

## MEMORANDUM

TO: School Principal

VIA: Michelle Begley, CFO

FROM: Budget Department

DATE: September 24, 2019

SUBJECT: **ESE SCHEDULED HOURS**

When ESE service scheduled in FOCUS differs from the day and time the service is actually provided during the FTE survey week, the ESE Scheduled Hours' form must be completed with the scheduled service time during FTE week according to the teacher's calendar.

When ESE therapy service or ESE resource service is less than or more than a class period, the ESE Scheduled Hours' sheet must be completed with the service time during FTE week according to the teacher's calendar.

The teacher providing the service and the class (i.e. Speech Therapy, Language Therapy, OT, PT...) must be listed in the blanks provided on the sheet. Under clock times, please list the actual clock times (i.e. 1:30-2:30) under the day of the week that the service is scheduled, which may differ from the time for the period listed in FOCUS. The total number of minutes calculated in the ESE Scheduled Hours form must agree with the total minutes of the ESE class in FOCUS. **These forms must be signed in ink and dated October 11, 2019 by the ESE teacher as certification of the accuracy. Do not sign and date prior to the FTE survey week.**

Please note: This form does not document student attendance. You are to list scheduled time during the FTE survey week. Student attendance for those students attending for ESE therapies only from a private school or home school must be documented on a manual class roster sheet, which must also be signed and dated.