Reaplication Instructions-
July/August 4408 Two-Month Placements
(Screen DRSUM)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2019
This screen is used by school districts to **re-apply** for reimbursement approval for July/August 4408 2-Month Placements. Each April, the STAC and Special Aids Unit issues reapplications based on the current year’s reimbursement approvals. If a student did not have an approval on the STAC database by April 1, a reapplication for the subsequent school year cannot be generated. Students without an approval on the system by April 1 require a full application. Listed below are instructions to retrieve and submit reapplication requests.

To retrieve the July/August 4408 reapplication screen:
- Enter **DRSUM** in the “Go to” box located at the top right-hand corner of the screen or select the screen from the reapplication menu.
- Press the ENTER key on your keyboard.

To retrieve your district’s July/August reapplication:
- Select School Year.
- CSE District will be entered for you.
- Click on **Get Providers**.
- Choose Provider from the list.
- Click on **Get Reapps**.
- Enter first 4 letters of Last Name to retrieve specific students or leave blank to retrieve list from beginning.

Displayed will be the list of student(s) who generated a reapplication for the education provider you entered. The student’s STAC ID, Name, Education program will be shown. The student list is continuous with 10 students displayed on the screen.
To submit a reapplication for student(s) on the selected page:

➢ Check the Reapply box for each continuing student.
➢ Enter Transportation Cost in the “Transportation Cost” box.
➢ Click on Submit.

When complete, the student(s) not selected will remain on the reapplication list.

➢ To view the reimbursement approvals, retrieve the Profile of Services screen DQCLD.
➢ To retrieve a list of students for a different education provider, select a new provider from the list and click Get Reapps.
➢ To return to the main menu enter DMNUM or type HOME in the “Go to” box.