

Educational Service Center Contract Navigation FY2026

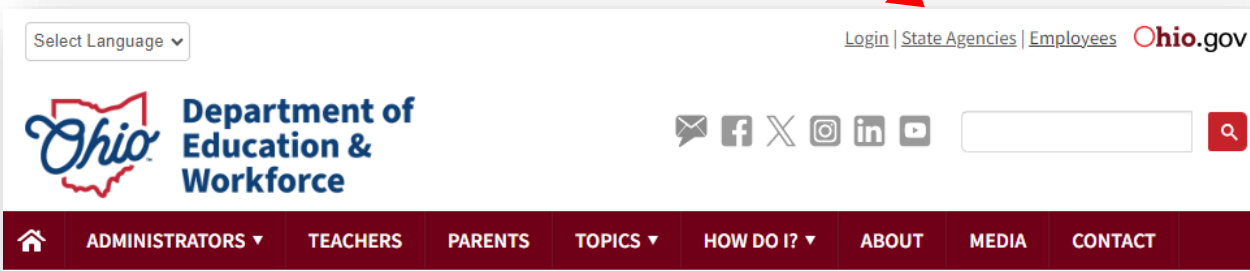


**Department of
Education &
Workforce**

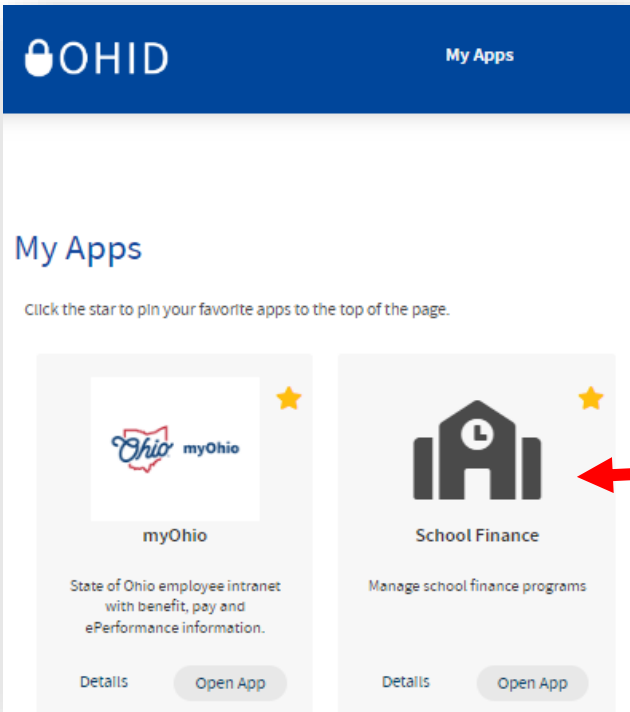
Navigating ESC Contract Module

Users can access the online ESC Contract in School Finance system through the Department of Education [OHID](#) secure web portal. Click on the Login link located at the top of the Department's home page. [Note: You must have an OHID account to sign in.]

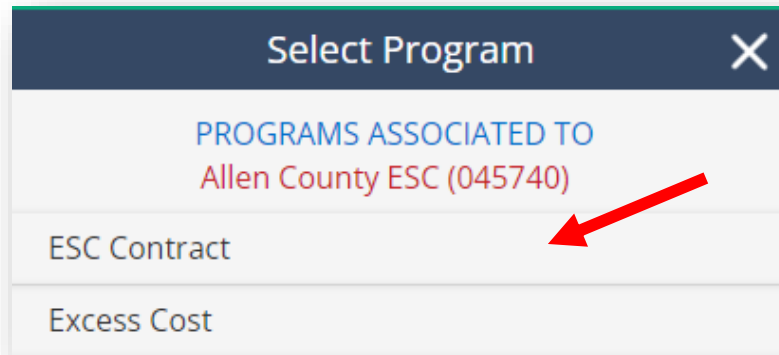
- 1. After clicking the **Login** sign-in link, you should be on a page with the box in the image below.



- 2. Follow the prompts to login into your **OHID** account.
- 3. Go to **MY WORKSPACE Applications** and select **School Finance**. Please note that you may have to scroll between several pages of apps available to you.



- You will land on your Dashboard. You can select **ESC Contract** from the menu or you can use the ESC Contract Status widget.



- The Department preloaded the ORC 3313.843 **\$6.50 per pupil amount** for your ESC and district as existed in FY 2025. You will see these contracts at the search section at the bottom of your screen.

For any district that had a higher than **\$6.50 negotiated per pupil amount** the negotiated amount was loaded if the contract has gone through all levels of approval. The ESC and a district should go through all levels of the approval process in order for the negotiated amount to be used for payments to the ESC in the new fiscal year.

- In the Application Period drop down select ESC Contract FY 2026 and click



Returned 9 results.

SHOW 10 ENTRIES

SEARCH:

APPLICATION PERIOD	STATUS	ESC IRN	ESC NAME	DISTRICT IRN	DISTRICT NAME	PER PUPIL CURRENT AMOUNT	PER PUPIL REQUESTED AMOUNT	CONTRACT CURRENT AMOUNT	CONTRACT REQUESTED AMOUNT	
ESC Contract FY 2025	Started	045740	Allen County ESC	045757	Allen East Local	\$6.50	\$6.50	\$0.00	\$0.00	PROCEED
ESC Contract FY 2025	Started	045740	Allen County ESC	045765	Bath Local	\$6.50	\$6.50	\$0.00	\$0.00	PROCEED

7. Select a district and click



8. Edit the per pupil requested amount (if needed) and contract requested amount and click

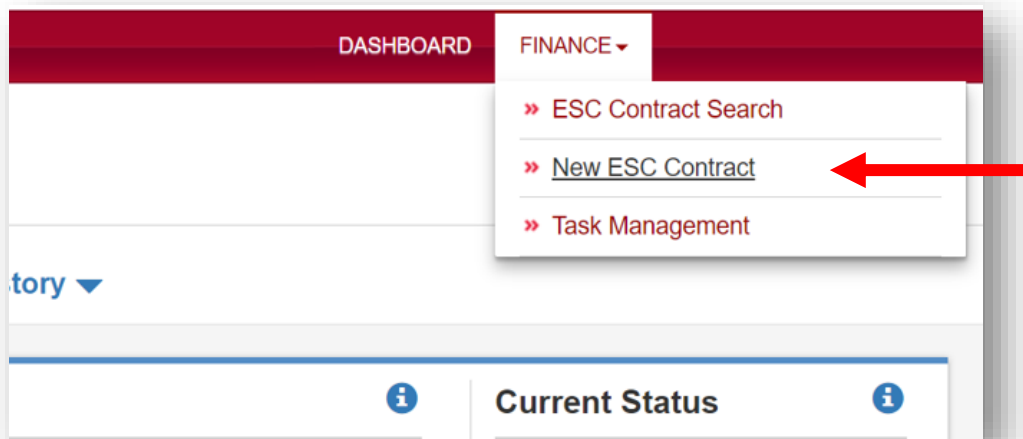


The dialog box is titled "Edit Contract Details" and contains the following information:

Fiscal Year	ESC Contract FY 2025
ESC	Ashtabula County ESC (045849)
District	Ashtabula Area City (043513)
Per Pupil Requested Amount	<input type="text" value="6.5"/>
Contract Requested Amount	<input type="text" value="2500000"/>

At the bottom of the dialog box, there are two buttons: a red "CANCEL" button on the left and a green "SAVE" button on the right.

9. If your ESC is going to provide services to districts, community schools or JVSDs that are **NOT** aligned to your ESC, select **New ESC Contract** from the **Finance** drop down.



10. Select a district from the drop-down list and click on **Create**. Edit the new contract by entering the amount of the contract and click on **Save**.

*Application Period

ESC Contract FY 2024

Contract Amount (Format: 100,000)

0

ESC

Ashtabula County ESC (045849)

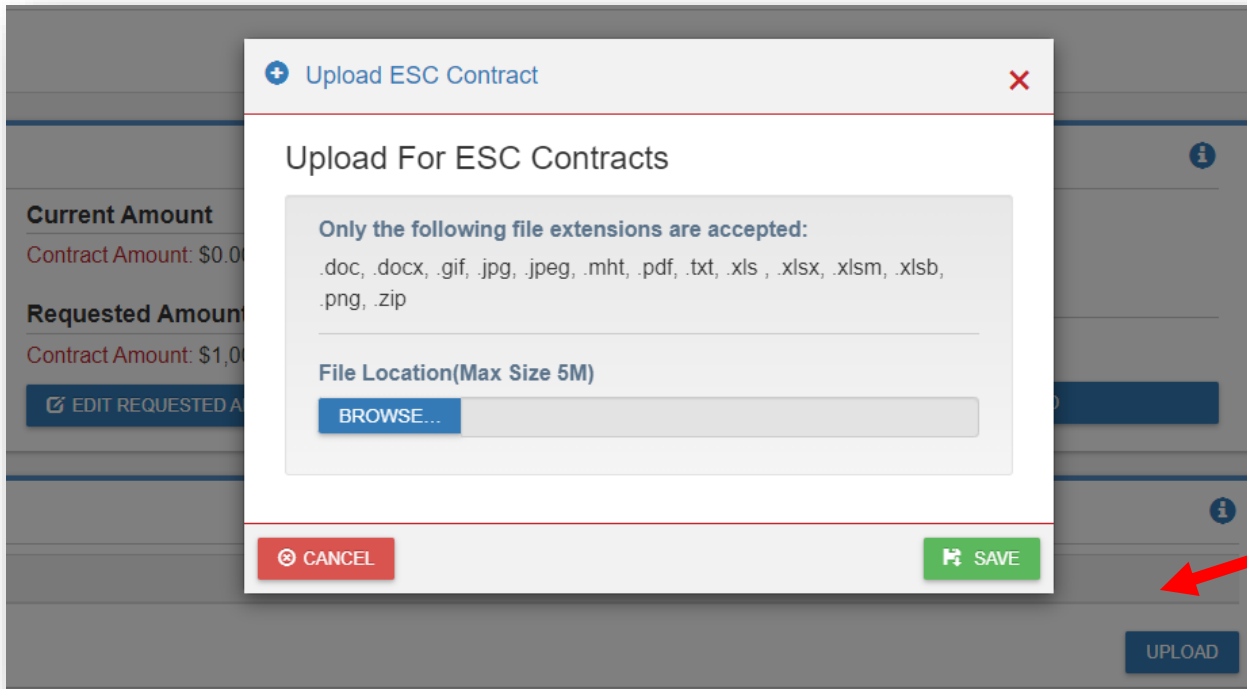
*District

Please select ...

- Please select ...
- A+ Arts Academy (000556)
- A+ Children's Academy (013232)
- Academy for Urban Scholars Youngstown (013249)
- AchievePoint Career Academy - Cincinnati (017275)
- Ada Exempted Village (045187)
- Adams County Ohio Valley Local (061903)
- Adena Local (049494)
- AkroTech High School (020729)
- Akron Career Tech High School (019427)
- Akron City (043489)
- Akron Preparatory School (013254)
- Akros Middle School (012060)
- Albert Einstein Academy for Letters, Arts and Sciences-Ohio (013994)
- Alexander Local (045906)
- Allen East Local (045757)

CREATE

11. Upload the contract for services document in the **Documents** section.



12. Click on  to finish the agreement.

For the contract to be finalized and payment to flow, the following authorized representatives must approve in this order:

- ESC Treasurer**
- ESC Superintendent**
- District Treasurer**
- District Superintendent**

13. You've finished reporting your contract to ODE. The Department will deduct from state foundation payments to the traditional school district and pay to the ESC on a semi-monthly basis throughout the fiscal year. JVSD and Community school deductions will occur on a monthly basis starting in September.

OEDS Instructions if Changing a Primary Service Agreement

IMPORTANT: The changes in OEDS must be entered by March 15, 2025.

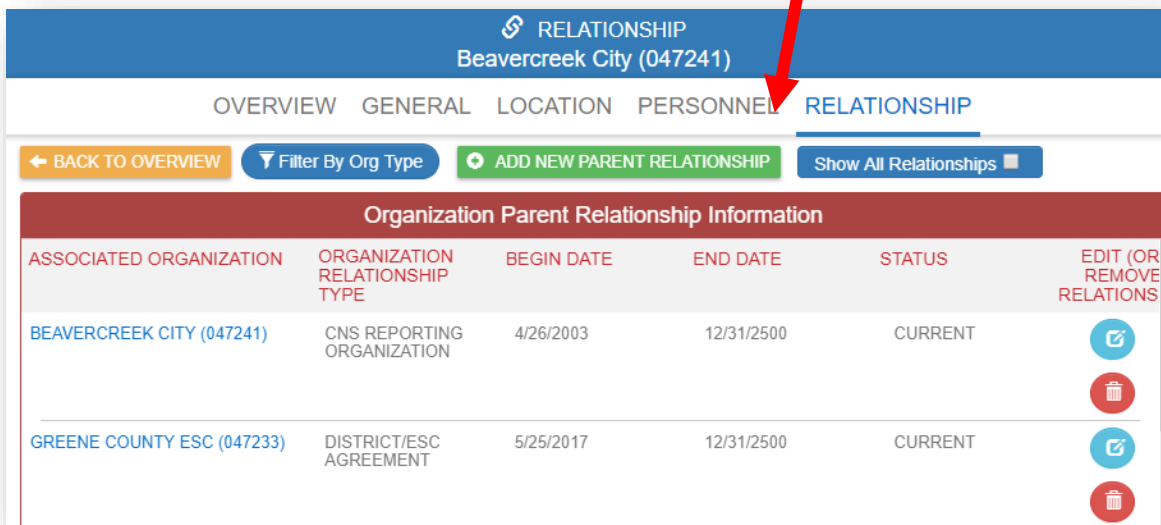
If your district changed a primary service agreement with your Educational Service Center (ESC) under Ohio Revised Code [3313.843](#), you will have to enter this request in OEDS. District Treasurer, Superintendent and OEDS Coordinator have the authority to make that request.

1. Log into your OHID account.
2. Go to Ohio Educational Directory System (OEDS).

3. Click on 

4. Go to Relationship tab.

5. Click 







RELATIONSHIP
Beaver Creek City (047241)

OVERVIEW GENERAL LOCATION PERSONNEL **RELATIONSHIP**

← BACK TO OVERVIEW Filter By Org Type ADD NEW PARENT RELATIONSHIP Show All Relationships

Organization Parent Relationship Information

ASSOCIATED ORGANIZATION	ORGANIZATION RELATIONSHIP TYPE	BEGIN DATE	END DATE	STATUS	EDIT (OR REMOVE RELATIONS)
BEAVERCREEK CITY (047241)	CNS REPORTING ORGANIZATION	4/26/2003	12/31/2500	CURRENT	 
GREENE COUNTY ESC (047233)	DISTRICT/ESC AGREEMENT	5/25/2017	12/31/2500	CURRENT	 

6. Select District/ESC Agreement in the drop down.
7. Type in name or IRN in the search box or just click on the search icon.
8. Select the ESC of your choice.
9. Enter 7/1/2025 in the Begin Date box.

10. Click



The change will go to ODE for approval.

Please Add Organization Relationship

Organization Relationship Type
District/ESC Agreement ✓

Enter a part of the organization name or IRN that will be associated to this organization
allen| 🔍

Select the organization you would like to use to form the relationship
Allen County ESC (045740) - (Educational Service Center) ✓

Begin Date 07/01/2019

CANCEL SUBMIT FOR APPROVAL

11. You must **EDIT** (not **REMOVE**) the current **District/ESC Agreement** by setting the end date to 6/30/2025.

The ESC’s Treasurer, Superintendent and OEDS coordinator can also request the District/ESC change by adding a new child relationship.

Organization Child Relationship Information

Expand All ADD NEW CHILD RELATIONSHIP Show All Relationships

Hierarchy Organization

CNS Reporting Organization

Sponsoring Organization

District/ESC Agreement

ORGANIZATION	ORGANIZATION TYPE	BEGIN DATE	END DATE	STATUS
BEXLEY CITY (043620)	PUBLIC DISTRICT	5/25/2017	6/30/2020	CURRENT
BIG WALNUT LOCAL (046748)	PUBLIC DISTRICT	5/25/2017	12/31/2500	CURRENT

If you have questions or need additional information, contact Prabir Sarkar at (614) 728-7849 or prabir.sarkar@education.ohio.gov or James Comeaux at (614) 466-6253 or James.Comeaux@education.ohio.gov