

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

- Prior to July 15th**

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 15th: 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 15.

- July 15th – September 17th: 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 18.

Step 3: Create a Tuition Cost Snapshot.

 - In order for a Snapshot to generate and populate Cognos reports:
 - Program Identification data must be entered and error free.
 - At least one Cost Line Item entered and error free.
 - At least one Staff record entered and error free.
 - 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.

NOTE: By September 17th, Tuition Cost Line Items are finalized (**window 1**) and due to CDE.

- September 17th – September 24th: 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.

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.

September 24th – November 8th: Tuition Cost Staff and Cost Line Items (window 2) Open for Data Entry

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.

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

NOTE: By **November 8th**, any new or changed Tuition Cost Line Items and Staff records are finalized **(window 2)** and due to CDE.

November 1st – November 8th: CDE Submission Window for Tuition Cost Application

No extension beyond November 8th will be granted.

Step 1: Review all relevant Tuition Cost Cognos reports, particularly the Tuition Cost Summary Report which provides the calculated tuition cost rate.

Step 2: Submit the 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.