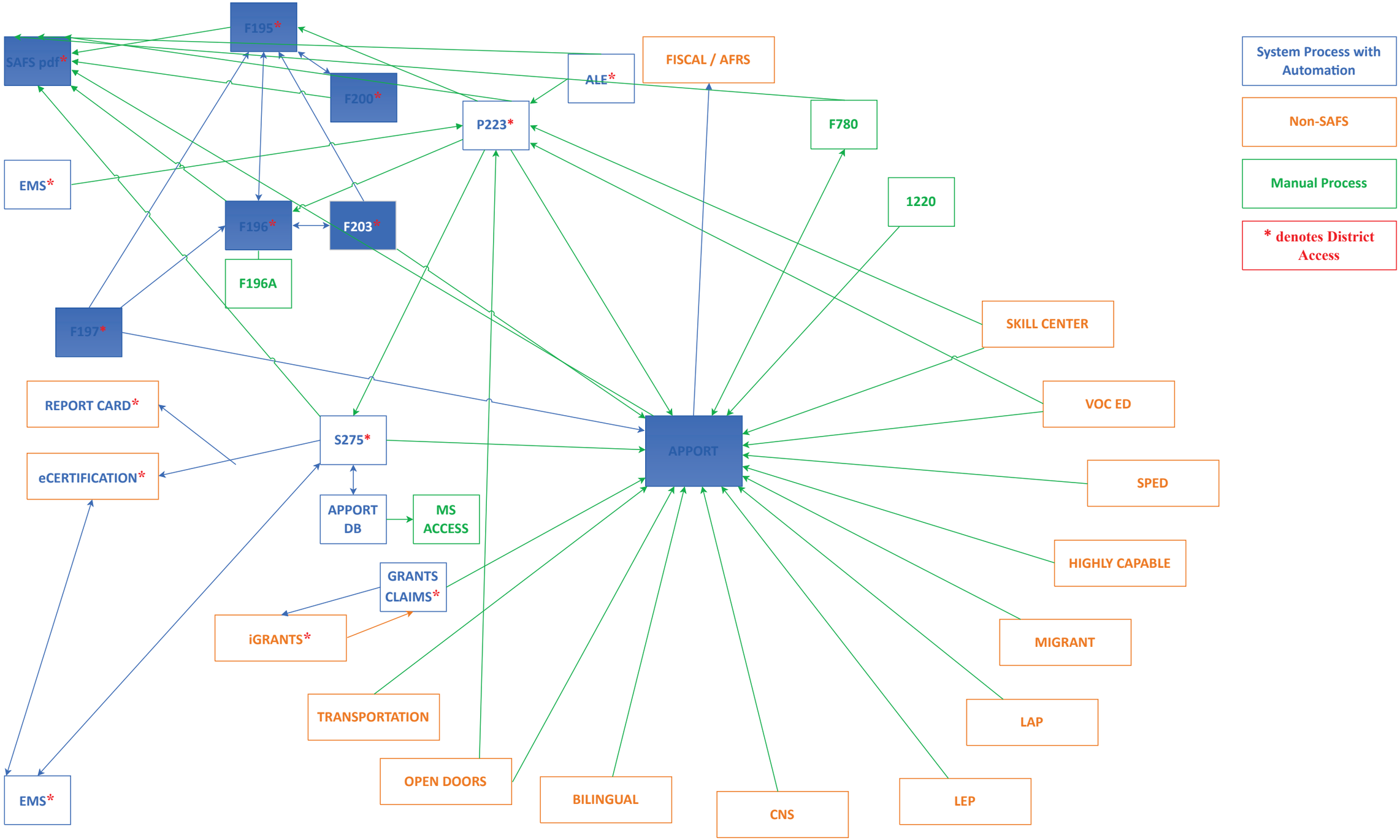
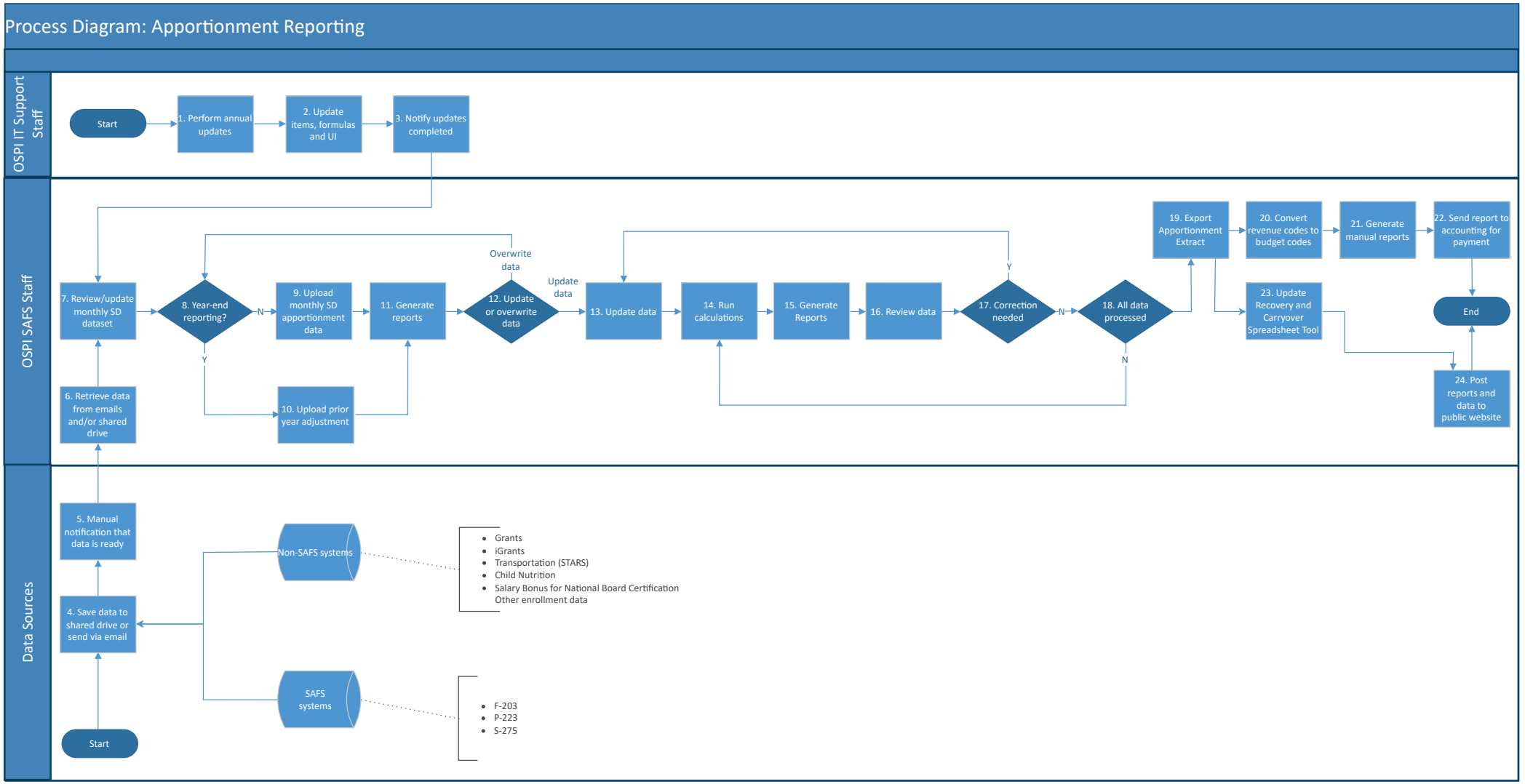
SAFS Context Diagram



Process Diagram: Apportionment Reporting



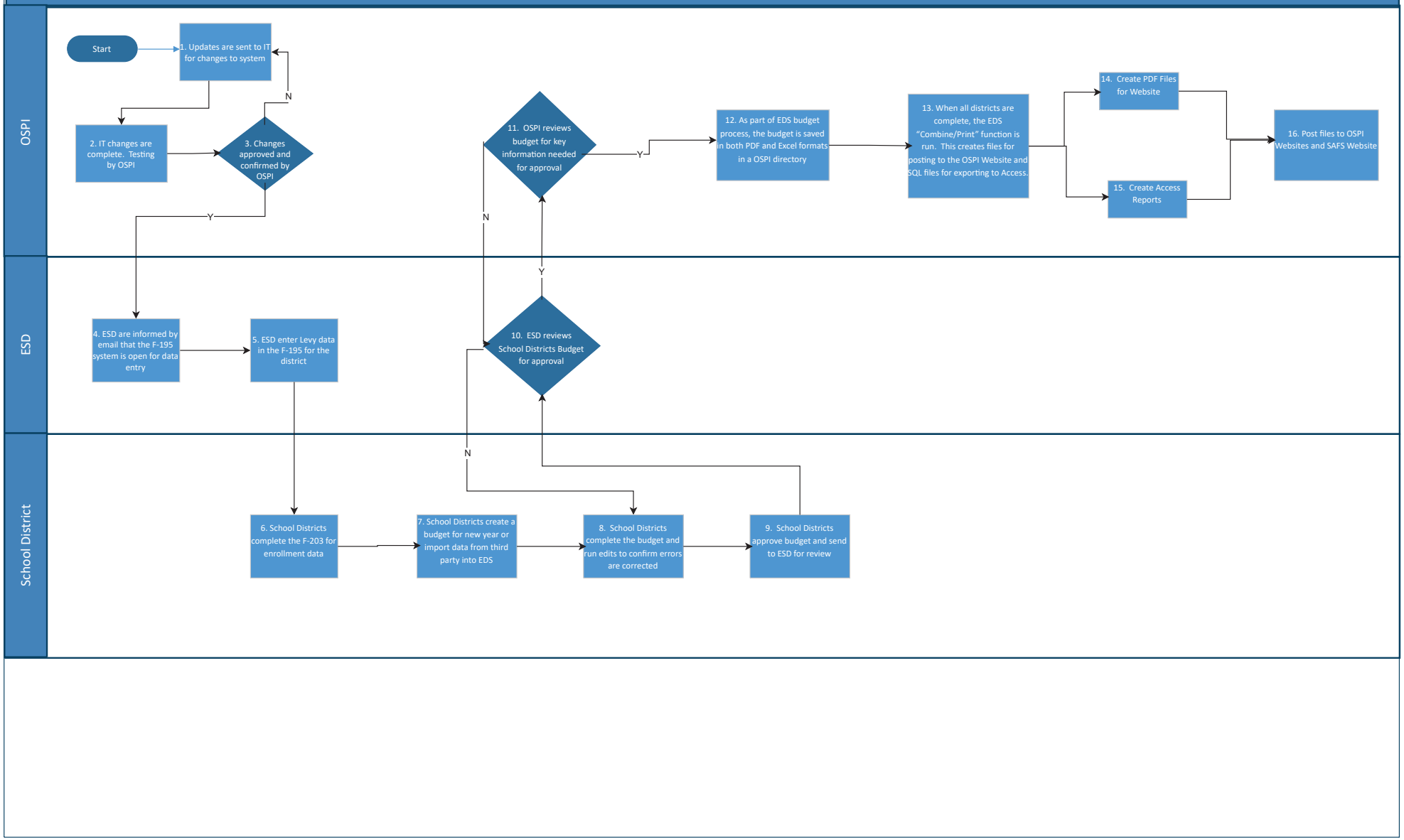
Apportionment Reporting

Business Processes	#	Activity	Description
	1.	Perform annual updates	OSPI IT Support Staff performs annual system updates
	2.	Update items, formulas and UI	OSPI IT Support Staff updates apportionment items, formulas and UI
	3.	Notify updates completed	OSPI IT Support Staff manually notifies OSPI SAFS Staff that updates have been completed
	4.	Save data to shared drive or send via email	Individuals responsible for providing SAFS and non-SAFS apportionment data manually save data to shared drive or send via email
	5.	Manual notification that data is ready	Individuals responsible for providing SAFS and non-SAFS apportionment data manually notify OSPI SAFS Staff that data is available
	6.	Retrieve data from emails and/or shared drive	OSPI SAFS Staff retrieves source data from emails and/or from shared drive
	7.	Review/update monthly SD dataset	OSPI SAFS Staff reviews monthly school district datasets and makes updates as needed
	8.	Decision: Year-end reporting	N – if it is not year-end reporting, proceed to step 9 Y – if it is year-end reporting, proceed to step 10
	9.	Upload monthly SD apportionment data	OSPI SAFS Staff uploads monthly SD apportionment data into the system
	10.	Upload prior year adjustment	OSPI SAFS Staff uploads prior year adjustment into the system This doesn't fully encapsulate the year-end process.
	11.	Generate reports	OSPI SAFS Staff generates system reports
	12.	Decision: Update or overwrite data	Update data – if OSPI SAFS Staff needs to make manual updates to system data, proceed to step 13 Overwrite data – if OSPI SAFS Staff needs to overwrite data by re-uploading data files, return to step 8
	13.	Update data	OSPI SAFS Staff makes manual updates in the system UI
	14.	Run calculations	OSPI SAFS Staff runs apportionment calculations, one at a time
	15.	Generate reports	OSPI SAFS Staff generates system reports
	16.	Review data	OSPI SAFS Staff reviews reports to verify accuracy of data

Apportionment Reporting

	17.	Decision: Correction needed	OSPI SAFS Staff determines whether corrections are needed: N – if updates are not needed, proceed to step 18 Y – if updates are needed, return to step 13
	18.	Decision: All data processed	N – if all data is not yet processed, return to step 14 Y – if all data is processed, proceed to step 19 or 23
	19.	Export Apportionment Extract	OSPI SAFS Staff generates the Apportionment Extract in the system and exports it
	20.	Convert revenue codes to budget codes	OSPI SAFS Staff manually crosswalks revenue codes to budget codes to produce apportionment data required by Budget Office. Budget Office uses AFRS, we do not. They do upload payment data that we provide in this step. We do both a STAT memo (for monthly payments) and assist with year-end report that helps all of us determine if we may go over budget (we enter monthly data to develop running totals)
	21.	Generate manual reports	OSPI SAFS Staff manually generates apportionment reports and calculations that don't exist within the current system structure. Base reports are generated within EDS every run (must manually trigger separately for districts, ESDs, and Counties)
	22.	Send Report to accounting for payment	OSPI SAFS Staff sends report to accounting for payment
	23.	Update Recovery and Carryover Spreadsheet Tool	OSPI SAFS Staff uses data from the Apportionment Extract to manually update the Recovery and Carryover Spreadsheet Tool, LAP/Hi-Pov tool
	24.	Post reports and data to public website	OSPI SAFS Staff posts apportionment reports and Recovery and Carryover Spreadsheet Tool to public website

Process Diagram: F-195 Budget Reporting

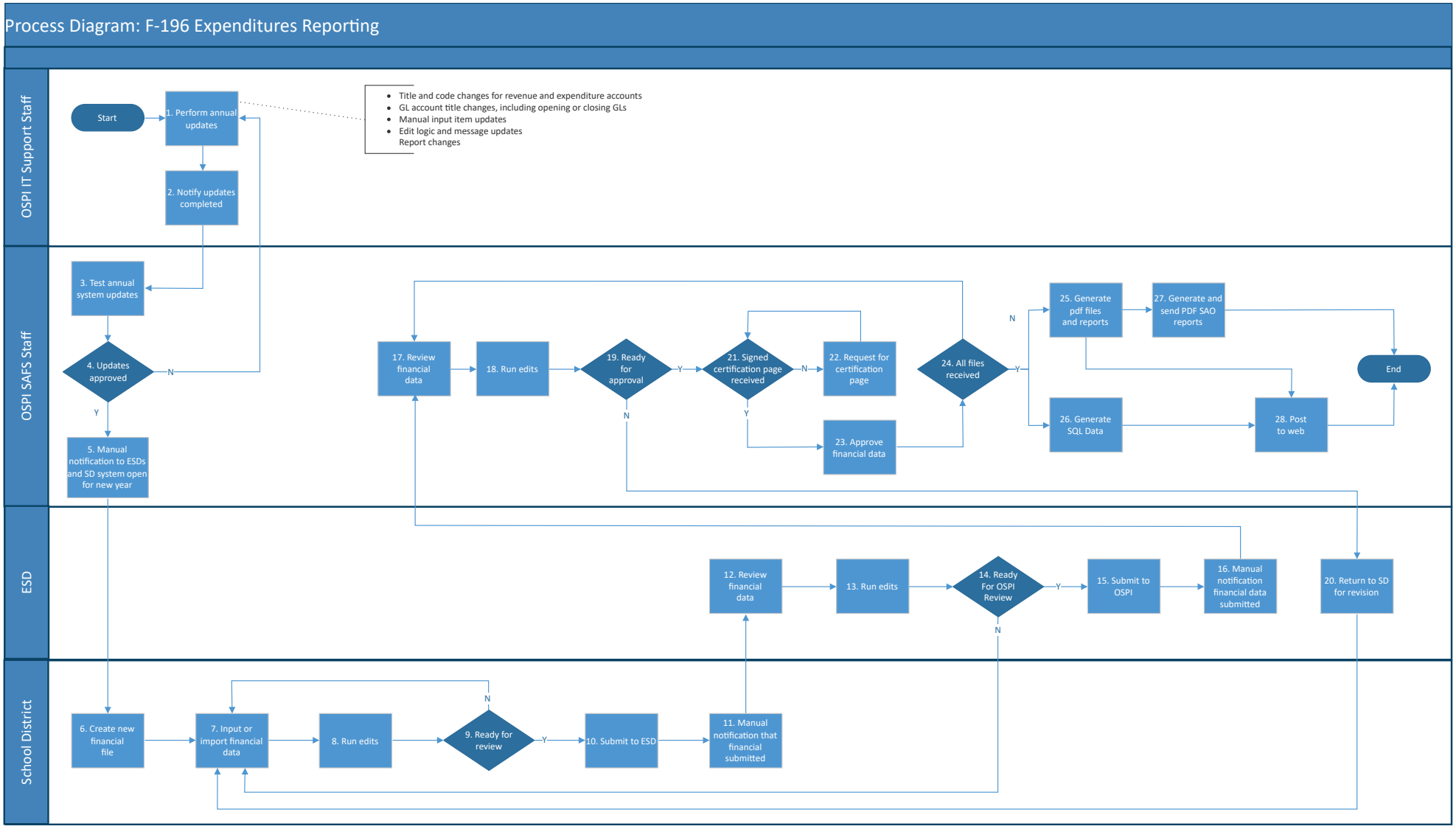


F195 Budget Reporting

Business Processes	#	Activity	Description
	1.	Updates are sent to IT for changes to system	OSPI initiates annual system updates by sending required changes to IT.
	2.	IT changes are complete. Testing by OSPI	OSPI IT completes requested changes, and performs testing to verify accuracy.
	3.	Changes approved and confirmed by OSPI	OSPI reviews test results, approves the changes. N – if changes are not completed as required, return to step 1 Y – if changes are approved, proceed to step 4
	4.	ESD are informed by email that the F-195 system is open for data entry	OSPI notifies all Educational Service Districts (ESDs) that the F-195 system is available for data entry for the new fiscal year.
	5.	ESD enter Levy data in the F-195 for the district	Each ESD inputs levy data for their respective districts.
	6.	School Districts complete the F-203 for enrollment data	School districts complete and submit F-203 enrollment forms, which are used as inputs for F-195 budgeting.
	7.	School Districts create a budget for new year or import data from third party into EDS	School districts begin creating their annual budget or import financial data from a third-party system into the Education Data System (EDS).
	8.	School Districts complete the budget and run edits to confirm errors are corrected	Districts finalize their budget and run edits to identify and correct any errors.
	9.	School Districts approve budget and send to ESD for review	After validation, districts approve their completed budget and forward it to the ESD for official review.
	10.	ESD reviews School Districts Budget for approval	The ESD reviews each district's submitted budget to ensure compliance with state and financial reporting requirements. N – if changes are not completed as required, return to step 8 Y – if changes are approved, proceed to step 11
	11.	OSPI reviews budget for key information needed for approval	OSPI performs a detailed review to ensure that required financial and compliance information is present before approval. N – if changes are not completed as required, return to step 10 Y – if changes are approved, proceed to step 12
	12.	As part of EDS budget process, the budget is saved in both PDF and Excel formats in a OSPI directory	The finalized budget files are automatically saved in PDF and Excel formats within designated OSPI directories.

	13.	When all districts are complete, the EDS "Combine/Print" function is run. This creates files for posting to the OSPI Website and SQL files for exporting to Access.	Once all district budgets are finalized, OSPI runs the Combine/Print process to produce website-ready files and SQL exports for database use.
	14.	Create PDF Files for Website	PDF versions of the finalized budget files are generated for publication.
	15.	Create Access Reports	OSPI generates Access database reports from the processed budget data.
	16.	Post files to OSPI Websites and SAFS Website	Finalized reports and files are posted to the OSPI and SAFS public websites for access by stakeholders.

Process Diagram: F-196 Expenditures Reporting



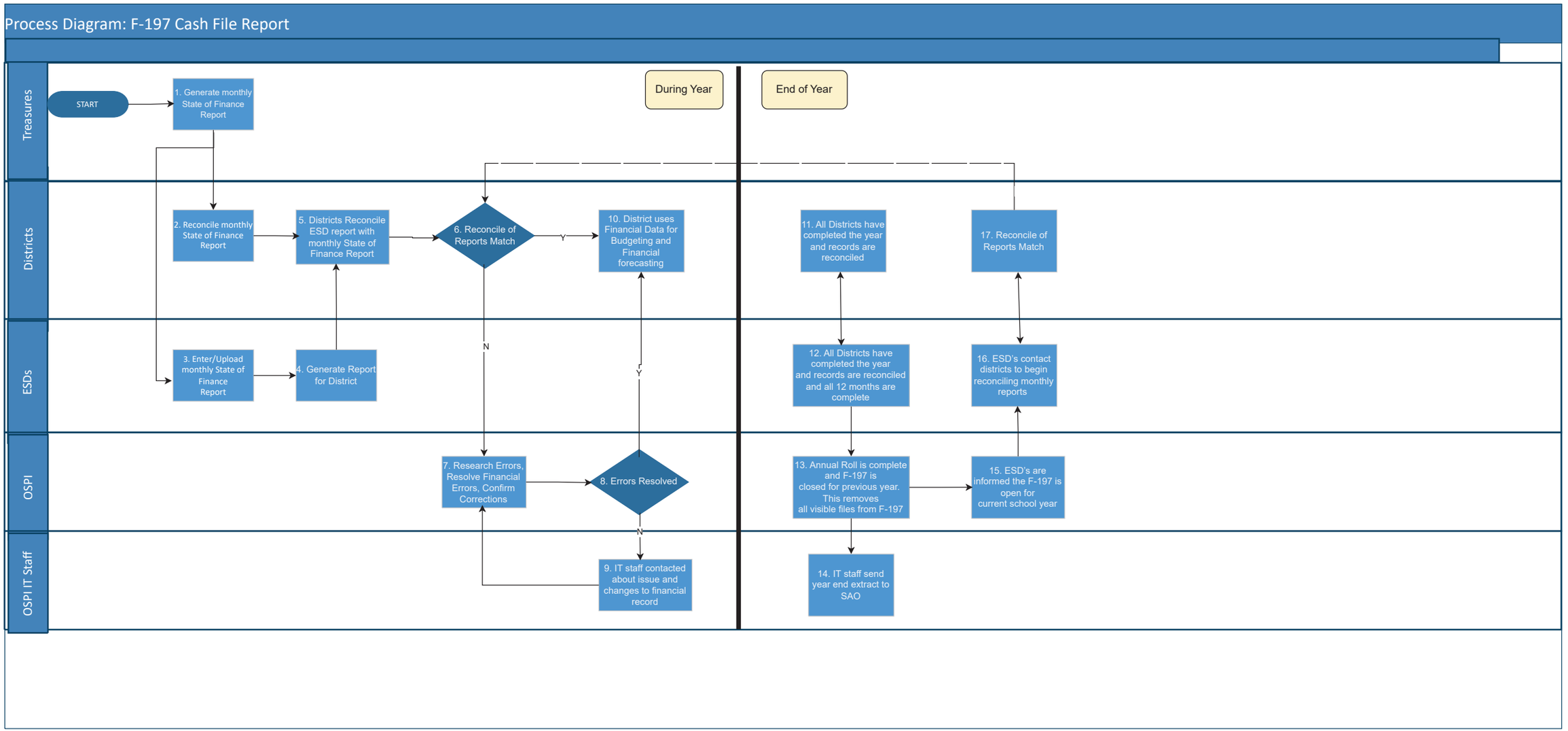
F-196 Expenditures Reporting

Business Processes	#	Activity	Description
	1.	Perform annual updates	OSPI IT Support Staff performs annual updates
	2.	Nofity updates completed	OSPI IT Support Staff notifies OSPI SAFS Staff that annual updates are completed and ready for testing
	3.	Test annual system updates	OSPI SAFS Staff tests annual updates in a test environment
	4.	Decision: Updates approved	OSPI SAFS Staff determines whether changes are approved N – if changes are not completed as required, return to step 1 Y – if changes are approved, proceed to step 5
	5.	Manual notification to ESDs and SDs system open for new year	OSPI SAFS Staff sends emails to ESDs and school districts notifying them that the system is open for the new year
	6.	Create new financial file	School district creates financial file for the new year
	7.	Input or import financial data	School district manually enters or imports financial data
	8.	Run edits	School district runs edits to identify and resolve issues with expenditures data
	9.	Decision: Ready for review	School district determines whether expenditures data is ready to be submitted for ESD review N – if expenditures data is not ready for ESD review, return to step 7 Y – if expenditures data is ready for ESD review, proceed to step 10
	10.	Submit to ESD for review	School district submits expenditures data to ESD for review
	11.	Manual notification that financial submitted	School district sends email notification to ESD that financial data has been submitted and is ready for review
	12.	Review financial data	ESD reviews financial data submitted by school district
	13.	Run edits	ESD runs edits to identify and resolve issues with expenditures data
	14.	Decision: Ready for review	ESD determines whether expenditures data is ready for OSPI review N – if expenditures data is not ready for OSPI review, return to step 10 Y – if expenditures data is ready for OSPI review, proceed to step 15
	15.	Submit to OSPI for review	ESD submits expenditures data for OSPI review

F-196 Expenditures Reporting

	16.	Manual notification financial data submitted	ESD sends email notification to OSPI that financial data has been submitted and is ready for review
	17.	Review financial data	OSPI SAFS Staff reviews submitted financial data
	18.	Run edits	OSPI SAFS Staff runs edits to identify and resolve issues with expenditures data
	19.	Decision: Ready for approval	OSPI SAFS Staff determines whether expenditures data is approved N – if expenditures data is not approved, proceed to step 21 Y – if expenditures data is approved, proceed to step 22
	20.	Return to SD for revision	ESD returns expenditures data to school district for revision
	21.	Signed certification page received	OSPI SAFS Staff determines whether signed certification page for school district has been received N – if signed certification page has not been received, proceed to step 23 Y – if signed certification page has been received, proceed to step 24
	22.	Request for certification page	OSPI SAFS Staff makes phone call to ESDs and school districts to request signed certification page
	23.	Approve financial data	OSPI SAFS Staff approves financial data in system
	24.	Decision: All files received	OSPI SAFS Staff determines whether expenditures files have been received from all school districts N – if expenditures files have not been received from all school districts, return to step 17 Y – if expenditures files have been received from all school districts, proceed to step 26
	25.	Generate pdf files and reports	OSPI SAFS Staff generates F-196 pdf files and reports. Reports and files are system-generated and are not ADA-compliant
	26.	Generate SQL Data	OSPI SAFS IT Staff generates SQL of expenditures data
	27.	Generate and send PDF SAO reports	OSPI SAFS IT Staff send pdfs to State Auditor's Office (SAO) reporting
	28.	Post to web	OSPI SAFS IT Staff posts final expenditure pdf files, reports and Access database to the web

Process Diagram: F-197 Cash File Report



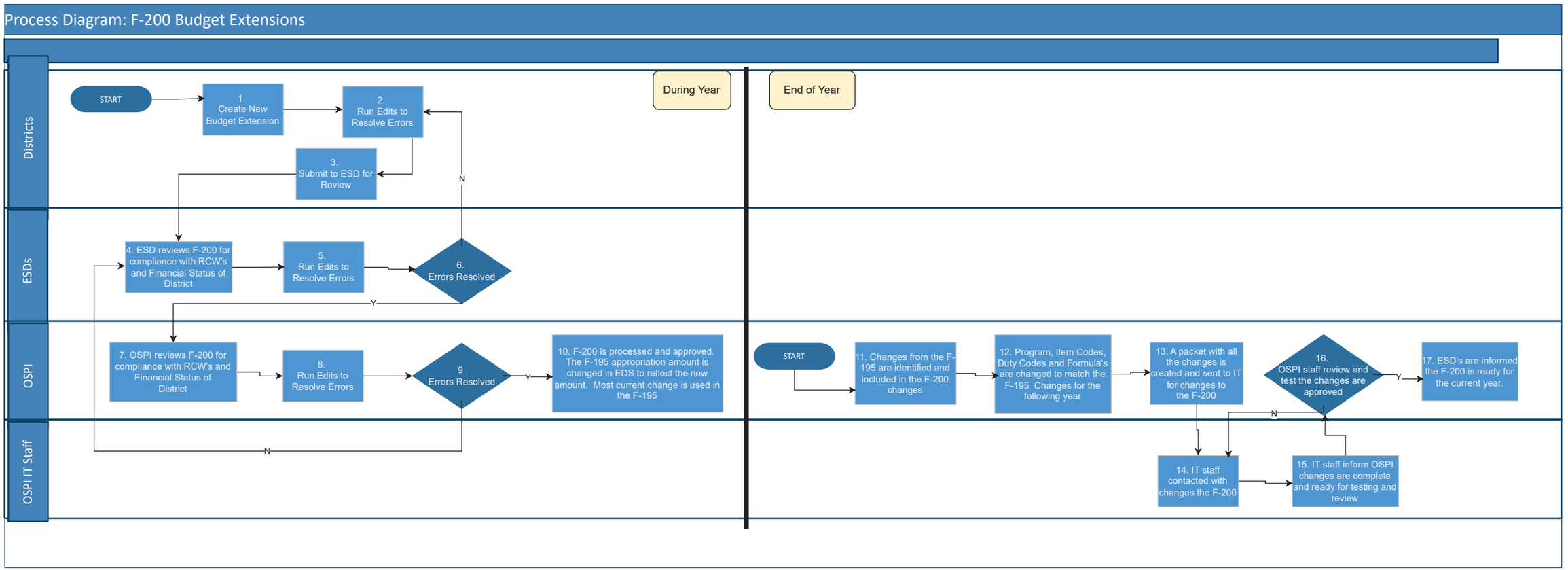
F-197 Cash File Report

Business Processes	#	Activity	Description
	1.	Generate monthly State of Finance Report	The Treasures generates the monthly State of Finance report to initiate the F-197 reporting cycle.
	2.	Reconcile monthly State of Finance Report	The district reconciles the monthly State of Finance report to ensure that reported financial data aligns with actual accounting records.
	3.	Enter/Upload monthly State of Finance Report	The ESDs enters or uploads the reconciled State of Finance report into the F-197 system for review and validation.
	4.	Generate Report for District	The ESDs generates an updated report for the district reflecting all financial data and reconciliations.
	5.	Districts Reconcile ESD report with monthly State of Finance Report	The district reconciles the Education Service District (ESD) report against its monthly State of Finance report to verify data accuracy.
	6.	Reconcile of Reports Match	A review is performed to determine whether all reports match. If discrepancies exist, the district proceeds to error research and correction. N – if system changes are necessary, skip to Step 7 Y – if no system changes needed proceed to Step 10
	7.	Research Errors, Resolve Financial Errors, Confirm Corrections	When mismatches occur, OSPI staff research discrepancies, correct financial errors, and confirm all corrections are accurate.
	8.	Errors Resolved	The district confirms that all identified financial discrepancies have been successfully resolved. N – if system changes are necessary, skip to Step 9 Y – if no system changes needed proceed to Step 10
	9.	IT staff contacted about issue and changes to financial record	If unresolved errors persist, IT staff are contacted to assist with corrections to the financial record.
	10.	District uses Financial Data for Budgeting and Financial forecasting	The finalized and reconciled financial data are used by the district for budgeting and forecasting purposes.
	11.	All Districts have completed the year and records are reconciled	Once all districts finish year-end reconciliations, the process advances to annual roll completion.
	12.	All Districts have completed the year and records are reconciled and all 12 months are complete	A final verification ensures that all twelve months of financial data for all districts are complete and reconciled.

F-197 Cash File Report

	13.	Annual Roll is complete and F-197 is closed for previous year. This removes all visible files from F-197	Upon annual roll completion, the prior year's F-197 data are archived and removed from active view.
	14.	IT staff send year end extract to SAO	IT staff generate and send the year-end extract of financial data to the State Auditor's Office (SAO).
	15.	ESD's are informed the F-197 is open for current school year	OSPI informs all ESDs that the F-197 system is open for the new fiscal year.
	16.	ESD's contact districts to begin reconciling monthly reports	ESDs reach out to districts to initiate monthly reconciliation for the new fiscal year.
	17.	Reconcile of Reports Match	The reconciliation cycle repeats monthly throughout the year to ensure financial accuracy.

Process Diagram: F-200 Budget Extensions



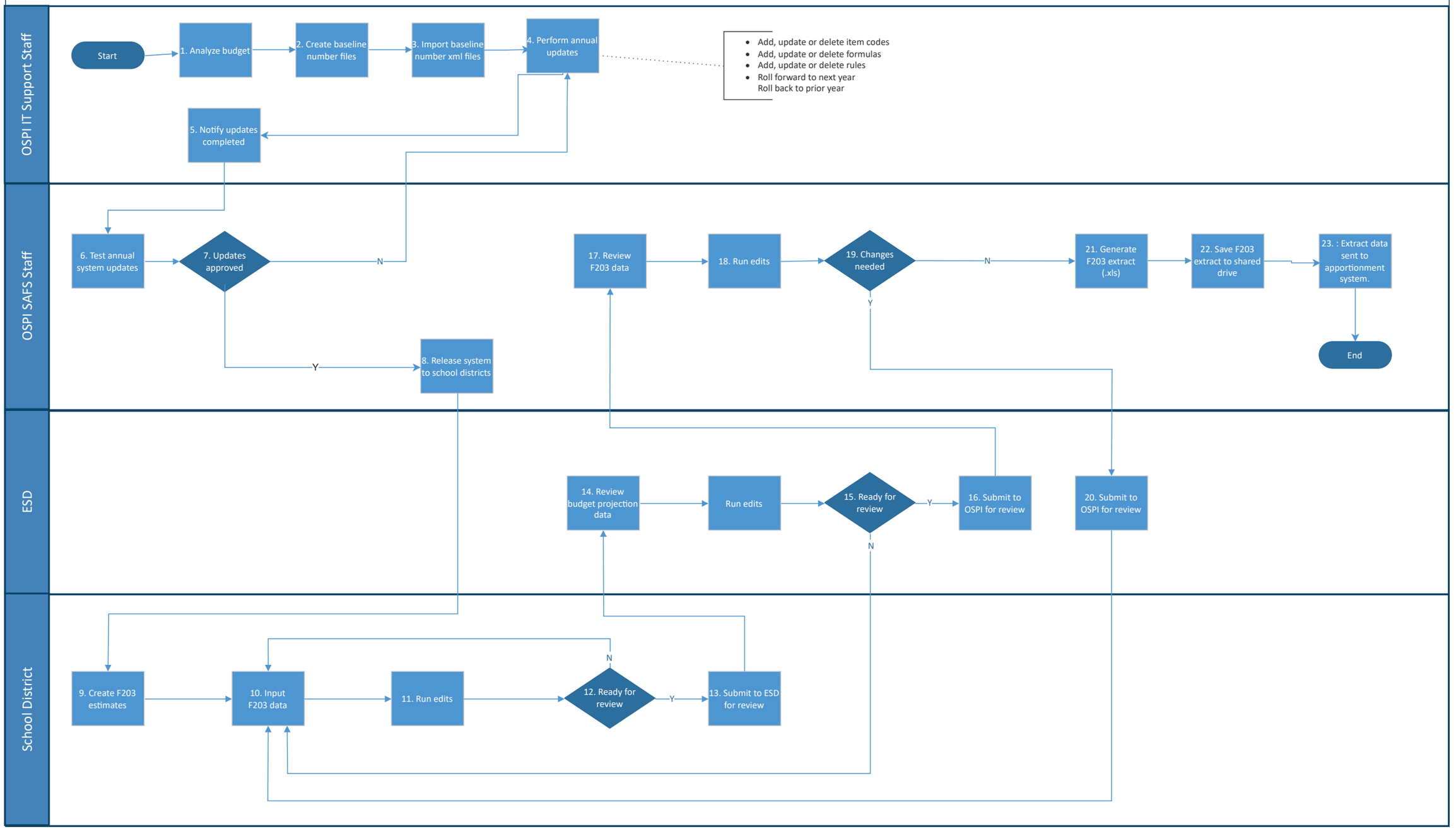
F-200 Budget Reporting

Business Processes	#	Activity	Description
	1.	**Create New Budget Extension**	School districts create a new F-200 budget extension for the current year.
	2.	**Run Edits to Resolve Errors**	School districts run edit checks to identify and resolve data errors or inconsistencies.
	3.	**Submit to ESD for Review**	School districts submit the completed F-200 to their Educational Service District (ESD) for compliance review.
	4.	**ESD reviews F-200 for compliance with RCW's and Financial Status of District**	ESDs review the F-200 submission to ensure compliance with RCWs and assess the financial status of the district.
	5.	**Run Edits to Resolve Errors**	If issues are found, the ESD runs edits again to verify corrections and confirm data accuracy.
	6.	**Errors Resolved**	Errors identified during review are resolved and validated by the ESD. N – if budget extension errors are not resolved, return to step 2 Y – if budget extension errors are resolved, proceed to step 7
	7.	**OSPI reviews F-200 for compliance with RCW's and Financial Status of District**	OSPI reviews the F-200 for compliance and verifies the financial data submitted by ESDs and districts.
	8.	**Run Edits to Resolve Errors**	OSPI runs final edits to identify any remaining warnings or errors that must be resolved before approval.
	9.	**Errors Resolved**	All remaining errors are resolved and verified by OSPI before approval. N – if budget extension errors are not resolved, return to step 4 Y – if budget extension errors are resolved, proceed to step 10
	10.	**F-200 is processed and approved. The F-195 appropriation amount is changed in EDS to reflect the new amount. Most current change is used in the F-195**	The approved F-200 updates the F-195 appropriation amount in EDS to reflect the new values.
	11.	**Changes from the F 195 are identified and included in the F-200 changes**	OSPI identifies changes in the F-195 and ensures they are reflected in the F-200 for the upcoming year.

F-200 Budget Reporting

	12.	**Program, Item Codes, Duty Codes and Formula's are changed to match the F-195 Changes for the following year**	Program, item, duty codes, and formulas are updated to match F-195 revisions for the new fiscal year.
	13.	**A packet with all the changes is created and sent to IT for changes to the F-200**	A packet of all approved changes is compiled and sent to IT for system updates to the F-200.
	14.	**IT Staff Contacted with F-200 Changes**	OSPI communicates required system changes to IT staff for implementation.
	15.	**IT staff inform OSPI changes are complete and ready for testing and review**	IT staff complete system changes and notify OSPI that updates are ready for review.
	16.	**OSPI staff review and test the changes are approved**	OSPI staff review, test, and approve system changes to confirm readiness. N – if budget extension is not ready for OSPI review, return to step 14 Y – if budget extension is ready for OSPI review, proceed to step 17
	17.	**Notify ESDs that F-200 is Ready for Current Year**	Once approved, OSPI notifies ESDs that the F-200 system is open and ready for use in the current fiscal year.

As Is Process Diagram: F-203 Budget Projections

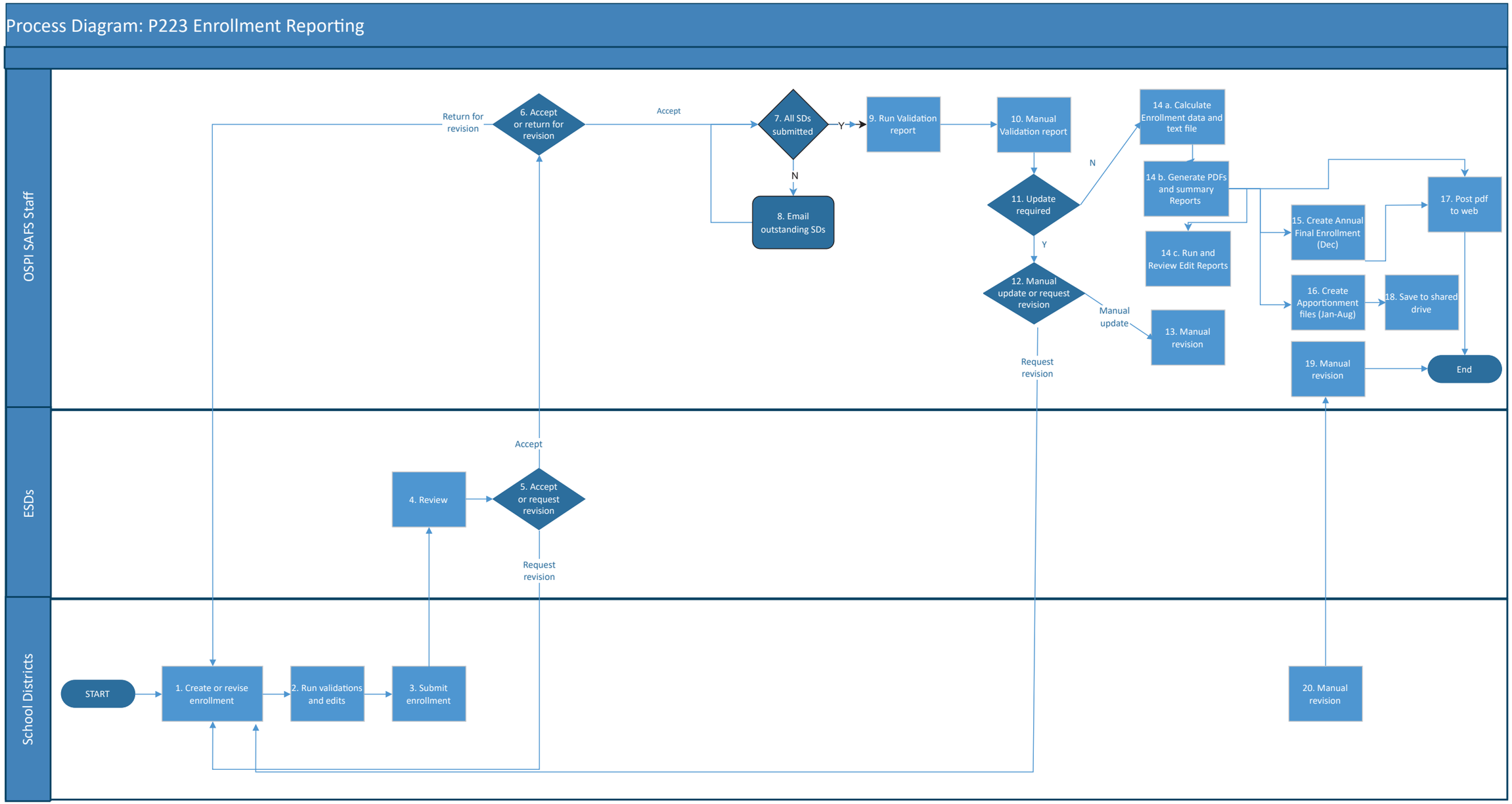


F203 Budget Projections

Business Processes	#	Activity	Description
	F203 Process		
	1	Analyze Budget	OSPI SAFS Staff (Jackie McDonald) reviews prior-year data, projected revenues, and allocation patterns to validate the integrity of baseline assumptions before producing baseline numbers.
	2	Create Baseline Number Files	OSPI SAFS Staff (Jackie McDonald) generates baseline number files based on the approved formulas and business rules. These files establish the starting point for district budget projections.
	3	Import Baseline XML Files	OSPI IT Support imports the generated baseline number XML files into the F-203 system, ensuring that all values and code references load accurately.
	4	Perform Annual Updates	OSPI IT Staff adds, updates, or deletes item codes, formulas, and business rules in preparation for the new fiscal year. This includes rolling forward data to the next year and, if needed, rolling back prior-year data for corrections.
	5	Notify Updates Completed	OSPI IT Staff notifies SAFS Staff and ESDs that the annual setup and configuration updates are complete and ready for testing.
	6	Test Annual System Updates	OSPI SAFS Staff (Jackie McDonald) conducts system testing to verify all annual updates (codes, formulas, rules) function correctly before approval. If issues are identified, they are resolved before proceeding.
	7	Approve Annual Updates	Once testing is successful, OSPI SAFS Staff (Jackie McDonald) formally approves the annual updates and confirms readiness to generate the baseline data.
	8	Release system to school districts	OSPI SAFS Staff (Jackie McDonald) releases the system to school districts through the F-203 portal, enabling districts to begin their budget projections.
	9	Create F-203 Estimates	School districts use the released baseline data to create their F-203 budget estimates for the upcoming fiscal year, adjusting for local assumptions and projections.
	10	Input F-203 Data	School districts enter their budget projections (revenues, expenditures, enrollment assumptions) into the F-203 application.
	11	Run Edits (District Level)	School districts run system edits to validate their data for consistency, completeness, and compliance with state rules. Any edit errors must be corrected before submission.
	12	Ready for Review (District)	After all edits pass successfully, the school district marks the F-203 file as ready for review and submits it to the ESD.
	13	Submit to ESD for Review	School districts formally submit their F-203 budget projection data to the ESD for review and verification.
	14	Review Budget Projection Data (ESD)	ESD staff review the submitted F-203 data for accuracy, completeness, and compliance with state funding rules. They may return the file to the district if corrections are required.

	15	Ready for Review (ESD)	Once the ESD review is complete and data are validated, the ESD marks the file as ready for OSPI review.
	16	Submit to OSPI for Review	The ESD submits the reviewed and approved F-203 data to OSPI SAFS Staff (Jackie McDonald) for statewide validation and processing.
	17	Review F-203 Data (OSPI)	OSPI SAFS Staff (Jackie McDonald) reviews all submitted F-203 files to confirm that the data aligns with approved funding formulas, rules, and statewide projections.
	18	Run Edits (OSPI Level)	OSPI SAFS Staff (Jackie McDonald) runs statewide edits to detect discrepancies or inconsistencies across district submissions.
	19	Decision: Changes Needed?	If errors or inconsistencies are found, OSPI SAFS Staff (Jackie McDonald) notifies the ESD or district to correct and resubmit. If no issues exist, the process continues.
	20	Submit Corrected Data to OSPI (if applicable)	If changes are required, the school district or ESD resubmits corrected data to OSPI for final validation.
	21	Generate F-203 Extract (XLS)	OSPI SAFS Staff (Jackie McDonald) generates the final F-203 extract in Excel format (.xls) summarizing statewide budget projections and allocations.
	22	Save F-203 Extract to Shared Drive	OSPI SAFS Staff (Jackie McDonald) saves the final approved F-203 extract to the shared drive for archival and reporting purposes.
	23	Extract data sent to apportionment system	OSPI SAFS Staff (Jackie McDonald) sends the Extracted data to apportionment system

Process Diagram: P223 Enrollment Reporting



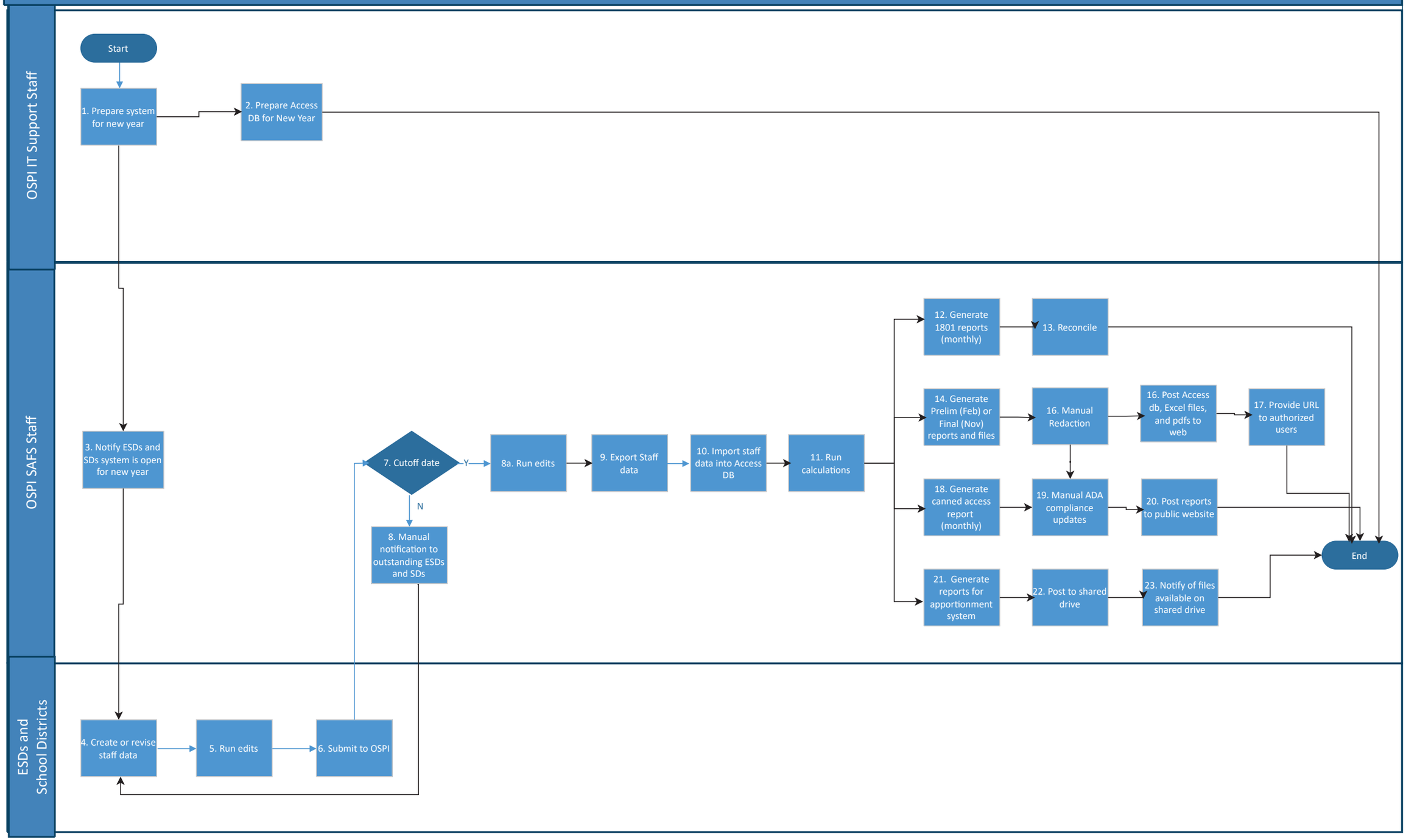
P223 Enrollment Reporting

Business Processes	#	Activity	Description
	P223 Enrollment Reporting		
	1.	Create or revise enrollment	School district creates or revises enrollment records
	2.	Run validations and edits	School district runs validations and edits. Validations must be resolved. For edits, school districts must either resolve or include a comment in order to submit.
	3.	Submit enrollment	School district submits enrollment
	4.	Review	ESD reviews enrollment submitted by school district, including any edit comments
	5.	Decision: Accept or request revision	ESD either accepts enrollment as submitted, or requests that school district revise reported enrollment Request revision – if ESD requests revision, return to Step 1 Accept – if ESD accepts enrollment, proceed to Step 6
	6.	Decision: Accept or return for revision	OSPI SAFS Staff (Becky McLean) determines whether to accept or return enrollment to school district Return for revision – if school district has requested enrollment be returned, return to Step 1 Accept – if school district has not requested enrollment be returned, accept and proceed to Step 7
	7.	Decision: All SDs submitted	OSPI SAFS Staff (Becky McLean) performs a manual review of submitted enrollment and determines whether all school districts have submitted at least an original enrollment file N – if any school districts have not submitted an original enrollment file, proceed to Step 8 Y – if all school districts have submitted an original enrollment file, proceed to Step 9
	8.	Email outstanding SDs	OSPI SAFS Staff (Becky McLean) manually creates and sends email to each school district that has not submitted an original enrollment file
	9.	Run Validation Reports	OSPI SAFS Staff (Becky McLean) runs reports for validation
	10.	Manual validation	OSPI SAFS Staff (Becky McLean) conducts a manual validation of enrollment data. Steps include: • Export data • Import data into Excel • Create/update pivot tables Conduct test and analyze data

	11.	Decision: Update required	OSPI SAFS Staff (Becky McLean) determines whether any manual updates are required N – if no manual updates are required, proceed to Step 16 Y – if manual updates are required, proceed to Step 14
	12.	Decision: Manual update or request revision	Manual update – if manual update is required, proceed to Step 15 Request revision – if updates by school district are required, return to Step 1
	13.	Manual revision	OSPI SAFS Staff (Becky McLean) makes manual update
	14 a.	Calculate Enrollment data and text file	OSPI SAFS Staff (Becky McLean) performs calculations on extracted enrollment data to produce formatted output files for the apportionment process.
	14 b.	Generate PDFs and summary Reports	OSPI SAFS staff (Becky McLean) generates enrollment reports within the SAFS system to produce district, ESD, and state-level PDF summaries. These reports consolidate finalized FTE and headcount data for each reporting period and are saved to the shared drive, with monthly versions posted to the website and overwritten each cycle to reflect the latest approved data.
	14 c.	Run and Review Edit Reports	OSPISAFS staff (Becky McLean) runs the edit reports after completing all calculations and report generation to verify data accuracy across districts. She reviews the edits to identify any significant discrepancies and when necessary, requests corrections or flags issues for districts to address in the next reporting cycle.
	15.	Create Annual Final Enrollment (Dec)	In December, OSPI SAFS Staff (Becky McLean) creates annual Final Enrollment report
	16.	Create Apportionment files (Jan-Aug)	January through August, OSPI SAFS Staff (Becky McLean) manually creates files that support Apportionment reporting (see Outputs, above, for details). Steps include: • Import data into Excel working file • Run pivot table
	17.	Post pdf to web	OSPI SAFS Staff (Becky McLean) posts District, ESD, State Summary and Final Enrollment pdf reports to the web
	18.	Save to shared drive	OSPI SAFS Staff (Becky McLean) saves Apportionment files to shared drive
	19.	Manual revision (OSPI Staff)	OSPI SAFS Staff (Becky McLean) manually updates enrollment
	20.	Manual revision (School District)	After November, school districts may submit manual revisions
	Sub-Process: Manual Edits Follow-Up		
	1.	Print edits with comments	OSPI SAFS Staff (Becky Dillon) prints out all school districts' edits with comments

	2.	Review	OSPI SAFS Staff (Becky Dillon) reviews printed edits and accompanying comments
	3.	Highlight edits for follow-up	OSPI SAFS Staff (Becky Dillon) highlights edits for follow-up
	4.	Compose ESD emails incl edits by SD	OSPI SAFS Staff (Becky Dillon) manually creates an email for each ESD for which she has follow-up questions, including the actual edits (by school district) and her questions or comments
	5.	Send email to ESD	OSPI SAFS Staff (Becky Dillon) sends email to ESD for resolution
	6.	Work with SD to resolve	ESD works with school districts to resolve the edits
	7.	Revise data or provide explanation	School districts either revise the data or provide further explanation
	8.	Notify OSPI	ESDs notify OSPI when data is updated and/or further explanation is provided
	9.	Decision: Accept or reject	OSPI SAFS Staff (Becky Dillon) determines whether the change and/or explanation is sufficient Reject – if change or explanation is not sufficient, return to Step 5 Accept – if change or explanation is sufficient, proceed to Step 10
	10.	Remove edit from list and stop tracking	OSPI SAFS Staff (Becky Dillon) removes edit from email list and stops tracking

Process Diagram: S275 Staff Reporting



S275 Staff Reporting

Business Processes	#	Activity	Description
	S275 Staff Reporting		
	1	Prepare system for new year	OSPI IT Support Staff (Ross Bunda) rolls data over from previous year and prepares system for new year
	2	Prepare Access database for new year	OSPI IT Support Staff (Ross Bunda) prepares Access database for new year
	3	Notify ESDs and SDs system is open for new year	OSPI SAFS Staff (Ross Bunda) notifies ESDs and school districts that system is open for new year
	4	Create or revise staff data	ESDs and school districts create or update staff data
	5	Run edits	ESDs and school districts run edits to and resolve warnings and errors as required
	6	Submit to OSPI	ESDs and school districts submit staff data to OSPI
	7	Decision: Cutoff date	N – if it is not the cutoff date, proceed to step 8Y – if it is the cutoff date, proceed to step 9
	8	Manual notification to outstanding ESDs and SDs	As cutoff date approaches, OSPI SAFS Staff (Ross Bunda) manually emails or calls select ESDs and school districts who have not submitted initial staff data
	8a	Run edits	ESDs and school districts run edits to and resolve warnings and errors as required
	9	Export staff data	OSPI SAFS Staff (Ross Bunda) exports staff data
	10	Import staff data into Access database	OSPI SAFS Staff (Ross Bunda) imports staff data into Access database located at: S:/Apportionment/Apport/Monthly Apport Data/YYYY/MonPers/MonPers
	11	Run calculations	OSPI SAFS Staff (Ross Bunda) runs calculations on staff data using Access queries MA1a through MA6d and Excel
	12	Generate 1801 reports (monthly)	On a monthly basis, OSPI SAFS Staff (Ross Bunda) generates 1801 reports

	13	Reconcile	OSPI SAFS Staff (Ross Bunda) reconciles data in 1801 reports against data in Access database and highlights any discrepancies. Reports that are run include: School District Personnel Summary Reports in Access and Excel, and 1801, Cert, Classified, Combined reports in S-275
	14	Generate Prelim (Feb) or Final (Nov) reports and files	OSPI SAFS Staff (Ross Bunda) creates Preliminary reports and files in February, or Final reports and files in November
	15	Manual redaction	OSPI SAFS Staff (Ross Bunda) manually removes identifying information from the data for individuals in the confidentiality program. Includes removing SSNs, birthdates, and records for staff in the WA Secretary of State Address Confidentiality Program. Process deletes records from Access database made public. Records are identified by cert# and manually checked.
	16	Post Access db, Excel files, and PDFs to web	OSPI SAFS Staff (Ross Bunda) posts the simplified version of Access database, Excel files, and PDFs to the web. Simplified version uses one Cras record (Major Record = 1) for one Peri record and a subset of ~100 S-275 fields.
	17	Provide URL to authorized users	OSPI SAFS Staff (Ross Bunda) emails URL to webpage with items from step 16 to authorized users
	18	Generate canned Access reports (monthly)	On a monthly basis, OSPI SAFS Staff (Ross Bunda) generates various canned reports from the Access database
	19	Manual ADA compliance updates	OSPI SAFS Staff (Ross Bunda) manually updates reports to be ADA compliant
	20	Post reports to public website	OSPI SAFS Staff (Ross Bunda) posts reports to public website
	21	Generate reports for apportionment system	On a monthly basis, OSPI SAFS Staff (Ross Bunda) generates files that support apportionment. Files include: LEAP 1 staff mix (BEA & institutions), K-12 penalties. Process includes queries in Access to create database and compile data.
	22	Post to shared drive	OSPI SAFS Staff (Ross Bunda) saves apportionment
	23	Notify of files available on shared drive	OSPI SAFS Staff (Ross Bunda) notifies apportionment consumers that files are available on shared drive