

**Facility Schools System – Tuition Cost Application
Timelines/Checklist for LEA Approvers (system users)**

- Prior to July 24th**

Step 1: Ensure you have access to the Data Pipeline via the IdM Single Sign-On login. If you do not, contact the CDE System Administrator at: FS_TuitionCost@cde.state.co.us to request system access.

Step 2: Sign into Data Pipeline at: <https://www.cde.state.co.us/idm/datapipeline> using your IdM Single Sign-On login ID and password.

 - If you do not remember your login ID, contact the CDE System Administrator at: FS_TuitionCost@cde.state.co.us.
 - If you do not remember your password, click on the link to reset your password.

- July 24th: Tuition Cost Application Open for Data Entry**

Step 1: Enter Program Identification data relevant to your program using the Add Record screen.

 - Find additional information on Program Identification in the *Tuition Cost Application User Guide* on page 9.
 - Find additional information on Add Record screen in the *Tuition Cost Application User Guide* on page 9.

Step 2: Verify Program Identification data entry in Edit Record screen. System field errors will flag with a red background. Errors must be corrected and saved.

 - Edit Record screen allows the user to modify previously entered data. Verify the number of students served and the begin and end dates of the program for accuracy.
 - Find additional information on Edit Record screen in the *Tuition Cost Application User Guide* on page 14.

- July 24th – August 25th: Tuition Cost Line Items Open for Data Entry (window 1)**

Step 1: Enter Tuition Cost Line Items data using the Add Record screen.

 - Find additional information on Tuition Cost Line Items in the *Tuition Cost Application User Guide* on page 13.
 - Find additional information on Add Record screen in the *Tuition Cost Application User Guide* on page 9.

Step 2: Verify Tuition Cost Line Items data entry in Edit Record screen. System field errors will flag with a red background. Errors must be corrected and saved.

 - Edit Record screen allows the user to modify previously entered data.
 - Find additional information on Edit Record screen in the *Tuition Cost Application User Guide* on page 17.

Step 3: Create a Tuition Cost Snapshot.

 - Find additional information on Snapshots in the *Tuition Cost Application User Guide* on page 19.
 - Review Cognos reports for Tuition Cost Line Items accuracy and completeness.
 - Notify the CDE Administrator when the Tuition Cost Line Items are ready to be reviewed.

NOTE: By August 25th, Tuition Cost Line Items are finalized (**window 1**) and due to CDE.

- August 28st – September 1st: CDE Review of finalized Tuition Cost Line Items (entered in window 1)**

Step 1: CDE System Administrator will review all finalized Tuition Cost Line Items.

 - Based on CDE review, finalized Tuition Cost Line Items are determined to be approved or non-approved, or require additional information.

Note: Dates and times are subject to change at CDEs discretion.

Step 2: CDE System Administrator will notify LEA Approvers of Tuition Cost Line Items status:

- LEA Approver will delete non-approved Tuition Cost Line Items, and/or
- LEA Approver will provide additional information and modify Tuition Cost Line Item(s) in question.

NOTE: Contact CDE System Administrator if there are extenuating circumstances with Tuition Cost Line Items. Additional entries or changes to existing Tuition Cost Line Items are allowed during **(window 2)** per CDE System Administrator approval.

August 25th – September 15th: Tuition Cost Staff (window 2) Open for Data Entry

Cost Line Items should be finalized. Contact the CDE Administrator with any changes to Cost Line Items.

Step 1: Enter Staff data using the Add Record screen.

- Find additional information on Tuition Cost Staff in the *Tuition Cost Application User Guide* on page 11.
- Find additional information on Add Record screen in the *Tuition Cost Application User Guide* on page 9.

Step 2: Verify Staff data entry in Edit Record screen. System field errors will flag with a red background. Errors must be corrected and saved.

- Edit Record screen allows the user to modify previously entered data.
- Find additional information on Edit Record screen in the *Tuition Cost Application User Guide* on page 16.

Step 3: Create a Tuition Cost Snapshot.

- Find additional information on Snapshots in the *Tuition Cost Application User Guide* on page 19.
- Review Cognos reports for Tuition Cost Staff accuracy and completeness.
- Review the Tuition Cost Summary report for the Tuition Cost Rates.
- Notify the CDE Administrator when the Staff records are ready to be reviewed.

NOTE: During this timeframe, CDE System Administrator will conduct ongoing review of Tuition Cost Staff data to ensure data validity and accuracy.

All Staff and Cost Line items are due to CDE by September 15th.

September 15th – September 29th: Tuition Cost Rates are determined

Step 1: CDE Administrator

- CDE review period. CDE will notify LEA Approver with any questions during the review period.
- CDE will notify the LEA Approver to submit the Tuition Cost Application to CDE when the application is finalized.

Step 2: LEA Approver

- LEA Approver will submit Tuition Cost Application to CDE using the Status Dashboard. Once submitted, the Tuition Cost Application is locked and data cannot be edited.
- Find additional information on the Submit to CDE process in the *Tuition Cost Application User Guide* on page 21.
- Download the Sign Off Form for the Tuition Cost Application and email the form to FS_TuitionCost@cde.state.co.us.

Step 3: CDE System Administrator

- Tuition Cost rates are submitted to the State Board of Education for approval.

Note: Dates and times are subject to change at CDEs discretion.