Excess Cost Reimbursement School-Age Manual

SCHOOL FINANCE

OCTOBER 2018
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Introduction and General Information

Under Ohio law, traditional public school districts, joint vocational school districts and boards of developmental disabilities are required or permitted to educate nonresident students with disabilities and receive state and local funding for those students. The funds a district receives are typically a combination of state foundation dollars, tuition and excess cost.

Even though another district is educating a student with disabilities, the school district in which the student’s natural parents reside may be responsible by court order or other provisions of the law to pay the cost of educating the student. In those cases, the educating district may be entitled to charge tuition and/or excess cost to the district of the parents’ residence under ORC 3323.13 and 3323.14.

ORC 3323.13 sets forth the conditions under which the educating district can require the resident district to make payment to the educating district. Please note that while 3323.14 does not specifically list these conditions, 3323.13 refers to and includes 3323.14 in listing them. Section C of 3323.13 states: The board of education of a district providing the education for a child shall be entitled to require payment from the district of residence under this section or section 3323.14 of the Revised Code only if the district providing the education has done at least one of the following:

1. Invited the district of residence to send representatives to attend the meetings of the team developing the child’s individualized education program;
2. Received from the district of residence a copy of the individualized education program or a multifactored evaluation developed for the child by the district of residence;
3. Informed the district of residence in writing that the district is providing the education for the child.

In addition, ORC 3323.14(A) requires the district of residence to pay the educating district excess costs provided there is a contract between the districts. There is an exception to this found in ORC 3323.14(B) that applies to a child who has been placed in a home as defined by ORC 3313.64 which includes foster home in the definition. The exception states that the district of residence owes the excess cost to the educating district “regardless of whether the district of residence has entered into a contract with the district providing the services.”

Tuition is an amount of money set annually by the Ohio Department of Education that the educating district may collect from the district of residence, and the amount is equal to the local school property/income tax dollars paid per pupil to the district of residence, except for preschool tuition.1 Tuition is transferred from the district of residence to the educating district through the Settlement Report of the School Finance Payment Report.

Excess cost is a sum of money the educating district may charge to the district of residence when the total cost to educate a student with a disability exceeds what the educating district received in state funding and/or tuition.

PROCEDURES
Since excess cost and preschool tuition are based on the total cost of educating students, the filing for payment of excess cost/preschool tuition occurs after the end of the school year. Treasurers will have immediate access to the program, but personnel performing the role of excess cost data entry must have that role assigned to them by the organization’s OEDS administrator.

A list of students who are eligible for excess cost funding should be created. For additional guidance on how to create an eligible student list, refer to page 39.

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1 In previous years, educating districts and boards of developmental disabilities filed for preschool excess cost at the same time they filed for school-age excess cost. However, the law under which excess cost may be charged does not include preschool students. Tuition only may be charged for preschool students, but the process for filing and the calculation of preschool tuition is very similar to filing and calculating excess cost. Therefore, excess cost and preschool tuition will continue to be filed together.
Excess cost applications for K-12 students in traditional school districts may be filed on either the per capita or specific student form. The same applies for Grade 23 students, who are students who have finished four years of high school but have a disability and have chosen to defer the diploma until completing further educational opportunities indicated in the student’s IEP. The decision to use the per capita or specific student form will be made by the educating district on a student-by-student basis. Calculation of excess cost on the per capita will be based on the average cost of educating students using year-end financial data submitted by the educating district through EMIS. Those data automatically populate in the per capita form, and districts submitting that form will not be required to submit any additional data or documentation.

Educating districts choosing to use the specific student form will be required to submit some student costs and documentation, but some other cost data will be system-generated from year-end EMIS financial data. Speech-only students will need to use specific student billing.

The district may find an excess cost team beneficial when using specific student billing. Team members could include the EMIS coordinator, special education director/specialist, transportation staff members and the treasurer. Each district’s needs are different, but it is vital for the departments to work together.

For example, a special education director can assist in determining the percent of time the student spent in a regular education versus a special education classroom. A student may have classroom time in only one area, time split between both, time in both or time in both areas concurrently. Time in both areas occurs when a special education teacher is co-teaching in a regular education classroom with the regular instruction teacher. Your special education director can also assist you in determining the amount of time the student spent in occupational therapy, physical therapy, speech, etc. You will need to determine an hourly rate for personnel who provide that service.

You will need assistance from your transportation supervisor and special education director or specialist to determine the appropriate transportation cost. To use the special education rate calculated on the T-2, a student must have had transportation listed in the individualized education program (IEP) and that transportation must have been on a vehicle carrying more than 50 percent of students with transportation listed in their IEPs.

For students who are open enrolled, in a special education co-op, attending under Title One or enrolled in institutional placements by parents, the educating district should have sent the agreed-upon contracts entered into by the relevant boards of the districts at the time the district providing such special education accepts the child for enrollment. Students who were court placed do not require a contract. The court order serves as the contract and should have been sent to the resident district.

Districts and boards of developmental disabilities filing for preschool tuition must submit student applications on the preschool form using the instructions found online and in the manual.

Boards of developmental disabilities filing for school-age (K-12) excess cost must submit student applications on the DD form using the instructions found online and in the manual.

Joint vocational schools filing for excess cost must submit student applications on the JVS form using the instructions found online and in the manual.

Prior to completing any of the excess cost/preschool tuition forms, individual SSIDs and other required student information must be entered into a spreadsheet located on the School Finance forms page of the Ohio Department of Education website. After entering the student data, the spreadsheet must be uploaded to the excess cost program using the instructions found online and in the manual.

If supporting documentation is required for a student application, the documentation must be scanned and uploaded to the online program.
After the educating district has completed the process for entering student data, costs and documentation and has submitted that student’s application for payment, the resident district responsible for paying the excess cost/preschool tuition will be notified by email of the submission and will have an opportunity to review the application and approve it. The resident district can then send it back for correction or hold it for area coordinator assistance. Collaboration and cooperation between the educating and resident districts is essential for the success of the program. The role of area coordinators will be limited to certifying the state funds received by the educating district and providing assistance upon request of the districts involved.

Adequate time will be provided for districts to submit and review applications. Advance notice will be provided when a deadline has been established.

After an application has been submitted and approved and the 30-day approval period has ended, the transfer of excess cost from the resident district to the educating district will be included on the SFPR Statement of Settlement. The timing of the transfer will depend on the calendar submission dates set by Department staff members who process the twice-monthly SFPR payments. EMIS reports, which itemize by SSID the amount transferred between districts, will be provided to both the educating district and resident district.

After the payment has occurred, the Department will not make corrections if either district discovers an error in the amount, since both districts previously agreed that the submitted application and excess certification amounts were correct. Any payment/repayment of excess cost amounts must occur directly between the districts.

Area coordinators will be available to assist districts during the submission and review process. Do not hesitate to seek assistance if you have questions or concerns.
Overview of Excess Cost Submission and Review

1. To create an excess cost application, the educating entity uploads SSIDs and the resident district IRN into the system via spreadsheet.
   a. There are two types of spreadsheets
      i. One for non-school-aged students
         1. Defined as either in a joint vocational school, board of developmental disabilities or preschool.
      ii. One for school-aged students
         1. Defined as any student not in a joint vocational school, board of developmental disabilities or preschool.
         2. School-aged student applications can be filed on a per capita or specific student basis.
   b. Applications successfully loaded will have a status of Started. Applications that do not successfully load will have a status of Data Issue. Please contact your area coordinator for assistance on applications with data issues.
   c. For school-aged students, educating districts are not required to include any costs on the student upload spreadsheet. Districts only need to include SSID and resident district IRN.
   d. For joint vocational school, board of developmental disabilities or preschool students, line item costs must be initially included on the student upload spreadsheet. Once costs are loaded, they can be edited in the application.
2. The educating entity then goes into the system to review, edit and submit its excess cost applications.
   a. For joint vocational school, board of developmental disabilities or preschool students, the application will show the costs uploaded from the spreadsheet.
      i. These non-school-aged applications are always filed based on student-specific costs.
      ii. All student-specific costs must be documented.
   b. School-aged student applications will first appear on a districtwide per capita basis.
      i. Per capita costs are automatically pulled from district General Fund year-end data. No changes can be made to per capita costs. Please note, a student with only a speech disability will not have any per capita special education teacher costs included in the application.
      ii. If the educating entity wants to deviate from the per capita cost, it must first change the application type from “per capita” to “specific student.”
   c. Once the application type is specific student, certain per capita cost items can be overridden to specific student costs.
      i. All student-specific costs must be documented.
      ii. The educating entity will have the ability to change the following cost items:
         1. Special education teacher salary and benefits;
         2. Instructional supplies and materials;
         3. Instructional equipment.
      iii. All other cost items (regular teachers, administrative, operations support, staff support and pupil support costs) will remain on a per capita basis.
   d. The educating entity can add related service costs to the student-specific application as well. When related service costs are added, the pupil support costs will be zeroed out unless the related service is transportation. In this case, operations support will be zeroed out. If transportation costs are added, the number of days transported must also be entered.
   e. The educating entity also can add contracted education program costs to a student-specific application. When contracted education program costs are added, all other cost items except administration will be zeroed out.

3. Districts will be able to assign persons with the Data Entry Role that will allow them to upload SSIDs and edit applications. The data entry person can change the status to District Reviewed, which indicates that the application is ready for the superintendent or treasurer to submit.

4. When ready, the educating entity submits the excess costs application, which gives the application a status of Submitted.
   a. Only persons with superintendent or treasurer roles in OEDS will be able to submit applications.
      i. Only one person, not both, needs to submit.
      ii. Submitting the application substitutes for both treasurer and superintendent signatures.
   b. Once submitted, the educating entity will not be able to make further edits.
      i. If further edits are needed or the application was submitted by mistake, the educating entity must call the area coordinator or resident district.
      ii. The area coordinator or resident district can return the application for correction.

5. The resident district is responsible for reviewing and approving submitted applications. Area coordinators will not be reviewing excess cost applications. At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications submitted or resubmitted that day.

6. The resident district should review submitted applications and do one of three things:
   a. Approve the application, which changes status to Approved. Only persons with superintendent or treasurer roles in OEDS will be able to approve applications. Persons with Data Entry Role cannot approve applications.
   b. Return the application for correction, which changes its status to Correction Needed.
      i. Only persons with superintendent or treasurer roles will be able to return applications. Persons with the data entry role cannot return applications.
      ii. If the resident district returns the application, the system will require a comment.
      iii. At the end of the day, the educating entity will receive an email listing the SSIDs of all applications that were returned for correction. Note: We recommend districts check they system frequently for applications in Correction Needed status.
c. Do nothing and let the system approve the application.
   i. If the resident district does not act within 30 calendar days of the application initially being submitted, the system will automatically approve the application on the auto-approve date located at the top of the TOTAL COST tab.
   ii. The resident district will receive emails both 10 days and five days prior to the system automatically approving an application.

7. The educating district should review applications returned by the resident district.
   a. The educating district is encouraged to work with the resident district to resolve any concerns or issues with the application, but they may also contact its area coordinator for assistance.
   b. The educating district may edit and attach supporting documents to returned applications but must resubmit them to get paid.
      i. Resubmitting the application changes the status back to Submitted.
      ii. SSIDs of resubmitted applications will be included on the batch email going to the resident district.
      iii. Resubmitted applications will not be automatically approved 30 days after the initial submission date.
   c. The educating district will have the ability to withdraw the application.
   d. If the two districts cannot resolve the issue, the district will need to contact its area coordinator.

8. If a returned application is resubmitted, the resident district has the same three choices as in Step 6.
   a. Within the 30-day window, applications can be returned and resubmitted any number of times.
   b. If a resubmitted application is not approved after 30 calendar days, the area coordinator will assist both the educating and resident districts to correct unresolved issues.

WHICH ROLES CAN CHANGE AN APPLICATION STATUS?

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<thead>
<tr>
<th>Status</th>
<th>Data Entry</th>
<th>Treasurer/Superintendent</th>
<th>Resident District</th>
<th>Ohio Department of Education</th>
</tr>
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<tbody>
<tr>
<td>Started</td>
<td>District Reviewed or Withdrawn</td>
<td>Submit or Withdrawn</td>
<td>Cannot Change</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>Not Eligible</td>
<td>District Reviewed or Withdrawn</td>
<td>Submit or Withdrawn</td>
<td>Cannot Change</td>
<td>Cannot Change</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Started</td>
<td>Started</td>
<td>Cannot Change</td>
<td>Cannot Change</td>
</tr>
<tr>
<td>District Reviewed</td>
<td>Started or Withdrawn</td>
<td>Submit or Withdrawn or Start</td>
<td>Cannot Change</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>Submit</td>
<td>Cannot Change</td>
<td>Cannot Change</td>
<td>Approved or Auto-Approved or Correction Needed</td>
<td>Approved or Correction Needed or ODE On Hold</td>
</tr>
<tr>
<td>Correction Needed</td>
<td>District Reviewed or Withdrawn</td>
<td>Submit or Withdrawn</td>
<td>Cannot Change</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>ODE On Hold</td>
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<td>N/A</td>
<td>N/A</td>
<td>Approved or Correction Needed</td>
</tr>
<tr>
<td>Status</td>
<td>Possible Actions</td>
<td>New Status</td>
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<td>----------------------------</td>
<td>------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Started</td>
<td>Edit and review the application</td>
<td>District Reviewed</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Edit and submit the application</td>
<td>Submitted/Not Eligible</td>
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<tr>
<td></td>
<td>Withdraw the application</td>
<td>Withdrawn</td>
<td></td>
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</tr>
<tr>
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<td>Edit and review the application</td>
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<tr>
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<td>Edit and submit the application</td>
<td>Submitted/Not Eligible</td>
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<td>Started</td>
<td></td>
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<tr>
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<td>Edit and submit the application</td>
<td>Submitted/Not Eligible</td>
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<td></td>
<td>Withdraw the application</td>
<td>Withdrawn</td>
<td></td>
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<tr>
<td></td>
<td>Restart the application</td>
<td>Started</td>
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<tr>
<td>Submitted/Resubmitted</td>
<td>Approve the application</td>
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<td></td>
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<td></td>
<td>Put the application on hold</td>
<td>Department On Hold</td>
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<tr>
<td>Correction Needed</td>
<td>Edit and review the application</td>
<td>District Reviewed</td>
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<tr>
<td></td>
<td>Edit and submit the application</td>
<td>Submitted/Not Eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Withdraw the application</td>
<td>Withdrawn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Put the application on hold</td>
<td>Department On Hold</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Return the application for correction</td>
<td>Correction Needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Issue</td>
<td>Edit and start the application</td>
<td>Started</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Withdraw the application</td>
<td>Withdrawed</td>
<td></td>
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</tr>
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</table>
Excess Cost School-Age Spreadsheets

***Screenshots are for reference only. Some screenshots will display FY14, but the content of the screenshots has not changed.***

SCHOOL-AGE PER CAPITA AND SPECIFIC STUDENT

- Spreadsheets are available on the Department’s website at http://education.ohio.gov/Topics/School-Choice/Public-Schools/Forms-and-Program-Information-for-Traditional-Publ.
- Choose the School-Age Spreadsheet for EMIS Status 1C, 1P, 1T, 1W, 19 and 1B. For joint vocational school, board of developmental disabilities or preschool students, you will use a separate spreadsheet (see separate manual for Non-School-Aged students)
- When opening the spreadsheet, be sure to click Enable Content.
- After entering student data, you must Validate the spreadsheet by clicking the INSTRUCTIONS tab and then the Validate Excess Costs button.
- After clicking the Validate Excess Costs button, if the word “Validated” turns green, your spreadsheet is acceptable. If it turns red, check the instructions on the Instructions tab to troubleshoot the data on your spreadsheet.
- Be sure to name and save your spreadsheet in a location on your computer where you will be able to find it when you are ready to upload the spreadsheet into the program online.

SCHOOL-AGE SPREADSHEET
SCHOOL-AGE INSTRUCTIONS

ACCESSING THE EXCESS COST PROGRAM

Logging on Through the SAFE Account

Users can access the online Excess Cost Program through the Department’s web-secure portal known as SAFE (Secure Application for Enterprise). Users can enter SAFE through the SAFE link located at the top of the Department’s Home Page. Note: Users must already have a SAFE account prior to being able to sign in. Superintendents and treasurers automatically have access to the program. They can assign a Data Entry Role to an additional person.
After clicking the SAFE link, the user should be on a screen with the box shown below. Enter the SAFE user name and password and then click the Sign In button.

Next, select the School Finance link from the list of web applications shown.
You will be directed to the School Finance Dashboard. To access the Excess Cost program, click on Select Program next to the horizontal lines.

Click Excess Cost from the list of programs.

The system will direct you to the School Finance Application Search screen shown below. If you are linked to more than one district in OEDS, you will be asked to select a district.
School-Age Applications: Per Capita and Specific Student

Excess cost applications are to be completed by the school district of attendance (educating district), which may submit either the per capita application or the specific student application (but not both) for any student. The excess cost application is to be used to calculate excess cost for nonresident pupils enrolled in classes for special education instruction of children with disabilities in accordance with Section 3323.14 of the Ohio Revised Code.

The excess cost shall be charged to the legal district of residence (resident district) for such pupils. Excess cost may be charged for open enrollment, nonresident special education cooperatives, court-placed, institutional-placed (by court or parent) and nonresident Title I students.

No contract is required between the educating and the resident districts for court-placed students. Contracts are required for all other students.

Court-placed, institutional-placed and Title I (EMIS Status 1C, 1P, 1T, 1W) student data should have been submitted in the ODDEX Tuition Module prior to submitting for excess cost, and the default for excess cost certification will be the year-end special education FTE. As a result, the excess cost certification calculation will deduct the SF-14H tuition that was paid (or should have been paid) for the total FTE enrolled. If the educating district misses the ODDEX tuition deadline, it will need to direct bill to receive payment for tuition.

Open enrolled and special education cooperative students are not included or permitted on the SF-14H but may be submitted for excess cost reimbursement. Include a copy of the signed contract that was sent by the educating district to the resident district.

School districts providing special education to these disabled pupils and submitting excess cost applications are not to bill the financially responsible district directly. The adjustment will be made by the Office of School Finance by crediting the educating district and deducting the same amount from the resident district.

Creating New Excess Cost Applications for School-Age Students

To create a student application, you will need to import students using the School-Age Student Upload Spreadsheet found on the Ohio Department of Education webpage. You MUST use this specific spreadsheet and the spreadsheet MUST be Validated for the students to load into the system.

To upload this spreadsheet, start by pointing to the Student tab and clicking on New School Finance Application from the drop-down list.
The screen below will appear. Make sure the appropriate Application Period and Educating District are selected.

Click on the Browse button to browse your computer. Find and select the spreadsheet you want to upload and click Open.

Once the document is showing in the box, click Upload to upload students from the spreadsheet.
After processing is complete, the page below will appear. In the Upload Status box, the Total Students Uploaded and Records Processed should be equal if all applications were uploaded with no problems. The number of records Not Processed should be 0. If you have a number listed for Not Processed applications, they will be uploaded, but have a status of **Data Issue**.

### Reviewing New Applications

To begin reviewing applications, users will first need to access the Search School Finance Application page. If you are not already on the application search page, click on the Search School Finance Application button in the Student drop-down menu. The search page is used to list student applications associated with the district. Then, select specific applications to view and/or edit.

To view all student applications, click the Search button without entering any search criteria.
Below are search results showing all applications for the district. Twenty applications will appear per page. At the bottom, use the Next, Previous and Go to buttons to navigate between pages. To view the details of a specific application, click the magnifying glass icon under the Details column.

Applications can be filtered by entering specifics in any one of the available search criteria boxes, such as SSID, Submission Date, Application Type, Application Status, etc. Districts can also search as the educating district or the resident district. To view applications based on specific criteria, select one or more of the search criteria before clicking Search. For example, to view only applications placed in Submitted status by your district, select Submitted from the available excess cost statuses, then click the Search button. All applications in Submitted status should be listed. Districts may export search results by clicking the Export Search Results button. This will export all pages from the search results.

Applications with Data Issues

When a district uploads an SSID into the excess cost system, an application is created. The system checks for five conditions before giving the application a status of Started.

1. Is the SSID found in EMIS?
2. Is there a valid disability condition associated with the SSID?
3. Is there a valid EMIS placement code associated with the SSID?
4. Is the educating district IRN associated with the SSID in EMIS?
5. Is the resident district IRN associated with the SSID in EMIS?

If the answer to any one of the above questions/conditions is no, the application will be given a Data Issue status and a fatal flag will be attached to the application that describes the type of data issue(s) found. The following are the fatal flags:

1. Fatal – SSID not found in EMIS (This flag cannot be removed.).
2. Fatal – Valid disability condition not found in EMIS.
4. Fatal – Resident district or educating district not associated with SSID in EMIS.

All applications with a Data Issue status should be either withdrawn or corrected through the area coordinator before they can be changed to Started status. Both districts and area coordinators can withdraw applications with data issues. However, only the area coordinator can correct an application with a data issue and change its status to Started. It is the responsibility of the educating district to contact the area coordinator to address data issues.
Applications with *Data Issue* status

No application should remain in *Data Issue* status. Either withdraw the application or request assistance from your area coordinator to get the application into *Started* status. You will not be paid excess cost for any student remaining in *Data Issue* status.

If the application was included on the spreadsheet by mistake, the application must be withdrawn. To withdraw the application, open the TOTAL COST tab and under the Actions heading, click on the Withdraw button, which causes the Actions button to change to Start. However, you will still be unable to submit the application because the flags are still there.

If the correct student was on the spreadsheet but uploaded with a data issue, check the application for flags. If you believe your data are accurate and reflect EMIS data, and the student is eligible for excess cost reimbursement, contact your area coordinator, who may, at his/her discretion, remove the flags and place the application in *Started* status. The area coordinator may request evidence/documentation to support your request to change the application.
TOTAL COST Tab (Per Capita)

After selecting the details of an application from the Application Search page, you are directed to the TOTAL COST tab shown below. This page contains the details of the total cost for a per capita student. All application types start as per capita as the default unless you change to specific student.

- All costs listed under total cost cannot be changed under the per capita application type. The costs are based on EMIS year-end financial data.

APPLICATION Tab (Per Capita)

The APPLICATION tab contains student information such as grade level, legal district of residency and educating district information. If you believe any of the information on the APPLICATION tab is incorrect, contact your area coordinator to change it. The area coordinator may request documentation to support your request prior to making the change. The user may click the question mark icon to access contact information for the school districts and area coordinator.
EXCESS COST CERTIFICATION Tab (Per Capita)

Because many districts requested the ability to view the EXCESS CERTIFICATION tab prior to submitting an application, the program has been modified to view the EXCESS CERTIFICATION tab after completing the TOTAL COST tab and attaching required documentation.

DOCS Tab (Per Capita)

No documentation is required for per capita costs, but a copy of the contract between the educating district and the resident district should be attached for any student a parent placed into an institution, an open enrolled student and a special education cooperative student. If you would like to add documentation, please see pages 30-32 for step-by-step instructions.
COMMENTS/HISTORY Tab (Per Capita)

If there are any notes between the resident or educating districts or area coordinator, they can be found in the COMMENTS/HISTORY tab of the individual student application.

TOTAL COST Tab (Specific Student)

After selecting the details of an application from the Application Search page, you are directed to the TOTAL COST tab shown below. All applications start as a per capita application unless changed to specific student. To change to specific student, click the pencil beside Application Type and select specific student. Be sure to click the green check mark after selecting the type.

Once you click the green check mark, a box will appear that asks if you are sure you want to change the application type. Click Yes to confirm and the application will be changed.
Once the application type has been changed to specific student, the total cost can be edited by clicking the pencil icon.

After clicking the pencil icon, the box below comes up to change any of the costs or ADM for the different types of costs. After changing the costs, click the Update button to make changes, or click Cancel if you choose not to make changes.

Instructions for Specific Student Cost Calculations

1. On the TOTAL COST tab, click the pencil adjacent to the total cost box to change per capita costs to specific student costs.
2. Percent of Time in Regular Classroom
   a. Insert a percentage between 0 and 100.
   b. The default for the percent of time in a regular classroom is zero, which means the student was educated 100 percent of the time in a special education classroom and taught exclusively by a special education teacher.
   c. If the student’s primary disability was speech or if the student was in a full-inclusion model, the percent of time would be 100 percent. For all other students, the percent of time should represent
the time they were in regular classrooms with typical students and instructed by regular education teachers.

d. If a student with a disability was in a 100 percent inclusion model, the percentage for both the special education teacher and the regular education teacher may be reported as 100 percent. Full inclusion for excess cost determination means the student with a disability is in a regular classroom/program full time. If a student with a disability receives additional or supplemental special services in a special education setting, the percentage for both the special education and regular education teacher may still be reported as 100 percent.

e. If the percentage reported for both the special education and regular education teacher is 100 percent, the total salary and benefits per student FTE for both the special education and regular education teachers will be included in the calculation of the total cost of educating the student with a disability.

3. Reporting Costs on Lines 1-11

a. Only General Fund expenditures may be reported.

b. The only costs that may be changed from per capita to specific student are those on Lines 1, 3, 4 and 9. Per capita costs are used for Lines 2, 5, 6, 7 and 8. Related services costs may be added to Line 10.

- **Line 1** – Reported costs include salary and benefits for licensed/certified special education teachers providing instruction to the nonresident student(s) for whom excess cost is being calculated. If you are reporting the salary/benefits for a single special education teacher, enter the total FTE of all students with disabilities being instructed by the special education teacher in the column “Students with disabilities counted in EFM ADM.” Do not report head count; instead; report FTE based on the portion of the school year each student was enrolled.

- **Line 2** – Regular education teachers’ salaries and benefits will be populated per FTE using EMIS enrollment and year-end financial data.

- **Line 3** – If per capita cost is changed to specific student, report the total cost of supplies and materials purchased out of the General Fund for the specific student whose costs are being calculated. In the EFM ADM column, report the FTE of the specific student.

- **Line 4** – Report the cost of equipment purchased out of the General Fund for use by the specific and other students. Enter the FTE of all the students using the equipment in the EFM ADM column.

- **Line 5** – This line is automatically populated with EFM data and cannot be changed.

- **Line 6** – This line is automatically populated with EFM data and cannot be changed.

- **Line 7** – This line is automatically populated with EFM data and cannot be changed.

- **Line 8** – This line is automatically populated with EFM data and cannot be changed.

- **Line 9** – Report a cost on this line if instructional services have been provided to the specific student by contract with another educational entity or provider. A typical example would be a contracted service such as placement of the specific student in an alternative classroom, hearing-impaired classroom or multiple disabilities classroom operated by an educational service center. Prior to entering the contract cost, you need to calculate the annualized cost of the contract. If the reported cost is an annual cost, no additional calculations need to be performed and that cost should be entered in the Contracted Education Program detail box. If the reported contract cost is an actual amount for a student who did not receive contract services for the entire year, the actual cost should first be divided by the FTE of the student so that a cost per FTE can be calculated and then entered in the detail box. When a contract cost is entered, the only related service permitted on Line 10 is transportation. All other related services, such as speech, physical therapy and occupational therapy, must be included on Line 9 as contracted services.
• If a student is educated part of the year by the educating district in a district classroom by
district staff and is educated for the rest of the year pursuant to a contract, the cost of
educating that student by the district and the cost pursuant to a contract must both be
reported as a contract education program cost on Line 9.

• **Line 10** – Related services costs are to be reported on Line 10 if no contracted education
program costs are reported on Line 9. Those related services costs are listed in Section
3301-51-(B) (54) of the Administrative Code. If a specific student transportation cost is
reported, the cost may be either: (1) the average cost of transporting a special education
student the previous year as listed on the T-2 transportation report; or (2) the actual cost of
transporting the specific student by the educating district or by a contracted education
provider. If the T-2 average cost is reported, it is an annualized cost and the amount should
be entered into the Add Related Service box. If you report an actual cost to transport the
specific student and the student was transported for less than a full year, divide the actual
cost by the FTE of the student so that an annualized cost can be entered as the cost in the
Add Related Service box. The number of days transported should be reported in the top
section of the Total Cost tab next to the Application Type.

Please note: Do not report transportation costs unless transportation was included as a related service in the IEP
of the specific student and the student was provided specialized transportation service (i.e., not transported on a
regular bus route with typical students) or provided specialized services on a regular bus route, in which case the
costs of those services can be reported, but the average cost of transporting a regular education student may not
be reported.

To report costs for related services other than transportation, an hourly rate must be established for the provider
by dividing the employee’s total salary and benefits by the total hours worked by that employee. Then, multiply the
hourly rate by the number of hours the specific student received the related service from the provider and divide
the product by the FTE of the specific student to calculate the cost per FTE.

In a change from previous years, when speech and language impairment is the primary disability and the IEP
includes related services, those related services may be included in the total cost of educating the student. Also, if
a special education teacher or instructional assistant provides language intervention to the student, that person’s
hourly rate multiplied by the number of hours of service provided can be reported as a Related Service-Other cost.

When transportation is reported as a related service, Line 6 (Operations Support costs) is zeroed out. When any
other related service is added, Line 8 (Pupil Support costs) is zeroed out.

**Suggestions for Transportation Specific Cost Documentation**

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</tr>
<tr>
<td>Special Transportation</td>
<td>T-2, aide, abnormal transportation cost</td>
</tr>
<tr>
<td>Private Transportation</td>
<td>Bills</td>
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</table>

**OAC 3301-51-(B) (54)**

(54) “Related services” means transportation and such developmental, corrective, and other supportive services
as are required to assist a child with a disability to benefit from special education, and includes speech-language
pathology and audiology services, interpreting services, psychological services, physical and occupational therapy,
recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services also include school health services and school nurse services, social work services in schools, and parent counseling and training.

4. Documentation – Any per capita costs changed to specific student costs, any related services costs and any contracted education program costs must be supported by documentation entered under the DOCS tab. Documentation may be either single line or multi-line.

The Reported Costs column will change from green (EFM data) to blue (your actual costs) when any changes are made to the costs. (See line 4 below for example.)

To add related service costs, you must click the Add Related Service Expense button.
Once the button is clicked, a new window opens to add costs. Selected the related service you would like to add and enter the cost. When finished, click Add.

When you return to the TOTAL COST tab, line 10 shows the related services added. It is also shown in the Related Service Costs box. Beside each cost, you can click the pencil to Update the cost or click the trash bin icon to delete, if needed.

**APPLICATION Tab (Specific Student)**

The APPLICATION tab for specific student contains student information such as disability condition, funding category, grade level, legal district of residency and educating district information. This information is not editable by the educating district. You must request your area coordinator to change any information.

The user may click the question mark icon to access contact information for the school district and area coordinator.
Excess Cost Certification (Specific Student) for 1C, 1P, 1T, 1W Statuses

Because many districts requested the ability to view the EXCESS COST CERTIFICATION tab prior to submitting an application, the program has been modified to view the EXCESS COST CERTIFICATION tab after completing the TOTAL COST tab and attaching required documentation.

![Image](https://example.com/image1.png)

Excess Cost Certification (Specific Student) for Open Enrolled

Because many districts requested the ability to view the EXCESS COST CERTIFICATION tab prior to submitting an application, the program has been modified to view the EXCESS COST CERTIFICATION tab after completing the TOTAL COST tab and attaching required documentation.

![Image](https://example.com/image2.png)
Excess Cost Certification (Specific Student) for 1B

Because many districts requested the ability to view the EXCESS COST CERTIFICATION tab prior to submitting an application, the program has been modified to view the EXCESS COST CERTIFICATION tab after completing the Total Cost tab and attaching required documentation.

DOCS Tab (Specific Student)

This tab is used to attach, view and manage supporting documentation for the excess costs reported. Documentation supporting all expenses, except EFM costs, must accompany the student application. This may be accomplished by either attaching a document to each line item that contains costs (line item document), attaching a single document that supports all line item costs (multiple line item document) or some combination of the two. To begin, select the document type you want to attach from the choices in the yellow box on the left.
After choosing the document type, the document upload screen below will appear. In this example, the Multiple Line Item document type was selected. Click on the Browse button to find the location of the multiple line document previously scanned to your computer.

Once the document is located, click Open.

If you choose, you can give the document a more meaningful name using the file name text box underneath the file location. When finished, click on the Upload button.
After the document has been uploaded, the window below will appear. Close the window, and click on the refresh button on the DOCS tab.

![Image of the upload window]

The document you just uploaded will be shown on the DOCS tab.

![Image of the DOCS tab]

**Important!** In order to complete and successfully submit an application, there must be a line item document attached for each line item for which costs are reported or at least one Multiple Line Item Document.

Once a document is uploaded, you may view the document, delete the document or export the document to multiple students.

- View Document
- Delete Document
- Export Document for multiple students

There is limited space available for documentation upload. Please keep to a minimum to show costs. If additional information is requested by the school district, please email the school district.

### Export Document for Multiple Students

Click on the export icon under U on the DOCS tab. This will bring up the following window.
The window will automatically bring up all students in the system for your district (in this case, there are 47 students). The window will only show 20 students at a time. If your district has more than 20 students, you will be able to click Next to view the next 20 students. You also can narrow your search of students by entering a specific SSID or school building, then clicking Search.

You can select any student(s) from the list and click Upload. This will upload the document to all the selected students. This is a good way to attach a single document that supports the costs incurred by several students, such as a service contract or documentation of salary and benefits for a teacher who serves more than one student incurring excess cost.

After clicking Upload, all students selected will have the document on their list of supporting documents.
Import Documents from Other Students

Another option for sharing supporting documents is to import documents from other student files. After opening a student application, go to the DOCS tab. The document import button can be found under the yellow list of document types. (Illustrated by the arrow below.)

Once you click Import from other students, the box below will appear. Click the box under SELECT TO IMPORT column to select the documents you would like to add to the selected student and then click Submit.
Once you click Submit, the document(s) will appear in the list of documentation for the selected student.

Once all tabs have been edited and documents have been attached to the student file, the application is ready to submit to the resident district.

**Submitting Applications**

A user with an Excess Cost Data Entry Role in OEDS does **not** have permission to submit the excess cost application. Instead, users with the Data Entry Role can update the status of the application to *District Reviewed*, which indicates the application is ready for the superintendent or treasurer to review. This is done by clicking on the TOTAL COST tab and clicking the Educating District Reviewed button. Documents with a status of *District Reviewed* indicates to the treasurer or superintendent that the application is ready for them to review and submit the application. For information regarding role duties/permissions, please refer to pages 8 and 9.

**TREASURER AND SUPERINTENDENT ROLES**

Treasurers or superintendents can submit an application that is in the Started or District Reviewed status. It is not necessary for both superintendent and treasurer to submit an application. By submitting an Excess Cost application, the superintendent or treasurer is certifying that, to the best of his/her knowledge, the student meets the program’s eligibility criteria and that the reported costs are legitimate and accurate. To submit the application, go to the TOTAL COST tab and click the Submit button. Each student application must be submitted separately. They cannot be submitted in bulk.
Once an application has been submitted, the status will change to *Submitted*, as shown below, along with the auto-approve date. The date/time stamp also will be added to the History box at the bottom of the page. Once submitted, you will see a date under the Auto Approve Date heading. This date is 30 calendar days after the date of submission and is the date on which the application will be automatically approved for payment unless the application is in *Correction Needed* or *ODE On Hold* status. Monitor submitted applications regularly until approved by the resident district. If the resident district places an application in *Correction Needed* status, an email is sent to all OEDS roles listed in the Excess Cost system for the district.

### Resident District

**What happens after an application has been submitted by the educating district?**

At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications that were submitted or **resubmitted that day.** Verify via the search function, as the resident district, that the students are **eligible for Excess Cost funding.** For additional guidance on how to create an eligible student list, please refer to page 42.

The resident district reviews the submitted applications and has three choices:

1. Approve the application, which changes status to *Approved*.
2. Return application for correction, which changes status to *Correction Needed*.
3. Do nothing. If the resident district does not act within 30 days of application being submitted, the system automatically will approve the application.
A court-placed student may appear on a list of eligible students without having a tuition payment made if the tuition application has not been approved for payment in ODDEX. These students are still eligible to receive excess cost. In these cases, the system assumes the educating district received the tuition and populates the amount it should have received on Line 9 of the excess cost certification. This means the educating district had the revenue received inflated and the resident district pays less for this student. The educating district may direct bill for tuition, but the resident district has the final decision to render the tuition payment.

Most of the excess cost applications will be per capita. Verify applications are resident district students and approve accordingly. If applications are not resident district students, place in Correction Needed status and clearly state the reason in the comment section. An email will generate to the educating district that an application is in Correction Needed status. Follow up with the educating district accordingly. A 30-day auto-approval timer will begin after an application is successfully uploaded to the system.

Specific student applications will have additional documentation available for review in the Docs tab. If you agree with the costs provided by the educating district, approve accordingly. If not, please formally communicate additional needed documentation with the educating district or place the application in Correction Needed status. Follow up with the educating district accordingly.

### Application Ready to be Approved by Resident District

Only persons with superintendent or treasurer roles will be able to approve applications. Persons with the Data Entry Role cannot. If the resident district agrees with the application, either the superintendent or treasurer may go in to the individual application and click Approve on the TOTAL COST tab. If no action is taken, the system will approve the application automatically through the 30-day auto-approval timer.
Application Changed by Resident District to Correction Needed

Only persons with superintendent or treasurer roles will be able to return applications. The Data Entry Role cannot return an application to the educating district.

If the resident district does not agree with something submitted on the excess cost application, it can change the status to Correction Needed. A comment must be included when a resident district returns an application. Note: A per capita student application cannot be sent back to the educating district for correction based on the total cost submitted. If an educating district declined tuition for a student to file a Form SF-14PD, the district is not permitted to file excess cost.

At the end of the day, the educating entity will get a bulk email listing the SSIDs of all applications returned for correction.

To change to Correction Needed status, you must click on the Need Correction button on the TOTAL COST tab.

What if the Resident District Does Nothing with a Submitted Application?

If the resident district does not act within 30 days of the application being submitted, the system automatically approves the application.

Applications have an original submission date on them. The district will know that 30 days after this date, the application will automatically be approved unless it is in Correction Needed status or the Department places the application ODE On Hold.

The resident district will receive an email 10 days and five days prior to the system automatically approving an application.

Application Changed to ODE On Hold

An application should only be in ODE On Hold status when either the educating district or resident district requests assistance from the area coordinator. Only the area coordinator can place an application in ODE On Hold status. When an application is put on hold, the educating and resident districts will receive email notification.
Only the area coordinator can approve or return applications put on hold and will include a comment. Area coordinators will have the ability to edit the APPLICATION tab before approving or returning for correction, but only the educating district can change costs.

Educating District Reviews Application Returned by the Resident District

Both educating and resident districts should work together to resolve applications in Correction Needed and ODE On Hold statuses. The system will display contact information for districts associated with the application. The comment section is for general comments and is not intended to be an absolute mode of communication between districts. If after formal communication with the educating/resident district (email or by phone) a resolution cannot be obtained, please contact your area coordinator.

The educating district may edit and attach supporting documents to returned applications but must resubmit the application to be paid.

Resubmitting an application will change the status to Resubmitted. SSIDs of resubmitted applications will be included in the batch email sent to the resident district daily. Resubmitted applications must be approved by the resident district for the payment to be processed. Any resubmitted applications not approved after the 30-day auto-approved date will be approved by the area coordinator or placed into “ODE On Hold” status.

The educating district will have the ability to withdraw the application.

Returned Application Being Resubmitted

If a returned application is resubmitted, the resident district has the same three choices as before.
- Within the 30-day window, applications can be returned and resubmitted any number of times.
- Any application with Correction Needed status will be put on hold 30 days after the initial submission date.
- Any application resubmitted and not approved by the resident district will be approved or put in ODE On Hold status after the 30th day from the original submission date.

***After 30 days from the initial submission date, all valid applications that were resubmitted will be approved.***
Appendices

EDUCATING DISTRICT ELIGIBLE STUDENT LIST CREATION

Prior to the end of the fiscal year, it is best practice to create an eligible list of students. The students appearing on the FTE detail report are eligible for excess cost, while students not on the report are not eligible. The last EMIS upload for student data will generate a final FTE detail report.

To obtain the needed data from the FTE detail:

- In the column labeled “Legal Dist of Res IRN,” filter out your IRN number.
- Go to the column labeled “LEA IRN” and filter out all the IRNs EXCEPT your district.
- The filtered IRNs should only be JVSDs. Districts CANNOT collect excess cost on JVSD students.
- Go to the column labeled “SPECED CAT CODE” and deselect “**” and blanks.
- Lastly, go to the column labeled “STATE EQUIV GRADE LEVEL CODE” and deselect “PS.”

The list remaining are the students either opened enrolled, court placed, special education co-op, Title I or institutional placements by parents with a special education category.

Add another tab on your FTE detail report. Copy the filtered information into this tab. Move the Legal District of Residence column next to the SSID column. Sort the SSIDs from A to Z. Perform a conditional formatting, highlight cells rule, duplicate values, to show all duplicate value SSIDs. In the example below, all columns have been deleted except those shown.

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</tbody>
</table>

In the first set of duplicate values, ME7777777, the change is not due to a legal district of residence change or a disability condition change. Delete one of the rows for ME7777777. The second set of duplicate values, RM4444444, is due to a disability change. Delete one of these rows. This student will show up as a data issue once submitted and your area coordinator will need to intervene. The third example, SX9999999, is due to a Legal District of Residence change. You will need to keep both rows because you could be billing two separate districts.

Copy the columns with the SSID and the Legal District of Residence into the excess cost Upload spreadsheet. Upload your spreadsheet when the window opens.
RESIDENT DISTRICT ELIGIBLE STUDENT LIST CREATION

To obtain the needed data from the FTE detail:

- In the LEA IRN column, deselect “your” IRN and the IRN of the JVSD you belong to.
- Go to the FTE Fund Pattern Code column and deselect ATSM, COMM and JPSN.
- Go to the SPECED CAT CODE column and deselect “*” and “blanks.”
- The students remaining “MAY” have excess costs charged to you. Copy these students into a separate tab and then sort them by LEA IRN and then by SSID so that you have them readily available when you are reviewing applications submitted to you.

Court-placed students are not in the resident district ADM but the educating district ADM. Other than open enrollment students, they should be in ODDEX.

- Go to tuition and choose Resident/Paying.
- Choose FY18.
- Export the students into a spreadsheet. Put your filter on.
- Go to the Disability column and deselect the “*.” This will give you all the special needs students you paid tuition for that may qualify for excess cost.