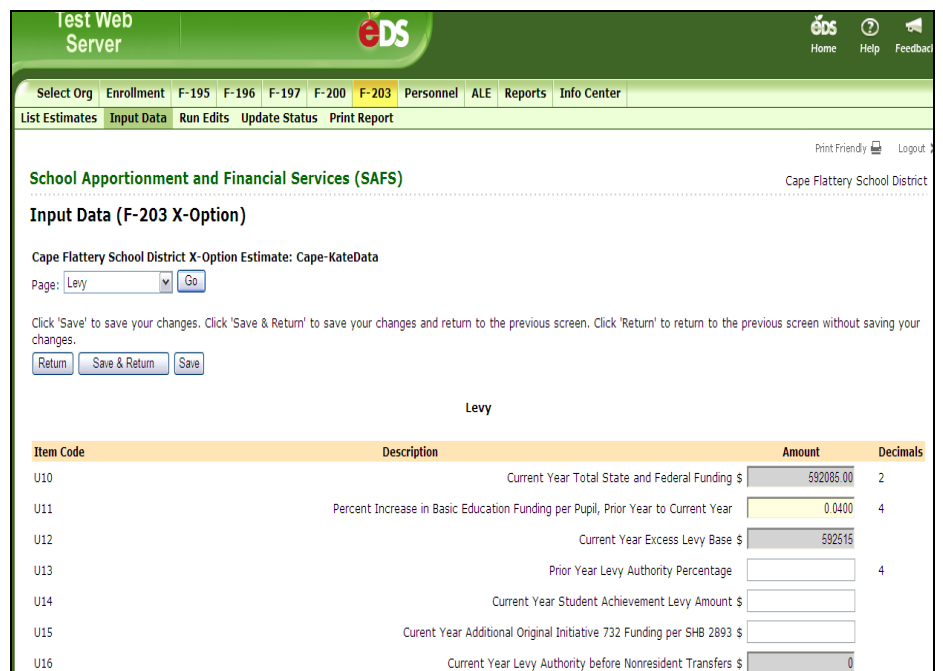
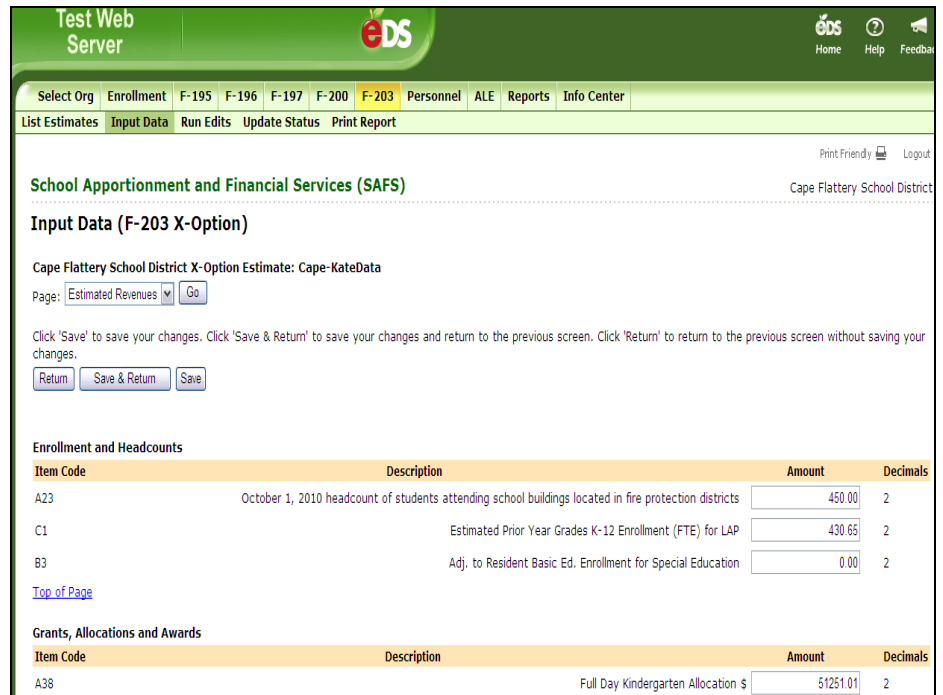
7. On **Estimated Revenue** page, enter or update data as required and click **'Save'**.

Note:

- I. This page is one of the four data input pages that displays when you select an F-203 estimate. This page is also displayed when you selects the X-Option estimate
 - II. The Estimated Revenues page displays with pre-populated baseline numbers and state constant fields.
 - III. Click **Top of Page'** hyperlink to return to the top of the page.
8. On **Levy** page, enter or update data as required and click **'Save'**.

Note:

- I. This page is one of the eight pages displayed, when you select an X-Option estimate. This page only displays when X-Option is open.
- II. Levy page displays with baseline numbers and state constant fields pre-populated.
- III. When you move inside a box with a yellow background and the display shows no cursor, which means the values is not editable by districts or ESD users.



9. On **X-Option** page, enter or update data as required and click **'Save'**.

Note:

- I. Any statewide constant values or district baseline numbers pre-filled by OSPI appear in their appropriate fields.
- II. You can enter or edit any value by clicking inside the box that has a clear background, even if it was pre-populated by OSPI.
- III. When you move inside a box with a yellow background and the display shows no cursor, which means the values is not editable by districts or ESD users.
- III. Fields with a gray background are calculated and cannot be updated directly.
- IV. When you click **'Save & Return'**, the data entered or updated are saved and the previous page viewed or updated is displayed.
- V. When you complete a page or need to move to a different page, click **'Save'** to run calculations and preserve your work. Use the page drop-down to select a page, then click **'Go'** button to bring up that page.

The screenshot shows the 'Test Web Server' interface for the 'eDS' system. The main navigation bar includes 'Select Org', 'Enrollment', 'F-195', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', and 'Info Center'. The 'F-203' option is highlighted. Below this, there are sub-menus for 'List Estimates', 'Input Data', 'Run Edits', 'Update Status', and 'Print Report'. The 'Input Data' sub-menu is active.

The page title is 'School Apportionment and Financial Services (SAFS)' for 'Cape Flattery School District'. The specific page is 'Input Data (F-203 X-Option)'. The page title is 'Cape Flattery School District X-Option Estimate: Cape-KateData'. There is a page selector dropdown set to 'X-Option' and a 'Go' button. Below this, there are instructions: 'Click 'Save' to save your changes. Click 'Save & Return' to save your changes and return to the previous screen. Click 'Return' to return to the previous screen without saving your changes.' There are three buttons: 'Return', 'Save & Return', and 'Save'.

The main content area is titled 'Salary Funding Factors' and contains a table with the following data:

| Item Code | Description | Amount | Decimals |
|-----------|---|----------|----------|
| 142x | BEA District LEAP 2 Cert Instr Base Salary for Increase \$ | 34237.00 | 2 |
| 52x | BEA District LEAP 2 Admin. Salary for Increase \$ | 62043.00 | 2 |
| 53x | BEA District LEAP 2 Class. Salary for Increase \$ | 31865.00 | 2 |
| 118x | BEA District LEAP 2 Certificated Instructional Base Salary \$ | 34237.00 | 2 |
| 223x | BEA District LEAP 2 Administrative Salary \$ | 62043.00 | 2 |
| 224x | BEA District LEAP 2 Classified Salary \$ | 31865.00 | 2 |

3. Selecting an Estimate (School District Users)

Once you have created an estimate, and for the remainder of the F-203 school year, you can find and re-open it on demand to view it, print reports of it, or make changes to it or update its status (so long as its status is 'In Process at District' or 'Ready for ESD Review').

1. To find an existing estimate for your district, click the **List Estimates** tab in the secondary navigation bar. The 'List Estimates' page opens.
2. (Optional) Using the Status dropdown menu and F-203 Estimate/X-Option radio button, narrow the estimate search to include only results matching your criteria and click **Filter List**. The page repaints to show a list of estimates.
3. Click the **Go** button located next to the estimate you want to view. The estimate opens to its first page.

The screenshot displays the 'List Estimates (F-203)' interface. At the top, there's a navigation bar with 'List Estimates' highlighted. Below it, a status dropdown is set to '<All>'. There are radio buttons for 'All', 'F-203 Estimate', and 'X-Option', with 'All' selected. A 'Filter List' button is present. The main content area features a table with the following data:

| Action | Type | Title | Status |
|--------|----------|------------------|------------------------|
| Create | | | |
| Go | X-Option | Cape-KateData | In Process at District |
| Go | X-Option | Cape-Puneet Data | In Process at District |

Below the table, there is a 'Copy' button, a dropdown menu for 'Estimate: [Select Estimate]', and a 'New Title:' input field.

4. Copying Estimates (School District Users)

If you need to develop different versions of the estimate, you can make a copy of an existing estimate so long as its status is 'In Process at District', 'Ready for ESD Review', or 'Return to School District for Review'.

1. Use the Estimate dropdown to select the estimate you want to copy, type a new title (it must be unique), then click the 'Copy' button.

Test Web Server

eds Home Help Feedback

Select Org Enrollment F-195 F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center

List Estimates Input Data Run Edits Update Status Print Report

Print Friendly Logout >

School Apportionment and Financial Services (SAFS) Cape Flattery School District

List Estimates (F-203)

Status: <All>

All F-203 Estimate X-Option

Filter List

| Action | Type | Title | Status |
|--------|----------|---------------|------------------------|
| Create | | | |
| Go | X-Option | Cape-KateData | In Process at District |

To copy and Estimate, select the estimate you want, enter a new title and click 'Copy'

Copy Estimate: Cape-KateData

New Title: Cape-Puneet Data

2. The new copy will display on the **List Estimate** screen. Its status will be 'In process at district'. You can click the 'Go' button to go into this version of the estimate and make any changes necessary.

Test Web Server

eds Home Help Feedback

Select Org Enrollment F-195 F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center

List Estimates Input Data Run Edits Update Status Print Report

Print Friendly Logout >

School Apportionment and Financial Services (SAFS) Cape Flattery School District

List Estimates (F-203)

Status: <All>

All F-203 Estimate X-Option

Filter List

| Action | Type | Title | Status |
|--------|----------|------------------|------------------------|
| Create | | | |
| Go | X-Option | Cape-KateData | In Process at District |
| Go | X-Option | Cape-Puneet Data | In Process at District |

To copy and Estimate, select the estimate you want, enter a new title and click 'Copy'

Copy Estimate: [Select Estimate]

New Title:

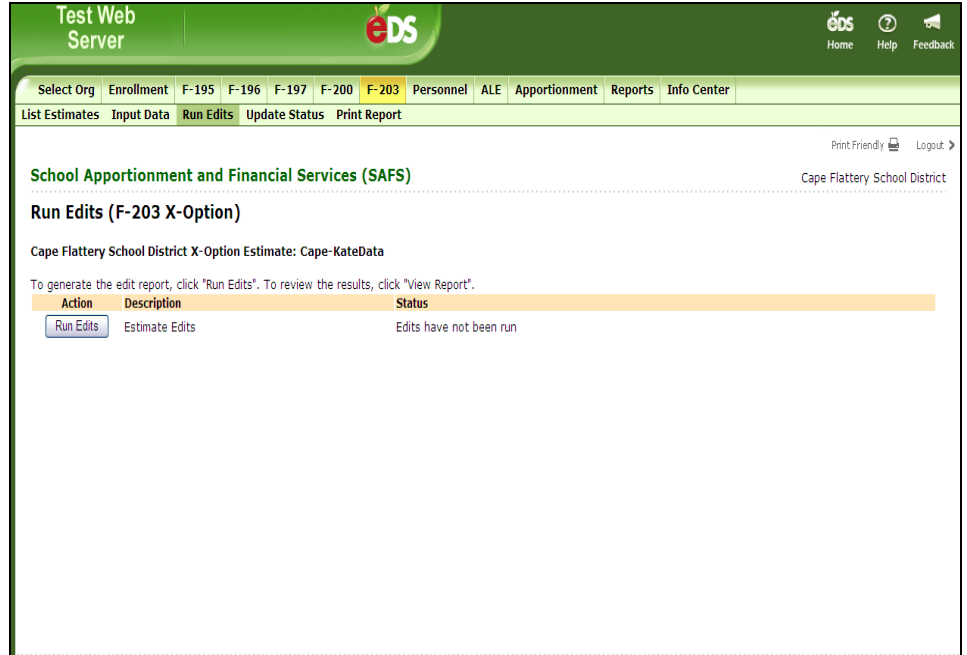
5. Running Edits (School District Users)

You can run edits against your F-203 estimate to ensure that it is ready to be submitted to your ESD. Your ESD will also run edits against your estimates prior to submitting it to OSPI. OSPI runs the same edits against your estimate before it is approved. You can also run edits against your X-Option estimates as a quality check, even though you do not submit these to your ESD or to OSPI.

1. Click on the **Run Edits** tab in the secondary navigation bar to go to the Run Edits screen.

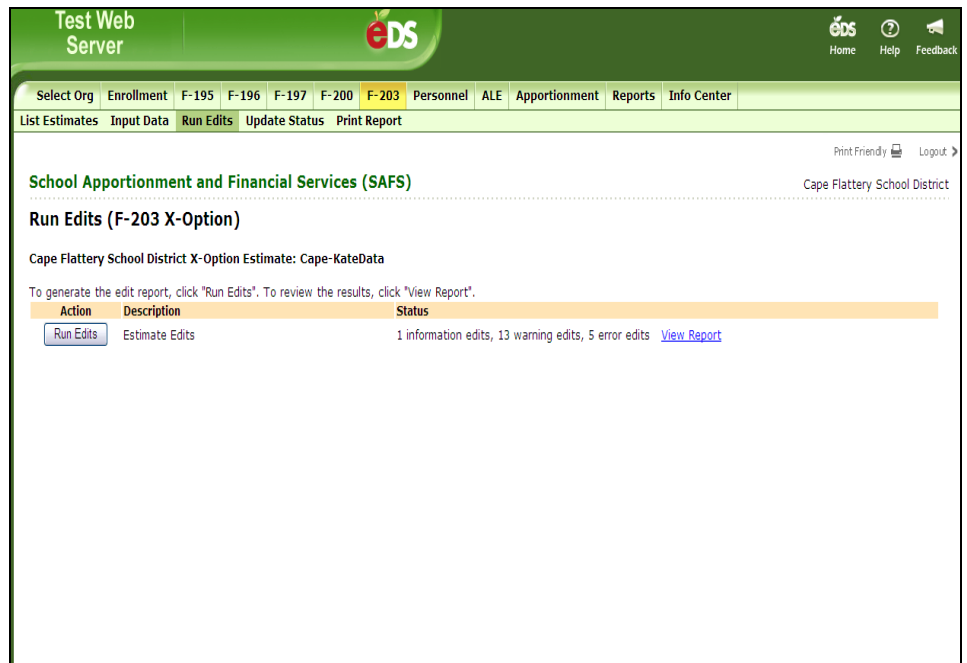
Note:

- I. The **Status** column displays a message that reads, “Edits have not been run”.
- II. You can run edits at any time.



2. To run edits, click the **Run Edits** button. It may take a few seconds for this process to run. After it does, the status column will display the number of informational and error edits. To see the results, click the **View Report** hyperlink. It may take another few seconds for the report to display.

Note: After running the edits if you navigate away from this page and return to Run Edits page, the status will display **Edits Have Not Been Run**



- The edit report displays within a report viewer frame. You can review the information online, export the report to Acrobat or Excel, or print the report.

Note: When you click the Print icon within the report viewer frame work, a dialog box may display that reads 'Unable to load print control', you will see an ActiveX download bar on top of the page. Install the ActiveX and run reports. If no download appears, contact your IT support.

| Type | Number | Message | Input Value | Comparison Value |
|---------|--------|---|-------------|------------------|
| Error | E-14 | Additional BEA Cert Units not allowed for this district. | 8.560 | |
| Error | E-2 | Why is calculated Total Enrollment different from Total Enrollment entered by district? | 452.35 | 432.35 |
| Error | E-37 | Why is K-3 excess monthly enrollment greater than or equal to K-12 excess monthly enrollment? | 0.00 | 0.00 |
| Warning | W-11 | Why is CTE and Skill Center enrollment so different from Prior Year? | 42.98 | 0.00 |
| Warning | W-15 | Why are Additional BEA Cert Units so different from Prior Year? | 8.560 | 0.000 |
| Warning | W-17 | Why is total Special Ed enrollment so different from Prior Year? | 57.75 | 0.00 |

- To export the report to PDF, use the 'select a format' dropdown in the top bar of the report viewer. Choose Acrobat (pdf) format and click the Export hyperlink. A dialog box will ask if you want to Open or Save the file. Choose Open and the report will display in Adobe Reader. To print, click on the printer icon in the top left corner of this window.

| Type | Number | Message | Input Value | Comparison Value |
|---------|--------|---|-------------|------------------|
| Error | E-14 | Additional BEA Cert Units not allowed for this district. | 8.560 | |
| Error | E-2 | Why is calculated Total Enrollment different from Total Enrollment entered by district? | 452.35 | 432.35 |
| Error | E-37 | Why is K-3 excess monthly enrollment greater than or equal to K-12 excess monthly enrollment? | 0.00 | 0.00 |
| Warning | W-11 | Why is CTE and Skill Center enrollment so different from Prior Year? | 42.98 | 0.00 |
| Warning | W-15 | Why are Additional BEA Cert Units so different from Prior Year? | 8.560 | 0.000 |
| Warning | W-17 | Why is total Special Ed enrollment so different from Prior Year? | 57.75 | 0.00 |
| Warning | W-24 | Why is LAP Prior Year enrollment so different from actual enrollment YTD? | 430.65 | 0.00 |
| Warning | W-28 | Why is Transitional Bilingual eligible headcount so different from Prior Year? | 77.12 | 0.00 |
| Warning | W-3 | Why is total enrollment so different from Prior Year? | 452.35 | 0.00 |
| Warning | W-31 | Why is Transportation Operation Allocation Rev Act 4199 so different from Prior Year? | 0.00 | 0.00 |
| Warning | W-32 | Why is Transportation Depreciation Allocation Act 4499 so different from Prior Year? | 57,443.01 | 0.00 |
| Warning | W-33 | Why is Average Certificated Instructional Mix Factor LEAP Doc 1 so different from Prior Year? | 1.39678 | 0.00000 |
| Warning | W-5 | Why is headcount in fire protection district so different from count used for prior July payment? | 450.00 | 0.00 |
| Warning | W-63 | Why is Full Day Kindergarten Allocation so different from OSP estimate? | 51,251.01 | 0.00 |

6. Printing Reports (School District Users)

- To print the reports, Click on the **Print Report** tab in the secondary navigation bar. You can print all or individual reports. Check the box (or boxes) you want and click **'View Report'**. If you print the Combine reports, it may take a few seconds for the report to display.

Notes: If you select Combined Reports and then Summary, Assumptions, Worksheets, Levy or Edit, the Combined Reports checkbox is deselected. Similarly, if you select Summary, Assumptions, Estimated Worksheets, or Edit, those selections are deselected when you select Combined Reports.

- The report displays within a report viewer frame. You can review the information online, export the report to Acrobat or Excel, or print the report.

| Account | Item Code | Account Title | Amount |
|---------|-----------|--------------------------------------|--------------|
| 1400 | A24 | Local In-Lieu-Of Taxes | 572.67 |
| 1500 | A25 | County Administered Forests | 0.00 |
| 3100 | M70 | Apportionment | 2,180,628.45 |
| 3121 | Z294 | Special Education, Gen Apportionment | 0.00 |
| 3600 | A26 | State Forests | 107,767.74 |
| 4121 | N7 | Special Education | 222,132.61 |
| 4155 | O7 | Learning Assistance Program | 0.00 |
| 4165 | Z085 | Transitional Bilingual | 62,579.95 |
| 4174 | Z095 | Highly Capable | 0.00 |

- To print a paper report, click the **Print icon** in the top right of the report viewer frame. Select the printer, page range, and number of copies. Click **'OK'** to print the report

Note: When you click the Print icon within the report viewer frame work, a dialog box display that reads 'Unable to load print control', you will see an ActiveX download bar on top of the page. If no download appears, contact your IT support.

| Account | Item Code | Account Title | Amount |
|---------|-----------|--------------------------------------|--------------|
| 1400 | A24 | Local In-Lieu-Of Taxes | 572.67 |
| 1500 | A25 | County Administered Forests | 0.00 |
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| 3121 | Z294 | Special Education, Gen Apportionment | 0.00 |
| 3600 | A26 | State Forests | 107,767.74 |
| 4121 | N7 | Special Education | 222,132.61 |

- To return to the **Print Report** page, click the **Back to Previous Page** button.

Note: If you do not see the report you have selected, your browser settings may need to be adjusted. See Appendix 1 for details.

| Account | Item Code | Account Title | Amount |
|---------|-----------|--------------------------------------|--------------|
| 1400 | A24 | Local In-Lieu-Of Taxes | 572.67 |
| 1500 | A25 | County Administered Forests | 0.00 |
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| 3600 | A26 | State Forests | 107,767.74 |
| 4121 | N7 | Special Education | 222,132.61 |
| 4155 | O7 | Learning Assistance Program | 0.00 |
| 4165 | Z085 | Transitional Bilingual | 62,579.95 |
| 4174 | Z095 | Highly Capable | 0.00 |

7. Updating an Estimate Status (School District Users)

1. Click the **Update Status** tab in the secondary navigation bar to go to the Update Status screen. The screen displays a history of changes -each prior status, the date the status was changed, the user who made the change and the comments entered by the user.

The screenshot shows the 'Update Status (F-203)' interface. At the top, there's a navigation bar with 'Test Web Server' and 'eds' logo. Below it, a secondary navigation bar includes 'Select Org', 'Enrollment', 'F-195', 'F-196', 'F-197', 'F-200', 'F-203' (highlighted), 'Personnel', 'ALE', 'Reports', and 'Info Center'. A sub-navigation bar contains 'List Estimates', 'Input Data', 'Run Edits', 'Update Status' (highlighted), and 'Print Report'. The main content area is titled 'School Apportionment and Financial Services (SAFS)' for 'Cape Flattery School District'. Below this, it says 'Update Status (F-203)' and 'Cape Flattery School District F-203 Estimate: Cape-Puneet Data'. A note reads: 'To update the status of this estimate, use the selection box to change the status then click \'update\'.' Below the note is a table with columns: Action, Status, Updated On, Updated By, and Comments. The table has one row with the status 'In Process at District', updated on '1/7/2011 4:13:45 PM' by 'Milestone DevTeam'. There is an 'Update' button and a '[Select]' dropdown menu above the table.

2. When the estimate is ready to send to the ESD, select 'Ready for ESD review' in the status dropdown and click the **'Update'** button. A new row will display with the updated status.

Note:

- I. You can change the status back to 'In Process', as long as the status is in 'Ready for ESD'.
- II. You can only update the status of an F-203 estimate.

This screenshot is similar to the previous one but shows the result after an update. The table now has two rows. The first row has the status 'Ready for ESD Review', updated on '1/7/2011 4:15:24 PM' by 'Milestone DevTeam'. The second row is the previous status 'In Process at District', updated on '1/7/2011 4:13:45 PM' by 'Milestone DevTeam'. The 'Update' button and '[Select]' dropdown are still present at the top of the table.

8. Selecting an Estimate (ESD Users)

1. After the district user has set the status to 'Ready for ESD review', ESD users can review the F-203 estimate. After logging in, click the F-203 tab in the top navigation bar. The first screen you will see is the **List Estimates** page.

Note: ESD users can view Estimates only for those districts within their ESD.

The screenshot shows the 'Test Web Server' interface for 'eDS'. The top navigation bar includes 'Select Org', 'Enrollment', 'F-195', 'F-196', 'F-197', 'F-200', 'F-203' (highlighted), 'Personnel', 'ALE', 'Reports', and 'Info Center'. Below this is a sub-navigation bar with 'List Estimates', 'Input Data', 'Run Edits', 'Update Status', and 'Print Report'. The main content area is titled 'School Apportionment and Financial Services (SAFS)' for 'Olympic Educational Service District 114'. Under 'List Estimates (F-203)', there are two dropdown menus: 'School District' set to '<All>' and 'Status' set to '<All>'. Below these are radio buttons for 'All' (selected), 'F-203 Estimate', and 'X-Option'. At the bottom are two buttons: 'Filter List' and 'List Districts With No Submissions'.

2. To see estimates that are ready for ESD review, select 'All' in the school district dropdown and 'Ready for ESD review' in the status dropdown. Click 'Filter List' button. The districts with estimates in that status will display.

This screenshot shows the same interface as the previous one, but with the 'Status' dropdown set to 'Ready for ESD Review'. Below the filter buttons, a table displays the results:

| Action | Type | School District | Title | Status |
|--------------------|-------|-------------------------------|------------------|----------------------|
| Go | F-203 | Cape Flattery School District | Cape-Puneet Data | Ready for ESD Review |

- To see all estimates which have been started in your ESD, select 'All' in the **School District** dropdown and 'All' in the status dropdown. Click **'Filter List'**

Note: You will see a **'Go'** button for a district if the status is 'Ready for ESD review' or higher.

School Apportionment and Financial Services (SAFS) Olympic Educational Service District 114

List Estimates (F-203)

School District: <All>
 Status: <All>

All F-203 Estimate X-Option

| Action | Type | School District | Title | Status |
|-----------------------------------|----------|-------------------------------|------------------|------------------------|
| <input type="button" value="Go"/> | F-203 | Cape Flattery School District | Cape-Puneet Data | Ready for ESD Review |
| | X-Option | Cape Flattery School District | Cape-KateData | In Process at District |
| | X-Option | Cape Flattery School District | Cape-Puneet Data | In Process at District |

- To identify all districts in your ESD that have not yet submitted an estimate, click **List Districts with No Submissions**. The page will display a list of all districts that have not yet created an F-203 estimate and assigned it a status of 'Ready for ESD Review' or greater.

School Apportionment and Financial Services (SAFS) Puget Sound Educational Service District 121

List Estimates (F-203)

School District: <All>
 Status: Ready for ESD Review

All F-203 Estimate X-Option

| School District |
|-----------------------------------|
| Auburn School District |
| Bainbridge Island School District |
| Bellevue School District |
| Bethel School District |
| Carbonado School District |
| Clover Park School District |
| Dieringer School District |
| Eatonville School District |

- To review an estimate, click the 'Go' button for that district. You will be taken to the **Input Data** screen. You can view its data, run edits, update the status and print reports.

Note: When you go into an estimate that is 'Ready for ESD review', the status changes automatically to 'Under review by ESD'. In this status, a district cannot change the status back to 'In process'. If the district needs to make changes, you must first change the status back to 'Return to District'.

The screenshot displays the 'Input Data (F-203)' screen for Cape Flattery School District. The page title is 'Cape Flattery School District F-203 Estimate: Cape-Puneet Data'. The page is set to 'Student Enrollment'. The main content is a table titled 'Student Enrollment (Enter as FTEs or Headcount; Decimal Precision 2)'. The table has three columns: 'Public (BEA) Enrollment (FTE)', 'Special Education Enrollment (Headcount)', and 'Transitional Bilingual Enrollment (Headcount)'. The rows and their values are as follows:

| | Public (BEA) Enrollment (FTE) | Special Education Enrollment (Headcount) | Transitional Bilingual Enrollment (Headcount) |
|-------------------------|-------------------------------|--|---|
| Birth - Pre K | | 20.00 | |
| Kindergarten - Age 21 | | 20.00 | |
| Kindergarten - Grade 12 | | | 25.00 |
| Half Day Kindergarten | 25.00 | | |
| Full Day Kindergarten | 20.00 | | |
| Grade 1 | 23.00 | | |

9. Viewing Data (ESD Users)

- To view data entered by the district, use the page dropdown to select the page, and then click 'Go'.

Note: Click the **Return** button to return to the **List Estimates** page, where you can select another estimate to view.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

eds Home Help

Select Org Enrollment F-195 F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center

List Estimates **Input Data** Run Edits Update Status Print Report

Print Friendly

School Apportionment and Financial Services (SAFS) Olympic Educational Service District

Input Data (F-203)

Cape Flattery School District F-203 Estimate: Cape-Puneet Data

Page: Student Enrollment Go

Return Other Enrollment Other Staff Factors Estimated Revenues

Student Enrollment
(Enter as FTEs or Headcount; Decimal Precision 2)

| | Public (BEA) Enrollment (FTE) | Special Education Enrollment (Headcount) | Transitional Bilingual Enrollment (Headcount) |
|-------------------------|-------------------------------|--|---|
| Birth - Pre K | | 20.00 | |
| Kindergarten - Age 21 | | 20.00 | |
| Kindergarten - Grade 12 | | | 25.00 |
| Half Day Kindergarten | 25.00 | | |

- You will be taken to the page selected. The screen will look just like the screen used by the district. However, you cannot make any changes to the data.

Note: Use the page dropdown and click the 'Go' button to navigate to any other data screen.

WASHINGTON STATE
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List Estimates **Input Data** Run Edits Update Status Print Report

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School Apportionment and Financial Services (SAFS) Olympic Educational Service District

Input Data (F-203)

Cape Flattery School District F-203 Estimate: Cape-Puneet Data

Page: Estimated Revenues Go

Return

Enrollment and Headcounts

| Item Code | Description | Amount | Decr |
|-----------|---|--------|------|
| A23 | October 1, 2010 headcount of students attending school buildings located in fire protection districts | 300.00 | 2 |
| C1 | Estimated Prior Year Grades K-12 Enrollment (FTE) for LAP | 200.00 | 2 |
| B3 | Adj. to Resident Basic Ed. Enrollment for Special Education | 100.00 | 2 |

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Grants, Allocations and Awards

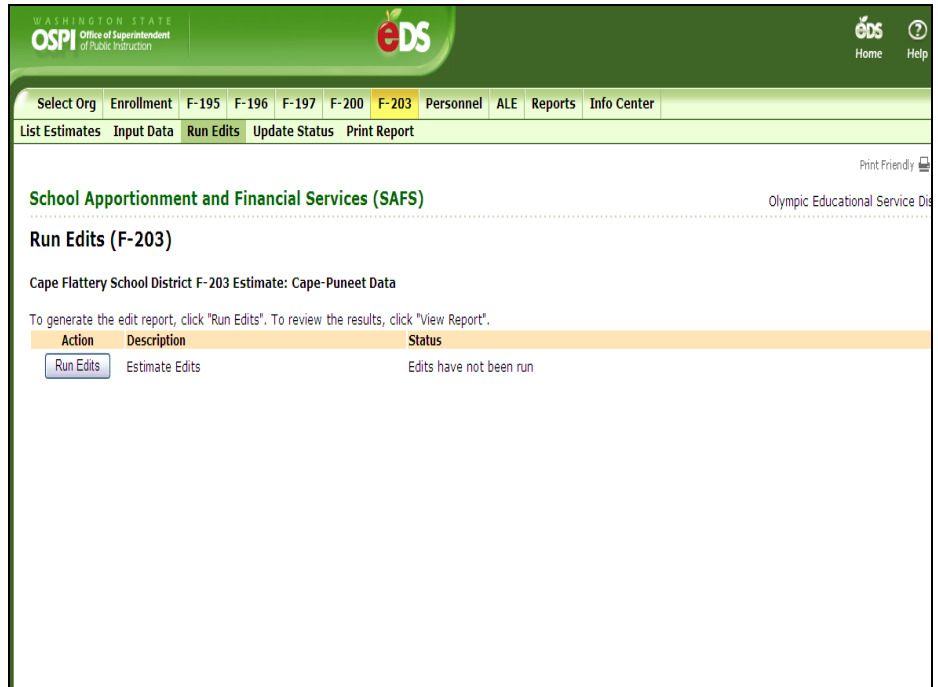
| Item Code | Description | Amount | Decr |
|-----------|-------------------------------------|--------|------|
| A38 | Full Day Kindergarten Allocation \$ | 100.00 | 2 |

10. Running Edits (ESD Users)

- To run edits, click the **Run Edits** tab in the secondary navigation bar. This screen functions just like it does for the district user.

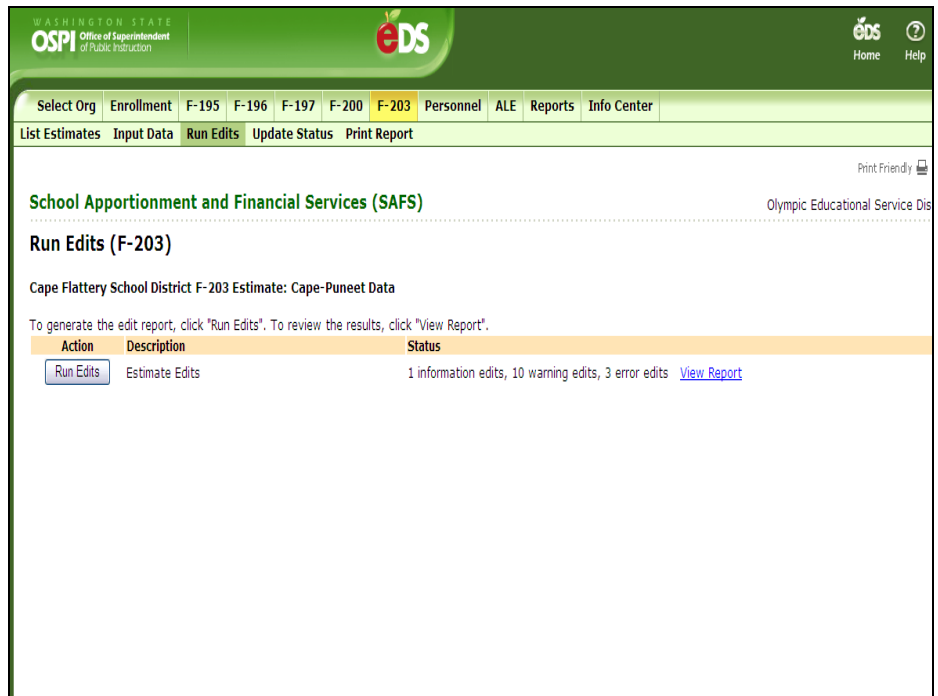
Note:

- The **Status** column displays a message that reads, “Edits have not been run”.
- You can run edits at any time.



- To run edits, click the Run Edits button. It may take a few seconds for this process to complete. After it does, the status column will show the number of informational and error edits found. To see the results, click the View Report hyperlink. It may take another few seconds for the report to display.

Note: After running the edits if you navigate away from this page and return to Run Edits page, the status will display **Edits Have Not Been Run**



- The edit report displays within a report viewer frame. You can review the information online, export the report to Acrobat or Excel, or print the report.

| Type | Number | Message | Input Value | Comparison Value |
|---------|--------|---|-------------|------------------|
| Error | E-2 | Why is calculated Total Enrollment different from Total Enrollment entered by district? | 361.00 | 45.00 |
| Error | E-38a | Estimated Ratio Actual K-3 CIS cannot be less than 0.049 or greater than 0.0532. | 0.000 | |
| Error | E-39 | Estimated Ratio Actual Grade 4 CIS cannot be less than 0.046 or greater than 0.04743 | 0.000 | |
| Warning | W-17 | Why is total Special Ed enrollment so different from Prior Year? | 40.00 | 0.00 |
| Warning | W-24 | Why is LAP Prior Year enrollment so different | 200.00 | 0.00 |

- To export the report to a pdf file, use the 'select a format' feature in the top bar of the report viewer. Choose Acrobat (pdf) format and click the 'Export' hyperlink. A dialog box will ask if you want to Open or Save the file. Choose **Open** and the report will display in Adobe Reader. To print, click on the printer icon in the top left corner of the window.

| Type | Number | Message | Input Value | Comparison Value |
|---------|--------|---|-------------|------------------|
| Error | E-2 | Why is calculated Total Enrollment different from Total Enrollment entered by district? | 361.00 | 45.00 |
| Error | E-38a | Estimated Ratio Actual K-3 CIS cannot be less than 0.049 or greater than 0.0532. | 0.000 | |
| Error | E-39 | Estimated Ratio Actual Grade 4 CIS cannot be less than 0.046 or greater than 0.04743 | 0.000 | |
| Warning | W-17 | Why is total Special Ed enrollment so different from Prior Year? | 40.00 | 0.00 |
| Warning | W-24 | Why is LAP Prior Year enrollment so different from actual enrollment YTD? | 200.00 | 0.00 |
| Warning | W-28 | Why is Transitional Bilingual eligible headcount so different from Prior Year? | 25.00 | 0.00 |
| Warning | W-3 | Why is total enrollment so different from Prior Year? | 361.00 | 0.00 |
| Warning | W-4 | Why is FTEs in excess of monthly enrollment so different from Prior Year? | 85.00 | 0.00 |
| Warning | W-5 | Why is headcount in fire protection district so different from count used for prior July payment? | 300.00 | 0.00 |
| Warning | W-63 | Why is Full Day Kindergarten Allocation so different from OSPI estimate? | 100.00 | 0.00 |
| Warning | W-64 | Why is percent FTE in Special Ed so different from | 0.0434 | 0.0000 |

11. Printing Reports (ESD Users)

- Once the status is 'Ready for OSPI review', the reports can be printed. To print the X-option reports, Click on the **Print Report** tab in the secondary navigation bar. You can print all or individual reports. Select individual school district, Check the box (or boxes) you want and click **'View Report'** button.

Notes: If you select Combined Reports and then Summary, Assumptions, Estimated Worksheets, Levy or Edit, the Combined Reports checkbox is deselected. Similarly, if you select Summary, Assumptions, Worksheets, or Edit, those selections are deselected when you select Combined Reports.

- The report displays within a report viewer frame. You can review the information online, export the report to Acrobat or Excel, or print the report.

| Account | Item Code | Account Title | Amount |
|---------|-----------|--------------------------------------|---------------|
| 1400 | A24 | Local In-Lieu-Of Taxes | 0.00 |
| 1500 | A25 | County Administered Forests | 0.00 |
| 3100 | M70 | Apportionment | 75,832,924.05 |
| 3121 | Z288 | Special Education, Gen Apportionment | 0.00 |
| 3600 | A26 | State Forests | 0.00 |
| 4121 | N7 | Special Education | 26,491.11 |
| 4155 | O7 | Learning Assistance Program | 0.00 |
| 4165 | Z085 | Transitional Bilingual | 5,326.86 |
| 4174 | Z095 | Highly Capable | 0.00 |

- To run a query by item report, navigate to the **Print Report** page, then select a School District using the dropdown menu near the top of the page (or leave the default of 'All' to see data for all districts in your ESD). Then, specify the School Year using the dropdown menu at the bottom of the page. Enter one or more alphanumeric Item Codes in the text fields. Click **'View Query'**. A report is generated that displays the values you requested.

Note: The query defaults to current year but you can be run to query to view the last seven years of data.

- The report displays within a report viewer frame. You can review the information online, export the report to Acrobat or Excel, or print the report.

Notes: To return to the Print Report page, so that you can run another query, click the **'Back to Previous Page'** button.

| CCDDD District | Item A24 | Item A28 | Item M70 | Item 2095 | Item J1 | Item I4 | Item N7 |
|------------------------|----------|-----------|--------------|-----------|-----------|------------|------------|
| 05401 Cape Flattery SD | 572.67 | 33,534.41 | 2,180,628.45 | 0.00 | 57,443.01 | 186,088.21 | 222,132.61 |
| Total: | 572.67 | 33,534.41 | 2,180,628.45 | 0.00 | 57,443.01 | 186,088.21 | 222,132.61 |

12. Updating the Status (ESD Users)

1. Click the **Update Status** tab in the secondary navigation bar to go to the Update Status screen. The screen displays a history of changes – each prior status, the date the status was changed, the user who made the change and the comments entered by the user.

The screenshot shows the 'Update Status (F-203)' screen for Cape Flattery School District F-203 Estimate: Cape-Puneet Data. The page includes a navigation bar with tabs for 'List Estimates', 'Input Data', 'Run Edits', 'Update Status', and 'Print Report'. Below the navigation bar, there is a table with the following columns: Action, Status, Updated On, Updated By, and Comments. The table contains 13 rows of data, each representing a status change. The 'Status' column is currently set to '[Select]' in the dropdown menu, and the 'Update' button is visible next to it.

| Action | Status | Updated On | Updated By | Comments |
|----------|---------------------------|---------------------|-------------------|----------|
| [Update] | [Select] | | | |
| | Return to School District | 1/9/2011 3:46:03 PM | Milestone DevTeam | |
| | Ready for OSPI Review | 1/9/2011 3:45:32 PM | Milestone DevTeam | |
| | Ready for ESD Review | 1/9/2011 3:42:57 PM | Milestone DevTeam | |
| | In Process at District | 1/9/2011 3:42:57 PM | Milestone DevTeam | |
| | Return to School District | 1/9/2011 3:42:42 PM | Milestone DevTeam | |
| | Under Review by ESD | 1/7/2011 4:38:14 PM | Milestone DevTeam | |
| | Ready for ESD Review | 1/7/2011 4:38:00 PM | Milestone DevTeam | |
| | In Process at District | 1/7/2011 4:33:59 PM | Milestone DevTeam | |
| | Return to School District | 1/7/2011 4:33:16 PM | Milestone DevTeam | |
| | Under Review by ESD | 1/7/2011 4:33:01 PM | Milestone DevTeam | |
| | Ready for ESD Review | 1/7/2011 4:15:24 PM | Milestone DevTeam | |
| | In Process at District | 1/7/2011 4:13:45 PM | Milestone DevTeam | |

3. When the estimate is ready to send to the OSPI, select 'Ready for OSPI review' in the status dropdown and click the Update button. A new row will display with the updated status.

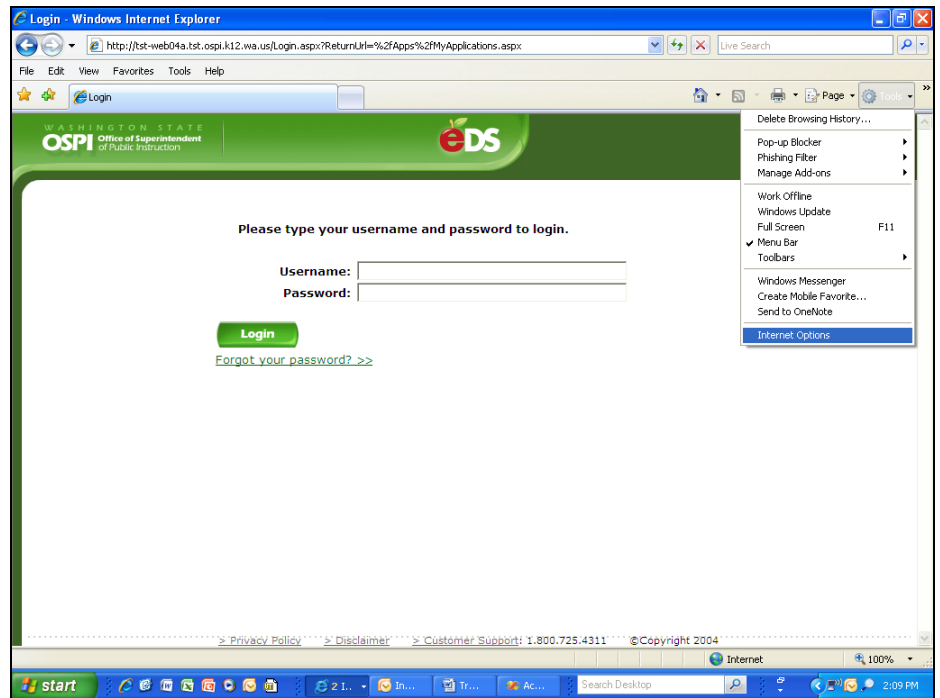
Note: The ESDs can change the status back to 'Ready for ESDs', as long as the status is in 'Ready for OSPI'.

The screenshot shows the 'Update Status (F-203)' screen for Cape Flattery School District F-203 Estimate: Cape-Puneet Data. The page includes a navigation bar with tabs for 'List Estimates', 'Input Data', 'Run Edits', 'Update Status', and 'Print Report'. Below the navigation bar, there is a table with the following columns: Action, Status, Updated On, Updated By, and Comments. The table contains 13 rows of data, each representing a status change. The 'Status' column is currently set to '[Select]' in the dropdown menu, and the 'Update' button is visible next to it.

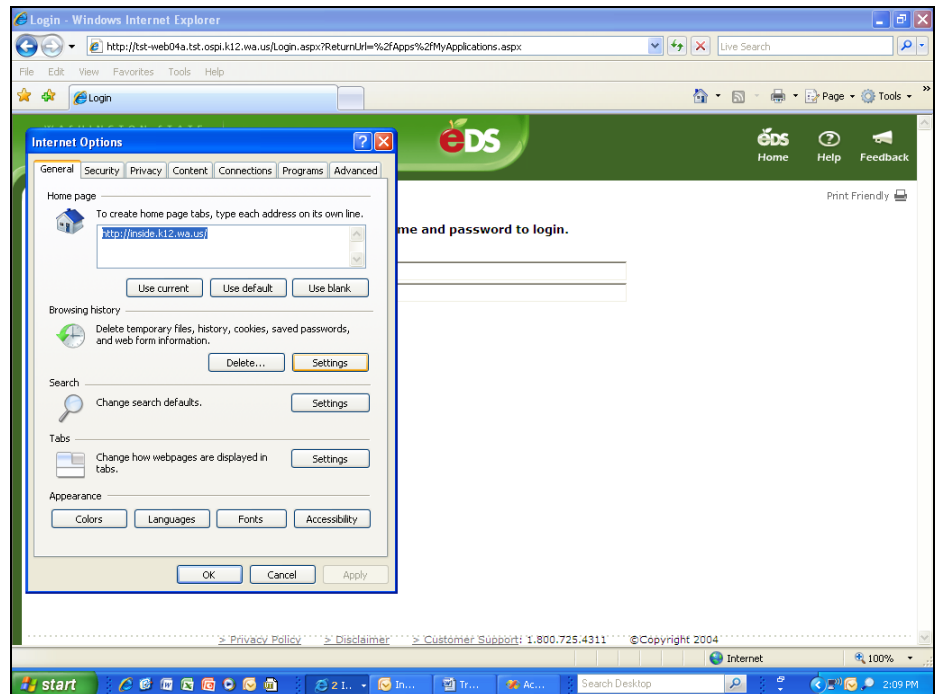
| Action | Status | Updated On | Updated By | Comments |
|----------|---------------------------|---------------------|-------------------|----------|
| [Update] | [Select] | | | |
| | Ready for OSPI Review | 1/9/2011 4:12:08 PM | Milestone DevTeam | |
| | Under Review by ESD | 1/9/2011 3:46:03 PM | Milestone DevTeam | |
| | Ready for ESD Review | 1/9/2011 3:45:32 PM | Milestone DevTeam | |
| | In Process at District | 1/9/2011 3:42:57 PM | Milestone DevTeam | |
| | Return to School District | 1/9/2011 3:42:42 PM | Milestone DevTeam | |
| | Under Review by ESD | 1/7/2011 4:38:14 PM | Milestone DevTeam | |
| | Ready for ESD Review | 1/7/2011 4:38:00 PM | Milestone DevTeam | |
| | In Process at District | 1/7/2011 4:33:59 PM | Milestone DevTeam | |
| | Return to School District | 1/7/2011 4:33:16 PM | Milestone DevTeam | |
| | Under Review by ESD | 1/7/2011 4:33:01 PM | Milestone DevTeam | |
| | Ready for ESD Review | 1/7/2011 4:15:24 PM | Milestone DevTeam | |
| | In Process at District | 1/7/2011 4:13:45 PM | Milestone DevTeam | |

Appendix 1 - Adjusting the Browser Settings

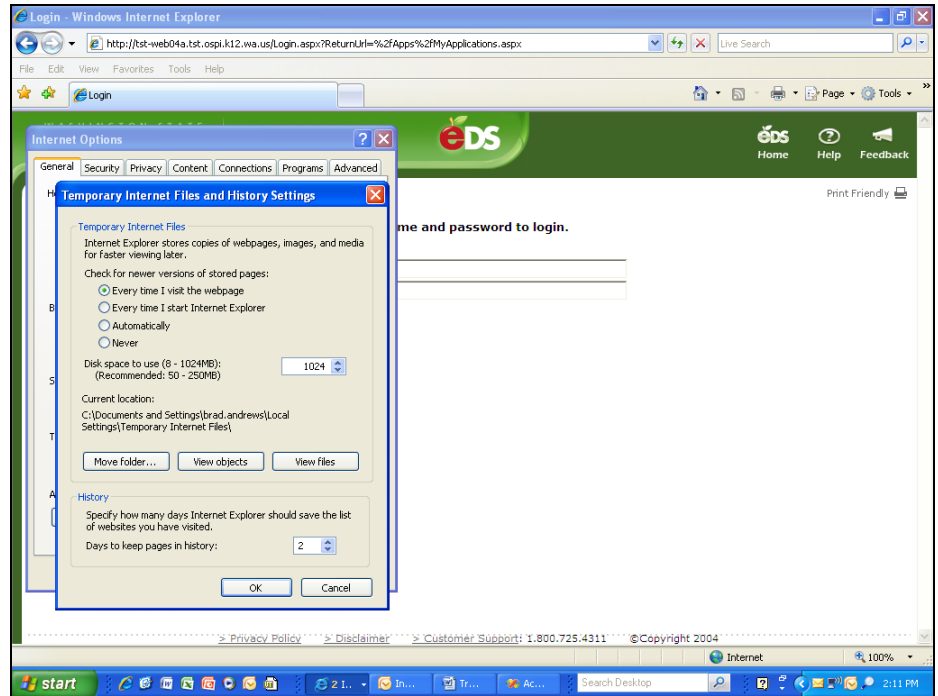
1. To ensure that pages and reports display correctly, use Internet Explorer (IE) version 6.0 (or later) as your web browser. If necessary, you may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the **Tools** icon. In the drop-down list that displays, select **Internet Options**.



2. A dialog box displays with Internet Options. On the **General** tab, under the heading **Browsing history**, click the **Settings** button.



3. Another dialog box displays with Temporary Internet Files and History settings. Under the heading **Temporary Internet Files** select the first radio button that says **Every time I visit the webpage**. Click **OK**.



4. The dialog box closes and the Internet Options dialog box displays. Click **OK** again to close it. Your browser settings will be adjusted. The changes you made are now the default, used each time you open the IE browser.

