

## Recommended Verifications for 2019-2020 FTE Audit Survey 2

The 2019/2020 reported FTE will be audited by the State of Florida Office of the Auditor General. For any negative finding, funds are withheld from the District; therefore, it is imperative that all instructions are followed. Please ascertain that all of your audit documentation is correct as of October 11, 2019 (FTE date certain of Survey 2), This documentation must be retained for the audit and safeguarded.

Please verify the following:

<p><b>Student Attendance</b></p>	<ol style="list-style-type: none"> <li>1. All student attendance was taken and recorded in FOCUS. There should not be any question marks (?). Question marks are interpreted by FOCUS as the student being present; therefore, a student could have been reported incorrectly for FTE when the criteria were not met.</li> <li>2. All student attendance was taken accurately. Review FOCUS attendance for any students with one or two periods marked present and with all other periods and days marked absent during the 11-day window (September 27 through October 11, 2019 for survey 2. This is more than likely an error and should be corrected immediately. If an error is found, see step #3 for correction.</li> <li>3. All student attendance recorded or corrected in FOCUS after October 11 for the 11-day window of September 27 through October 11, 2019 must be recorded and corrected in the FOCUS survey side, as well as production.</li> <li>4. Manual student attendance records are on file for any student whose attendance is not recorded into FOCUS by the applicable teacher. Examples include: teacher was absent-substitute takes attendance; student attends part-time for ESE therapy services only; teacher has no access to FOCUS.</li> </ol>
<p><b>Student Class Schedules and School Bell Schedules</b></p>	<ol style="list-style-type: none"> <li>1. True Bell Schedule, not printed from FOCUS, is on file. For elementary schools, print starting time and ending time of school with lunch schedule on school letterhead for the FTE audit trail. Secondary school must retain the bell schedule that is posted for students and parents by period. Any revised bell schedules must be retained as well.</li> <li>2. ESE Scheduled Hours form is completed and on file as of October 11, 2019 for any ESE services provided, which are not scheduled in FOCUS for the actual time of service or class period.</li> <li>3. ESE Scheduled Hours form is completed and on file as of October 11, 2019 for any students attending your school part-time for ESE therapy services.</li> <li>4. Student Class Schedules were printed and/or saved on October 11, 2019. If your FTE was corrected after these dates and the correction affects a student's class schedule, you must print the schedule dated October 11, 2019, write the correction on the printed schedule, include the effective date of the correction, and initial the corrections. Retain for audit.</li> </ol>

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<b>English for Speakers of Other Languages (ESOL)</b>	<ol style="list-style-type: none"> <li>1. Red folders are on file in all student cumulative folders for all students reported for ESOL FTE (FEFP program 130).</li> <li>2. Student ELL Plans in Red Folders are updated by October 11, 2019.</li> <li>3. Student Class Schedules added in the Red folders are dated October 11, 2019 or earlier, if reported in ESOL for survey 2.</li> <li>4. ESOL suffix is attached to all ESOL eligible courses on the above schedule(s).</li> <li>5. Verify that no student was reported for ESOL FTE (FEFP program 130) who had been in the ESOL program beyond six years.</li> </ol>
<b>Exceptional Student Education (ESE)</b>	<ol style="list-style-type: none"> <li>1. All originals of ESE documents are filed in the student cumulative folders (IEPs including any addendums, EPs, Meeting Participation forms, and Matrix of Service forms).</li> </ol> <p>Note: Since student cumulative folders may not remain at your school, for additional safeguarding of documents, you may retain copies of the following to include with your FTE documents for retention at your school, but is not required:</p> <ol style="list-style-type: none"> <li>a. Signature page of IEP, EP, or addendum that is valid for each FTE survey period the student was reported in at your school</li> <li>b. Services page of IEP, EP, or addendum that is valid for each FTE survey period the student was reported in at your school</li> <li>c. Meeting Participation forms for the above IEP, EP, or addendum, if parent did not sign as a participant in the meeting on the signature page</li> <li>d. All three pages of the Matrix of Service forms for ESE levels 254 and 255</li> </ol>
<b>Teacher Certification</b>	<ol style="list-style-type: none"> <li>1. Teaching certificates are on file for all teachers scheduled with students. New teachers awaiting certificate issuance should provide statements of status of eligibility or their Onboarding Certification Check Sheet.</li> <li>2. Copy of parent notification letter for teachers approved by the Board to teach out-of-field are on file. Verify that it was dated and sent to the parents no later than October 11, 2019 for teachers approved by the Board in the first semester. A copy must also be emailed to the Duval Certification Office at <a href="mailto:DCPSCertificationOffice@duvalschools.org">DCPSCertificationOffice@duvalschools.org</a>.</li> <li>3. For charter Schools, copy of the charter school Board agenda and minutes approving any teachers for out-of-field status is on file.</li> </ol>
<b>Substitute Teachers</b>	<ol style="list-style-type: none"> <li>1. List of substitute teachers and their assignments, as well as dates of assignments, are on file.</li> </ol>
<b>On-the-Job Training (OJT) within the Career Education Program and ESE Program</b>	<ol style="list-style-type: none"> <li>1. Completed and signed timecards for the month of October 2019 are on file with the FTE audit documents for any on-the-job training programs within Career Education and Exceptional Student Education.</li> </ol>
<b>FTE Certification</b>	<ol style="list-style-type: none"> <li>1. Signed FTE Summary (School Funding Certification form) is on file.</li> <li>2. Completed Verification of Earned FTE form is on file.</li> <li>3. FTE Checklist is on file.</li> </ol>