

Reviewing FTE Reports in Focus School Folder and Completing Verification Form

What we will cover today

- Review each of the reports in Focus that are pushed to school folders. Discuss how to read them, what they mean and how to use them to complete your verification form.
- Helpful FTE information including the FTE Manual, timeline and Verification Form can be found on our website <https://dcps.duvalschools.org/Page/9541> (Departments > Budget Services > Full Time Equivalent (FTE) Student).

Importance of FTE

FTE drives the funding that is generated for our district. At the school level, the Budget Department uses the FTE in the Staff Allocation Model to determine the number of teachers, paras, clerical, etc. that are allocated to each school. It is extremely important that all students have schedules that are correct, this includes all ESE or ESOL courses.

Changes for this year

1 – All schools are required to submit the signed FTE Summary, Verification Form and Checklist to the Budget Office by November 16th, regardless of if amendments are needed. If an amendment is needed, indicate this on the FTE Summary and contact both your System Analyst and Budget Analyst to notify them that you will be processing an amendment.

2 – The window to process amendments has been shortened by FLDOE. The last day to process amendments is December 15th.

3 – Due to the shortened window, the Budget Office will be sending emails twice weekly through December 15th.

- Monday – An email will be sent to notify schools that reports are available on the Focus Survey site. ALL schools must review reports for changes even if they have submitted all of their documentation.
- Tuesday – An email will be sent with a list of schools and the status of their FTE documentation. All schools must review this list, even if they have submitted all of their documentation. IT and the Budget Office will be working together to keep a comprehensive list of schools that are processing amendments in order to ensure all corrections are made by December 15th.

Reported FTE vs Recalibrated FTE vs Enrollment

For the purpose of these reports and the FTE that is calculated during Surveys 2 and 3, this is Reported FTE. The state requires school districts to report all of the minutes that students are in class. Assuming a school has a 360-minute period schedule, each fully funded student should show .6000 reported FTE for each survey, for a total of 1.2000 for the year. The State recalibrates this FTE down to .5000 for each survey, a total of 1.0000 for each student for the year.

Period Schedules

The reports created in Focus use the baseline of .6000 as the correct amount of reported FTE for all students in a survey period. Previously, Kindergarten to 3rd grade students on a 360-minute period schedule were reported at .6000 FTE. However, these students are now fully funded at .7500 FTE (due to the state applying a higher factor to these grade levels).

Several schools have period schedules that are not 360-minutes per day. In order to calculate the correct amount of FTE reported per student, use the following formula:

$(\# \text{ of Daily Minutes}) \times (\# \text{ of Days in a Week}) = \text{Weekly Minutes}$
 $\text{Weekly Minutes} / \text{Total Weekly Fundable Minutes} = \text{Reported FTE for Full Year}$
 $\text{Reported FTE for Full Year} / 2 \text{ Survey Periods} = \text{Funding for Half of a Year (1 Survey period)}$

For example: $(360 \text{ Minutes}) \times (5 \text{ Days}) = 1,800 \text{ Weekly Minutes}$
 $1,800 \text{ Weekly Minutes} / 1,500 \text{ Weekly Fundable Minutes} = 1.2000 \text{ Reported FTE}$
 $1.2000 \text{ Reported FTE} / 2 \text{ Survey Periods} = .6000$

In this example, students should be funded at .6000 for Survey 2 and .6000 for Survey 3, for a total of 1.2000 Reported FTE.

FTE Summary Report

This report is also called the School Funding Certification or the ESE 135.

The FTE Summary shows the total REPORTED FTE for the current Survey. The FTE Summary totals FTE by program and grade level. The top portion rounds to 2 decimal places while the bottom rounds to 4 decimal places. In completing the Verification Form, use the total for all grade levels from the bottom portion to fill in line 17. This number will not match your enrollment.

For schools that earn FTE for PK ESE students, this is where to find the amount of FTE earned for PK. In completing the Verification Form, use the total for PK from the bottom portion to fill in line 14. This is the only place on the Verification Form that accounts for FTE earned by PK students.

Examples of what can cause changes to the FTE Summary include correction to the grade level of a student, removal/addition of ESE courses, second school adding a gifted schedule.

More Than Full Funding

This report was created to help identify students that are overfunded. However, it uses the baseline of .6000. Any student funded over .6000 will show on this report. This DOES NOT necessarily mean they are incorrectly overfunded.

Beginning last year, the state applies a different factor to students in grades K-3, causing them to be reported at .7500 instead of .6000 (on a 360-minute period schedule). They will show as overfunded on this report, however .7500 is the correct amount of FTE for these students.

For schools that do not have a 360-minute period schedule, calculate the FTE students should be reporting using the formula above in the "Period Schedules" section. If the FTE that should be reported is more than .6000, ensure all students are showing on the More Than Full Funding report at the amount calculated.

Students with ESE therapies will also show on this report as overfunded by .0001 or .0002, however this is due to a rounding issue on ESE Therapy courses and is not incorrect. Determine how much FTE is reported due to this rounding issue (not counting PK) and key that amount into line 13 of the Verification Form.

Less Than Full Funding

Every student who appears on this report needs to be reviewed. There are instances where a student that is showing as receiving less than full funding is correct, but this must be verified by the school and justification provided on the Verification Form.

Elementary Schools with 6th Grade Students – The period schedule for these 6th Grade students should be 350 minutes as opposed to 360 minutes. Using the formula in the "Period Schedules" section, their reported FTE should be .5834. All of the 6th grade students at a K-6 school should show on the less than full funding report as .5834. If they are anything else (with exception to being over by .0001 for ESE therapies), their schedules need to be examined for accuracy. If your school is Elementary with 6th grade students and students are on a 360-minute period schedule, please contact your System Analyst for assistance.

For schools that do not have a 360-minute period schedule, calculate the FTE that students should be reporting using the formula above in the "Period Schedules" section. If the FTE that should be reported is less than .6000, ensure all students are showing on the Less Than Full Funding report at the amount calculated.

An example of acceptable less than full funding includes High Schools with Dual Enrollment students. It is up to the school to verify that each of their underfunded students has the proper schedule and is *correctly underfunded*. Determine how much FTE is lost due to the students being underfunded and key this amount into line 10 of the Verification Form. When reviewing the Less Than Full Funding Report, the Budget Department has no way of knowing if students are correctly underfunded, therefore justification must be provided on the Verification Form as to why students are underfunded.

PK will students also appear on the Less Than Full Funding Report because they only receive funding for ESE services.

If a student is absent all 11 days of the Attendance Window, FTE cannot be reported for that student. They will show on this report as having 0.000 in the “amount funded” column. Verify that all students showing were truly absent. Also, if a student was absent all 11 days of the window and is not showing on this report, verify their attendance was correctly marked as absent in Focus. Any changes that need to be made to correct attendance should be done with the assistance of your System Analyst on the Survey site and on the Production site.

Funding Lost to Other Schools

This report will show any funding lost due to students that leave the primary school to attend a secondary school for services.

Examples of reasons for funding lost to other schools include gifted, PK with ESE services, Hospital Homebound students.

Using this report, key the school number and amount of funding lost on the Verification Form. Several lines are provided for cases in which funding is lost to multiple schools. Line 8 will automatically total the amount of funding lost. Note: When using this report to complete the Verification Form, do not include any FTE lost due to PK. For example, if FTE is lost for 1st grade and PK, deduct the PK amount from the total lost to that school and key that amount onto the spreadsheet.

Funding Gained from Other Schools

This report shows funding gained due to students that attend your school as a second school for services.

Examples of reasons for funding gained from other schools include gifted, PK with ESE services, home-school setting.

Using this report, key the school number and amount of funding gained by each school on the Verification Form. Several lines are provided for cases in which funding is gained from multiple schools. Line 12 will automatically total the amount of funding gained. Note: When using this report to complete the Verification Form, do not include any FTE gained due to PK. For example, if FTE is gained for 1st grade and PK, deduct the PK amount from the total gained from that school and key that amount onto the spreadsheet.

Student Funding Record/Second School

This is a combination of the Funding Lost and Funding Gained Reports. In the past, it did not include Home School (N998) and Out of State (N999), however it now includes all schools and should match the Funding Lost and Funding Gained Reports.

Student Funding Record

This report shows each student of primary enrollment at the school, their course schedule, the reported FTE tied to each course and the total reported FTE for that student.

The last page of this report provides the total # of students at each grade level and their funding status (no, less, full or more funding). The number of students enrolled on this page should

match the manual student count that was done on October 13th. Use the information on the last page of this report to complete lines 1 and 2 on the Verification Form.

For Elementary Schools, all K-3 should be over funded if on a 360 period schedule. You must still verify that they are overfunded at the correct amount using the more than full funding report, but if any students are showing as receiving low or full funding, then this is an indication that research is needed.

Students that are receiving no funding should match the number of students absent during the Attendance Window as well as the students on the Less Than Full Funding report that indicate 0.000 in the amount funded column.

Completing the Verification Form

Use the reports above to complete the Verification Form. Not all schools receive all of the above reports in their school folders. The FTE Summary and the Student Funding Record are pushed out to all schools, the rest of the reports are only pushed out if they apply to your students. For example, if your school does not lose funding to other schools, then a “Funding Lost to Other Schools” report will not be produced.

If you find you are out of balance, research is needed. Once you have determined what the cause is, if an amendment is needed to a student schedule, then contact your System Analyst for assistance making amendments. All changes that are made to a student’s schedule need to be done in the Production site, the Survey site and written in red ink on the student’s original schedule with the date that the changes are effective (10/13/17).

Please note, these reports help to determine students that do not appear to be correctly funded based on their period schedules and course schedules. This will not help to identify students that are not compliant with their IEPs, ESE schedules and ESOL designations. For assistance in these areas, please contact your System Analyst.