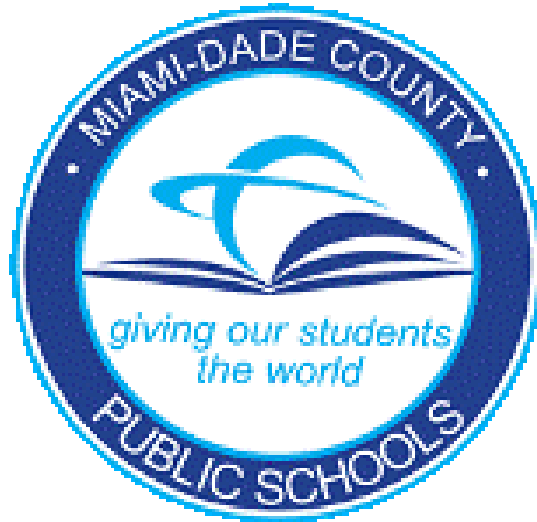


**Federal and State Compliance Office
(FASCO)**



**FTE Procedures
2013-2014**

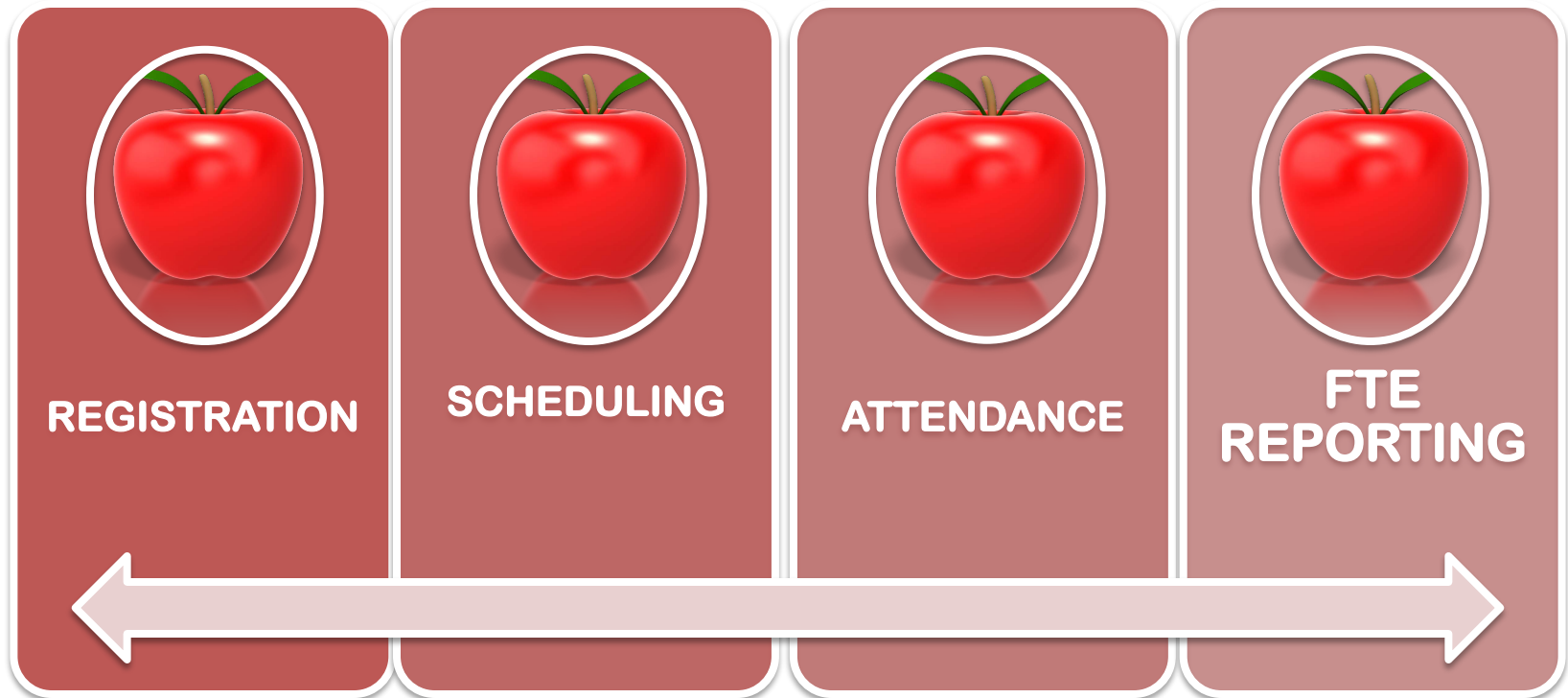
Miami-Dade County Public Schools
FEDERAL AND STATE COMPLIANCE OFFICE

Charlene Burks, Administrative Director
(305) 883-5323 FTEOffice@dadeschools.net

FTE SUPPORT TEAM	
Vanessa W. Byers, Executive Director	
Area of Responsibility	FTE Support Specialist
North Region Schools	Betsy Nadal-McCray
Central Region Schools	Tessie Mackey
South Region Schools	Cynthia Johnson
ETO Schools – Elementary	Tessie Mackey
ETO Schools - K-8/Middle	Cynthia Johnson
ETO Schools – Senior	Betsy Nadal-McCray
Charter Schools	Dulce Castro
	Maggie Triana
Alternative Ed & Outreach Centers	Cynthia Johnson
Specialized Centers	Betsy Nadal-McCray
District Instructional Centers	Cynthia Johnson
McKay Scholarship Program	Patricia Hawkins

Accurate FTE Reporting is a process...

each of these steps must be accurate and complete for EVERY student.



**What is FTE
and why is it
important?**

FTE REPORTING

The Miami-Dade County Public Schools district funding and individual school budgets are based on accurate reporting.

Accurate FTE reporting includes:

- **Student records**
 - **Course records**
 - **Teacher records**
 - **Transportation**
-

FTE EARNED

- A full time student will earn at least .5000 unweighted FTE (full-time equivalent) per survey period. The new method of recalibration of FTE for the 2013-2014 school year and beyond, will likely generate more than .5000 FTE (uncapped). The final FTE amount (capped) will be determined in June 2014.
 - The maximum amount of the recalibrated FTE per student is still 1.0000 unweighted FTE, per 180-day school year.
 - That equates to 300 instructional minutes per day or 25 hours per week which is the same as 1500 minutes per day or 900 hours per year. For K-3 the amount is 720 hours per year.
 - FTE earned over the 1.000 capped amount, will not be funded.
-

FLORIDA EDUCATION FINANCE PROGRAM (FEFP)

The Florida Education Finance Program (FEFP) is the funding Education Finance formula adopted by the Florida Legislature in 1973 to allocate funds appropriated by the Legislature to school districts for K-12 public school operations.

The FEFP implements the constitutional requirement for a uniform system of free public education and is an allocation model based on individual student participation in educational programs. In order to ensure equalized funding.

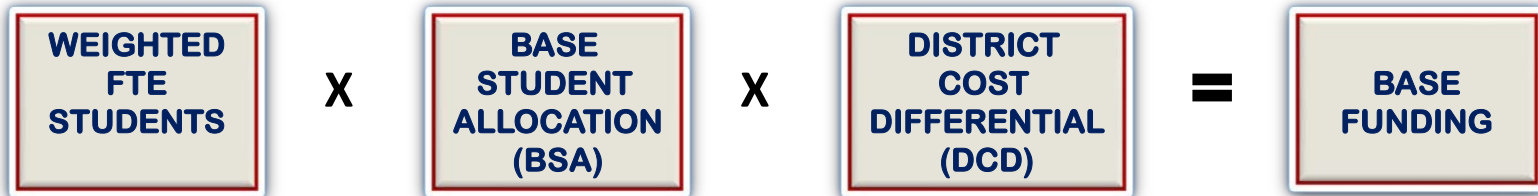
Program Cost Factors

- Each instructional program has an associated cost factor that adds weighting to an FTE.
- The program cost factor reflects the relative cost of serving students in each FEFP program.
- The additional weighting increases the amount of funds a district is eligible to receive since the FTE is multiplied by the program cost factor.
- Program cost factors assure that each program receives an equitable share of funds in relation to its relative cost per student.
- Through the annual program cost report, districts report the expenditures for each FEFP program.
- The cost per FTE student of each FEFP program is used to produce an index of relative costs, with the cost per FTE of Basic, Grades 4-8, established as the 1.000 base.
- To protect districts from extreme fluctuation in program cost factors, the Florida Legislature typically uses a three-year average in computing cost factors.

2013-2014 COST FACTORS

LINE OF FUNDING	BASIC PROGRAMS	COST FACTORS
101	K-3 Basic	1.125
102	4-8 Basic	1.000
103	9-12 Basic	1.011
111	K-3 Basic with ESE Services	1.125
112	4-8 Basic with ESE Services	1.000
113	9-12 Basic with ESE Services	1.011
WEIGHTED PROGRAMS		
130	English for Speakers of Other Languages (ESOL)	1.145
254	ESE SERVICES - Support Level 4	3.558
255	ESE SERVICES - Support Level 5	5.089
300	Special Programs for Career Education (9-12)	1.011

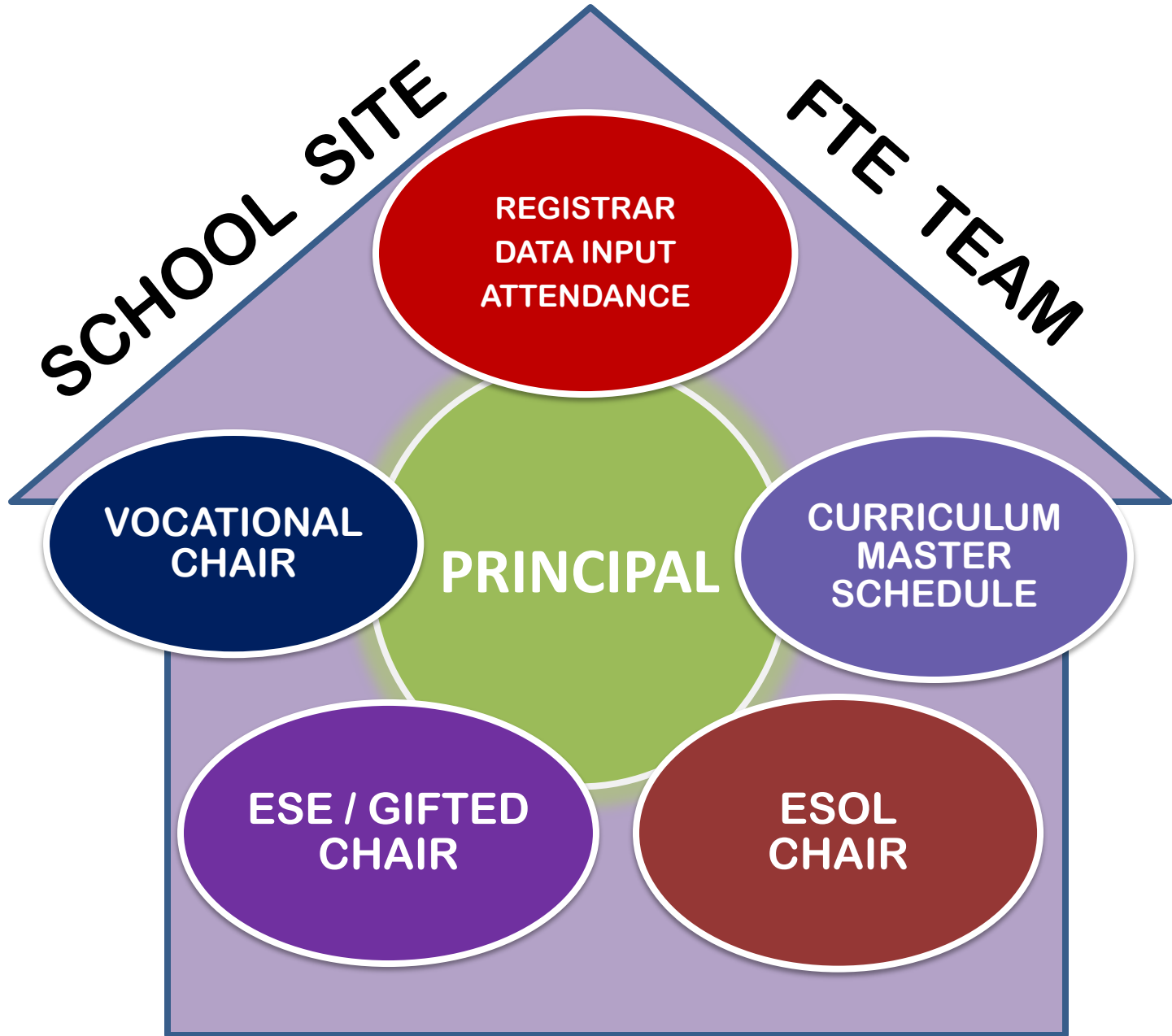
2013-2014 FEFP Calculation



BASE STUDENT ALLOCATION (BSA)	\$ 3,752.30
DISTRICT COST DIFFERENTIAL (DCD)	1.0123
M-DCPS FTE VALUE	\$ 3,798.45

Who is responsible for FTE at the school level?

The Principal is responsible for the accurate reporting of FTE and practically everything else that occurs on her school campus. It is crucial that the school's FTE Preparer, Registrar, Counselor, Program Chairs and other individuals involved in the reporting of FTE maintain open communication to maximize funding from the school's instructional programs.



2013-2014 FTE SURVEY DATES

FTE data that generates funding is reported twice per year, once in October and once in February. "Date certain" for all schools in all school districts is Friday of survey week. "Date certain" is the specific time for setting the student's schedule on the local student course record.

Survey 1	July 8- 12 , 2013
Survey 2	October 14- 18 , 2013
Survey 3	February 10- 14 , 2014
Survey 4	June 16- 20 , 2014

Common Student Identifier

The process for calculating FTE within a single survey has the following provisions: All FTE reported for a student identifier reported by more than one school district will be gathered, recalibrated and funded. If a student identifier is reported by only one school district, there is a search for a student identifier reported by another school district that has similar demographics. If no similar demographic match is found, the FTE for the student identifier is recalibrated and funded. If a student identifier reported by only one school district has a similar demographic match with a student identifier reported by another school district, then each student identifier will be gathered, recalibrated and funded separately unless:

One or more of the student identifiers has less than 0.2 FTE reported; or
The entry and withdrawal codes indicate that the student moved between school districts during survey week.

In the case of 1 and 2 above, the FTE will be gathered across the similar demographic match, recalibrated and funded.

The process for calculating FTE across surveys has the following provisions: If a student identifier is reported in both surveys 2 and 3, then the FTE for the student identifier is processed in a manner similar to that for a single survey. For a student identifier that is not reported

Enrolling Students from Other Counties in Florida

- In the **New Student Without ID** screen, schools must enter the Florida Student ID (Alias) from the county of **initial enrollment**. If the Florida Student ID (Alias) is no input, then you will **not** be able to proceed.

```
PLEASE CHECK LAST NAME SCAN BEFORE ENTERING NEW STUDENT
SI03-23-YEHS          HOME SCHOOL ENTRY          07/02/13 10.32.20

      M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
                    * * *   N E W   S T U D E N T S   * * *
ENTER LEGAL NAME AS IT APPEARS ON STUDENT'S BIRTH VERIFICATION DOCUMENT
SOCIAL SECURITY      -      -
LAST NAME           future
FIRST NAME          clara
MIDDLE NAME                                     APPENDAGE
SEX                 f
HISPANIC (Y=YES, N=NO) y          RACE w _ _ _ _
BIRTHDATE           02 / 13 / 00   BIRTHDATE VERIFICATION 1
FROM PRIVATE SCHOOL n
ENTRY CODE          e02          FLORIDA STUDENT ID 0604525302
PRIOR RES/ENROLL TYPE/CODE d 06          NEW BEG _
SCHOOL ENTERED 7541  SHIFT          GRADE 09  FORCED ID NUMBER
TO ADD DUPLICATE STUDENT ID TO FILE KEY 'Y' _
DISASTER AFFECTED STUDENT? _
MILITARY FAMILY? (Y=YES, N=NO) n
PK CHILD IN TAP          GUARDIAN'S STUDENT ID          CHILD CARE CENTER
KG ONLY:  WAS THE CHILD IN PRESCHOOL OR CHILD CARE? _
          WAS THE FULL COST PAID BY YOU? _
          WHAT TYPE? HEADSTART: _ ESE: _ MIGRANT: _ OTHER: _ UNKNOWN: _
```

Enrolling Students from Other Counties in Florida (continued)

- Students must have only one **Florida Alias Number** as their ID in any Florida school.
- FTE will be **nulled** for public school students with multiple ID's throughout the State. (Includes Florida Virtual School).

Required Florida Alias Number

SI16-35-YEHS

MISCELLANEOUS INFORMATION

07/30/13 14:02:56

STUDENT ID STATUS I SEX F BIRTHDATE 01 / 15 / 97
LEGAL NAME: LAST FIRST MIDDLE APP
CURRENT SCHOOL 6040 GRADE 12 HR SECT SCH DATE ENTERED 08 / 20 / 12
UNSOLICITED LITERATURE MISSING CHILD INACTIVE CHOICE APPL
INCLUDE IN SENIOR RANK Y PK COE NUM
ELEVATE MIAMI: ELIG DATE / / PC DATE / /
TRANSPORTATION CATEGORY LUNCH FD
HOME ECONOMICS SEM 0 EXPLORATORY SEM 0 HAITIAN EARTHQUAKE ENTRY N
COMPUTER LITERACY Y LEARNFARE
TAP QUALIFY DT / / SINGLE? (Y OR N) STUDENT CHARACTERISTIC
GED EXIT OPTION JJSP OPPORTUNITY SCHL ASSIGN
AT-RISK PARTICIPATION SCMS/SPAR NUMBER
DCF PMP: READ _ WRITE _ MATH _ SCIENCE _ OCOG AVID
COHORT YEAR
COMM SVC DATE
COMMUNITY SERVICE HOURS
DUAL LANG PGM
PRESCHOOL OR CHILDCARE FULL COST PAID _ KG READINESS _ ASSESSED BY _
HEADSTART _ ESE _ MIGRANT _ OTHER _ UNKNOWN _ BLDG/LOT
MAILING: HOUSE NO DIR STR
APT CITY ZIP - ATHLETICS N
FLORIDA STUDENT ID PREVIOUS FL STU ID

"STUDENT INFORMATION" ISIS PF3 SCREEN

(B) h2st.zws - PASSPORT
 File Edit View Communication Options Transfer Macro Help

```

SI20-31-H2ST          STUDENT INFORMATION          06/24/10 15.41.46
STU ID          FLA STU ID          STATUS          SEX          HISPANIC          RACE
LEGAL NAME:    LAST          FIRST          MIDDLE          APP
ASSUMED NAME: LAST          FIRST          MIDDLE          APP
RESIDENCE:    HOUSE NO          DIR          STR          BLDG/LOT
APT          CITY          ZIP          -          PHONE (          )          -          UNLISTED PHONE:
          AREA TRANSFER: CODE          DATE          /          /          RES SCHL
HURRICANE AFFECTED STU          PK          ADV          PVT
SCHL GR SEC          PVT          SHFT          PGM          ACAD          SCHL          --- ENTERED ---          --- WITHDREW ---
CUR:          /          /
SUM:          /          /
FUT:          /          /
          AREA TRNS          RES SCHL
          DCF

          PRIOR RES/ENROLL TYPE/CODE          SSN:          -          -
          -----SHARED SCHOOL-----
BIRTHDATE          /          /          CURRENT
BIRTHDATE VERIFICATION          SUMMER
          FUTURE
          LAST TRANS DATE:          /          /
          OPERATOR:
          TRANS CODE:
          EFFECTIVE DATE:          /          /

Te
  
```

Connected to sna002a.dade.k12.fl.us:123
 CAP NUM 6, 13 LDDAH2ST

start | (B) h2st.zws - PASSP... | (A) h2sq.zws - PASSP... | (C) h2wb.zws - PASS... | Microsoft PowerPoint... | My Documents | 3:51 PM

Online Home Language Survey

- FM 5196 now available online to schools showing “ **Date Entered U.S. School**”
- Do not use old multi-part forms.
- FM 5196 must be completed by parent, keep the original in student cum., make a copy for the parent and forward a copy to the ESOL chair for ELL testing/placement.
- Mandated lock out field for **ALL** new students in ISIS on PF 19 if date is not entered in “ **Date Entered U.S. School**” .
- See Briefing ID # 14170

BELL SCHEDULE

WEEKLY BRIEFING # 8171 “INSTRUCTIONAL MINUTES PER PERIOD”

K-8 Centers, Middle and Senior
Schools only

6 PERIOD DAY – 1 PERIOD FLVS

Miami-Dade County Public Schools
INSTRUCTIONAL MINUTES PER PERIOD AND BELL SCHEDULE
2010-11 School Year

*All secondary schools and K-8 Center principals must complete the form below.
Remember that the instructional minutes per period must be the same for all class periods.*

SCHOOL NUMBER 9028	SCHOOL NAME ATTENDANCE SERVICES		
Phone Number 305-883-0411	Contact Person CHARLENE BURKS		
<i>*** In the blank spaces below, indicate Homeroom/Passing/Lunch times where applicable. ***</i>			
Period	Start Time	End Time	# of Minutes
Period 1	7:20	8:20	60
Pass	8:20	8:25	5
Period 2	8:25	9:25	60
Pass	9:25	9:30	5
Period 3	9:30	10:30	60
Pass	10:30	10:35	5
Period 4	10:35	11:35	60
Lunch/Pass	11:35	12:15	40
Period 5	12:15	1:15	60
Pass	1:15	1:20	5
Period 6	1:20	2:20	60
Pass			
Period 7			
Period 8			

Principal's Signature

Date

Sign the form; scan and e-mail to FTFOffice@dadeschools.net.
DUE DATE: FRIDAY, August 20, 2010

CLASS SIZE

- Report as many class-teacher groupings as are being offered
 - **NO TBA (Open positions)** - a substitute teacher employee number must be entered on the master schedule – ISIS (PF9)
 - Room number must match the FISH Report
-

"COURSE RECORD" ISIS - PF9 SCREEN

A162-ENTER SEQ, PRESS ENTER

AS09-25-H2ST COURSE RECORD 06/25/10 14.12.18

SCHL CYCLE CRS SEQ ST SUB CDE TRM IND CR .

BP ALT1 ALT2 SHRD SCHL GRD RESP ABRV TITLE

TITLE

FACILITY TYPE COMPUTER LITERACY TEAM GRADE LAST UPDT:

PER TEACHER TEAM SEATS

SC S ST EN ROOM EMP-NO NUM NAME NUM DAYS MAX ASSG #I

Te

Connected to sna02a.dade.k12.fl.us:23

start (C) h2wb.zws... (B) h2st.zws... (A) h2sq.zws... Inbox - Micros... Dadeschools... http://www.fl... Microsoft Pow... NUM 1, 2 LDOA#2ST 2:12 PM

Course Record screen (PF9) will be used to calculate the Class Size average for students in grades **PK-5** and **6th** grade students in elementary setting. This includes all ESE and ESOL courses.

“STUDENT RECORD/SUBJECTS” ISIS - PF1 SCREEN

AS14-31-H2ST (B) h2st.zws - PASSPORT

File Edit View Communication Options Transfer Macro Help

AS14-31-H2ST STUDENT RECORD / SUBJECTS 06/24/10 15.58.30

STUDENT ID	SCHOOL	GRADE	HR	PRO ST	SCHL CD
NAME		SEX	O-PHASE		ADD SCHL CD
BIRTHDATE					
LAST SUB UPDT		RECORD UPDT			LAST GRD UPDT
	REPORTING CYCLE		GRADING PERIOD		
	CYCLE TOTAL ABSENCES		CYCLE TOTAL TARDIES		
TERM 1		PROGRAM NO.		TERM 2	
GRADE	HR			GRADE	HR
SCHL	SEQ/SEC	CRS NUM	VOC	SP EP ROOM	TEACHER 1
			SUB VOC PGM TRM TITLE		MFF
					EEG T

PF1 SCREEN INFORMATION WILL POPULATE THE ESE SCREEN PF4 AND ESOL “J” SCREEN

** KEY DESIRED GRADING PER ** PAGE FORWARD = ENTER

Te

ENGLISH LANGUAGE LEARNERS (ELL) ESOL PROGRAM

- **Home Language Survey (online)**
 - **Testing instruments**
 - **Parent/Guardian Notification letter**
 - **Copy of student's schedule (secondary only)**
 - **Individual Student LEP Plan**
-

ELL STUDENTS (ESOL)

- **SHARE THE FTE SIMULATION REPORT WITH THE ESOL CHAIR**
 - **UPDATE ISIS (“J”) ESOL SCREEN**
 - **UPDATE ESOL SCHEDULE AND SEMESTERIZED ESOL COURSES FOR STUDENTS EXITED FROM THE ESOL PROGRAM ON THE SECOND SEMESTER**
 - **CONVENE THE ELL COMMITTEE FOR STUDENTS WITH 6 SEMESTERS OR MORE BEFORE THE FTE WEEK**
 - **UPDATE STUDENT LEP PLAN BEFORE THE FTE SURVEY WEEK**
 - **WHEN POSSIBLE, AVOID EXITING STUDENTS FROM ESOL PROGRAM DURING FTE SURVEY PERIOD**
-

LIMITED ENGLISH PROFICIENCY COURSES

ESOL - "J" screen

h2st.zws - PASSPORT

File Edit View Communication Options Transfer Macro Help

SD08-33-H2ST LIMITED ENGLISH PROFICIENCY COURSES 06/28/10 15.34.48

STUDENT ID FLA STU ID STATUS SEX
 NAME: LAST FIRST MIDDLE BIRTHDATE / /
 CURRENT SCHOOL GRADE HR SECT DATE ENTERED / /

SURVEY: DATE / / RESPONSES PARENT/GUARDIAN LANG STU LANG
 PRIMARY EXC
 ASSESSMENT: DATE / / AURAL/ORAL/CELLA LEP (Y/N) ESOL LEVEL
 NRT: GRADE RAW SCORE: RDG LANG PERCENTILE: RDG LANG
 ENTRY DATE / / BASIS OF ENTRY ESOL SEMESTER LEP SERVICES

EXIT DATE / / BASIS OF EXIT AURAL/ORAL SCORE
 NRT: GRADE RAW SCORE: RDG LANG PERCENTILE: RDG LANG
 RECLASSIFICATION DATE / /

SCHL CRSE EMP IM HRS/WK MIN/WK SCHL CRSE EMP IM HRS/WK MIN/WK
 NUM NUM NUM NUM

LAST TRANS DATE / / LEP PLAN DATE / / ESOL LEVEL UPDATE / /

Connected to sna02a.dade.k12.fl.us:23

start NUM 4, 13 LDDAH2ST 3:34 PM

COMPLETE AT
REGISTRATION
AND UPDATE AS
NECESSARY



FROM ISIS "PF1"
SCREEN



Special Education Program- SPED

SHARE THE FTE SIMULATION REPORT WITH THE SPED CHAIR
ESE documents must cover the FTE survey period(s) for which the student is funded and match data reported in ISIS

Update in a timely manner:

- IEP Date
 - Domain Rating (MATRIX)
 - Primary Exceptionality Code
 - Secondary Exceptionality Code(s)
 - Add or Dismissed ESE Services
 - Gifted Eligibility Code
-

Elementary School Academic Program (ESAP) Codes and Special Education

- **Use general education ESAP Program Codes for students who are in general education program all day.**
 - **Use of the general education ESAP Program Codes will result in courses reflected only on the PF1 screen; and PF4 would not reflect courses.**
-

Elementary School Academic Program (ESAP) Codes and Special Education

- **Do not use 7000 level Access courses for special education students on a standard curriculum who take the FCAT**
 - **7000 level Access courses are only for special education students on a modified curriculum and take the alternate assessment**
 - **ESAP Program Codes were created for special education who are pulled from the regular program to a resource room or separate class setting**
 - **Use ESAP Program Codes developed for special education only for students with disabilities who are being pulled from the general education program into a resource room or separate class setting**
 - **Use of the Special Education ESAP Program Codes will result in both PF1 and PF4 reflecting courses.**
-

SPECIAL EDUCATION (SPED)

- **Individual Educational Plan (IEP)**
 - **Informed Notice of Proposal/Refusal to Change Exceptionality**
 - **Matrix of Services (Gifted students are exempt)**
 - **Gifted Educational Plan (EP)**
 - **General Educational Teacher's Statement – Gifted**
 - **Notification of Meeting Form
(students 14 or older must be invited)**
-

SI88-95-H2ST ESE SERVICES 06/29/10 14.35.52

STUDENT ID _____ FLA STU ID _____ STATUS _____ SEX _____
 NAME: LAST _____ FIRST _____ MIDDLE _____ APP _____
 CURRENT SCHOOL _____ GRADE _____ HR SECT _____ DATE ENTERED / /
 PRIMARY EXCEPTIONALITY _ DOMAIN RATING/DATE: MM / DD / YY FEFP: _____
 CONSULTATION / COLLABORATION SERVICES _ GIFTED CONSULTATION: _
 IEP: CONFERENCE: MM / DD / YY DURATION: MM / DD / YY IQ _____ SCALE _
 PRIVATE SCHL/DISTRICT PROVIDED: _ IDEA ED ENV: _ GIFTED ELIGIBILITY _

EXCP	---PLACEMENT---		CONSENT		CURRENT EVALUATION	ELIG DETERM	EVAL TYPE	PLACEMENT DATE	DISMISSAL
	STATUS	REASON	FOR EVAL						
_	_	_	MM DD YY		MM DD YY	MM DD YY	_	MM DD YY	MM DD YY
_	_	_	MM DD YY		MM DD YY	MM DD YY	_	MM DD YY	MM DD YY
_	_	_	MM DD YY		MM DD YY	MM DD YY	_	MM DD YY	MM DD YY
_	_	_	MM DD YY		MM DD YY	MM DD YY	_	MM DD YY	MM DD YY

LAST TRANS: / /

Te

“CURRENT ESE COURSES” ISIS PF4 SCREEN

SI11-92-H2ST CURRENT ESE COURSES 06/25/10 15.56.47

STUDENT ID _____ FLA STU ID _____ STATUS _____ SEX _____
 NAME: LAST FIRST MIDDLE BIRTHDATE
 CURRENT: SCHOOL GRADE HR SECT DATE ENTERED / /

IQ ___ SCALE _ PRIMARY EXCEPTIONALITY _ TRANSPORTATION _ STANDARD DIPLOMA _
 HOMEROOM TEACHER _____ PK PROGRAM _ PROGRAM EXCP
 ---- CURRENT COURSE INFORMATION ---- MIN/ EMPLOYEE

SCHL	CRSE NUM	EMP NUM	CDE	HRS/WEEK	WEEK	LOC	NAME
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Te

LAST TRANS: / /

DATA REPORTED IN THE “SPED-EMS” SYSTEM WILL ROLLOVER TO THE ESE SCREENS PF4, PF16, PF17, PF18

ON-THE-JOB TRAINING (OJT)

OJT attendance cards must be completed; signed by the student, teacher and employer; dated, and filed with the FTE materials at the end of each marking period.

A student must report a minimum of 15 hours a week and be working one of the two reporting FTE periods to receive credit.

A student funded during October FTE and not working during February FTE period, must be exited from the program and schedule changed.

Documents for students exited from the program must be kept on file.

FTE ATTENDANCE ELIGIBILITY

11 DAY WINDOW PERIOD

A STUDENT IS ELIGIBLE FOR FULL-TIME EQUIVALENT (FTE) FUNDING, IF THE STUDENT IS IN ATTENDANCE

➤ AT LEAST ONE DAY DURING THE FTE SURVEY WEEK

OR

➤ ONE OF THE SIX DAYS PRIOR THE FTE SURVEY WEEK

MIAMI-DADE COUNTY PUBLIC SCHOOLS FTE Preparation and Reporting Calendar 2013-2014 October 2013 - FTE Survey 2				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>SEPTEMBER 30</u>	<u>OCTOBER 1</u>	<u>OCTOBER 2</u>	<u>OCTOBER 3</u>	<u>OCTOBER 4</u> FIRST DAY OF FTE ATTENDANCE ELIGIBILITY
<u>OCTOBER 7</u>	<u>OCTOBER 8</u>	<u>OCTOBER 9</u>	<u>OCTOBER 10</u>	<u>OCTOBER 11</u>
Update ISIS as necessary.				
<u>OCTOBER 14</u>	<u>OCTOBER 15</u>	<u>OCTOBER 16</u>	<u>OCTOBER 17</u>	<u>OCTOBER 18</u>
FTE SURVEY WEEK Update ISIS as necessary.				
				ITS BEGINS PROCESSING FINAL FTE REPORT DECO FILES CREATED
<u>OCTOBER 21</u>	<u>OCTOBER 22</u>	<u>OCTOBER 23</u>	<u>OCTOBER 24</u>	<u>OCTOBER 25</u>
Corrections must be made in ISIS and DECO.				
FINAL FTE REPORT AVAILABLE AT CONTROL D				TEACHER PLANNING DAY
<u>OCTOBER 28</u>	<u>OCTOBER 29</u>	<u>OCTOBER 30</u>	<u>OCTOBER 31</u>	<u>NOVEMBER 1</u>
Corrections must be made in ISIS and DECO.			PRINT SCHOOL FUNDING CERTIFICATION from DECO OPTION B	SCHOOL FUNDING CERTIFICATION and VERIFICATION OF EARNED FTE due in FASCO.
		DECO Corrections must be completed by 5:00 PM	Balance, sign and send SCHOOL FUNDING CERTIFICATION and VERIFICATION OF EARNED FTE via Heat Self-Service.	

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 FTE Preparation and Reporting Calendar
 2013-2014
 February 2014 - FTE Survey 3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>JANUARY 27</u>	<u>JANUARY 28</u>	<u>JANUARY 29</u>	<u>JANUARY 30</u> FIRST DAY OF FTE ATTENDANCE ELIGIBILITY	<u>JANUARY 31</u>
<u>FEBRUARY 3</u>	<u>FEBRUARY 4</u>	<u>FEBRUARY 5</u>	<u>FEBRUARY 6</u>	<u>FEBRUARY 7</u>
Update ISIS as necessary.				
				TEACHER PLANNING DAY
<u>FEBRUARY 10</u>	<u>FEBRUARY 11</u>	<u>FEBRUARY 12</u>	<u>FEBRUARY 13</u>	<u>FEBRUARY 14</u>
FTE SURVEY WEEK Update ISIS as necessary.				
				ITS BEGINS PROCESSING FINAL FTE REPORT DECO FILES CREATED
<u>FEBRUARY 17</u>	<u>FEBRUARY 18</u>	<u>FEBRUARY 19</u>	<u>FEBRUARY 20</u>	<u>FEBRUARY 21</u>
HOLIDAY All President's Day	Corrections must be made in ISIS and DECO.			
	FINAL FTE REPORT AVAILABLE AT CONTROL D			
<u>FEBRUARY 24</u>	<u>FEBRUARY 25</u>	<u>FEBRUARY 26</u>	<u>FEBRUARY 27</u>	<u>FEBRUARY 28</u>
Corrections must be made in ISIS and DECO.			PRINT SCHOOL FUNDING CERTIFICATION from DECO OPTION B and the FTE Based On Capped/Uncapped (School Summary) Review, sign and submit both reports to FASCO via Heat Self-Service. Select FTE option.	SCHOOL FUNDING CERTIFICATION and FTE Based On Capped/ Uncapped (School Summary) due in FASCO.
		DECO Corrections must be completed by 5:00 PM		

Federal and State Compliance Office
 FTE Support Team
 01/09/2014

NOTE:
 DECO CORRECTIONS WILL NOT BE ACCEPTED AFTER 03/30/2014.

Attendance Reporting/Corrections

- Student attendance must be reported, checked, and corrected daily.
 - Submit attendance corrections, form FM-5556 to FASCO via Heat Ticket. Select “Ask it’s a Question”.
 - Use for Data Input and Registration changes also.
-

FTE SIMULATION REPORT

- **REQUEST THE “PK-12 FTE SIMULATION REPORT ” ON LINE (ISIS main menu, option 5)**
 - **SHARE THE FTE SIMULATION REPORT(S) WITH THE APPROPRIATE SCHOOL PERSONNEL TO ENSURE DATA REPORTED IN ISIS IS ACCURATE.**
 - **UPDATE ISIS FILES AS NEEDED**
-

DEPARTMENT OF EDUCATION EDIT CORRECTION SYSTEM DECO

INFORMATION REPORTED IN ISIS DURING THE FTE SURVEY PERIOD IS TRANSFERRED AND TRANSMITTED TO THE STATE THROUGH DECO FILES

```

DC01-11-H2SQ                                06/30/10 14.59.18
      M I A M I - D A D E  C O U N T Y  P U B L I C  S C H O O L S
      DECO - D. O. E. EDIT CORRECTION SYSTEM
*=====*
* WARNING - THIS IS DOE SNAPSHOT INFORMATION, NOT CURRENT ISIS INFORMATION *
*=====*

      SURVEY YEAR          SURVEY PERIOD _

      THE FOLLOWING FUNCTIONS ARE AVAILABLE -
1. STUDENT COURSE/FTE INFORMATION          8. STUDENT DROPOUT PREVENTION
2. TEACHER COURSE INFORMATION             9. STUDENT LIMITED ENGLISH PROFICIENCY
3. STUDENT DEMOGRAPHIC INFORMATION        10.
4. STUDENT EXCEPTIONAL INFORMATION        11. STUDENT TRANSCRIPT
5. STUDENT FED. STATE IND. STATUS         12. OUT-OF-FIELD TEACHERS
6. STUDENT FED. STATE COMP. PROJ.        13. RESPONSIBLE TEACHER FOR ELEMENTARY
7. STUDENT END OF YEAR STATUS

A. ONLINE PRINT - STUDENTS WITH RECALCULATED FTE
B. ONLINE PRINT - SCHOOL FUNDING CERTIFICATION REPORT

      ENTER SELECTION NUMBER . . . _
* RETURN TO I.S.I.S. = CLEAR KEY          * PA2 = HELP
Te
NUM
    
```

Print the School Funding Certification Report as many times you try to balance

FINAL FTE REPORT

PRODUCT NUMBERS LIST – CONTROL “D”

FTE Audit Schedule Report	T13249601 - Alpha/Grade students' schedule (DECO - PF1)
FTE Class Membership Report	T13248801 - Alpha/Grade student roster by course Sequence-Section
FTE ESOL Program Roster	T13249101 - Alpha list of ESOL and ESE/ESOL students by line of funding
FTE Part/Time Audit Schedule	T13249901 - Alpha list of part time students' schedule
FTE Special Program Roster	T13248901 - Alpha list of ESE students by line of funding
FTE Student Error List	T13248701 - Alpha/Grade student roster/error messages/membership
FTE Vocational Roster *	T13249001 - Alpha list of vocational program students by line of funding
Master Schedule Edit Report	T13248401 - Seq-Sec list of courses/teachers/schedule error messages
School Funding Certification Report	T13249801 - School Funding Certification at last day of FTE week
Vocational Dual Enrollment Report *	T13248501 - List of courses created for dual enrollment by Seq-Sec
FTE Share-Time Roster *	T13249501 - Alpha list of students on share program

***Secondary only**

Master Schedule Edit Report

DATE RUN	02/13/10	MIAMI-DADE COUNTY PUBLIC SCHOOLS	PRODUCT NUMBER
TIME RUN	02.12.11	FTE MASTER SCHEDULE EDIT REPORT	PAGE NUMBER 147
SCHOOL	[REDACTED]	(SINGLE SESSION SCHOOL)	FISCAL YEAR - 09 10 SURVEY CODE - 3
NOTES CONCERNING THE FTE MASTER SCHEDULE EDIT REPORT AND RELATED PROCESSING:			
AN '*' PRINTED AFTER THE FTE LINE AND/OR MIN INDICATES THE SCHOOL PROVIDED THIS DATA.			
AN '@' PRINTED AFTER THE FTE MIN INDICATES THEY WERE INSERTED BY OIT ACCORDING TO THE NON-STANDARD PERIOD START AND END TIMES PROVIDED BY THE SCHOOL.			
MCC CODE	FTE PROCESS ACTION	DECO RECORDS ACTION	EXPLANATION OF ERROR/WARNING/INFORMATION MESSAGE CODES
ME-1	NOT PROCESSED	NOT CREATED	FEFP PROGRAM NUMBER NOT ASSIGNED; SUBJECT CODE NOT IN CBI.
ME-2	NOT PROCESSED	CREATED	HEALTH COURSES 8502000 OR 0800100 CAN NOT BE REPORTED WITH OTHER THAN A 103.
ME-3	NOT PROCESSED	CREATED	COURSE OR SECTION HAS INVALID FEFP PROGRAM NUMBER.
ME-7	NOT PROCESSED	CREATED	SUBJECT CODE NOT CURRENTLY ACTIVE FOR THIS SURVEY ACCORDING TO THE DISTRICT CURRICULUM BULLETIN.
MW-1	NOT PROCESSED	NOT CREATED	COURSE NOT IN CURRENT TERM.
MW-2	NOT PROCESSED	NOT CREATED	STANDARD HOMEROOM COURSE NOT ELIGIBLE FOR FTE.
MW-3	NOT PROCESSED	NOT CREATED	COURSE HAS NO SECTIONS.
MW-4	NOT PROCESSED	CREATED	COURSE OR SECTION IS INACTIVE. 'SEATS ASGND' SHOULD BE ZERO.
MW-5	NOT PROCESSED	NOT CREATED	VACE COURSE; EXCLUDED FROM THIS PROCESSING.
MI-2	PROCESSED	CREATED	THE FEFP PROGRAM NUMBER PROVIDED BY THE SCHOOL DOES NOT MATCH THE FEFP PROGRAM NUMBER DEFINED BY THE DISTRICT CURRICULUM BULLETIN. THIS CHECK IS MADE BASED UPON THE SUBJECT CODE IN THE SCHOOL'S FILE. OIT IS USING THE SCHOOL'S FEFP PROGRAM NUMBER FOR PROCESSING.
MI-3	PROCESSED	CREATED	'DAYS MET' USED IN THE CALCULATION OF CLASS MINUTES WERE NOT MTWTF.
MI-4	PROCESSED	CREATED	ROOM NUMBER IS BLANK NO FTE ACCRUED.
MI-5	PROCESSED	CREATED	ROOM NUMBER IS NOT FOUND IN THE FISH FILE NO FTE ACCRUED
MI-6	PROCESSED	CREATED	VIRTUAL SCHOOL NO FTE ACCRUED.

Master Schedule Edit Report

List of courses/teachers/schedule error messages

DATE RUN 02/13/10
TIME RUN 02.12.11

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FTE MASTER SCHEDULE EDIT REPORT

PRODUCT NUMBER T13249401
PAGE NUMBER 152

SCHOOL (SINGLE SESSION SCHOOL) FISCAL YEAR - 09 10 SURVEY CODE - 3

CLASS SCHL	COURSE SEQ	S SEC	T	SUBJECT CODE	TRM	ABRV TITLE	F-T-E LINE MIN	PER ST	C EN	NON-STAND T	ST EN	T	ST EN	EMP NUM	TCH NUM	TEACHER NAME	# I	DAYS MET	SEATS ASGND R	G SCHL	SHRD	META DATE	MSG CODES
B10-	09	A		120033001	A	Algebra 2	103 0215	02		0000	0000							MTWRF	0025				
B10-	09	A		120033001	A	Algebra 2	103 0215	06		0000	0000							MTWRF	0024				
B10-	10	I		120033001	A	Algebra 2	103 0215	05		0000	0000							MTWRF	0000				*MW-4 *
B11-	01	A		120034001	A	H Alg 2	103 0215	05		0000	0000							MTWRF	0028				
B11-	02	A		120034001	A	H Alg 2	103 0215	04		0000	0000							MTWRF	0023				
B11-	03	A		120034001	A	H Alg 2	103 0215	01		0000	0000							MTWRF	0035				
B12-	01	A		121030003	A	Prob&StaA	103 0215	06		0000	0000							MTWRF	0020				
B12-	02	A		121030003	A	Prob&StaA	103 0215	08		0000	0000							MTWRF	0025				
B12-	03	A		121030003	A	Prob&StaA	103 0215	01		0000	0000							MTWRF	0025				
B13-	01	A		120131001	A	Anl Funct	103 0215	03		0000	0000							MTWRF	0022				
B13-	02	I		120131001	A	Anl Funct	103 0215	06		0000	0000							MTWRF	0000				
B13-	03	A		120131001	A	Anl Funct	103 0215	01		0000	0000							MTWRF	0025				*MW-4 *
B14-	01	A		120234002	A	Pre Calc	103 0215	05		0000	0000							MTWRF	0021				
B14-	02	A		120234002	A	Pre Calc	103 0215	08		0000	0000							MTWRF	0026				
B14-	03	A		120234002	A	Pre Calc	103 0215	06		0000	0000							MTWRF	0022				
B15-	01	A		120234002	A	Pre Calc	103 0215	08		0000	0000							MTWRF	0021				
B15-	02	A		120234002	A	Pre Calc	103 0215	02		0000	0000							MTWRF	0027				
B15-	03	A		120234002	A	Pre Calc	103 0215	05		0000	0000							MTWRF	0024				
B15-	04	A		120234002	A	Pre Calc	103 0215	07		0000	0000							MTWRF	0026				
B16-	01	A		120230001	A	Calculus	103 0215	08		0000	0000							MTWRF	0021			05/02/96	
B17-	01	A		120040001	A	Ints Math	103 0215	07		0000	0000							MTWRF	0022			04/12/06	
B17-	02	A		120040001	A	Ints Math	103 0215	08		0000	0000							MTWRF	0022			06/10/99	
B17-	03	A		120040001	A	Ints Math	103 0215	01		0000	0000							MTWRF	0023			12/19/96	
B18-	01	A		120040001	A	Ints Math	103 0215	08		0000	0000							MTWRF	0022				
B18-	02	A		120040001	A	Ints Math	103 0215	07		0000	0000							MTWRF	0018				
B18-	03	A		120040001	A	Ints Math	103 0215	01		0000	0000							MTWRF	0027				
B18-	04	A		120040001	A	Ints Math	103 0215	03		0000	0000							MTWRF	0025				
B18-	05	A		120040001	A	Ints Math	103 0215	02		0000	0000							MTWRF	0019				
B18-	06	A		120040001	A	Ints Math	103 0215	08		0000	0000							MTWRF	0024			12/19/96	
B19-	01	A		120040001	A	Ints Math	103 0215	03		0000	0000							MTWRF	0017				
B19-	02	A		120040001	A	Ints Math	103 0215	08		0000	0000							MTWRF	0024			06/10/99	
B19-	03	A		120040001	A	Ints Math	103 0215	01		0000	0000							MTWRF	0021			05/02/96	
B19-	04	I		120040001	A	Ints Math	103 0215	04		0000	0000							MTWRF	0000				*MW-4 *
B20-	01	A		120040001	A	Ints Math	103 0215	06		0000	0000							MTWRF	0019				
B20-	02	A		120040001	A	Ints Math	103 0215	02		0000	0000							MTWRF	0021				
B20-	03	A		120040001	A	Ints Math	103 0215	07		0000	0000							MTWRF	0020				
B20-	04	A		120040001	A	Ints Math	103 0215	04		0000	0000							MTWRF	0017				
B20-	05	A		120040001	A	Ints Math	103 0215	03		0000	0000							MTWRF	0024				

Teacher name and ID number

Error messages

Meta date

Line of funding
Time per class

Common FTE Error Codes



ERROR CODE	ERROR MESSAGE
SE-7	Subject code inactive on CBI.
Input correct course code number from Curriculum Bulletin and update PF-9 (COURSE RECORD) screen.	
SW-9	Student has less than 25 hours.
If student is full-time, verify all periods have been posted on PF-1 (STUDENT RECORD/SUBJECTS) screen.	
SW-14	Student is missing or not classified for LEP service.
On the "J" (LIMITED ENGLISH PROFICIENCY COURSES) screen verify that student is eligible for ESOL and update missing elements.	
SW-18	Vocational program missing: no funding will be assigned.
Input VOC PGM (vocational program) code on the PF-1 (STUDENT RECORD/SUBJECTS, screen) from standards, benchmarks & frameworks career and technical education curriculum frameworks at www.fldoe.org/workforce/dwdframe .	
SW-19	ESE student with no ESE course: course to basic unless consultative.
If student is receiving collaborative services according to the IEP, update the PF-17 (ESE SERVICES, CONSULTATION/COLLABORATION SERVICES) screen with a "Y" or "N".	
SW-22	ESE student with invalid plan date; funded as basic.
Update the PF-17 (ESE SERVICES) screen with a valid CONFERENCE date and valid DURATION date as indicated on the student's IEP/EP.	

FTE STUDENT MEMBERSHIP / ERROR LIST

DATE RUN	02/12/10	MIAMI - DADE COUNTY PUBLIC SCHOOLS		PRODUCT NUMBER	T13249701
TIME RUN	03.53.30	FTE STUDENT MEMBERSHIP / ERROR REPORT		PAGE NUMBER	1
SCHOOL				FISCAL YEAR -	09 10
				SURVEY CODE -	3
FTE STUDENT MEMBERSHIP/ERROR REPORT AND RELATED PROCESSING INFORMATION:				'*' INDICATES PART-TIME STUDENT	
				'#' INDICATES SHARE-TIME STUDENT	
MSG CODE	FTE PROCESS ACTION	DECO RECORDS ACTION	EXPLANATION OF ERROR/WARNING/INFORMATION MESSAGE CODES.		
SE-1	NOT PROCESSED	NOT CREATED	FEPP PROGRAM NUMBER NOT ASSIGNED; SUBJECT CODE NOT IN CBI.		
SE-2	NOT PROCESSED	CREATED	HEALTH COURSES 8502000 OR 0800300 CAN NOT BE REPORTED WITH OTHER THAN A 103.		
SE-3	NOT PROCESSED	CREATED	COURSE OR SECTION HAS INVALID FEPP PROGRAM NUMBER.		
SE-4	NOT PROCESSED	NOT CREATED	STUDENT IS ACTIVE IN PROCESSING SCHOOL (CURRENT OR SHARED) BUT HAS NO SCHEDULE.		
SE-5	NOT PROCESSED	CREATED	STUDENT HAS A COURSE BUT NO SECTION.		
SE-6	NOT PROCESSED	CREATED	COURSE IS BEYOND FTE LIMIT.		
SE-7	NOT PROCESSED	CREATED	SUBJECT CODE IS NOT CURRENTLY ACTIVE FOR THIS SURVEY ACCORDING TO THE CBI.		
SW-3	NOT PROCESSED	NOT CREATED	COURSE HAS NO SECTIONS.		
SW-4	NOT PROCESSED	CREATED	COURSE OR SECTION IS INACTIVE. "SEATS ASGND" SHOULD BE ZERO.		
SW-7	NOT PROCESSED	CREATED	STUDENT IS INELIGIBLE DUE TO EXCESSIVE ABSENCES OR HAS BEEN EXCLUDED.		
SW-8	PROCESSED	CREATED	STUDENT SCHEDULE HAS DUPLICATE PERIOD PROBLEM.		
SW-9	PROCESSED	CREATED	STUDENT HAS LESS THAN 25 HOURS TOTAL.		
SW-13	NOT PROCESSED	CREATED	INVALID RELATIONSHIP BETWEEN GRADE LEVEL AND FEPP PROGRAM NUMBER.		
SW-14	NOT PROCESSED	CREATED	STUDENT IS MISSING OR NOT CLASSIFIED FOR LEP SERVICE.		
SW-16	PROCESSED	CREATED	TEMPORARY ESE PLACEMENT DATE IS MORE THAN 6 MONTHS PRIOR; FUNDING CHANGED TO BASIC.		
SW-17	NOT PROCESSED	CREATED	STUDENT IS INELIGIBLE; DOES NOT MEET PROGRAM ELIGIBILITY REQUIREMENTS.		
SW-18	NOT PROCESSED	CREATED	VOCATIONAL PROGRAM MISSING, NO FUNDING WILL BE ASSIGNED.		
SW-19	PROCESSED	CREATED	ESE STUDENT WITH NO ESE COURSE; COURSE CHANGED TO BASIC UNLESS CONSULTATIVE.		
SW-20	NOT PROCESSED	CREATED	ESE STUDENT MISSING ESE MINUTES; NO FUNDING WILL BE ASSIGNED.		
SW-21	PROCESSED	CREATED	ESE COURSES BUT NO ESE SERVICES; NO ESE FUNDING.		
SW-22	PROCESSED	CREATED	ESE STUDENT WITH INVALID PLAN DATE; FUNDED AS BASIC.		
SI-4	PROCESSED	CREATED	ROOM NUMBER EITHER BLANK OR NOT FOUND, NO FTE ACCRUED.		
SI-5	PROCESSED	CREATED	STUDENT IS ELIGIBLE, BUT HAS WITHDRAWAL DATE TUESDAY-FRIDAY OF SURVEY WEEK.		
SI-7	PROCESSED	CREATED	STUDENT IS LEP AND TEACHER IS META QUALIFIED; FEPP PROGRAM NUMBER CHANGED TO ESOL.		

FTE STUDENT MEMBERSHIP / ERROR LIST

DATE RUN	02/13/10	MIAMI - DADE COUNTY PUBLIC SCHOOLS	PRODUCT NUMBER T13249701								
TIME RUN	03.53.30	FTE STUDENT MEMBERSHIP / ERROR REPORT	PAGE NUMBER 40								
SCHOOL		FISCAL YEAR - 09 10	SURVEY CODE - 3								
FL	STU ID	CPS ID	GR HR	STUDENT NAME	---	ERROR MESSAGE	---	ERROR MESSAGE	---	ERROR MESSAGE	---
59		6	11-414								
13		5	11-507								
59		6	11-309								
59		8	11-506								
59		6	11-809								
59		5	11-414								
59		6	11-102								
13		2	11-181			SI-7	D42-02 2100310	SI-7	B10-05 1200330	SI-7	C42-01 2003310
77		6	11-507								
59		0	11-203								
76		0	11-461			SW-7					
59		9	11-706								
59		9	11-118								
76		0	11-119								
13		8	11-460								
76		7	11-416			SI-7	D22-03 2100310	SI-7	C63-02 2003340	SI-7	B10-05 1200330
59		6	11-203								
59		6	11-418								
59		3	11-705								
59		4	11-118								
59		3	11-606								
59		1	11-184			M	SI-7 H01-02 2000350				
59		0	11-705								
13		4	11-203								
13		4	11-606								
59		9	11-111								
59		4	11-456								

← ERROR MESSAGES

FTE STUDENT MEMBERSHIP / ERROR LIST (CONT.)

DATE RUN 02/13/10	MIAMI - DADE COUNTY PUBLIC SCHOOLS	PRODUCT NUMBER T13248701
TIME RUN 03.53.30	FTE STUDENT MEMBERSHIP / ERROR REPORT	PAGE NUMBER 63
SCHOOL <input type="text"/>	FISCAL YEAR - 09 10	SURVEY CODE - 3
*** TOTAL STUDENTS IN MEMBERSHIP BY GRADE LEVEL *** (EXCLUDES PART-TIME/SHARE STUDENTS)		
TOTAL STUDENTS IN GRADE 09 = 745	WITHDRAWN ELIGIBLE IN GRADE 09 = 1	
TOTAL STUDENTS IN GRADE 10 = 665	WITHDRAWN ELIGIBLE IN GRADE 10 = 1	
TOTAL STUDENTS IN GRADE 11 = 823	WITHDRAWN ELIGIBLE IN GRADE 11 = 1	
TOTAL STUDENTS IN GRADE 12 = 881	WITHDRAWN ELIGIBLE IN GRADE 12 = 1	
TOTAL STUDENTS PROCESSED	= 3,118	
* TOTAL PART TIME STUDENTS PROCESSED	= 0	
# TOTAL SHARE STUDENTS PROCESSED	= 0	
TOTAL FTE EARNED BY PART-TIME-STUDENTS=	0.0000	

DATE RUN 01/15/14
TIME RUN 17.32.35

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FTE STUDENT MEMBERSHIP/ERROR RECAP REPORT

PRODUCT NUMBER T13240601
PAGE NUMBER 28

SCHOOL 3141 - MEADOWLANE ELEMENTARY

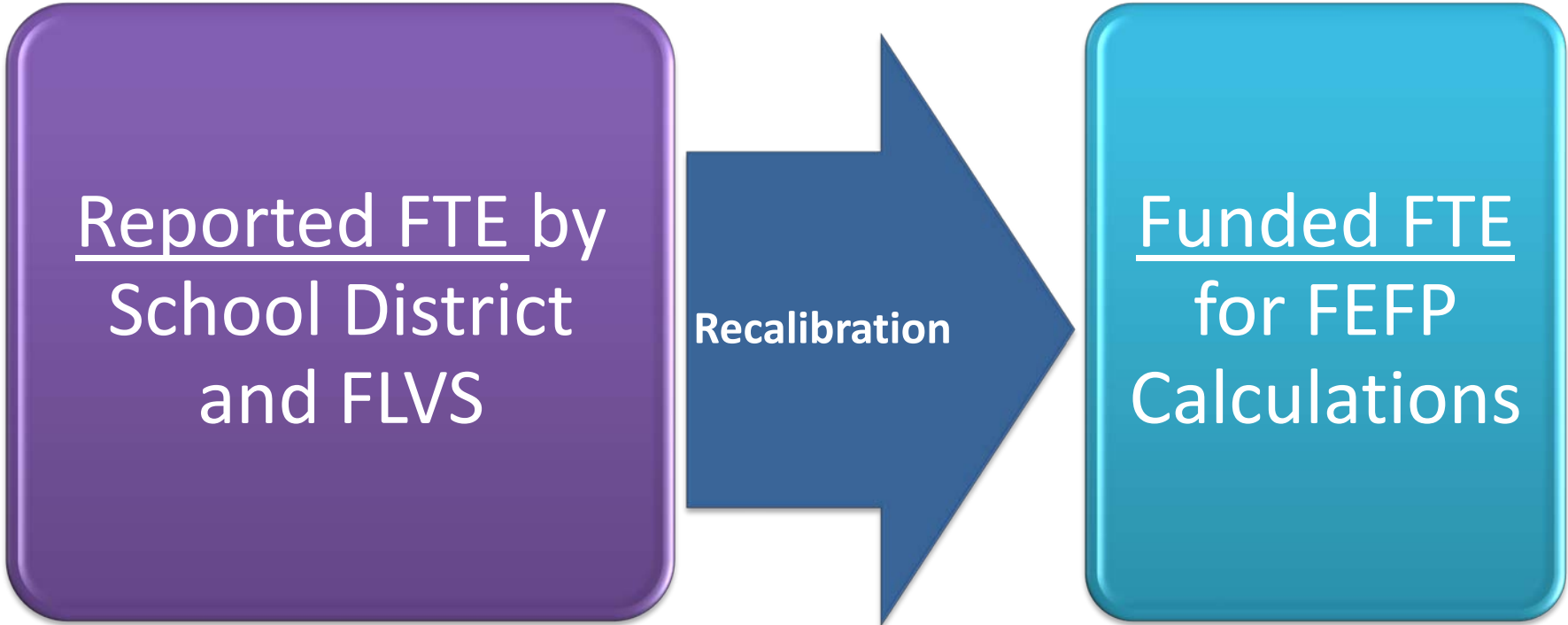
(SINGLE SESSION SCHOOL)

FISCAL YEAR - 13 14 SURVEY CODE - 3

*** NUMBER OF ERRORS BY TYPE ***

SE-1	SUBJECT CODE WAS NOT IN THE DISTRICT C.B.	0
SE-2	HEALTH COURSES WITH OTHER THAN A 103.	0
SE-3	SECTION HAS AN INVALID FEPP PROGRAM NUMBER.	0
SE-4	ACTIVE (CUR. OR SHR.) STUDENT BUT HAS NO SCHEDULE.	0
SE-5	STUDENT HAS A COURSE WITHOUT A SECTION.	0
SE-6	COURSE IS BEYOND FTE LIMIT.	0
SE-7	SUBJECT CODE INACTIVE ON CBI.	0
SW-3	COURSE HAS NO SECTIONS.	0
SW-4	COURSE OR SECTION IS INACTIVE. "SEATS ASGND" SHOULD BE ZERO.	0
SW-7	STUDENT INELIG. DUE TO EXC. ABS. OR HAS BEEN EXCLUDED.	0
SW-8	STUDENT SCHEDULE HAS DUPLICATE PERIOD PROBLEM.	0
SW-9	STUDENT HAS LESS THAN 25 HOURS.	0
SW-13	INVALID RELATIONSHIP BETWEEN GRADE AND FEPP PGM. NBR.	0
SW-14	STUDENT IS MISSING OR NOT CLASSIFIED FOR LEP SERVICE.	0
SW-16	TEMPORARY ESE PLACEMENT IS MORE THAN 6 MON PRIOR.	0
SW-17	STUDENT INELIGIBLE; DOES NOT MEET ELIG. REQUIREMENTS.	0
SW-18	VOCATIONAL PROGRAM MISSING, NO FUNDING WILL BE ASSIGNED.	0
SW-19	ESE STU WITH NO ESE CRSE; CRSE TO BASIC UNLESS CONSULTATIVE.	71
SW-20	ESE STUDENT MISSING ESE MINUTES.	0
SW-21	ESE COURSES BUT NO ESE SERVICES.	0
SW-22	ESE STUDENT WITH INVALID PLAN DATE; FUNDED AS BASIC.	9
SI-4	ROOM NUMBER EITHER BLANK OR NOT FOUND.	0
SI-5	STUDENT ELIGIBLE, BUT HAS WITHDRAWAL DATE.	0
SI-7	STUDENT IS LEP; FEPP CHANGED TO ESOL.	0
TOTAL ERRORS ENCOUNTERED	---	80

Some of these messages are not errors. Each must be researched.



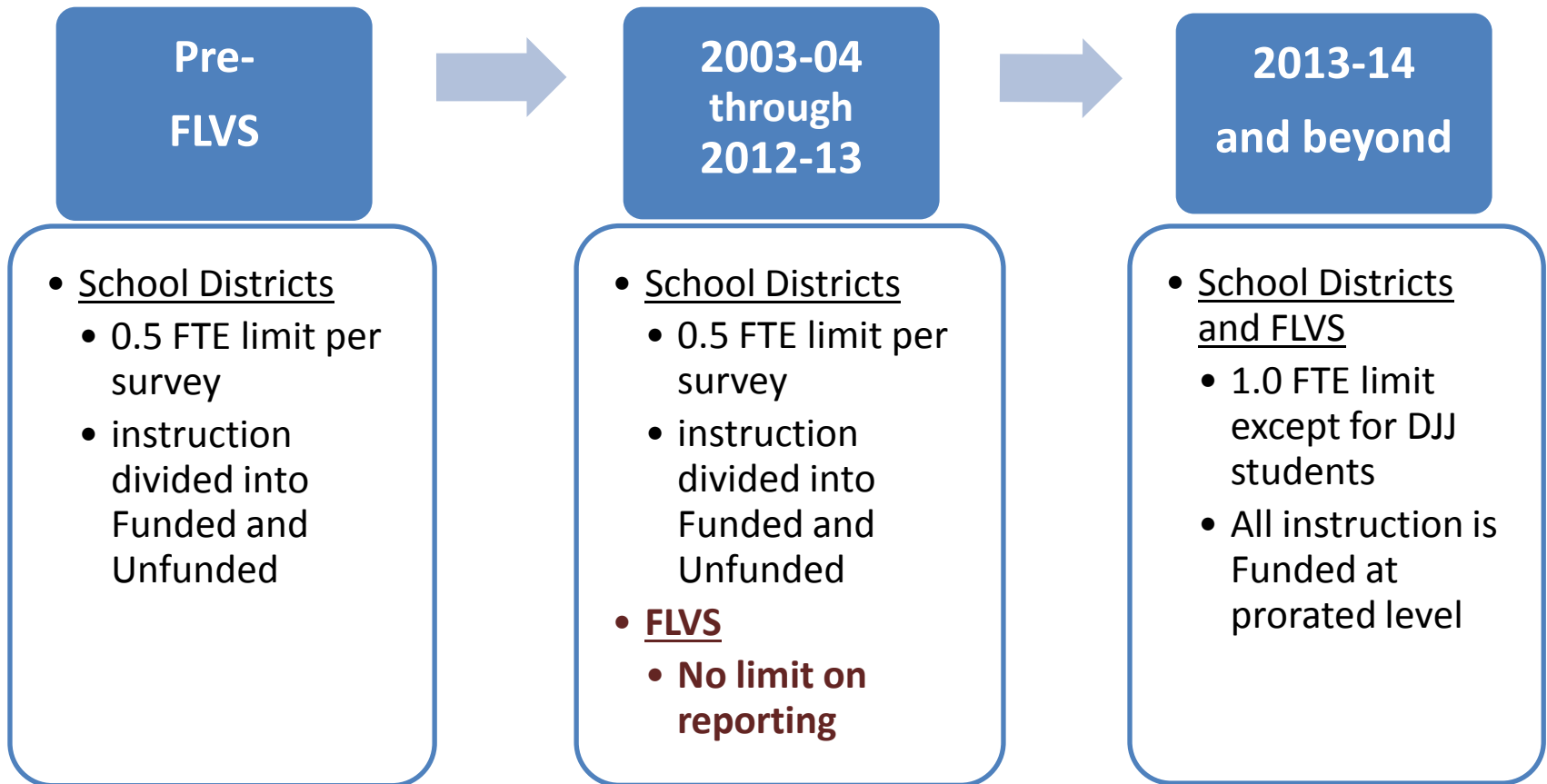
FTE Proration: Example 1

Delivery Option	Period	FEFP Program	Course	Old Method FTE	New Method Before Proration	New Method After Proration
Seat-Time	1	130	English	0.1667	0.1667	0.1429
	2	130	Algebra	0.1667	0.1667	0.1429
	3	130	Biology	0.1667	0.1667	0.1429
	4	130	History	0.1667	0.1667	0.1429
	5	103	Russian	0.1667	0.1667	0.1426
	6	103	Art	0.1665	0.1667	0.1429
	7	103	Chorus	0.0000	0.1667	0.1429
		Total FTE		1.0000	1.1669	1.0000
		Seat-Time		1.0000	1.1669	1.0000
		130		0.6668	0.6668	0.5716
		103		0.3332	0.5001	0.4287

FTE Proration: Example 2

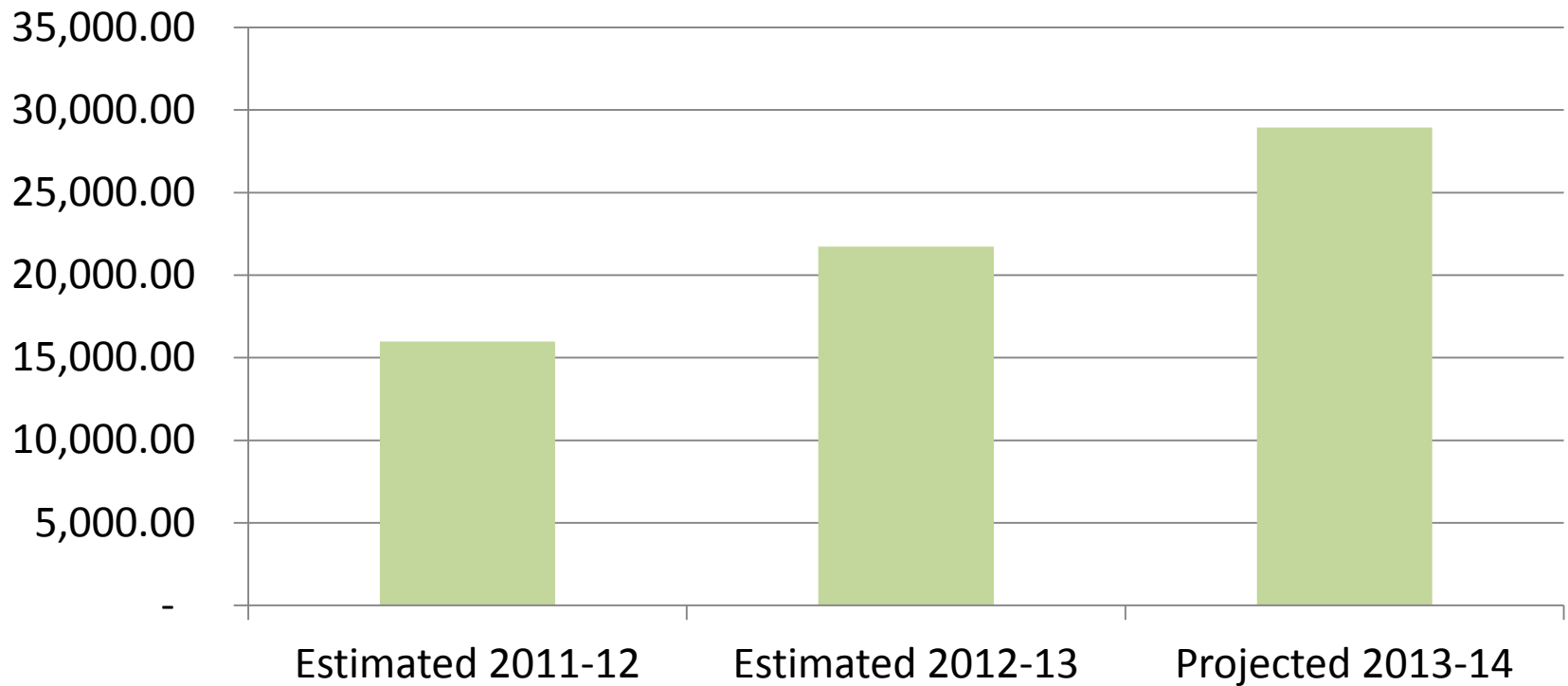
Delivery Option	Period	FEFP Program	Course	Old Method FTE	New Method Before Proration	New Method After Proration
Seat-Time	1	130	English	0.1667	0.1667	0.1333
	2	130	Algebra	0.1667	0.1667	0.1333
	3	130	Biology	0.1667	0.1667	0.1333
	4	130	History	0.1667	0.1667	0.1333
	5	103	Russian	0.1667	0.1667	0.1335
	6	103	Art	0.1665	0.1667	0.1333
	7	103	Chorus	0.0000	0.1667	0.1333
FLVS PT Not On Campus		103	Fitness	0.0834	0.0834	0.0667
		Total FTE		1.0834	1.2503	1.0000
		Seat-Time		1.0000	1.1669	0.9333
		FLVS PT		0.0834	0.0834	0.0667

History of the 1.0 Cap

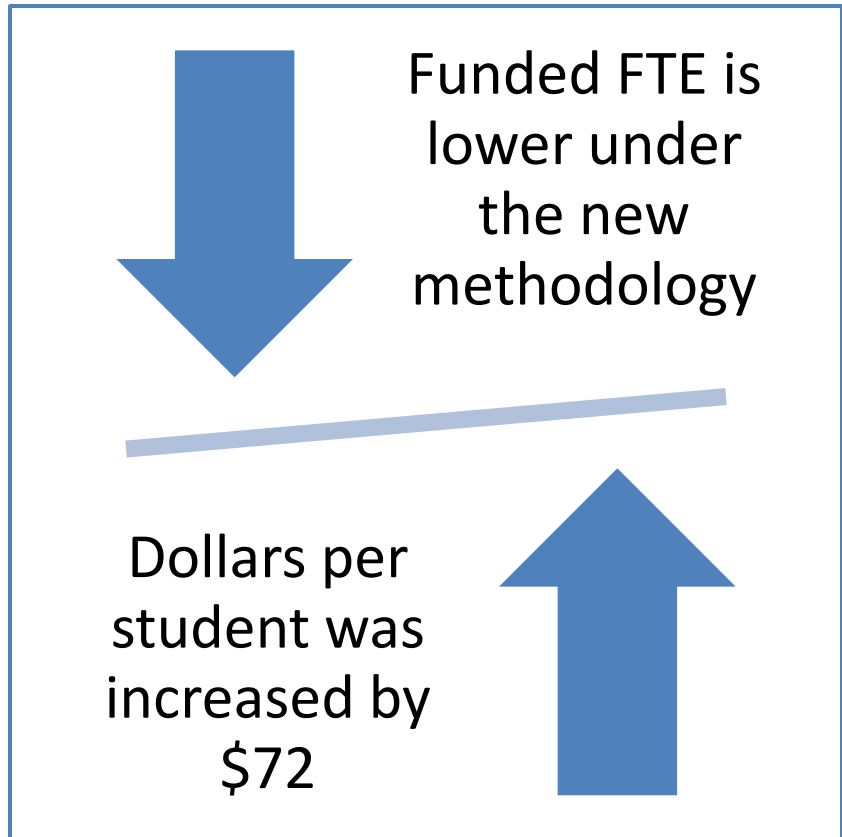


Prior to 2013-14 some FLVS PT students earned more than 1.0

FTE over 1.0



1.0 FTE Cap Funding Implications



Effect Varies by district

Steps in the Recalibration to 1.0 FTE

Report

- School districts report all FTE enrollment regardless of the 1.0 cap.

Match

- The Department merges all FTE enrollment reported for the student by all districts, including the FLVS PT program using a common student identifier.

Calculate

- The Department prorates all reported FTE enrollment to 1.0, if the sum of all reported FTE for the student exceeds 1.0.
- DJJ FTE enrollment earned beyond the 180-day school year is not included in the proration to 1.0 FTE.

Matching FTE Using Common Student Identifier

Each student has unique student identifiers

- 1) Identifier
- 2) Identifier Alias

Requires communication among districts

Contact list established to help resolve matching issues quickly

2012-13 data was analyzed

Matching issues identified and sent to districts for resolution

2013-14 School Year

New reports to identify potential mismatches

SCHOOL NUMBER	STUDENT ID	FLORIDA STUDENT ID	STUDENT NAME	GRADE	FTE CAPPED	FTE UNCAPPED
0041	0530062	771840017X		PK	0.0000	0.0000
0041	0541982	1300541982		PK	0.5000	0.5500
0041	0539659	767802659X		PK	0.0000	0.0000
0041	0539779	767822373X		PK	0.0000	0.0000
0041	0529653	768769608X		PK	0.0000	0.0000
0041	0539788	1300539788		PK	0.0000	0.0000
0041	0466738	1300466738		PK	0.5000	0.5500
0041	0484023	1300484023		PK	0.5000	0.5500
0041	0512645	1300512645		PK	0.5000	0.5500
0041	0530053	768844089X		PK	0.0000	0.0000
0041	0462290	766929391X		PK	0.5000	0.5500
0041	0530511	772800722X		PK	0.0000	0.0000
0041	0531202	771822510X		PK	0.0000	0.0000
0041	0541842	772780851X		PK	0.0000	0.0000
0041	0530070	769802047X		PK	0.0000	0.0000
0041	0454015	766781079X		PK	0.5000	0.5500
0041	0454019	1300454019		PK	0.5000	0.5500
0041	0541200	766800722X		PK	0.0000	0.0000
0041	0400190	766824278X		PK	0.5000	0.5500
0041	0424984	1300424984		PK	0.5000	0.5500
0041	0530011	767767867X		PK	0.0000	0.0000
0041	0531224	1300531224		PK	0.5000	0.5500
0041	0530056	766824487X		PK	0.0000	0.0000
0041	0482617	766769912X		PK	0.0000	0.0000
0041	0529953	771822504X		PK	0.0000	0.0000
0041	0529983	769845335X		PK	0.0000	0.0000
0041	0539936	1300539936		PK	0.5000	0.5500
0041	0467112	1300467112		PK	0.5000	0.5500
0041	0526003	1300526003		PK	0.5000	0.5500
0041	0555314	683208278X		PK	0.0000	0.0000
0041	0538087	1300538087		PK	0.5000	0.5500
0041	0398813	1300398813		PK	0.5000	0.5500
0041	0542626	772787236X		PK	0.0000	0.0000
0041	0465128	1300465128		PK	0.5000	0.5500
0041	0436079	1300436079		PK	0.5000	0.5500
0041	0459129	1300459129		PK	0.5000	0.5500
0041	0542589	766824773X		PK	0.0000	0.0000
0041	0530005	769800374X		PK	0.0000	0.0000
0041	0542104	772781090X		PK	0.0000	0.0000
0041	0529963	772807577X		PK	0.0000	0.0000
0041	0531470	1300531470		PK	0.5000	0.5500
0041	0436210	1300436210		PK	0.5000	0.5500
0041	0436222	1300436222		PK	0.5000	0.5500
0041	0529974	769785801X		PK	0.0000	0.0000
0041	0453376	1300453376		PK	0.5000	0.5500
0041	0529991	769823230X		PK	0.0000	0.0000
0041	0541824	768760344X		PK	0.0000	0.0000
0041	0500446	1300500446		PK	0.5000	0.5500
0041	0529887	772829627X		PK	0.0000	0.0000
0041	0465639	1300465639		PK	0.0000	0.0000
0041	0531842	772867011X		PK	0.0000	0.0000

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FTE BASED ON CAPPED / UNCAPPED (STUDENT LISTING)

SCHOOL NUMBER	STUDENT COUNT	GRADE	FTE CAPPED	FTE UNCAPPED
0041	68	PK	14.7500	16.2000
0041	115	KG	57.5000	62.1000
0041	116	01	58.0000	62.6400
0041	107	02	53.5000	59.9200
0041	121	03	60.5000	67.7600
0041	111	04	55.5000	62.1600
0041	115	05	57.5000	64.4000
0041	40	06	20.0000	20.0160
GRAND TOTAL FOR SCHOOL	0041		377.2500	415.1960

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FTE BASED ON CAPPED / UNCAPPED (SCHOOL SUMMARY)

SCHOOL NUMBER	SCHOOL NAME	TOTAL STUDENTS WITH .5000 OR MORE	TOTAL FTE ACCRUED BY STUDENTS CAPPED AT .5000	TOTAL STUDENTS WITH < .5000	TOTAL FTE ACCRUED BY STUDENTS WITH < .5000	TOTAL STUDENTS	TOTAL FTE CAPPED	TOTAL FTE UNCAPPED
0041	AIR BASE ELEMENTAR	754	377.0000	39	0.2500	793	377.2500	415.1960

I CERTIFY THIS INFORMATION TO BE CORRECT. _____ DATE _____
(PRINCIPAL'S SIGNATURE)

SCHOOL FUNDING CERTIFICATION

PLEASE REFER TO THE
FTE CALENDAR FOR THE
OFFICIAL PRINT DATE.

SCAN, SIGN, DATE
AND FORWARD TO via HEAT
ticket to FTE Office

DATE RUN : 03/01/10
TIME RUN : 12:17:52
HOME-BADE COUNTY PUBLIC SCHOOLS
SCHOOL FUNDING CERTIFICATION
PROGRAM: F13031301
PAGE 1
AS OF 02/13/10 03:17:24
FISCAL YEAR 09-10 SURVEY CODE - 3

SCHS	09	10	11	12	TOTAL
BASIC EDUCATION					
K-3 BASIC					181
4-8 BASIC					162
9-12 BASIC					441,000 163
SRSG	713,1654	185,5152	227,3584	214,9691	
130	51,4787	46,8257	57,1411	33,1235	187,7892 130
GRADE TO'ALS	264,6441	231,5408	284,4592	248,0926	**** GRAND TOTAL THIS CATEGORY 1028,7736
VOCATIONAL EDUCATION					
VOCATIONAL 6-12					211,9991 300
300	21,6815	36,2822	53,6665	101,0489	
GRADE TO'ALS	21,6815	36,2822	53,6665	101,0489	**** GRAND TOTAL THIS CATEGORY 211,9991
EXCEPTIONAL EDUCATION					
K-3 BASIC WITH ESE					113
111					
4-8 BASIC WITH ESE					112
112					
9-12 BASIC WITH ESE					383,5133 113
113	82,7170	63,7170	71,4340	85,6453	
SPENX LEV:L 4					9,4382 254
254	2,0000	1,0000	1,5000	4,5302	
SPENX LEV:L 5					1,0980 255
255		.5000		.5000	
GRADE TO'ALS	84,7170	65,2170	72,9340	91,0755	**** GRAND TOTAL THIS CATEGORY 313,9125
SCHS GRAND TOTALS					
	371,0826	333,8660	410,5860	448,2178	**** SCHOOL GRAND TOTAL 1554,7196

I CERTIFY THIS INFORMATION TO BE CORRECT. _____
PRINCIPAL SIGNATURE
 DATE 3/1/10

**SCHOOL FUNDING
CERTIFICATION GRAND
TOTAL MUST AGREE
WITH THE SUMMARY OF
CAPPED AND UNCAPPED
FTE**

DATE RUN : 01/16/14
 TIME RUN : 14:52:58

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 SCHOOL FUNDING CERTIFICATION

PRODUCT T13401301
 PAGE 1

SCHL - 0041 AIR BASE ELEMENTARY

AS OF 12/13/13 17:31:14

FISCAL YEAR 13-14 SURVEY CODE - 2

	INV GRD	PK	KG	01	02	03	04	05	06	TOTAL	
BASIC EDUCATION											
K-3 BASIC											
101			53.3400	48.0800	43.6800	44.8800				189.9800	101
4-8 BASIC											
102							38.1600	39.6800	13.6776	91.5176	102
9-12 BASIC											
103											103
EDUCATIONAL ALTER. 4-8											
120											120
EDUCATIONAL ALTER. 9-12											
121											121
ESOL											
130			6.6000	4.8400	5.6000	1.6000	1.6000	1.2000	.3336	21.7736	130
GRADE TOTALS			59.9400	52.9200	49.2800	46.4800	39.7600	40.8800	14.0112		
										**** GRAND TOTAL THIS CATEGORY	303.2712

VOCATIONAL EDUCATION

VOCATIONAL 6-12											
300											300
GRADE TOTALS											
										**** GRAND TOTAL THIS CATEGORY	.0000

	INV GRD	PK	KG	01	02	03	04	05	06	TOTAL	
EXCEPTIONAL EDUCATION											
K-3 BASIC WITH ESE											
111		15.6500	2.1600	9.7200	10.6400	21.2800				59.4500	111
4-8 BASIC WITH ESE											
112							22.4000	23.5200	6.0048	51.9248	112
9-12 BASIC WITH ESE											
113											113
MATRIX LEVEL 4											
254		.5500								.5500	254
MATRIX LEVEL 5											
255											255
GRADE TOTALS		16.2000	2.1600	9.7200	10.6400	21.2800	22.4000	23.5200	6.0048		
										**** GRAND TOTAL THIS CATEGORY	111.9248
SCHL GRD TOTAL		16.2000	62.1000	62.6400	59.9200	67.7600	62.1600	64.4000	20.0160		
										**** SCHOOL GRAND TOTAL	415.1960

I CERTIFY THIS INFORMATION TO BE CORRECT. _____ DATE _____
 (PRINCIPAL'S SIGNATURE)

FTE Documents

HOW TO SUBMIT FTE REPORTS

Balance, sign and send SCHOOL FUNDING CERTIFICATION form and VERIFICATION OF EARNED FTE form via Heat Self-Service.

Be sure both forms are in PDF file format.

FTE Audits and Reviews

- Annual FEFP Audits/Internal Audits
- 2012-2013 Audit Year

FTE Box

- School Funding Certification
- Verification of Earned FTE
- Final FTE Reports
- DECO Amendments
- Gradebook/Attendance Bulletins
- Principal's Report on Attendance
- Copy of Licenses/Therapist's Log of ESE Services
- Bell Schedule



ATTENDANCE

- **Principal's Report on Attendance signed and dated**
- **Teacher's Electronic Gradebook**
- **Therapists' Attendance Log of ESE Services (Speech, OT/PT, etc.)**
- **Bell Schedule**

VOCATIONAL ON-THE-JOB TRAINING (OJT)

- **Job Training Attendance Record (OJT attendance card)**
- **Job Search Record Log**
- **OJT Teacher's Class Roster**

http://attendantservices.dadeschools.net/fte.asp

FTE WORKSHOPS
POWER-POINT
PRESENTATIONS



- Home
- Student Attendance
- Registration Requirements
- Maps and Boundaries
- Foreign Records/Visa Dept.
- Student Transfers
- Student Records
- Truancy Program
- Driver's License/Attendance
- FL Home School Program
- FTE
- Presentations
- Surveys

FTE
CALENDARS



The following are informational tools to assist with the reporting FTE (full-time equivalent):

- Summer 2010 FTE Calendars (Survey 4 / Survey 1)
- FTE Check Sheet
- FTE Box
- Summer 2010 FTE Workshop
- FTE Procedures Pk-12 Handbook 2008-2009

ATTENDANCE
AND
FTE FORMS



The following forms are to be used in reporting FTE (full-time equivalent):

-  Attendance Corrections FM-5556 Rev. (03-01)
-  Attendance Review Worksheet
-  Basic FTE-1 FM-2366 Rev. (12-07)
-  Student DECO Amendments Special Program (ESE, ESOL, Vocational) FM-7191 (12-07)
-  Student DECO Amendments FM-5502 Rev. (12-07)
-  Teacher Course DECO Amendments FM-5503 Rev. (08-08)
-  Teacher Course DECO Amendments Out of Field Teachers FM-5673 Rev. (08-98)
-  Verification of Earned FTE FM-1803 Rev. (12-07)

Full Time Equivalent (FTE)

**FOR ASSISTANCE
HEAT- TICKET**

Ms. Charlene Burks, Administrative Director
(305) 883-5323

Ms. Vanessa W. Byers, Executive Director
(305) 883-5323

This office oversees, and assists in the collection of student membership data submitted to the Florida Department of Education for funding purposes. The FTE Office complies with all Department of Education requirements regarding the four FTE Surveys (July, October, February, and June) and FTE estimates. In addition, FTE and attendance reviews are conducted relative to FTE audit trail documentation to ascertain compliance with state law and School Board rules for various departments such as ESE, ESOL, Career Preparation and Teacher Certification. Prior to each FTE reporting period, workshops are conducted for the schools in each of the district's four Regional Centers. An FTE Survival Guide has been created and personnel coordinates and assists individual schools in conducting self reviews. This FTE Office responds to all questions regarding FTE/attendance from the District, Regional Centers and schools.

Remember to complete these key activities accurately and in a timely manner for the 2013-2014 school year. All FTE-related questions should be directed to FASCO.

Key FTE Activities 2013-2014

- Submission of Bell Schedule
- Review of FTE Simulation Reports
- Update of ISIS and DECO
- Submission of School Funding Certification and Verification of FTE
- Review of File 0.5108
- Correction of FTE-related Data Errors
- Maintenance and Storage of FTE Box