



F-200 Training Manual

Last Updated
February 2021

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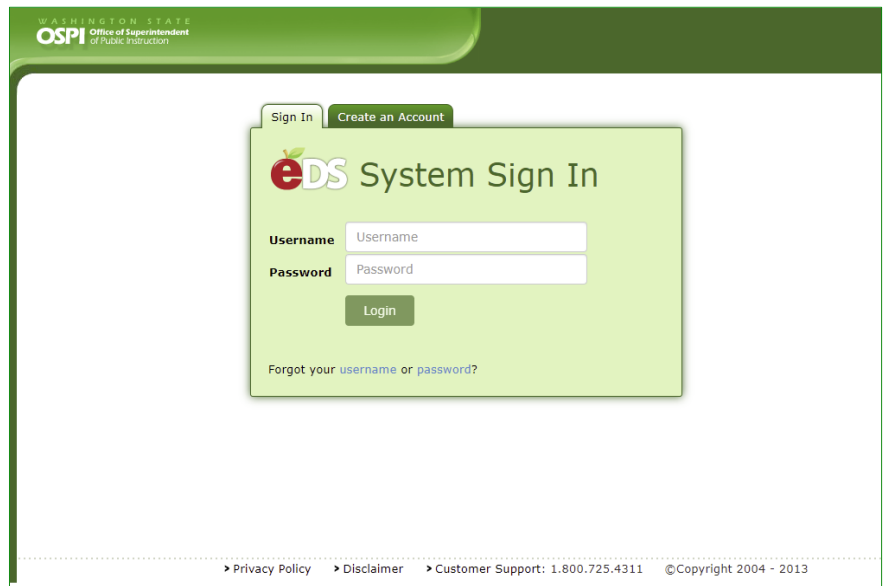
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Log Into SAFS (All Users)

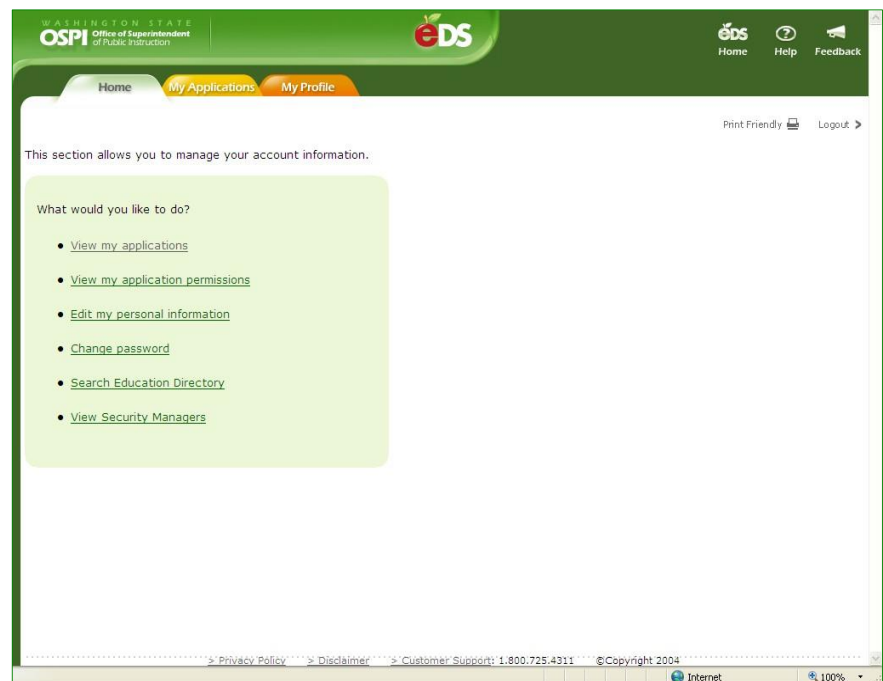
1. Go to the **EDS Login** screen and type in your username and password then click Login.

Note: The URL to use is:
<https://eds.ospi.k12.wa.us/Login.aspx>



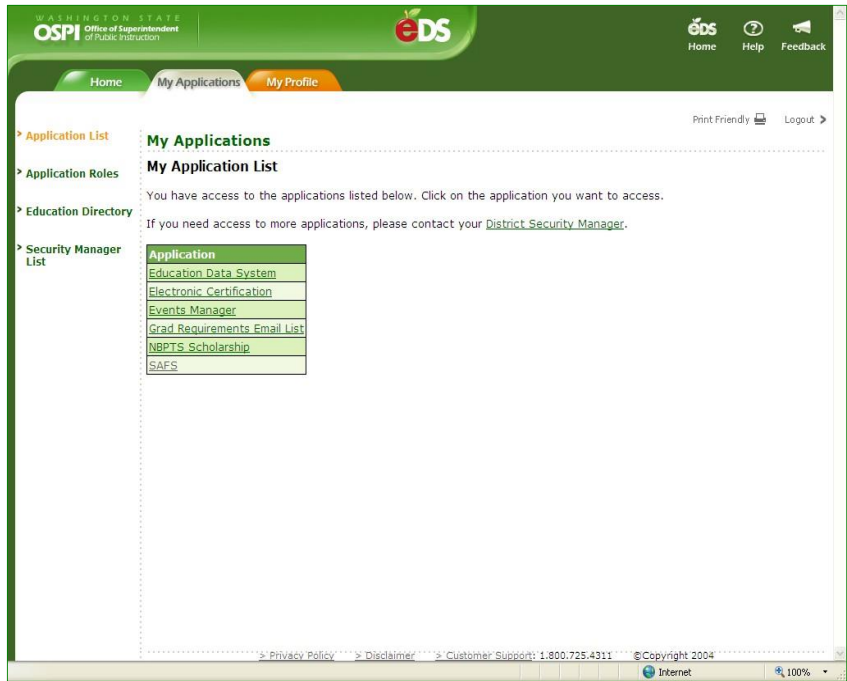
The screenshot shows the 'EDS System Sign In' page. At the top, there is a green header with the OSPI logo and the text 'WASHINGTON STATE Office of Superintendent of Public Instruction'. Below the header, there are two tabs: 'Sign In' (selected) and 'Create an Account'. The main content area is a light green box containing the 'eDS System Sign In' title, a 'Username' input field, a 'Password' input field, and a 'Login' button. Below the input fields, there is a link: 'Forgot your username or password?'. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2004 - 2013'.

2. From the EDS Home page click on the **My Applications** tab or the *View my applications* hyperlink.



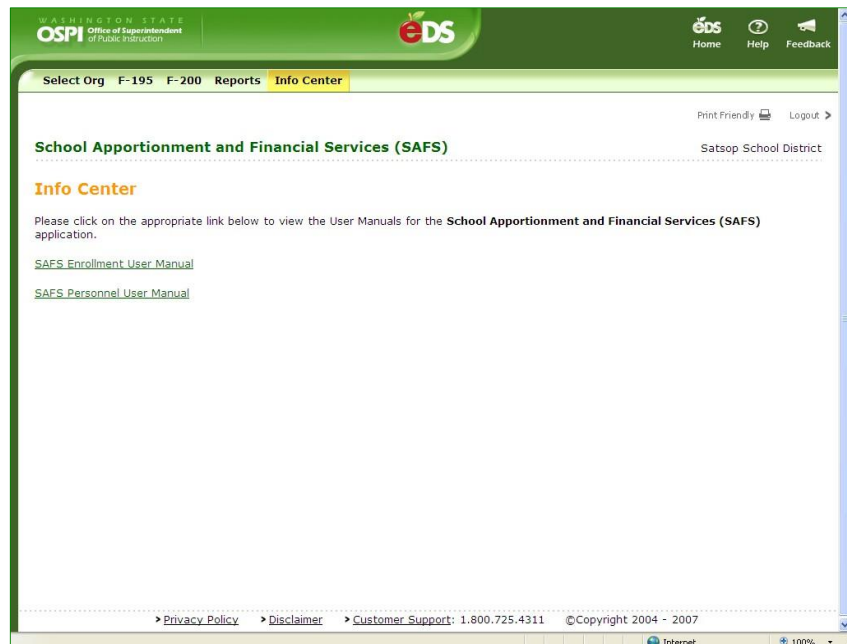
The screenshot shows the 'My Applications' page. At the top, there is a green header with the OSPI logo and the text 'WASHINGTON STATE Office of Superintendent of Public Instruction'. To the right of the header, there is the 'eDS' logo and three icons: 'Home', 'Help', and 'Feedback'. Below the header, there are three tabs: 'Home', 'My Applications' (selected), and 'My Profile'. The main content area is a light green box containing the text 'This section allows you to manage your account information.' and a list of links: 'View my applications', 'View my application permissions', 'Edit my personal information', 'Change password', 'Search Education Directory', and 'View Security Managers'. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2004'. The browser's address bar shows 'Internet' and '100%' zoom.

- From the My Applications screen, click on **SAFS** in the Application list table.



- From the Info Center page, you can click on the tabs in the top navigation bar to access the EDS applications. Click on the **F-200** tab to go into the F-200 application.

Note: The EDS application is designed to be used with Internet Explorer or Edge as the Web browser. It is best not to use other browsers.



Create a Budget Extension (SD Users)

1. The first screen you will see in the F-200 application is the **List Budget Extensions** screen. To create a budget extension for the current fiscal year, click the *Create* button next to the fund for which you will be creating an extension.

The screenshot shows the 'List Budget Extensions (F-200)' screen for Battle Ground School District (06119). The page features a navigation menu at the top with options like 'NEW Enrollment', 'F-195', 'F-195F', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', 'Info Center', and 'Old'. Below the navigation, there is a table with the following columns: Action, Fund, Extension Status, Certification Status, and Fiscal Year. Each row has a green 'Create' button next to the 'Action' column. The table lists five fund categories: General, Capital Projects, Debt Service, Associated Student Body, and Transportation Vehicle, all with 'Not Started' extension and certification statuses for the 2019-2020 fiscal year. A 'Showing 1 to 5 of 5 entries' message is displayed below the table. The footer includes 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

Action	Fund	Extension Status	Certification Status	Fiscal Year
Create	General	Not Started	Not Started	2019-2020
Create	Capital Projects	Not Started	Not Started	2019-2020
Create	Debt Service	Not Started	Not Started	2019-2020
Create	Associated Student Body	Not Started	Not Started	2019-2020
Create	Transportation Vehicle	Not Started	Not Started	2019-2020

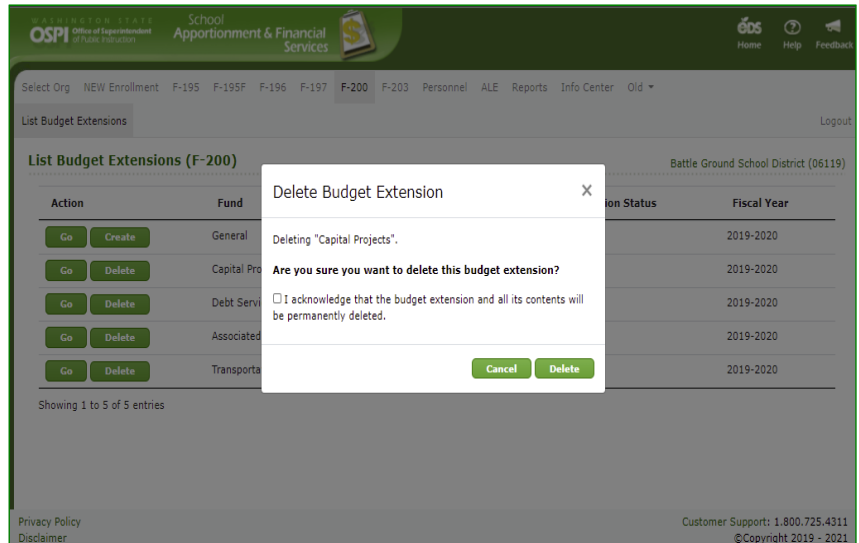
2. You will go to the **Input Data** screen. The data from your approved budget for this fund (or from your last approved extension) will pre-populate the input screens.

Note: The status of the extension will automatically change from 'Not Started' to 'In Process at District'.

The screenshot shows the 'Input Data (F-200)' screen for Battle Ground School District (06119). The navigation menu is similar to the previous screen, but the 'Input Data' tab is selected. Below the navigation, there is a section titled 'Battle Ground School District (General)' with the instruction 'To view budget extension data, select the page then click "Go".'. There is a dropdown menu for 'Page' with the text '-- Select Page --' and a green 'Go' button. The footer includes 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

Delete an Extension (SD Users)

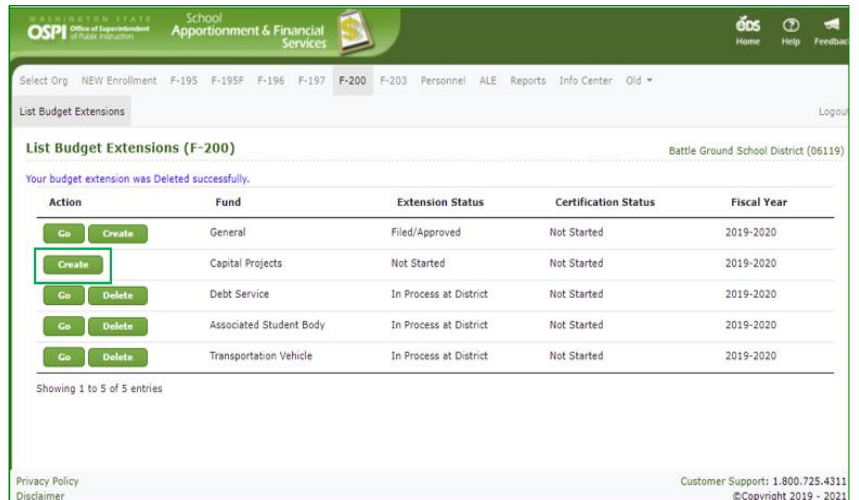
1. To delete an in-process extension document, click the **Delete** button for the desired budget in the List Budget Extensions screen. In the Delete Budget pop-up window that appears, click the check box saying, *'I acknowledge that the budget and all its contents will be permanently deleted.'* If this box is not checked, you will not be able to delete the budget. To not delete the budget and close the pop-up window, click the Cancel button.



Note: A budget can only be changed by SD users and when the budget document has a Budget Status of 'In Process at District'.

2. Once the extension has been deleted, it displays a Create button again. The extension when created will display the approved F-195 data, or the previously approved F-200 data for that fund.

Note: See [Delete Subsequent Extension](#) section for details on deleting a 'Filed/Approved' extension.



Import Data (SD Users)

Upload New Data File

1. When you click Go from the List Budget screen, you are taken to the **Input Data** screen. To import data into the F-200, click on the **Import Data** tab in the secondary navigation bar. For required file format instructions, click on the [click here](#) hyperlink.

Note: If you are a district that uses WSIPC and have not extracted a data file, you need to do this first before you can import. If you are a district not using WSIPC, you will not have files to import. The F-200 can import any data files that meet specifications. Your service provider can contact us for assistance in setting up files that can be imported.

2. Click the **Choose File** button and select the F-200 data file to import. The file name will display next to the Choose File button, then click the **Upload** button. The upload may take a few seconds. After it is done, you will see a message saying, 'Your file was uploaded successfully.'

Note: You may need to navigate to another screen to see your uploaded file in the View/Import Uploaded File(s) table.



Import Data

1. Once the uploaded files are displayed in the View/Import Uploaded File(s) table, you may import the data. Select the fund box and click the **Import Data** button. The import may take a few seconds. After it is done, you will see a message display 'Your import was successful.' Repeat to import the other data type file.

Note: To view the data in the import file, click on the [View File](#) hyperlink in the Download column.

WASHINGTON STATE
OSPI Office of Superintendence
Public Education

School Apportionment & Financial Services

Select Org NEW Enrollment F-195 F-195F F-196 F-197 **F-200** F-203 Personnel ALE Reports Info Center Old

List Budget Extensions Input Data **Import Data** Run Edits Update Status Print Reports Certification Logout

Import Data (F-200) Battle Ground School District (06119)

Battle Ground School District (General)

Upload New File

Select a new file to upload and click "Upload". For instructions on the file format, click here. For external SFTP support, contact OSPI Customer Support at CustomerSupport@k12.wa.us.

No file chosen

View/Import Uploaded File(s)

To import a file into your budget, check the fund(s) then click "Import Data".

Action	Type	Status	Fund(s)	File Date	File Name	Download
<input type="button" value="Import Data"/>	Salary Data	Valid File	<input checked="" type="checkbox"/> GF	02/22/2021 3:40 PM	F200_2019-2020_06119_2021-02-22_15-40-19.txt	View File
<input type="button" value="Import Data"/>	Budget Data	Valid File	<input type="checkbox"/> GF	02/22/2021 3:33 PM	F200_2019-2020_06119_2021-02-22_15-33-59.txt	View File

Showing 1 to 2 of 2 entries

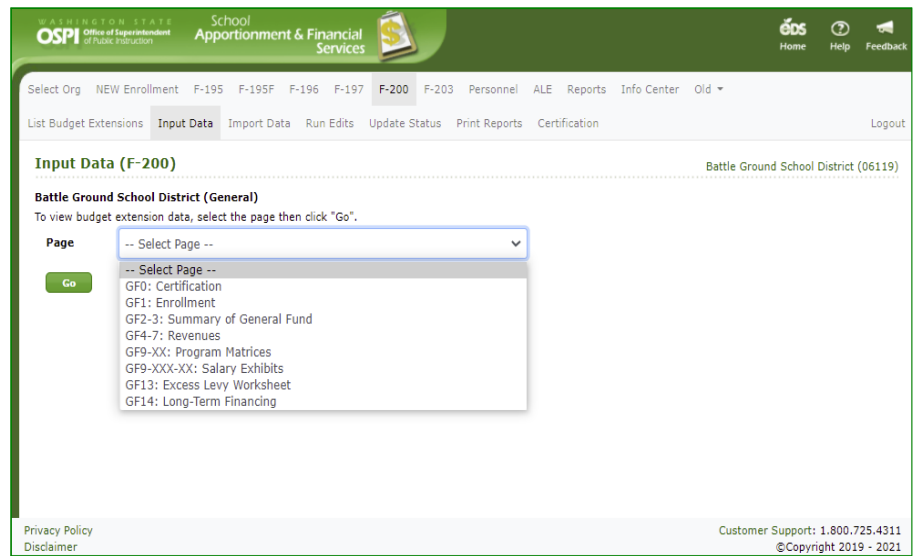
Privacy Policy Disclaimer

Customer Support: 1.800.725.4311
©Copyright 2019 - 2021

Input Data (SD Users)

1. Click on the **Input Data** tab in the secondary navigation bar to go to the Input Data screen. Select the page you want in the page dropdown and click Go to bring up that page.

Note: This user manual only describes the input screens that are unique to the F-200. *Please refer to the F-195 training manual for details about the other screens.*

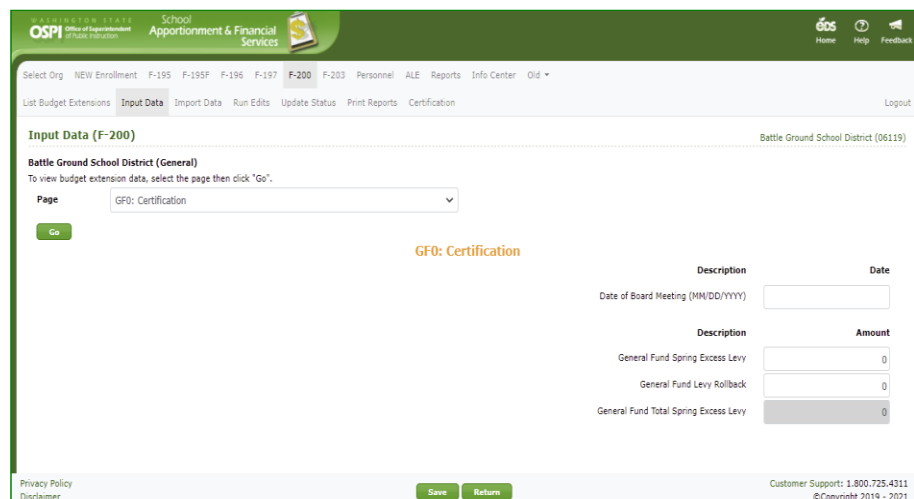


The screenshot shows the 'Input Data (F-200)' screen for Battle Ground School District (06119). The page title is 'Input Data (F-200)'. Below the title, it says 'Battle Ground School District (General)' and 'To view budget extension data, select the page then click "Go".'. A dropdown menu is open, showing the following options: -- Select Page --, GF0: Certification, GF1: Enrollment, GF2-3: Summary of General Fund, GF4-7: Revenues, GF9-XX: Program Matrices, GF9-XXX-XX: Salary Exhibits, GF13: Excess Levy Worksheet, and GF14: Long-Term Financing. A 'Go' button is visible below the dropdown.

GF0: Certification

2. Each fund has its own certification page. On GF0: Certification, enter the date of the board meeting. The spring levy and rollback amounts will also display and can be updated. Click Save.

Note: When entering dates, you must include a slash between the numbers (6/11/2009) or a period between the numbers (6.11.2009).



The screenshot shows the 'GF0: Certification' screen for Battle Ground School District (06119). The page title is 'Input Data (F-200)'. Below the title, it says 'Battle Ground School District (General)' and 'To view budget extension data, select the page then click "Go".'. The 'Page' dropdown is set to 'GF0: Certification'. A 'Go' button is visible. The main content area is titled 'GF0: Certification' and contains the following fields:

Description	Date
Date of Board Meeting (MM/DD/YYYY)	<input type="text"/>

Description	Amount
General Fund Spring Excess Levy	<input type="text" value="0"/>
General Fund Levy Rollback	<input type="text" value="0"/>
General Fund Total Spring Excess Levy	<input type="text" value="0"/>

At the bottom, there are 'Save' and 'Return' buttons.

CP0: Certification

3. On CP0: Certification, enter the date of the board meeting. The spring levy amount will also display and can be updated. Click Save.

The screenshot shows the OSPI School Apportionment & Financial Services interface. The user is logged in as Battle Ground School District (06119). The page is titled "Input Data (F-200)" and is for "Battle Ground School District (Capital Projects)". The "Page" dropdown is set to "CP0: Certification". Below this, there are two input fields: "Date of Board Meeting (MM/DD/YYYY)" and "Capital Project Fund Spring Excess Levy" with a value of 0. The interface includes a "Go" button, a "Save" button, and a "Return" button. The footer contains a Privacy Policy Disclaimer, Customer Support contact (1.800.725.4311), and copyright information (©Copyright 2019 - 2021).

DS0: Certification

4. On DS0: Certification, enter the date of the board meeting. The spring levy amount will also display and can be updated. Click Save.

The screenshot shows the OSPI School Apportionment & Financial Services interface. The user is logged in as Battle Ground School District (06119). The page is titled "Input Data (F-200)" and is for "Battle Ground School District (Debt Service)". The "Page" dropdown is set to "DS0: Certification". Below this, there are two input fields: "Date of Board Meeting (MM/DD/YYYY)" and "Debt Service Fund Spring Excess Levy" with a value of 0. The interface includes a "Go" button, a "Save" button, and a "Return" button. The footer contains a Privacy Policy Disclaimer, Customer Support contact (1.800.725.4311), and copyright information (©Copyright 2019 - 2021).

ASB0: Certification

5. On ASB0: Certification, enter the date of the board meeting. Click Save.

The screenshot shows the OSPI School Apportionment & Financial Services interface. The user is logged in as Battle Ground School District (06119). The page is titled "Input Data (F-200)" and is for "Battle Ground School District (Associated Student Body)". The "Page" dropdown is set to "ASB0: Certification". Below this, there is one input field: "Date of Board Meeting (MM/DD/YYYY)". The interface includes a "Go" button, a "Save" button, and a "Return" button. The footer contains a Privacy Policy Disclaimer, Customer Support contact (1.800.725.4311), and copyright information (©Copyright 2019 - 2021).

TVF0: Certification

- On TVF0: Certification, enter the date of the board meeting. The spring levy amount will also display and can be updated. Click Save.

The screenshot shows the 'Input Data (F-200)' form for 'Battle Ground School District (Transportation Vehicle)'. The page is titled 'TVF0: Certification'. The form includes a 'Page' dropdown menu set to 'TVF0: Certification' and a 'Go' button. Below this, there are two input fields: 'Date of Board Meeting (MM/DD/YYYY)' and 'Transportation Vehicle Fund Spring Excess Levy' with a value of '0'. The form also has 'Save' and 'Return' buttons at the bottom.

Washington State
OSP Office of Superintendence
School Apportionment & Financial Services

Select Org NEW Enrollment F-195 F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budget Extensions Input Data Import Data Run Edits Update Status Print Reports Certification Logout

Input Data (F-200) Battle Ground School District (06119)

Battle Ground School District (Transportation Vehicle)
To view budget extension data, select the page then click "Go".

Page TVF0: Certification

Go

TVF0: Certification

Description	Date
Date of Board Meeting (MM/DD/YYYY)	<input type="text"/>

Description	Amount
Transportation Vehicle Fund Spring Excess Levy	<input type="text" value="0"/>

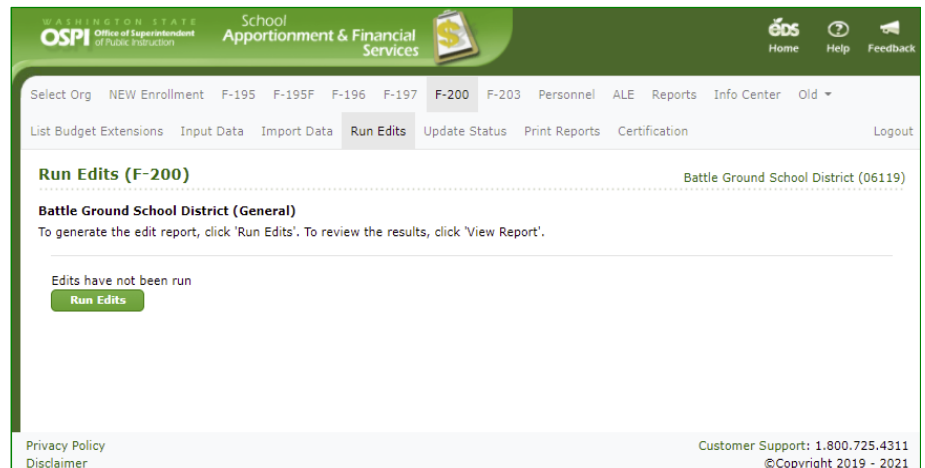
Privacy Policy Disclaimer Save Return Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021

Run Edits (SD Users)

1. After you have updated data, go to the Run Edits screen by clicking the **Run Edits** tab in the secondary navigation bar.

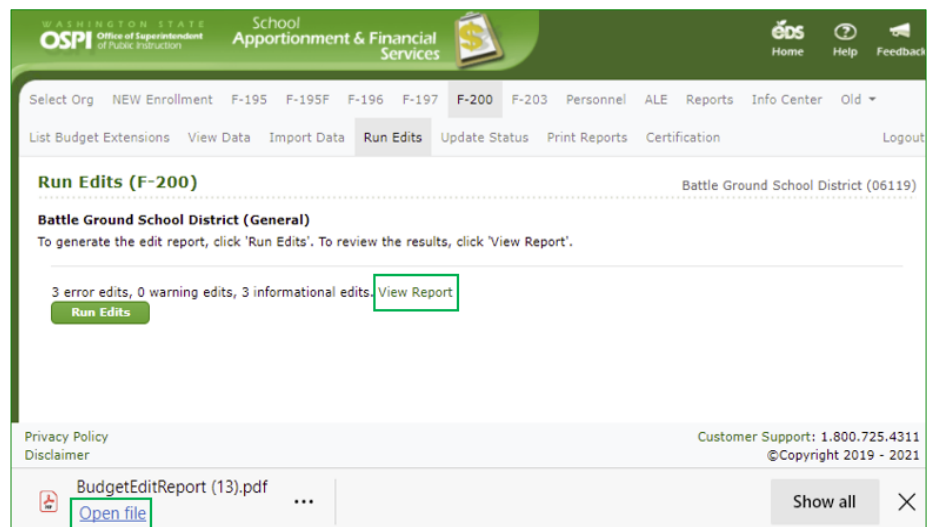
Note: You can run edits at any time. This can be done after importing data, or it can be done later.


Note: Whenever data has been changed in an extension, the Run Edits status will be set back to 'Edits have not been run' for that budget.




2. To run budget edits, click the **Run Edits** button. It may take a few seconds for edits to run. After they do, the status column will show the number of information and error edits found.

To see the results, click the [View Report](#) hyperlink. It may take another few seconds for the report to display. Click the [Open file](#) hyperlink to view.



- The edit report opens as a PDF. To print the report, click the print icon  at the top right of the PDF viewer frame. In the pop-up Print screen, you can select the printer, page range, and number of copies. Click **Print**.

You may save the report by clicking the Save icon  at the top right of the PDF viewer.

1 of 1

FF 2019-2020 Run: 2/22/2021 6:18:18 PM

Battle Ground School District No. 119
Budget Edit Report

GENERAL FUND				
Type	Number	Message	Amount 1	Amount 2
Error	1.190	General Fund Excess Levy amount must exist for current or prior fiscal year before revenue can be budgeted for Local Effort Assistance, Revenue 3300, on page GF5.	0.00	0.00
Error	1.514	On page GF10, Column 5, the Total Employee Benefits (Object 4) divided by the Total Certificated and Classified Salaries (Object 2 + Object 3) is less than 18%.	0.00	0.00
Error	1.999	General Fund Total Expenditures are zero. General Fund edits cannot be run.	0.00	0.00
Informational	1.155	There are no expenditures in Program 03, but district has approved Dropout Reengagement Program	0.00	0.00
Informational	1.901	For Program 21, the sum of all direct expenditures minus the revenues for Revenue 7121 + 6321 must be greater in the new fiscal year than was budgeted in the prior fiscal year.	0.00	19,275,520.00
Informational	1.904	If General Fund Total Excess Levy Amount is greater than zero, district should have revenue in Revenue Account 1100. Please check Excess Levy Worksheet, page GF13.	0.00	0.00


Form F-200 Page 1 of 1 Budget Edit Report

Print Extension Reports (SD Users)


1. To print the extension, click the **Print Reports** tab in the secondary navigation bar. You can print all pages, or you can select one or more individual pages to print. Check the box or boxes as appropriate and click the **View Report** button.

It may take some time for the report to download. Click [Open File](#) hyperlink to view the PDF report.

Note: The Certification page cannot be printed until the ESD has set the status to 'Ready for OSPI Review'.

2. To print the report, click the print icon  at the top right of the PDF viewer frame. In the pop-up Print screen, you can select the printer, page range, and number of copies. Click **Print**.

If multiple reports were selected, all reports will be displayed in one PDF report.

3. To save the report, click the Save icon  at the top right of the PDF viewer.

Update the Status (SD Users)

1. When you are ready to have the ESD begin reviewing your extension, click the **Update Status** tab in the secondary navigation bar. The Status History section displays a separate row to show each prior status, the fund(s) changed to this status, the date the status was changed, and the name of the user who made the change.

The screenshot shows the 'Update Status (F-200)' page for Battle Ground School District (06119). The status dropdown is set to 'Ready for ESD Review'. The 'Update' button is visible. Below the form is a 'Status History' table with one entry.

Status	Update Date	Updated By
In Process at District	02/22/2021 3:23 PM	safs test

Showing 1 to 1 of 1 entries

2. To update the status, select 'Ready for ESD Review' from the status dropdown and click the **Update** button. After the status is updated, a success message appears, and a new row displays in the Status History with the updated information.

The screenshot shows the 'Update Status (F-200)' page for Battle Ground School District (06119). The status dropdown is set to 'In Process at District'. A success message 'Success! Your data saved successfully!' is displayed. The 'Update' button is visible. Below the form is a 'Status History' table with two entries.

Status	Update Date	Updated By
Ready for ESD Review	02/22/2021 6:43 PM	safs test
In Process at District	02/22/2021 3:23 PM	safs test

Showing 1 to 2 of 2 entries

Select an Extension (SD Users)

1. After updating the status, you can return to the **List Budget** screen. The current status 'Ready for ESD Review' will display for the fund you just updated.

Note: You can no longer Delete that extension, because it is not 'In Process at District'. You will need to change the status back to 'Return to School District'.

Action	Fund	Extension Status	Certification Status	Fiscal Year
Go	General	Ready for ESD Review	Not Started	2019-2020
Go Delete	Capital Projects	In Process at District	Not Started	2019-2020
Go Delete	Debt Service	In Process at District	Not Started	2019-2020
Go Delete	Associated Student Body	In Process at District	Not Started	2019-2020
Go Delete	Transportation Vehicle	In Process at District	Not Started	2019-2020

2. To go view the extension, click the **Go** button. The *View Data* screen will open. You can view the data but cannot make any changes.

Note: If you need to make a correction before the ESD begins its review, you can use the Update Status screen to change the status back to 'In Process at District'. After the change is made, then change the status back to 'Ready for ESD Review'.

View Data (F-200) Battle Ground School District (06119)

Battle Ground School District (General)

To view budget extension data, select the page then click "Go".

Page: -- Select Page --

[Go](#)

Create Another (Subsequent) Extension (SD Users)

1. You can only have one extension in process for a given fund at a time. Once the status for a fund is 'Filed/ Approved', you will see a **Go** button (to review the approved extension) and a **Create** button (to create an updated extension version for that fund).

OSPI School Apportionment & Financial Services

Select Org NEW Enrollment F-195 F-195F F-196 F-197 **F-200** F-203 Personnel ALE Reports Info Center Old

List Budget Extensions Battle Ground School District (06119)

Your budget extension was Deleted successfully.

Action	Fund	Extension Status	Certification Status	Fiscal Year
Go Create	General	Filed/Approved	Complete	2019-2020
Create	Capital Projects	Not Started	Not Started	2019-2020
Go Delete	Debt Service	In Process at District	Not Started	2019-2020
Go Delete	Associated Student Body	In Process at District	Not Started	2019-2020
Go Delete	Transportation Vehicle	In Process at District	Not Started	2019-2020

Showing 1 to 5 of 5 entries

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2. To create another extension (in other words, amend the extension) that has already been approved, click the **Create** button for that fund. You will be taken to the Input Data screen where you can make your updates to the previously approved F-200 data for that fund.

OSPI School Apportionment & Financial Services

Select Org NEW Enrollment F-195 F-195F F-196 F-197 **F-200** F-203 Personnel ALE Reports Info Center Old

List Budget Extensions **Input Data** Import Data Run Edits Update Status Print Reports Certification

Input Data (F-200) Battle Ground School District (06119)

Battle Ground School District (General)
To view budget extension data, select the page then click "Go".

Page -- Select Page --

Go

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3. Once the subsequent extension is created, the *Extension Status* is set to 'In Process at District', and the *Certification Status* to 'Not Started'. The budget also displays a Go and Delete button.

Note: See the [Delete a Subsequent Extension](#) section regarding the delete function.

OSPI School Apportionment & Financial Services

Select Org NEW Enrollment F-195 F-195F F-196 F-197 **F-200** F-203 Personnel ALE Reports Info Center Old

List Budget Extensions Battle Ground School District (06119)

List Budget Extensions (F-200)

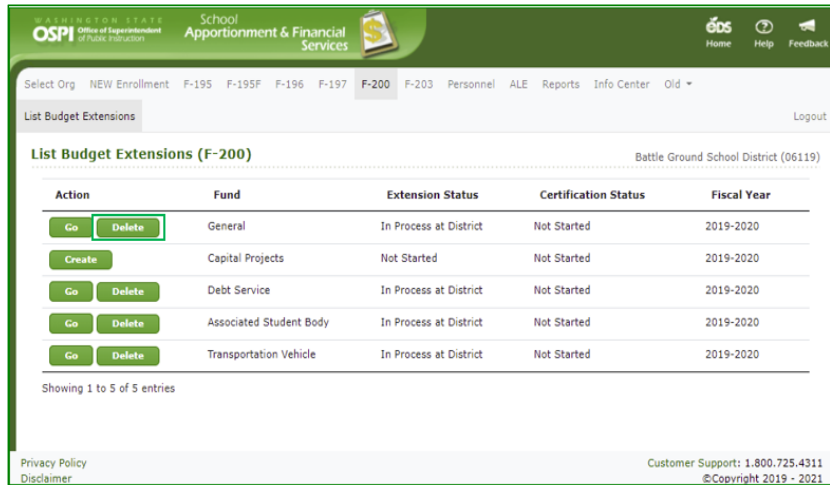
Action	Fund	Extension Status	Certification Status	Fiscal Year
Go Delete	General	In Process at District	Not Started	2019-2020
Create	Capital Projects	Not Started	Not Started	2019-2020
Go Delete	Debt Service	In Process at District	Not Started	2019-2020
Go Delete	Associated Student Body	In Process at District	Not Started	2019-2020
Go Delete	Transportation Vehicle	In Process at District	Not Started	2019-2020

Showing 1 to 5 of 5 entries

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Delete a Subsequent Extension (SD Users)

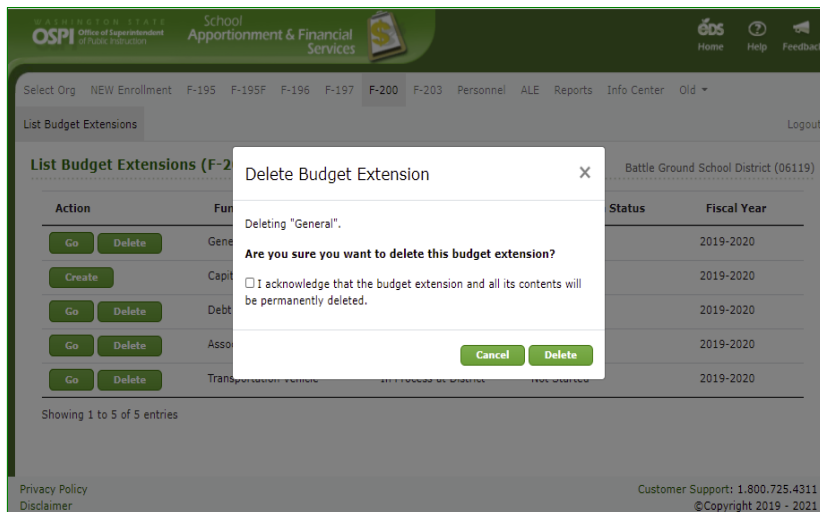
1. To delete a subsequent in-process extension, click the **Delete** button for the desired fund in the **List Budgets Extensions** screen.



2. In the Delete Budget Extension pop-up window that appears, click the check box saying, *'I acknowledge that the budget and all its contents will be permanently deleted.'* If this box is not checked, you will not be able to delete the extension. Click **Delete** to delete.

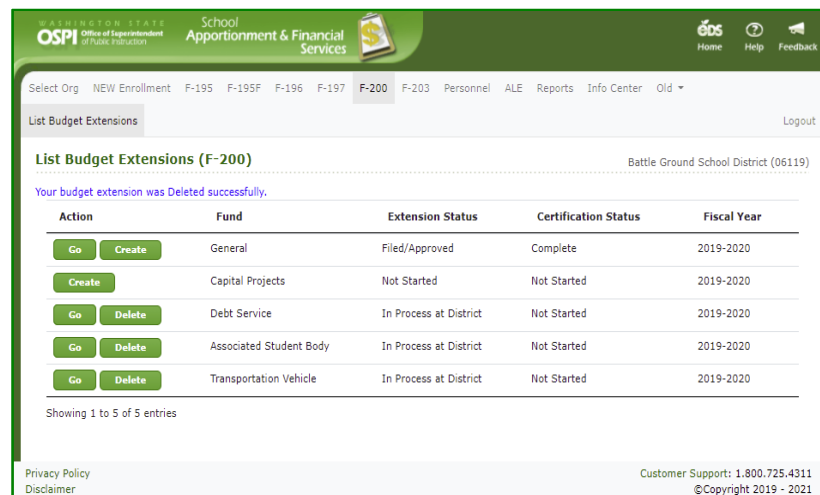
To not delete the extension and close the pop-up window, click the **Cancel** button.

Note: An extension can only be deleted by SD users and when the extension has a *Budget Extension Status* of 'In Process at District'.



3. Once the fund extension has been deleted, the **Go** and **Create** button will display again. **The extension will revert back with the previously approved F-200 data AND the approved fund certification is retained/preserved. The extension statuses go back to Filed/Approved and Complete.**

Note: You can now [create another subsequent extension](#) for the fund.



Select an Extension (ESD Users)

1. After a district user has set the status to 'Ready for ESD Review', ESD users can view the extension. After logging in, click the F-200 tab in the top navigation bar. The List Budget Extension screen is displayed.

To see documents for a specific School District, select it from the dropdown fields, then click List Documents button.

Note: ESD users can only view extensions for those districts within their ESD.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Home Help Feedback

Select Org NEW Enrollment F-195 F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budget Extensions Logout

List Budget Extensions (F-200) Educational Service District 112 (06801)

School District -- All --

Budget Extension Status -- All --

Certification Status -- All --

Exclude Not Started

List Extensions Reset

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2. To see all extensions ready for ESD review, select 'All' in the School District dropdown and select 'Ready for ESD Review' in the Budget Status dropdown. Click the **List Documents** button. The districts with budget documents in that status will display.

Note: The default view is to not include any extensions that have *not* been started. Deselect the check box for **Exclude Not Started** field if wish to see all extensions, including those not started.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Home Help Feedback

Select Org NEW Enrollment F-195 F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budget Extensions Logout

List Budget Extensions (F-200) Educational Service District 112 (06801)

School District -- All --

Budget Extension Status Ready for ESD Review

Certification Status -- All --

Exclude Not Started

List Extensions Reset

Show 10 entries Search:

Action	School District	Fund	Extension Status	Certification Status	Fiscal Year
Go	Battle Ground School District	General	Ready for ESD Review	Not Started	2019-2020

Showing 1 to 1 of 1 entries Previous 1 Next

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- To see all extensions underway in your ESD, select 'All' in the *School District* dropdown and 'All' in the *Extension Status* dropdown. Click **List Documents** button. To reset the filters for a new search, click the **Reset** button.

Note: You will see a Go button next to an extension if the status is 'Ready for ESD Review' or higher.

The screenshot shows the 'List Budget Extensions (F-200)' interface. At the top, there are navigation tabs for 'NEW Enrollment', 'F-195', 'F-195F', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', 'Info Center', and 'Old'. The current page is 'List Budget Extensions' for 'Educational Service District 112 (06801)'. There are three dropdown menus for 'School District', 'Budget Extension Status', and 'Certification Status', all set to '-- All --'. Below these are buttons for 'List Extensions' and 'Reset'. A search bar is present with the text 'Show 10 entries'. The main table has columns for 'Action', 'School District', 'Fund', 'Extension Status', 'Certification Status', and 'Fiscal Year'. The 'Action' column contains a 'Go' button for the first row. The table lists five entries for Battle Ground School District with various fund types and extension statuses.

Action	School District	Fund	Extension Status	Certification Status	Fiscal Year
Go	Battle Ground School District	General	Ready for ESD Review	Not Started	2019-2020
	Battle Ground School District	Capital Projects	In Process at District	Not Started	2019-2020
	Battle Ground School District	Debt Service	In Process at District	Not Started	2019-2020
	Battle Ground School District	Associated Student Body	In Process at District	Not Started	2019-2020
	Battle Ground School District	Transportation Vehicle	In Process at District	Not Started	2019-2020

- To go into a given extension, click the Go button. You will be taken to the **View Data** screen. You can view data, run edits, update the status, and print the extension report.

Note: When you go into an extension that is 'Ready for ESD Review', the status is changed automatically to 'Under Review by ESD'. In this status, the district user cannot change the status back to 'In Process at District'.

The screenshot shows the 'Update Status (F-200)' interface. At the top, there are navigation tabs for 'NEW Enrollment', 'F-195', 'F-195F', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', 'Info Center', and 'Old'. The current page is 'Update Status' for 'Educational Service District 112 (06801)'. There is a dropdown menu for 'Status' set to '-- Select --' and an 'Update' button. Below this is a 'Status History' table with columns for 'Status', 'Update Date', and 'Updated By'. The table shows three entries for the extension's status changes.

Status	Update Date	Updated By
Under Review by ESD	02/22/2021 7:05 PM	safs test
Ready for ESD Review	02/22/2021 6:43 PM	safs test
In Process at District	02/22/2021 3:23 PM	safs test

View Data (ESD Users)

1. To view data that has been input by the district, use the page dropdown to select the page, and click Go.

The screenshot shows the OSPI School Apportionment & Financial Services interface. The user is logged in as Educational Service District 112 (06801). The main navigation bar includes 'Select Org', 'NEW Enrollment', and various fund codes (F-195, F-195F, F-196, F-197, F-200, F-203). The 'View Data' tab is active. Below the navigation, there's a section for 'View Data (F-200)' for 'Battle Ground School District (General)'. A dropdown menu is open, showing a list of pages to view: 'GF0: Certification (View Only)', 'GF1: Enrollment (View Only)', 'GF2-3: Summary of General Fund (View Only)', 'GF4-7: Revenues (View Only)', 'GF9-XX: Program Matrices (View Only)', 'GF9-XXX-XX: Salary Exhibits (View Only)', 'GF13: Excess Levy Worksheet (View Only)', and 'GF14: Long-Term Financing (View Only)'. A 'Go' button is visible below the dropdown.

2. You will be taken to the page selected. The screen will look just like the input screen used by the district. However, you cannot make any changes to the data on the screen.

Note: You can use the page dropdown and Go button to navigate to any other of the View Data screens.

The screenshot shows the OSPI School Apportionment & Financial Services interface. The user is logged in as Educational Service District 112 (06801). The main navigation bar is the same as in the previous screenshot. The 'View Data (F-200)' section now shows 'GF4-7: Revenues (View Only)' selected in the dropdown. Below the dropdown, there's a 'Go' button and a section for 'LOCAL TAXES'. The table below shows the following data:

Description	Rev#	Amount
Local Property Tax	1100	0
Sale of Tax Title Property	1300	0
Local in Lieu of Taxes	1400	0
Timber Excise Tax	1500	0
County-Administered Forests	1600	0
Other Local Taxes	1900	0
Total Local Taxes	1000	0

Below the 'LOCAL TAXES' section, there's a section for 'LOCAL SUPPORT NONTAX' with a table showing the following data:

Description	Rev#	Amount
Tuition and Fees - Unassigned	2100	0
Special Education-Infants and Toddlers-Tuition and Fees	2122	0

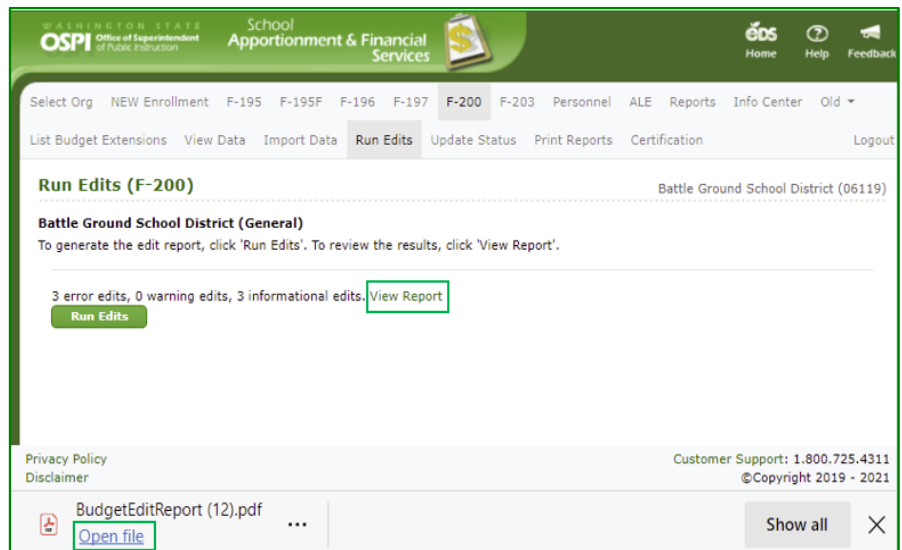
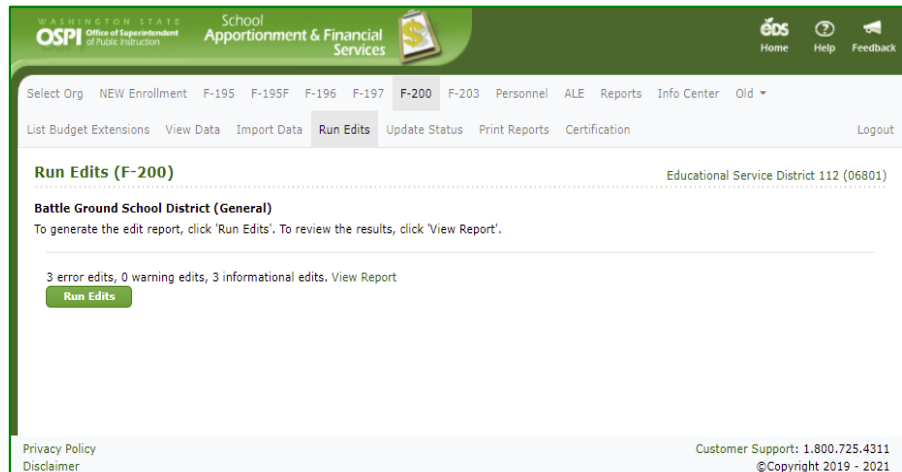
Run Edits (ESD Users)


1. To run edits, click the **Run Edits** tab in the secondary navigation bar. This screen functions just like it does for the district user.


2. To run edits, click the **Run Edits** button. It may take a few seconds for edit to run. After they do, the status column will show the number of information and error edits found.

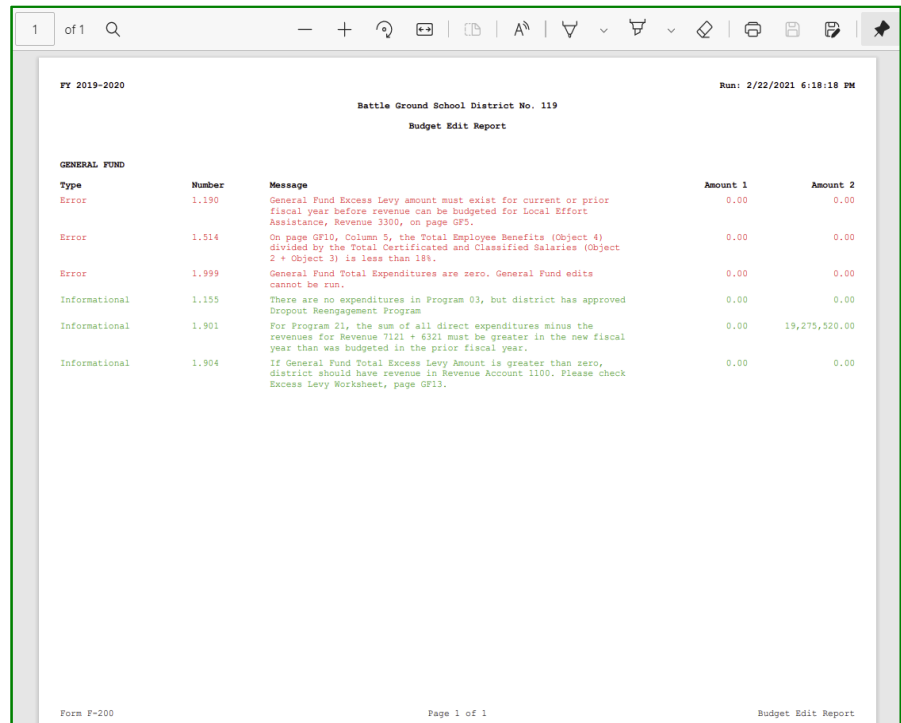
Note: Whenever data has been changed in an extension, the Run Edits status will be set back to 'Edits have not been run' for that budget.

3. To see the results, click the View Report hyperlink. It may take another few seconds for the report to display. Click the Open File hyperlink to view.



4. The edit report opens as a PDF. To print the report, click the print icon  at the top right of the PDF viewer frame. In the pop-up Print screen, you can select the printer, page range, and number of copies. Click **Print**.

You may save the report by clicking the Save icon  at the top right of the PDF viewer.



GENERAL FUND			Amount 1	Amount 2
Type	Number	Message		
Error	1.190	General Fund Excess Levy amount must exist for current or prior fiscal year before revenue can be budgeted for Local Effort Assistance, Revenue 3300, on page GF5.	0.00	0.00
Error	1.514	On page GF10, Column 5, the Total Employee Benefits (Object 4) divided by the Total Certificated and Classified Salaries (Object 2 + Object 3) is less than 18%.	0.00	0.00
Error	1.999	General Fund Total Expenditures are zero. General Fund edits cannot be run.	0.00	0.00
Informational	1.155	There are no expenditures in Program 03, but district has approved Dropout Reassignment Program	0.00	0.00
Informational	1.901	For Program 21, the sum of all direct expenditures minus the revenues for Revenue 7121 + 6321 must be greater in the new fiscal year than was budgeted in the prior fiscal year.	0.00	19,275,520.00
Informational	1.904	If General Fund Total Excess Levy Amount is greater than zero, district should have revenue in Revenue Account 1100. Please check Excess Levy Worksheet, page GF13.	0.00	0.00

Form P-200 Page 1 of 1 Budget Edit Report

Update the Status (ESD Users)

1. After you have reviewed the extension and verified it is accurate, you are ready to update the extension status. Click the **Update Status** tab in the secondary navigation bar. The Status History section displays a separate row to show each prior status, the fund(s) changed to this status, the date the status **was** changed, and the name of the user who made the change.

Note: ESD will only update status when the budget extension has been approved by the school district board of directors.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Home Help Feedback

Select Org NEW Enrollment F-195 F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budget Extensions View Data Import Data Run Edits **Update Status** Print Reports Certification Logout

Update Status (F-200)

Educational Service District 112 (06801)

Battle Ground School District (General)

To update the status of the Budget Extension, use the selection box to select Status and then click "Update".

Status: -- Select --

Update

Status History

Status	Update Date	Updated By
Under Review by ESD	02/22/2021 7:05 PM	safs test
Ready for ESD Review	02/22/2021 6:43 PM	safs test
In Process at District	02/22/2021 3:23 PM	safs test

Showing 1 to 3 of 3 entries

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2. To update the status, select 'Ready for OSPI Review' in the *Status* dropdown and click the **Update** button. After the status is updated, a new row will display in the Status History with this updated information.

Note: You can send the extension back to the district if changes are needed. To do so, select 'Return to School District' in the status dropdown.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Home Help Feedback

Select Org NEW Enrollment F-195 F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budget Extensions View Data Import Data Run Edits **Update Status** Print Reports Certification Logout

Update Status (F-200)

Educational Service District 112 (06801)

Battle Ground School District (General)

To update the status of the Budget Extension, use the selection box to select Status and then click "Update".

Status: -- Select --
Return to School District
Ready for OSPI Review

Update



Status History

Status	Update Date	Updated By
Under Review by ESD	02/22/2021 7:05 PM	safs test
Ready for ESD Review	02/22/2021 6:43 PM	safs test
In Process at District	02/22/2021 3:23 PM	safs test

Showing 1 to 3 of 3 entries

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Print the Certification Page (All Users)

- Once the status of the extension is 'Ready for OSPI Review', the Certification document can be printed. If you go to the **Print Reports** screen. Check the box for the Certification report. Select the preferred file Format (PDF (default), Word, Excel), then click the **View Report** button.
- The document will download. To view the certificate document, click the Open File hyperlink.
- The default file type is PDF. You may save  the report or print  using the options by clicking the ellipse (...) in the upper right-hand corner of the PDF screen.

Note: The Lock and Print Date is set when the status is changed to 'Ready for OSPI Review'. If the status is set back to 'Return to School District' and set again to 'Ready for OSPI Review', this date is updated.

Select an Extension (OSPI Users)

1. After the ESD user has set the status to 'Ready for OSPI Review', OSPI users can review the extension. After logging in, click the F-200 tab in the top navigation bar. The first screen you will see is the List Budget Extension screen.

You will see a Go button next to a budget document if the status is 'Ready for ESD Review' or higher.

Note: The default view is to not include any extensions that have *not* been started. Deselect the check box for **Exclude Not Started** field if wish to see all extensions, including those not started.

The screenshot shows the 'List Budget Extensions (F-200)' interface. The 'Budget Extension Status' dropdown is set to 'All'. The table displays the following data:

Action	ESD	School District	Fund	Extension Status	Certification Status	Basis Type	Class
	Capital Region ESD 113	Shelton School District	General	In Process at District	Not Started	Accrual Basis	1st Class District
	Educational Service District 101	Benge School District	General	In Process at District	Not Started	Accrual Basis	2nd Class District
Go	Educational Service District 112	Battle Ground School District	General	Ready for OSPI Review	Not Started	Accrual Basis	1st Class District
	Educational Service District 112	Battle Ground School District	Capital Projects	In Process at District	Not Started	Accrual Basis	1st Class District
	Educational Service District 112	Battle Ground School District	Debt Service	In Process at District	Not Started	Accrual Basis	1st Class District
	Educational Service District 112	Battle Ground School District	Associated Student Body	In Process at District	Not Started	Accrual Basis	1st Class District
	Educational Service District 112	Battle Ground School District	Transportation Vehicle	In Process at District	Not Started	Accrual Basis	1st Class District
Go	Educational Service District 123	Astori-Anaetone School District	General	Filed/Approved	Complete	Accrual Basis	2nd Class District
	Puget Sound Educational Service District 121	Clover Park School District	General	In Process at District	Not Started	Accrual Basis	1st Class District
	Puget Sound Educational Service District 121	Seattle Public Schools	General	In Process at District	Not Started	Accrual Basis	1st Class District

2. To see all extensions ready for OSPI to review, select 'Ready for OSPI Review' in the *Budget Extension Status* dropdown and leave all other dropdowns as 'All'. Click the **List Extensions** button. The districts with extensions in this status will display.

The screenshot shows the 'List Budget Extensions (F-200)' interface with the 'Budget Extension Status' dropdown set to 'Ready for OSPI Review'. The table displays the following data:

Action	ESD	School District	Fund	Extension Status	Certification Status	Basis Type	Class
Go	Educational Service District 112	Battle Ground School District	General	Ready for OSPI Review	Not Started	Accrual Basis	1st Class District

- To go into a given extension, click the Go button for that district's extension. You will be taken to the **Input Data** screen. You can review data, run edits, update the status, and print the extension report.

Note: When you go into a budget that is 'Ready for OSPI Review', the status is changed automatically to 'Under Review by OSPI'.

The screenshot shows the 'Update Status (F-200)' page for Battle Ground School District (General). The page includes a navigation menu at the top with options like 'List Budget Extensions', 'View Data', 'Import Data', 'Run Edits', 'Update Status', 'Print Reports', and 'Certification'. Below the navigation, there is a dropdown menu for 'Status' currently set to '-- Select --' and an 'Update' button. A 'Status History' table is displayed below, showing a list of status changes with columns for Status, Update Date, and Updated By.

Status	Update Date	Updated By
Under Review by OSPI	02/22/2021 7:58 PM	safs test
Ready for OSPI Review	02/22/2021 7:29 PM	safs test
Under Review by ESD	02/22/2021 7:05 PM	safs test
Ready for ESD Review	02/22/2021 6:43 PM	safs test
In Process at District	02/22/2021 3:23 PM	safs test

Showing 1 to 5 of 5 entries

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Update the Status (OSPI Users)

1. After you have reviewed the extension and verified it is accurate, you are ready to update the status. Click the **Update Status** tab in the secondary navigation bar. In the Status History section, a separate row is displayed for each prior status, the fund(s) changed to this status, the date the status was changed, and the name of the user who made the change.

Update Status (F-200) Office of Superintendent of Public Instruction (OSPI)

Battle Ground School District (General)
To update the status of the Budget Extension, use the selection box to select Status and then click "Update".

Status:

Return to ESD
Filed/Approved

Status History

Status	Update Date	Updated By
Under Review by OSPI	02/22/2021 7:58 PM	safs test
Ready for OSPI Review	02/22/2021 7:29 PM	safs test
Under Review by ESD	02/22/2021 7:05 PM	safs test
Ready for ESD Review	02/22/2021 6:43 PM	safs test
In Process at District	02/22/2021 3:23 PM	safs test

Showing 1 to 5 of 5 entries

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2. To update the status to approved, select 'Filed/Approved' in the *Status* dropdown and click the **Update** button. After the status is updated, a new row will display with this updated information.

Note: You can send the extension back to the ESD if changes are needed. To do so, select 'Return to ESD' in the *Status* dropdown.

3. The **List Budget Extensions** screen will display the *Extension Status* of 'Filed/Approved'.

List Budget Extensions (F-200) Office of Superintendent of Public Instruction (OSPI)

ESD:

School District:

Budget Extension Status:

Certification Status:

Basis Type:

Class:

Exclude Not Started

Show entries Search:

Action	ESD	School District	Fund	Extension Status	Certification Status	Basis Type	Class
<input type="button" value="Go"/>	Educational Service District 123	Asotin-Anatone School District	General	Filed/Approved	Complete	Accrual Basis	2nd Class District

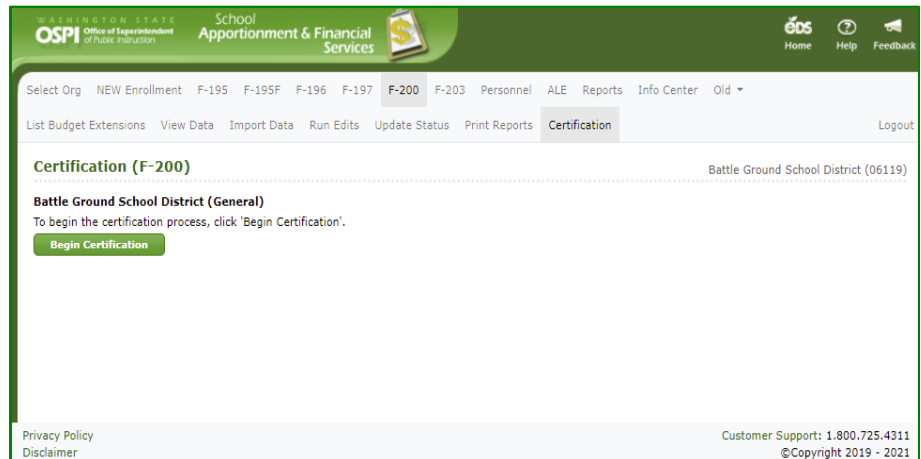
Showing 1 to 1 of 1 entries Previous Next

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Use DocuSign to Approve Certifications (SD)

1. Once the ESD has moved the extension status to 'Ready for OSPI Review', SD will be notified that the fund Certification is ready for signing. Click on the **Certification** tab on the navigation bar to open the Certification page.

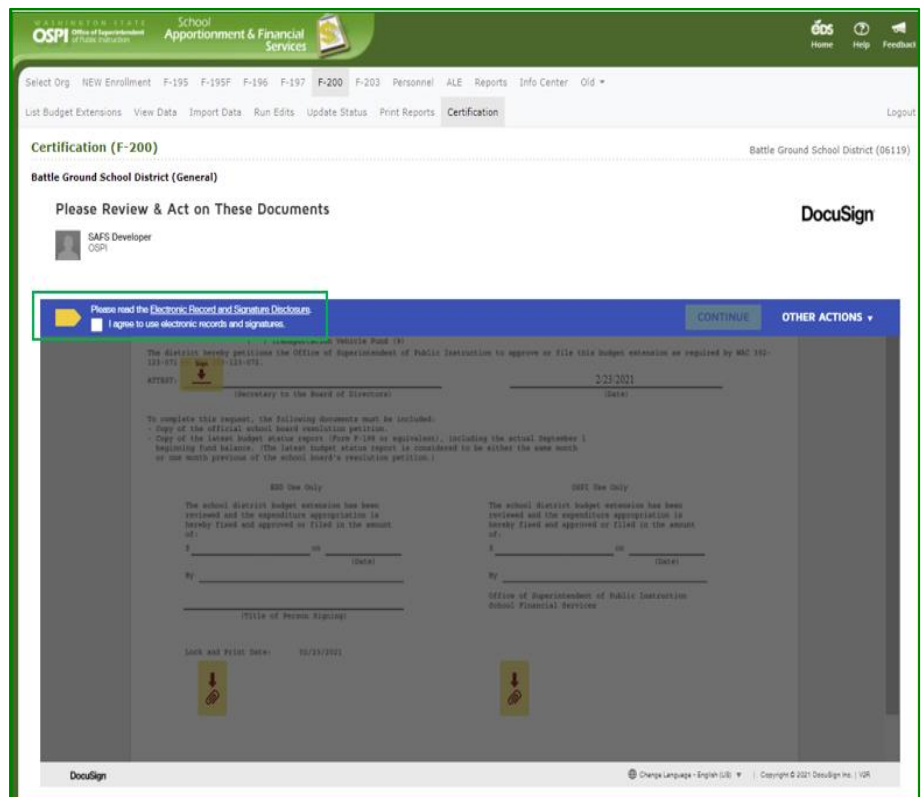
Note: The budget must be in 'Ready for OSPI Review' or higher in order for the certificate to be enabled for signing.



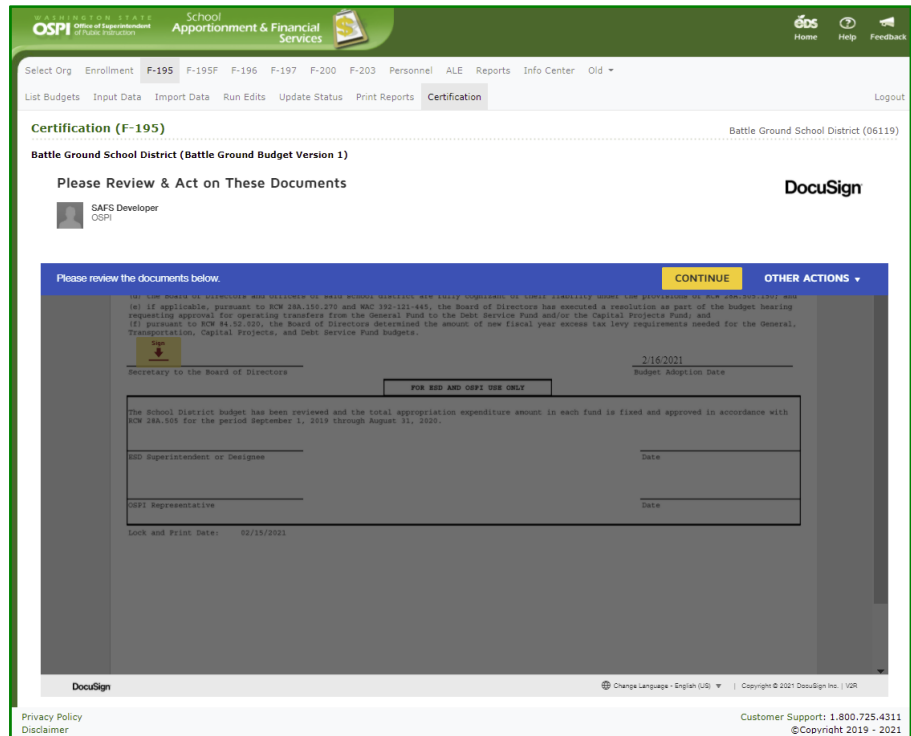
Begin Certification

1. Click the **Begin Certification** button. After a few moments, the DocuSign frame will appear within the screen. Once the DocuSign window opens, read the Electronic Record and Signature Disclosure, and click the required check box to continue, 'I agree to use electronic records and signatures.'

Note: This disclosure consent will only appear the first time you open DocuSign for certification.



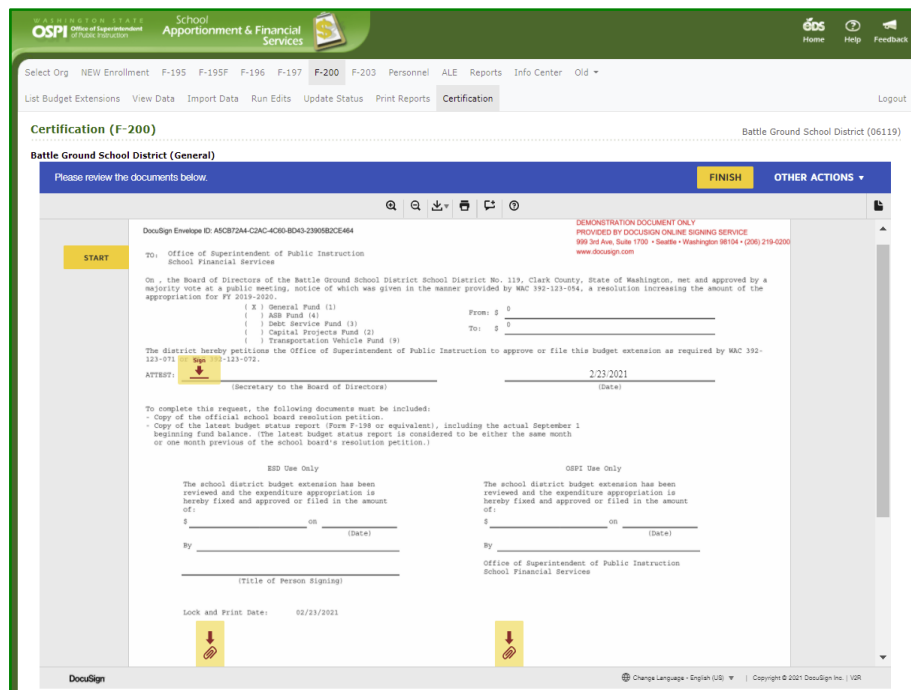
- Once you select the disclosure check box, the yellow CONTINUE button will appear. Click the CONTINUE button.



- The certification displays within a frame inside your Certification screen.

Note: In order for you to complete the signing for the Certification, you are required to attach two documents:

- School Board Acceptance Resolution Petition**
- Budget Status Report.**



- Review the certificate when it opens in the screen. Click the yellow **START** button and the **SIGN** arrow will move to the signature line. Click on the yellow **Sign** icon to add your signature.

Note: The **From** and **To** amounts will automatically populate from the system.

Note: The final signed **Date** for your approval will be added automatically when you click **FINISH**.

Add Attachments

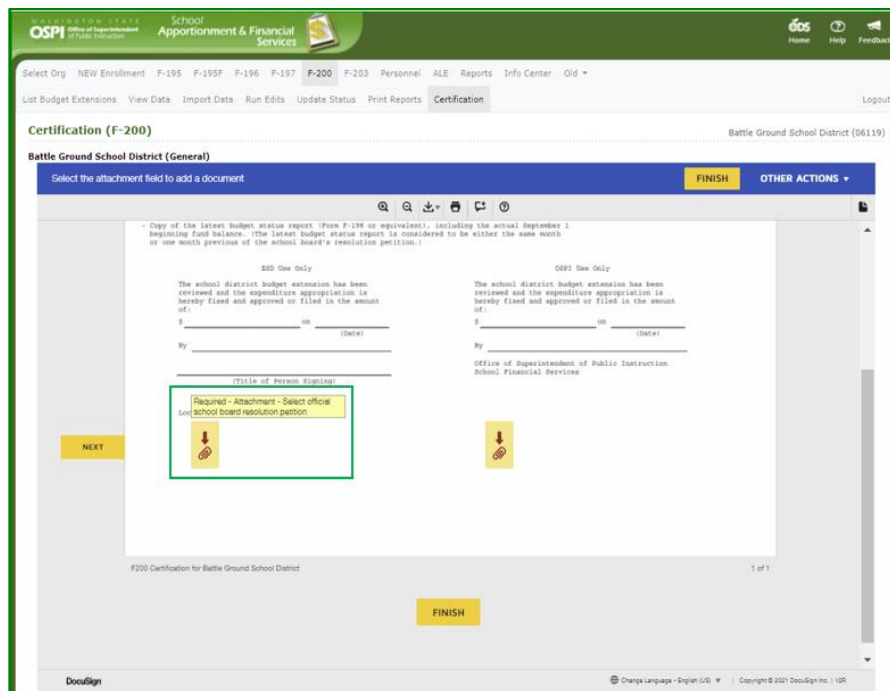
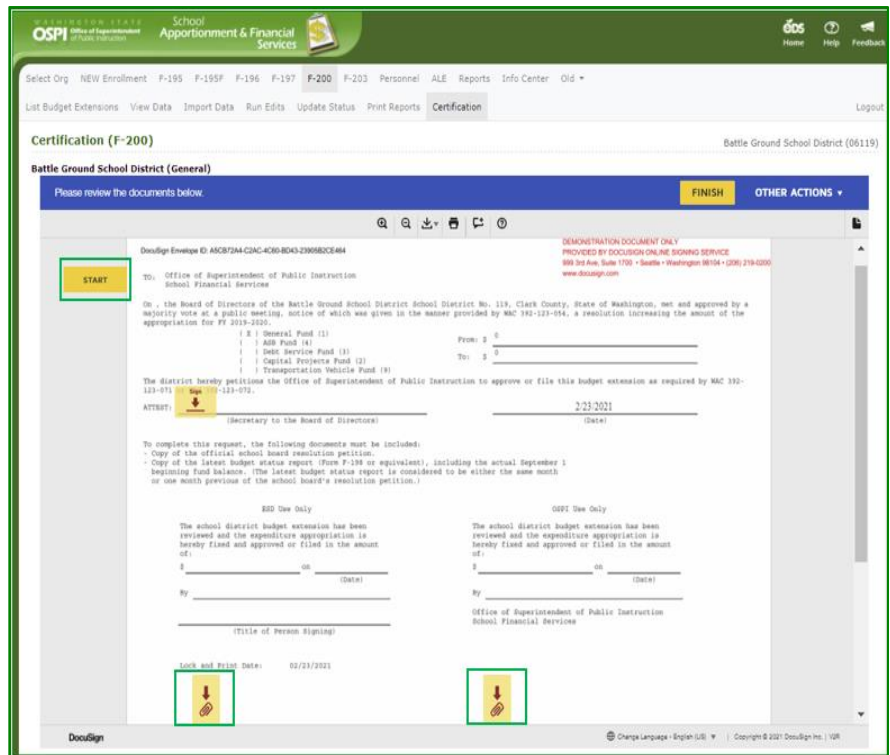
- The yellow **NEXT** indicator will then move you down the page to add the required attachments. Hover over the paperclip button with your mouse and it will display what document you need to attach.

Click on the first paperclip icon to add the attachment.

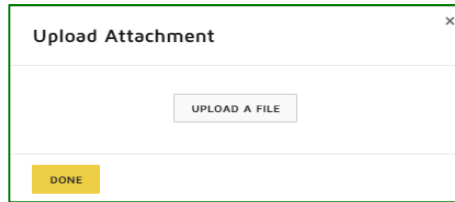
NOTE: You will *not* be able to Finish the signing until these documents are attached:

- **School Board Acceptance Resolution Petition**
- **Budget Status Report.**

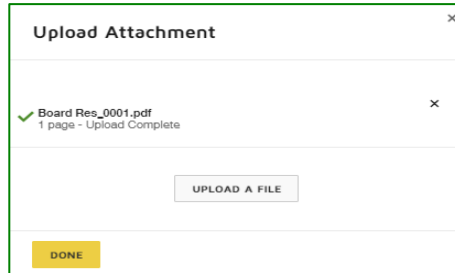
You can always come back to sign later when you have the documents ready. See [Finish Signing Later](#) section.



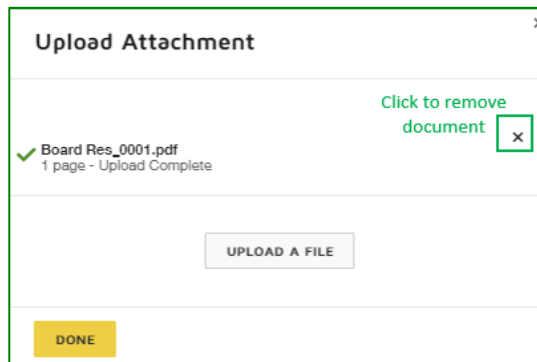
2. When the **Upload Attachment** pop-up window opens, click the **UPLOAD A FILE** button.



3. Select your file and click **DONE** to attach to the certification. The paperclip icon will turn grey and the document will appear in the DocuSign frame below the certification.

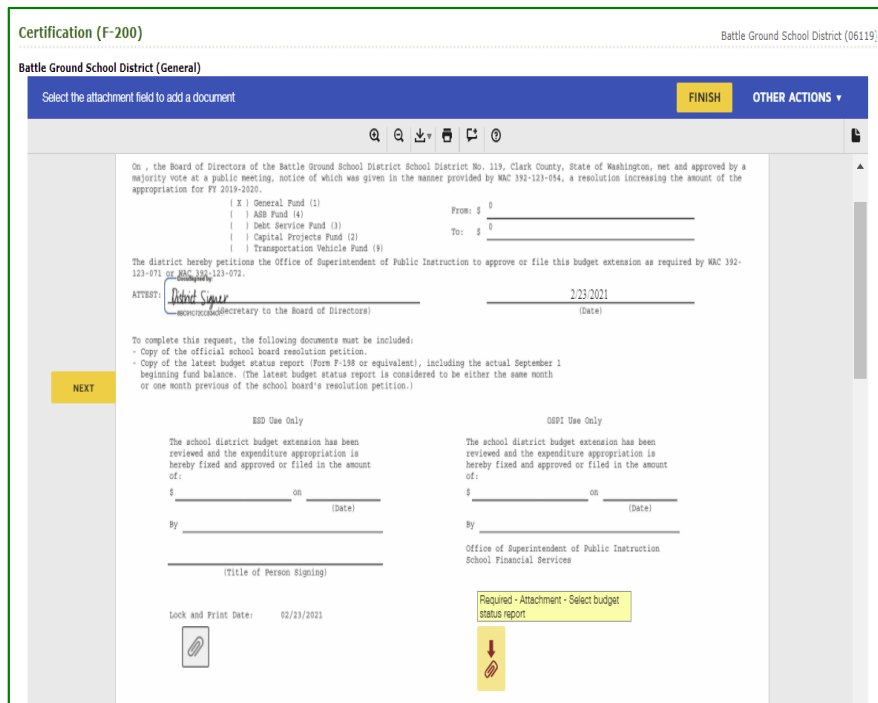


Note: To remove the attachment and replace with another document. Click on the grey paperclip, and in the Upload Attachment window, click on the “X” next to the document you want to delete. Repeat Step 2 and 3 to add a new document.



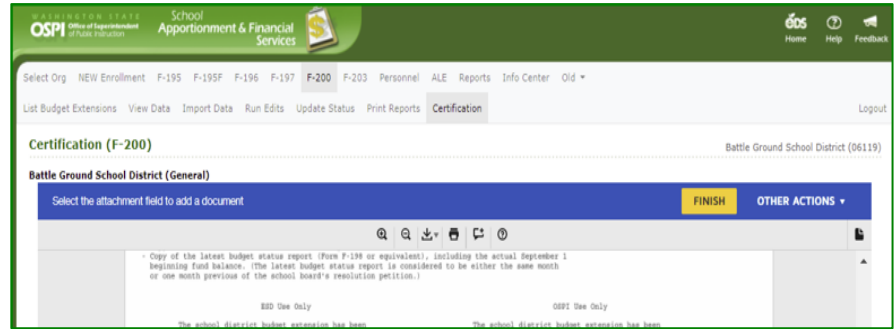
4. To attach the Budget Status Report, click on the second paperclip icon, and complete steps 2 and 3 above.

5. Once you have attached both documents, scroll down below the certification to confirm you attached the correct documents.



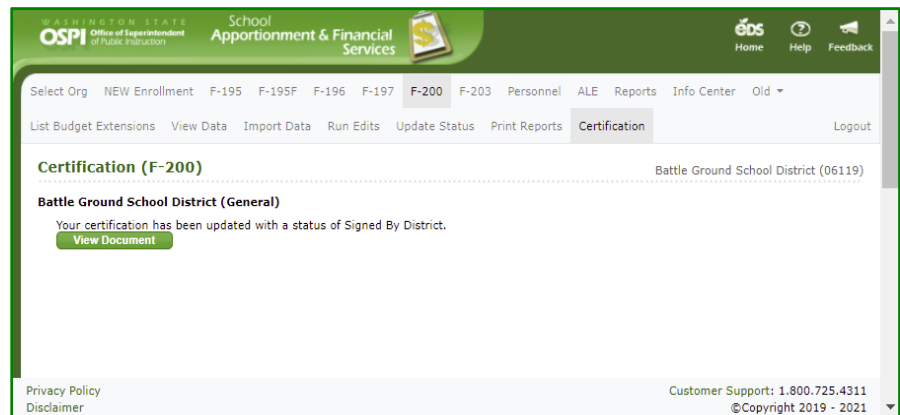
Finish Signing Document

1. Click the yellow **FINISH** button at top of the frame to complete the approval signing. An email will automatically be sent to the ESD notifying them that the extension certification is ready for the ESD to sign.



2. Once you have signed the certification, a **View Document** button appears on the Certification page allowing you to view the certification only; the attachments will not display.

Note: The signatures will not appear on the certification until OSPI signs the certification.

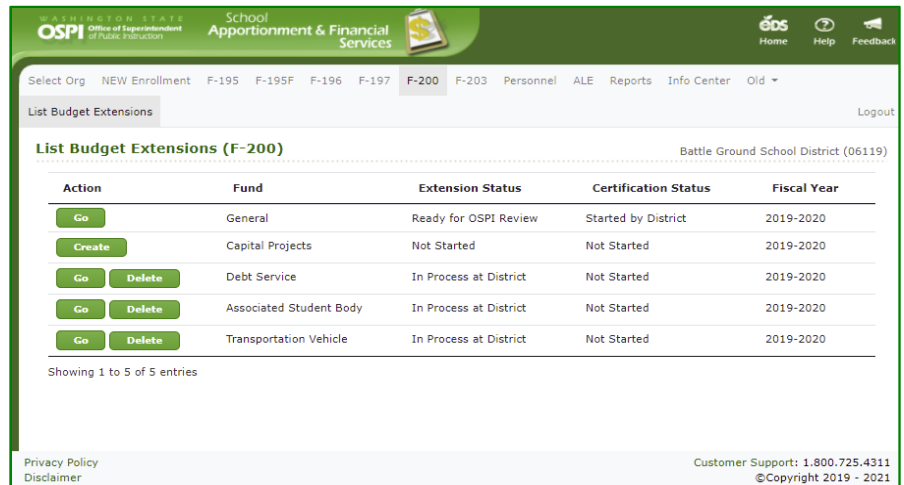
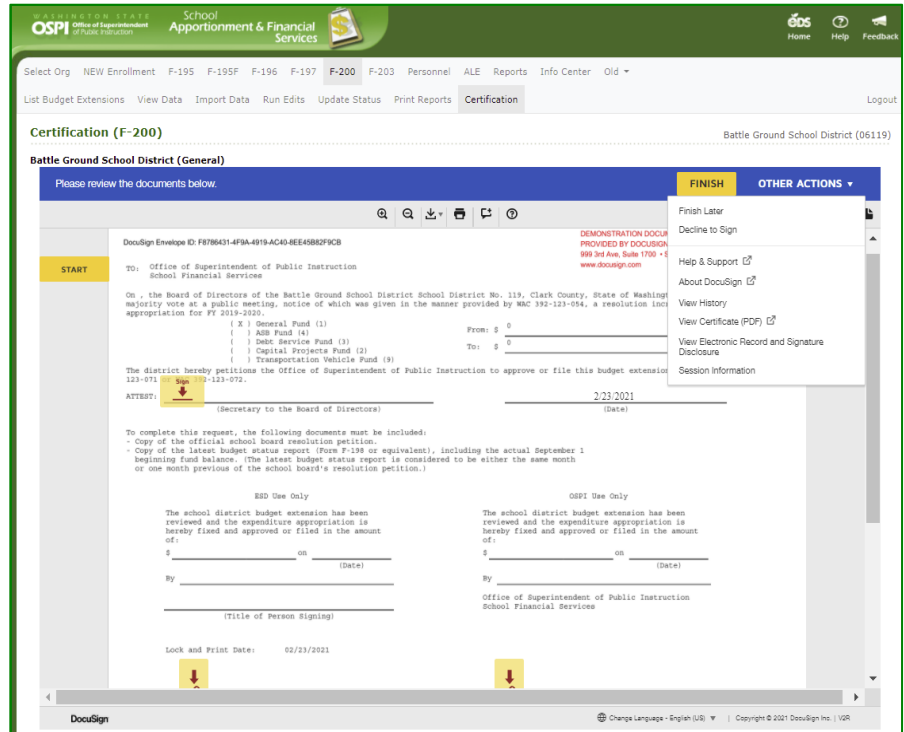


3. The Budget Extension document now has a *Certification Status* of 'Signed by District' on the List Budget screen.



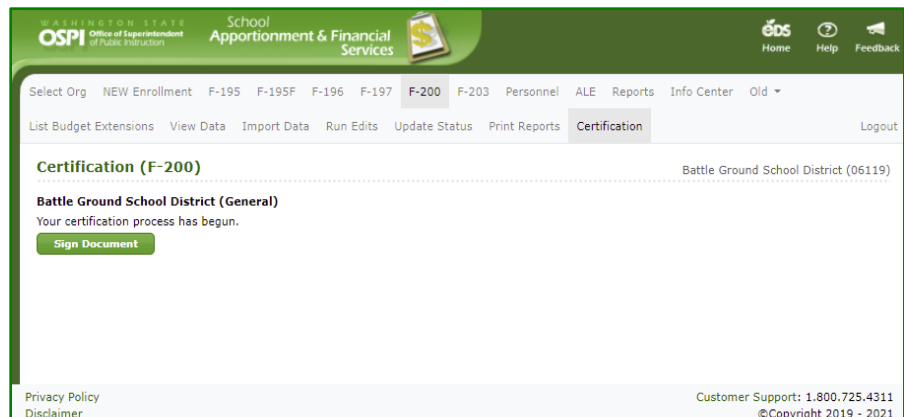
Finish Signing Later

1. There may be a time when you need to come back to review and complete the signing. To stop the DocuSign process, click the **OTHER ACTIONS** button at top of document, and select the **Finish Later** option.
2. The DocuSign window will close, and the Certification screen will display, 'Your certification has begun', and a **Sign Document** button.
3. Once you open the DocuSign certification window, the *Certification Status* is automatically changed to 'Started by District' on the List Budget Extensions page.



Return to Sign Document

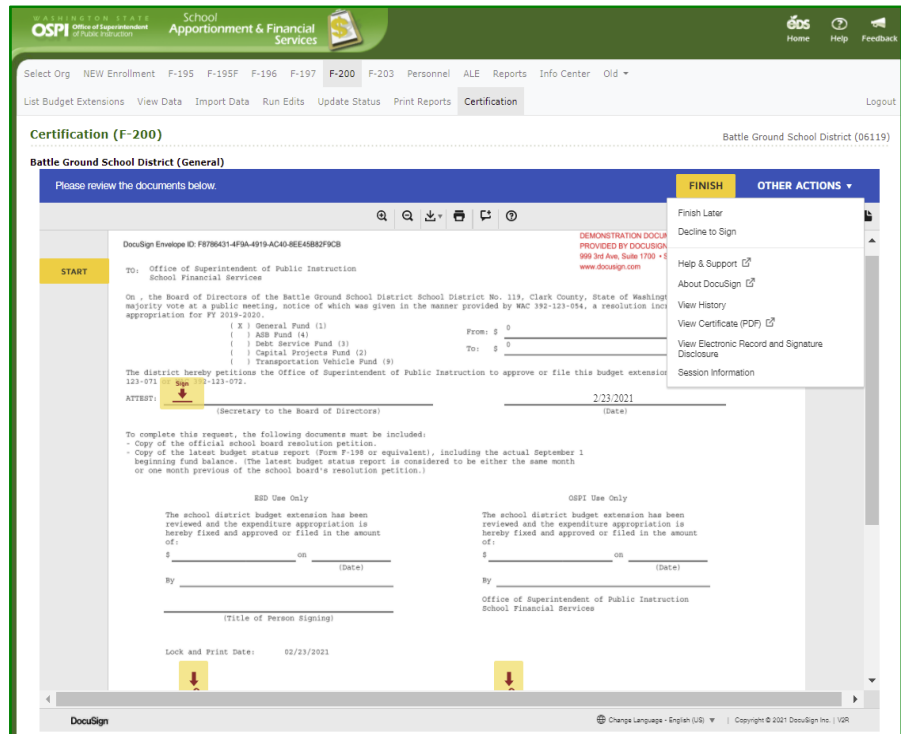
1. When you go back into the **Certification** tab again, the Certification screen will display a **Sign Document** button. Just click the **Sign Document** button to sign the document.



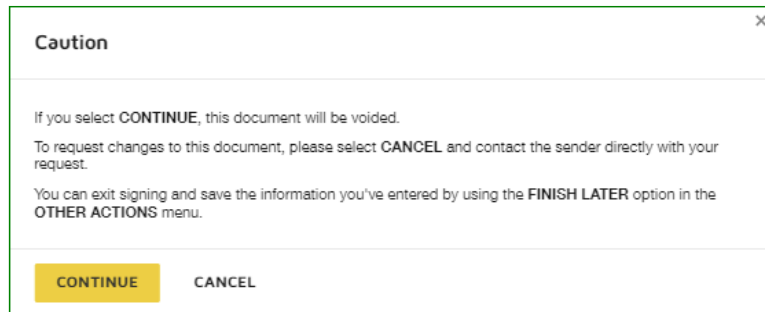
Decline Certification

1. If you decide that the certification document is incorrect and needs to be voided, then click the **OTHER ACTIONS** button, at top of document, and then select the **Decline to Sign** option.

Note: The Decline to Sign option always sets the *Certification Status* back to 'Not Started'. It will **not** change the *Extension Status*. If you need to change the Extension Status, contact your ESD.

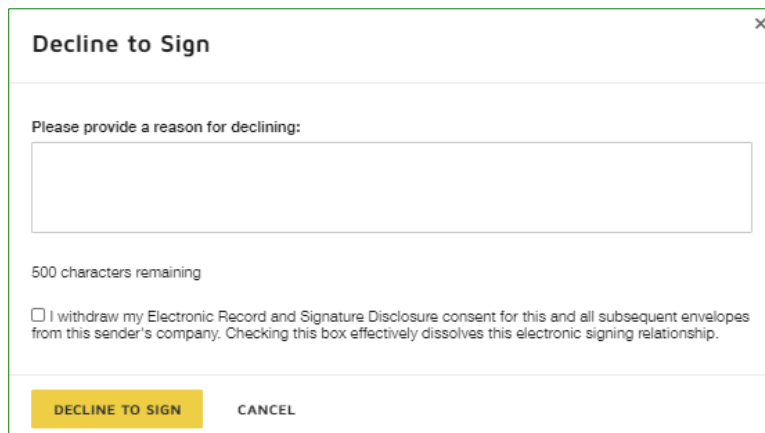


2. In the pop-up Caution window, click the yellow **CONTINUE** button. If you decide you do not want to decline, click the **CANCEL** button.



3. Enter the reason for declining in the Decline to Sign window text box, then click the yellow **DECLINE TO SIGN** button.

Note: Do not check the box at bottom. *DocuSign requires for this language to be displayed.* If selected, it will display the disclosure consent check box again when log back into DocuSign.



Use DocuSign to Approve Certifications (ESD)

1. Once the SD has signed the Certification, an email is sent to the ESD notifying that the certification is ready for signing. Navigate to the SD extension document and click Go.

Note: The budget must be in 'Ready for OSPI Review' or higher in order for the certificate to be enabled for signing.

The screenshot shows the 'List Budget Extensions' page for Educational Service District 112 (06801). The page includes a navigation bar with 'Select Org' and various menu items like 'NEW Enrollment', 'F-195', 'F-195F', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', 'Info Center', and 'Old'. Below the navigation bar, there are filters for 'School District' (set to '-- All --'), 'Budget Extension Status' (set to '-- All --'), and 'Certification Status' (set to 'Signed By District'). There are also buttons for 'List Extensions' and 'Reset', and a search bar. A table below shows one entry for 'Battle Ground School District' with a 'Go' button. The table columns are 'Action', 'School District', 'Fund', 'Extension Status', 'Certification Status', and 'Fiscal Year'. The entry shows 'Battle Ground School District', 'General', 'Ready for OSPI Review', 'Signed By District', and '2019-2020'. At the bottom, there is a 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

2. The View Data screen opens, click on the **Certification** tab on the navigation bar to open the Certification page. To begin the review and approval, click the **Sign Document** button.

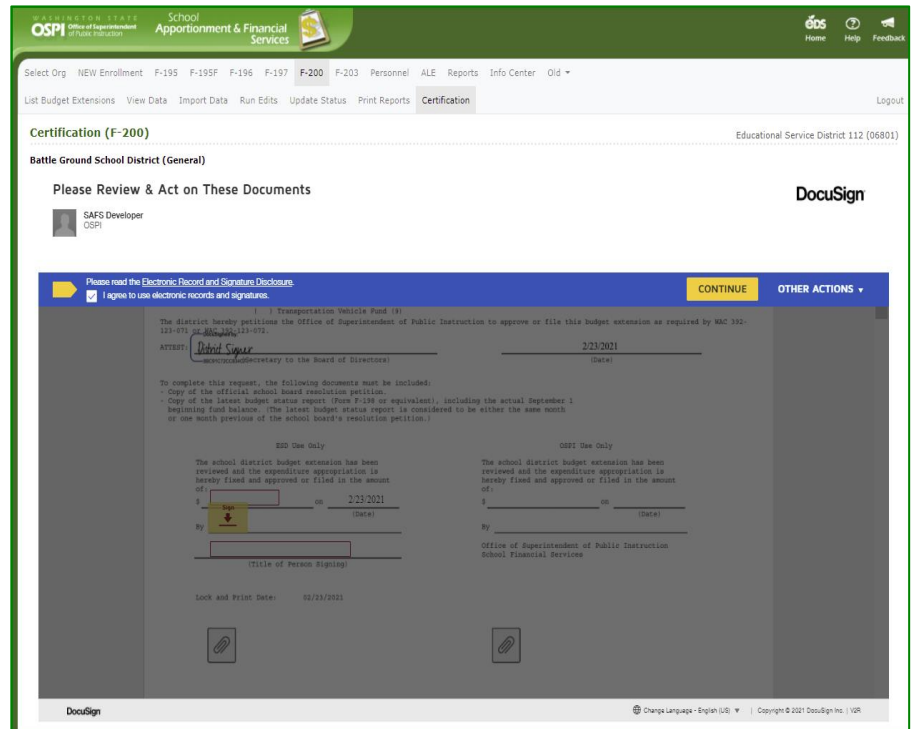
The screenshot shows the 'Certification' page for Educational Service District 112 (06801). The page includes a navigation bar with 'Select Org' and various menu items like 'NEW Enrollment', 'F-195', 'F-195F', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', 'Info Center', and 'Old'. Below the navigation bar, there are tabs for 'List Budget Extensions', 'View Data', 'Import Data', 'Run Edits', 'Update Status', 'Print Reports', and 'Certification'. The 'Certification' tab is active. Below the tabs, there is a 'Sign Document' button. The page also shows 'Battle Ground School District (General)' and the message 'The document has been signed by the district.' At the bottom, there is a 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

Begin Certification

1. After a few moments, the DocuSign frame will appear within your screen. Once the DocuSign window opens, read the Electronic Record and Signature Disclosure, and click the required check box to continue, *'I agree to use electronic records and signatures.'*

Note: This disclosure consent will only appear once for the first time you open DocuSign for certification.

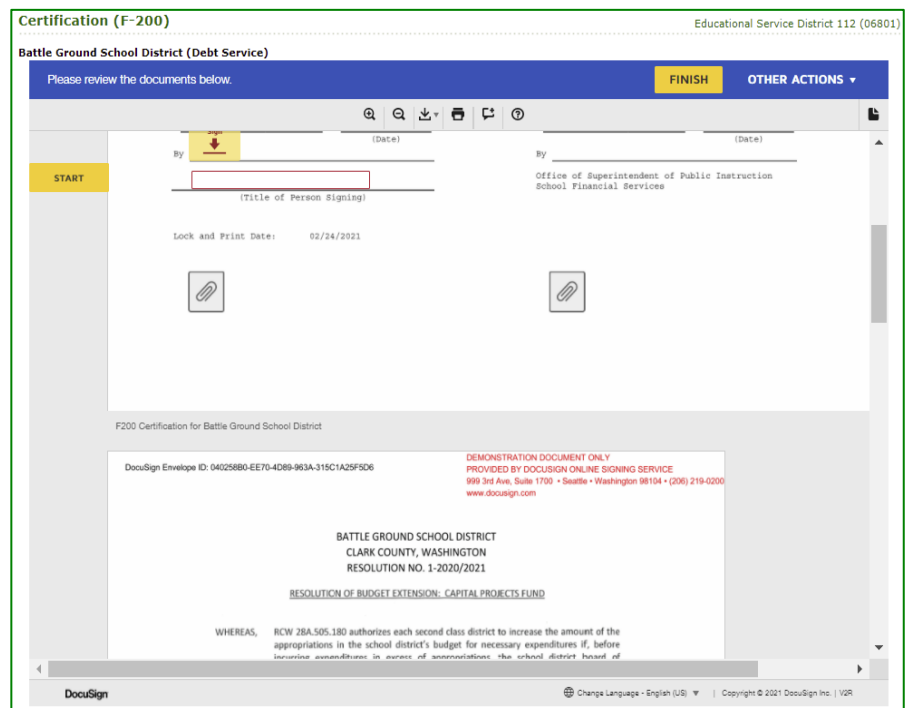
Note: The budget must be in 'Ready for OSPI Review' or higher in order for the certificate to be enabled for signing.



2. Once you select the disclosure check box, the yellow CONTINUE button will appear. Click the **CONTINUE** button.

View Certification and Attachments

1. The certification will display in the screen. To view the documents the District attached, scroll below the certification document in the DocuSign frame and they will display one after the other.



Finish Signing Document

1. When you are ready to approve the certification, click the yellow **START** button. The yellow **FILL IN** icon will automatically move down to the ESD Use Only section. First enter the approved extension amount, using thousands comma and period decimal separators (e.g., ##,###,###.##).
2. Then tab to the field to type in your **Title**. (You can also use your mouse cursor to move to each field on the certificate.)

Note: The **From** and **To** amounts will automatically populate from the system.

Note: The final signed **Date** for your approval will be added automatically when you click **FINISH**.

3. To add your signature, click on the yellow Sign icon. Select your signature and click OK.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Select Org NEW Enrollment F-195 F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budget Extensions View Data Import Data Run Edits Update Status Print Reports Certification Logout

Certification (F-200) Educational Service District 112 (06801)

Battle Ground School District (General)

Please review the documents below. **FINISH** OTHER ACTIONS

DocuSign Envelope ID: FCE95488-E963-485D-9A74-C968DDBA358

TO: Office of Superintendent of Public Instruction
School Financial Services

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-0200
www.docuSign.com

On the Board of Directors of the Battle Ground School District School District No. 119, Clark County, State of Washington, met and approved by a majority vote at a public meeting, notice of which was given in the manner provided by WAC 392-123-054, a resolution increasing the amount of the appropriation for FY 2019-2020.

(X) General Fund (1) From: \$ 0
() ASB Fund (4)
() ESD Service Fund (3) To: \$ 0
() Capital Projects Fund (2)
() Transportation Vehicle Fund (8)


The district hereby petitions the Office of Superintendent of Public Instruction to approve or file this budget extension as required by WAC 392-123-071 or 392-123-072.

ATTEST: Daniel Signer Secretary to the Board of Directors 2/23/2021 (Date)

To complete this request, the following documents must be included:
- Copy of the official school board resolution petition.
- Copy of the latest budget status report (Form F-199 or equivalent), including the actual September 1 beginning fund balance. (The latest budget status report is considered to be either the same month or one month previous of the school board's resolution petition.)

ESD Use Only OSPI Use Only

The school district budget extension has been reviewed and the expenditure appropriation is hereby fixed and approved or filed in the amount of: \$ _____ on 2/23/2021 (Date)

By:  _____ (Title of Person Signing)

The school district budget extension has been reviewed and the expenditure appropriation is hereby fixed and approved or filed in the amount of: \$ _____ on _____ (Date)

By: _____
Office of Superintendent of Public Instruction
School Financial Services

Lock and Print Date: 02/23/2021

DocuSign Change Language - English (US) Copyright © 2021 DocuSign Inc. | VQR

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Select Org NEW Enrollment F-195 F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budget Extensions View Data Import Data Run Edits Update Status Print Reports Certification Logout

Certification (F-200) Educational Service District 112 (06801)

Battle Ground School District (General)

Select the sign field to create and add your signature. **FINISH** OTHER ACTIONS

DocuSign Envelope ID: FCE95488-E963-485D-9A74-C968DDBA358

TO: Office of Superintendent of Public Instruction
School Financial Services

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-0200
www.docuSign.com

On the Board of Directors of the Battle Ground School District School District No. 119, Clark County, State of Washington, met and approved by a majority vote at a public meeting, notice of which was given in the manner provided by WAC 392-123-054, a resolution increasing the amount of the appropriation for FY 2019-2020.

(X) General Fund (1) From: \$ 0
() ASB Fund (4)
() ESD Service Fund (3) To: \$ 0
() Capital Projects Fund (2)
() Transportation Vehicle Fund (8)


The district hereby petitions the Office of Superintendent of Public Instruction to approve or file this budget extension as required by WAC 392-123-071 or 392-123-072.

ATTEST: Daniel Signer Secretary to the Board of Directors 2/23/2021 (Date)

To complete this request, the following documents must be included:
- Copy of the official school board resolution petition.
- Copy of the latest budget status report (Form F-199 or equivalent), including the actual September 1 beginning fund balance. (The latest budget status report is considered to be either the same month or one month previous of the school board's resolution petition.)

ESD Use Only OSPI Use Only

The school district budget extension has been reviewed and the expenditure appropriation is hereby fixed and approved or filed in the amount of: \$ 125000 on 2/23/2021 (Date)

By:  _____ (Title of Person Signing)

The school district budget extension has been reviewed and the expenditure appropriation is hereby fixed and approved or filed in the amount of: \$ _____ on _____ (Date)

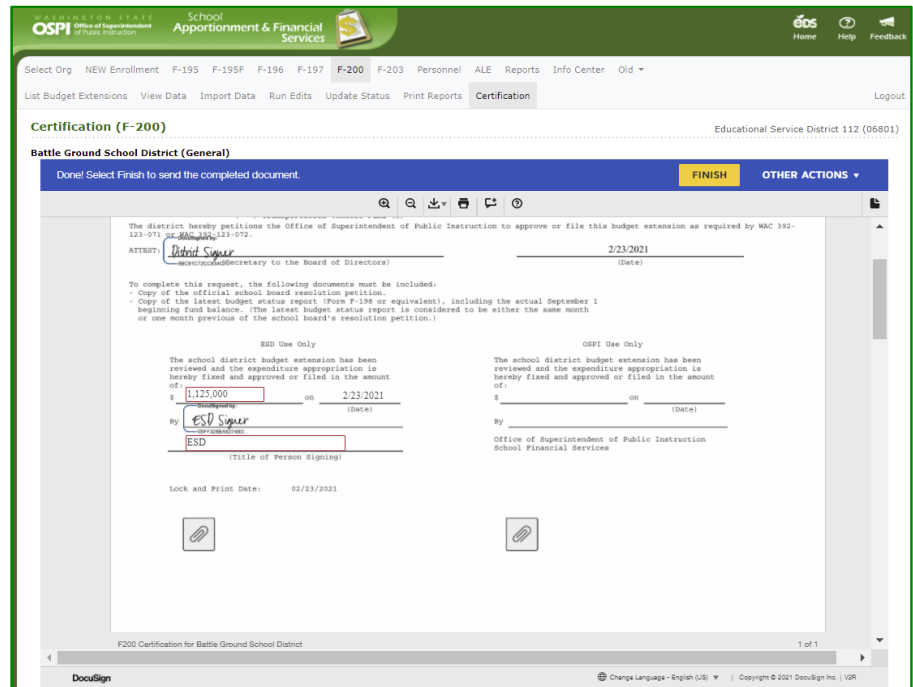
By: _____
Office of Superintendent of Public Instruction
School Financial Services

Lock and Print Date: 02/23/2021

F200 Certification for Battle Ground School District 1 of 1

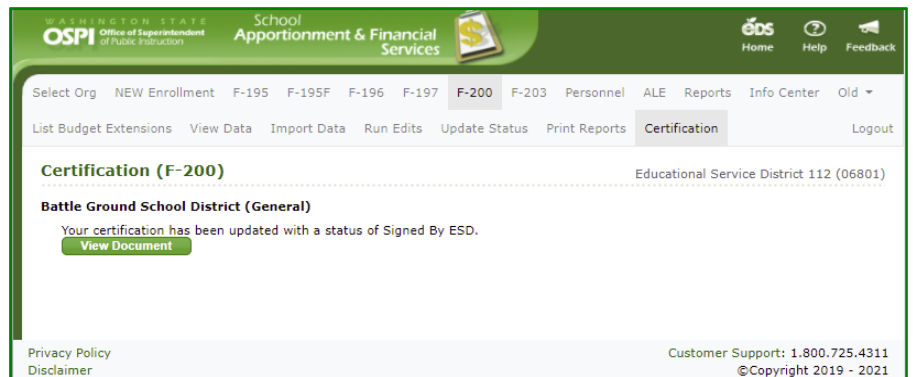
DocuSign Change Language - English (US) Copyright © 2021 DocuSign Inc. | VQR

4. When you are ready to complete the certification signing, click the yellow **FINISH** button at top of document to complete the approval signing.

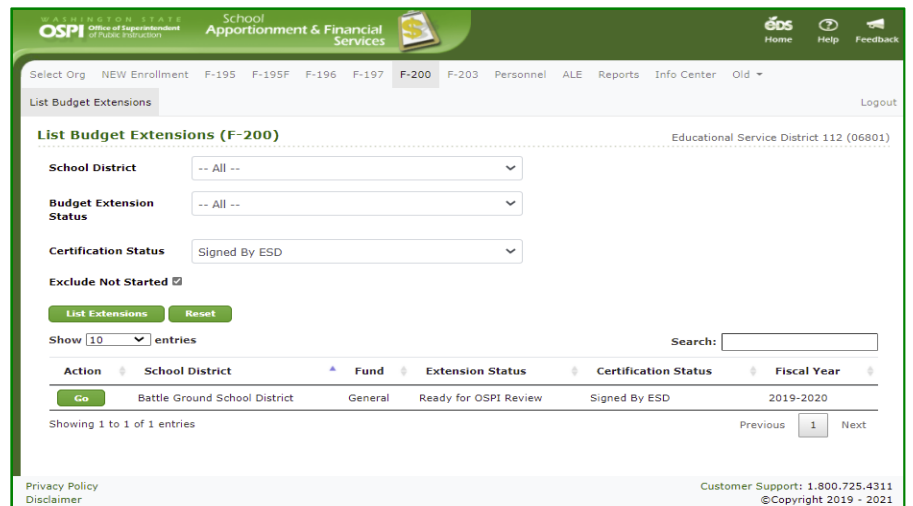


5. Once you have signed the certification, a **View Document** button appears on the Certification page allowing you to view the certification only; the attachments will not display.

Note: The signatures will not appear on the certification until OSPI signs the certification.

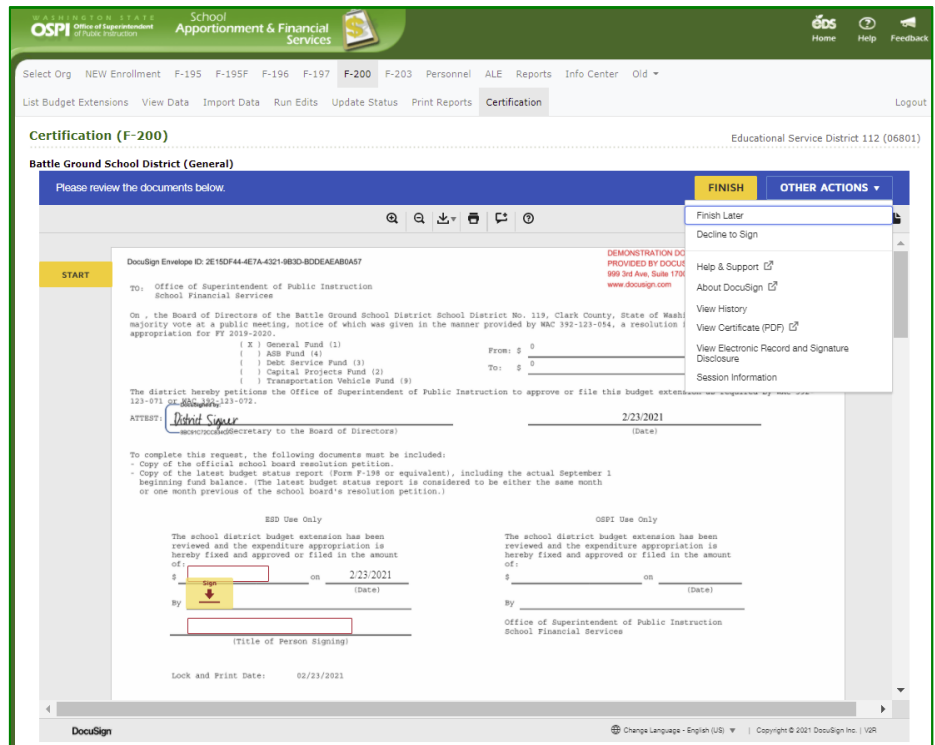


6. The Budget document now has a **Certification Status** of 'Signed by ESD' on the List Budget Extension screen.

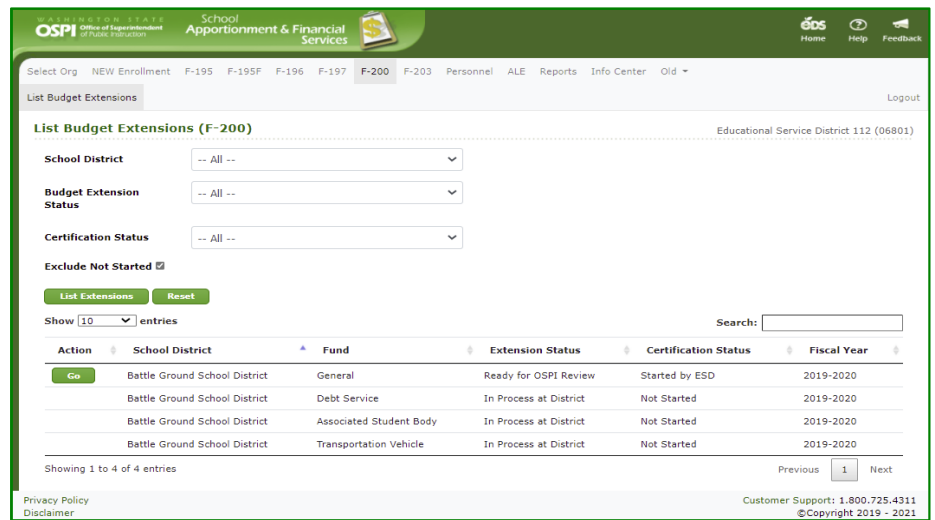


Finish Signing Later

1. There may be a time when you need to come back to review and complete the signing. To stop the DocuSign process, click the **OTHER ACTIONS** button, at top of document, and then select the **Finish Later** option. The DocuSign window will close, and the Certification screen will display, “Your certification process has begun”, with a Sign Document button.

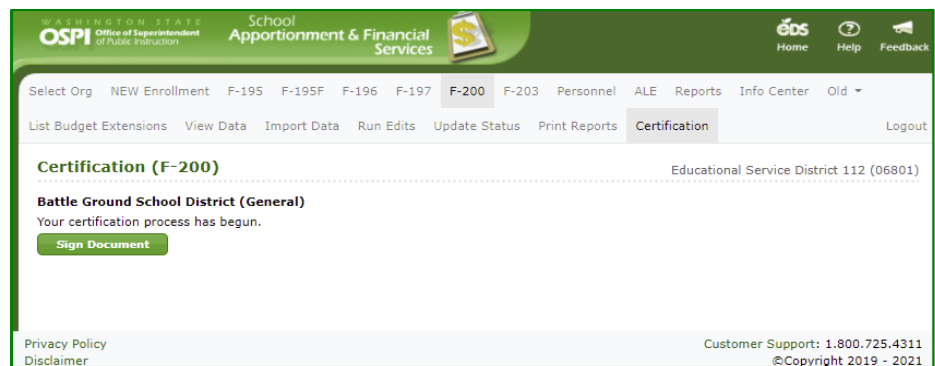


2. Once you open the DocuSign certification window, the **Certification Status** is changed to 'Started by ESD' on the List Budget Extensions page.



Return to Sign Document

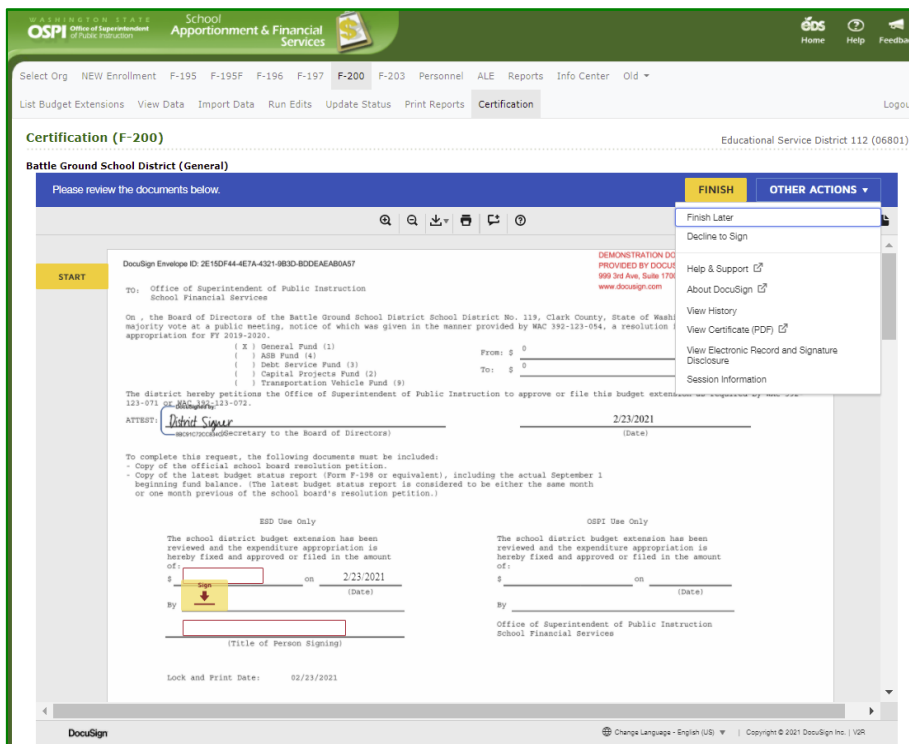
1. When you go back into the **Certification** tab again, the Certification screen will display, 'Your certification process has begun'. Click the **Sign Document** button to sign the document.



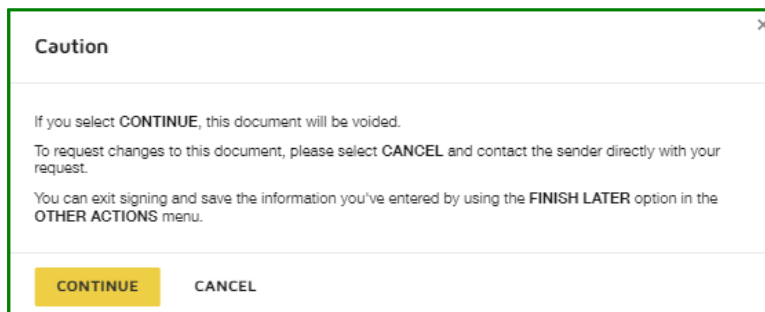
Decline Document

1. If you decide that the certification document is incorrect and needs to be voided, then click the **OTHER ACTIONS** button, at top of document, and then click the **Decline to Sign** option.

Note: The Decline to Sign option always sets the **Certification Status** back to 'Not Started'. It will not change the Budget Extension Status; you will need to manually change it. See [ESD Update Status](#) section in this guide.

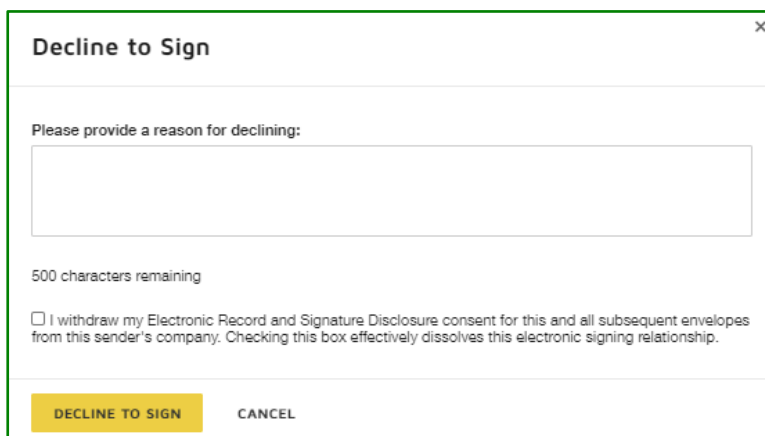


2. In the pop-up Caution window, click the yellow **CONTINUE** button. If you decide you do not want to decline, click the **CANCEL** button.



3. Enter the reason for declining in the Decline to Sign window text box, then click the yellow **DECLINE TO SIGN** button.

Note: Do not check the box at bottom. *DocuSign requires for this language to be displayed.* If selected, it will display the disclosure consent check box again when log back into DocuSign.



- After declining the certification, the List Budget Extension screen will display the *Certification Status* as 'Not Started'.

Note: You will need to manually change the *Extension Status* to allow the district to make necessary updates. See [ESD Update Status](#) section in this guide.

The screenshot displays the 'List Budget Extensions (F-200)' interface. At the top, there are navigation tabs for different fund categories (F-195, F-195F, F-196, F-197, F-200, F-203) and other menu items like 'Personnel', 'ALE', 'Reports', and 'Info Center'. The current page is for 'List Budget Extensions' under the 'F-200' category. Below the header, there are three dropdown menus for 'School District', 'Budget Extension Status', and 'Certification Status', all currently set to '-- All --'. There are also buttons for 'List Extensions' and 'Reset'. A table below shows the list of budget extensions with columns for Action, School District, Fund, Extension Status, Certification Status, and Fiscal Year. The table contains four entries for Battle Ground School District. At the bottom, there is a footer with 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 © Copyright 2019 - 2021'.

Action	School District	Fund	Extension Status	Certification Status	Fiscal Year
Go	Battle Ground School District	General	Ready for OSPI Review	Not Started	2019-2020
	Battle Ground School District	Debt Service	In Process at District	Not Started	2019-2020
	Battle Ground School District	Associated Student Body	In Process at District	Not Started	2019-2020
	Battle Ground School District	Transportation Vehicle	In Process at District	Not Started	2019-2020

Use DocuSign to Approve Certifications (OSPI)

1. Once the ESD has signed the Certification, OSPI may go into the certification to review and approve. OSPI users do not receive an email notification when the certification is ready for signing. You will need to filter in the List Budget Extensions screen for Certification Status of 'Signed by ESD'.

Note: The budget must be in 'Ready for OSPI Review' or higher in order for the certificate to be enabled for signing.

2. Navigate to the SD Budget document and click on the **Certification** tab on the navigation bar to open the Certification page. To begin the approval, click the **Sign Document** button.

Begin Certification

1. After a few moments, the DocuSign frame will appear within the screen. Once the DocuSign window opens, read the Electronic Record and Signature Disclosure, and click the required check box to continue, 'I agree to use electronic records and signatures.'

Note: This disclosure consent will only appear the first time you open DocuSign for certification.

2. Once you select the disclosure check box, the yellow CONTINUE button will appear. Click the CONTINUE button.

View Certification and Attachments

1. The certification will display in the screen. To view the documents the District attached, scroll below the certification document in the DocuSign frame and they will display one after the other.

Finish Signing Document

1. When you are ready to approve the certification, click the yellow **START** button. The yellow **NEXT** icon will automatically move down to the OSPI Use Only section. First enter the approved extension amount, using thousands comma and period decimal separators (e.g., **##,###,###.##**).

2. To add your signature, click on the yellow Sign icon. Select your signature and click OK.

Note: The **From** and **To** amounts will automatically populate from the system.

Note: The final signed **Date** for your approval will be added automatically when you click **FINISH**.

3. When you are ready to complete the certification signing, click the yellow **FINISH** button at top of document to complete the approval signing.

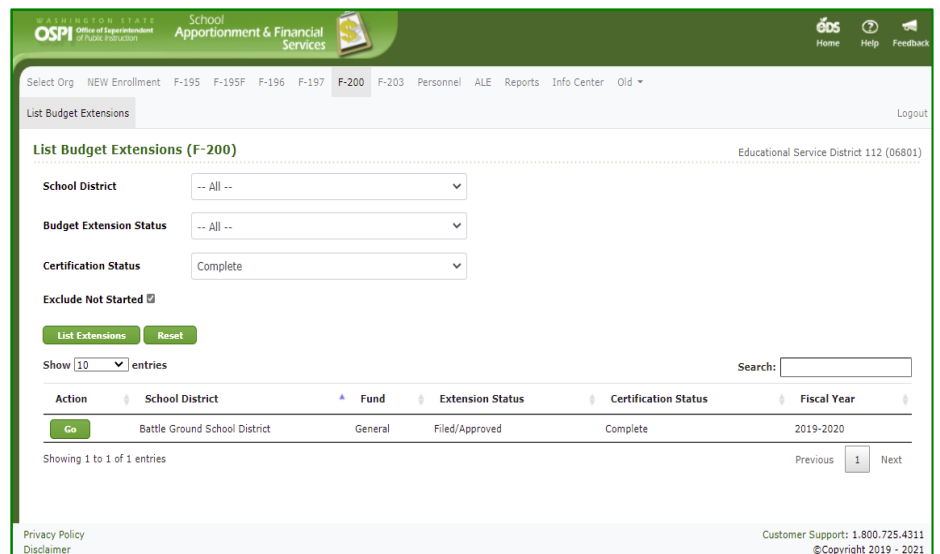
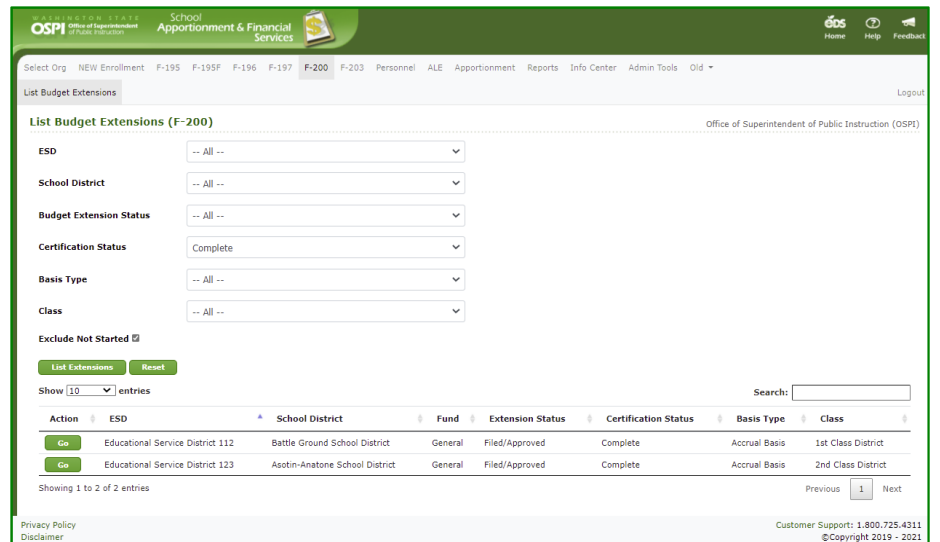
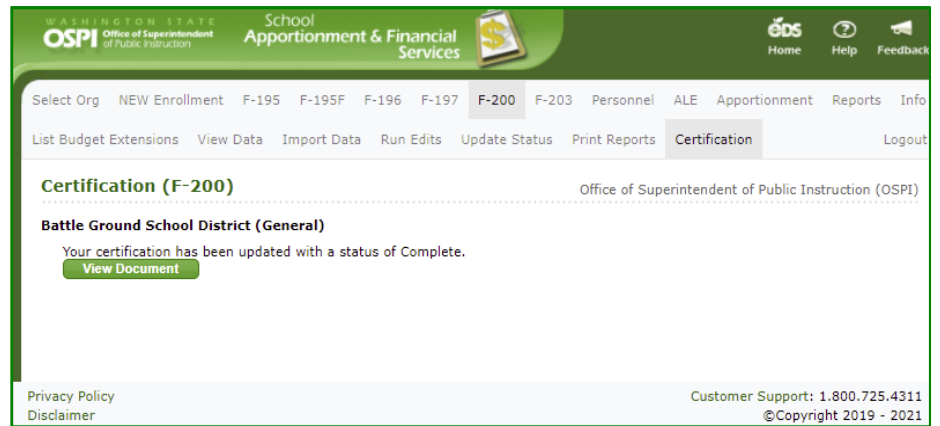
- Once you have signed the certification, a **View Document** button appears on the Certification page allowing you to view only the certification document with entered data and signatures.

To view or print all of the *final* 'Complete' documents **with attachments**, you will need to log into the DocuSign portal: <https://www.docusign.com/> and go to 'Completed Documents'.

- The Budget document now has a **Certification Status** of 'Complete' on the List Budget screen.

- Once OSPI signs the certification, email notifications are *not* sent to the SD and ESD. The SD and ESD will need to go to their List Budget Extensions screen to view the Certification Status for the budget.

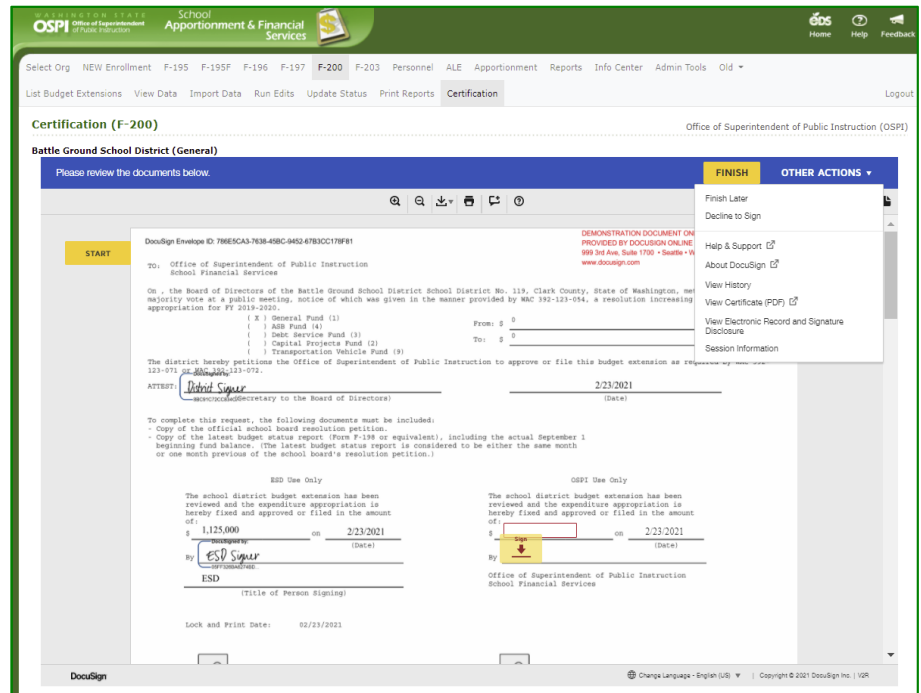
- The ESD can filter the *Certification Status* for 'Complete' on their List Budget Extensions screen.



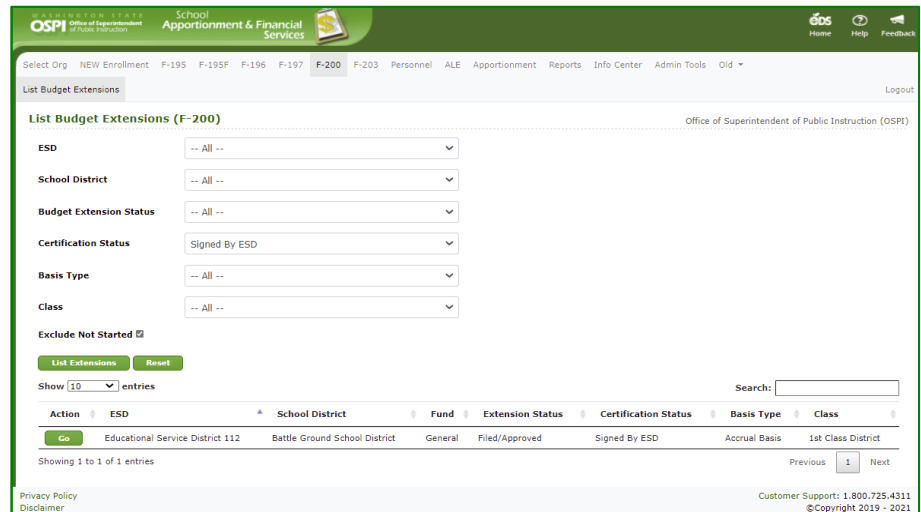
Finish Signing Later

1. There may be a time when you need to come back to review and complete the signing. To stop the DocuSign process, click the **OTHER ACTIONS** button, at top of document, and then click the **Finish Later** option.

The DocuSign window will close, and the Certification screen will appear saying, “The document has been signed by the ESD”, with a Sign Document button.



2. On the List Budget page, the **Certification Status** still displays ‘Signed by ESD’. OSPI users do **not** have a certification status indicating OSPI has started their signing.



Return to Sign Document

1. When you go back into the **Certification** tab again, the Certification screen will display “The document has been signed by the ESD”. Click the **Sign Document** button to sign.



Decline Document

1. If you decide that the certification document is incorrect and needs to be voided, then click the **OTHER ACTIONS** button, at top of document, and then click the **Decline to Sign** option.

Note: The Decline to Sign option always sets the *Certification Status* back to 'Not Started'. It will **not** change the Extension Status. A 'Filed/Approved' extension cannot have its Extension Status changed back to 'Return to ESD'. The District can just create another extension for the fund with the corrected data.

2. In the pop-up Caution window, click the yellow **CONTINUE** button. If you decide you do not want to decline, click the **CANCEL** button.

3. Enter the reason for declining in the Decline to Sign window text box, then click the yellow **DECLINE TO SIGN** button.

Note: Do not check the box at bottom. *DocuSign requires for this language to be displayed.* If selected, it will display the disclosure consent check box again when you log back into DocuSign.