

DUVAL COUNTY SCHOOL SYSTEM
CHECKLIST FOR PREPARATION AND COMPLETION OF FTE SURVEY
SURVEY 2 October 2019

School # _____ School Name _____

If you are unable to check an item, please explain in detail on the back of this form. Please sign and submit this form along with the FTE Summary Report and Verification of Earned FTE form to Budget Services.

<input type="checkbox"/>	1. Determine FTE program for courses taught during the FTE survey.
<input type="checkbox"/>	2. Certify that student attendance in FOCUS is accurate.
<input type="checkbox"/>	3. Establish membership count as of the last day of the FTE survey week.
<input type="checkbox"/>	4. Determine those students not eligible for FTE count due to absence.
<input type="checkbox"/>	5. Determine if period (bell) schedules (including any special bell schedules) and master schedule(s) of teacher assignments for the year are complete and accurate.
<input type="checkbox"/>	6. Determine if program time is reported correctly for all students.
<input type="checkbox"/>	7. Determine if student schedules are correctly reported and maintained.
<input type="checkbox"/>	8. Determine if all students are properly reported in the correct grade.
<input type="checkbox"/>	9. Determine that bus schedules accurately reflect arrival and departure times.
<input type="checkbox"/>	10. Determine if all legally required documentation has been completed for students in Exceptional Education, Dropout Prevention, and Intensive English Language/ESOL programs.
<input type="checkbox"/>	11. Determine if students are placed in exceptional, career education, and dropout prevention programs according to guidelines as outlined in the <u>Student Progression Plan</u> and applicable Duval County procedural guidelines and manuals.
<input type="checkbox"/>	12. a. Determine if on-the-job time (co-op work programs) is within the normal school schedule time allowed for funding (25 hours). b. Verify that students are working at least the number of hours as listed in their student class schedule (SECONDARY ONLY)
<input type="checkbox"/>	13. Scrutinize FTE auditable documents indicated in the memo. Make necessary corrections in such a way that an auditor can easily follow the trail you create.
<input type="checkbox"/>	<i>14. It is critical that current IEP and matrix of service forms be filed in the student's cumulative folders and attendance including manual attendance record for second schools, time cards, schedules and all other required documentations be filed with FTE survey information for audit by District, DOE, or Legislative auditors. Missing and incomplete documentation will null the FTE during audit.</i>
<input type="checkbox"/>	15. Roster Verification Instructions were provided to ALL instructional personnel
<input type="checkbox"/>	16. Determine if all teachers are certified for courses taught or have been approved by the Board to teach out-of-field.
<input type="checkbox"/>	17. An out of field agreement was completed for all out of field teachers.
<input type="checkbox"/>	18. Letters were sent to parents as notification of teacher's out of field status.
<input type="checkbox"/>	19. Complete the Verification of Earned FTE.
<input type="checkbox"/>	20. Verify accuracy of final computerized FTE Summary Report (School Funding Certification form).

Principal's signature _____

DATE _____

RETAIN A COPY FOR YOUR FILES