

**FTE TIMELINE**  
SURVEY 3 – February 2021

**Thursday, January 21 – Friday, January 29**

**Preliminary cleanup of Data**

*Specific questions concerning cleanup of data should be directed to the FOCUS help desk at 348-5200, option 4, option 2.*

The following reports should be utilized to cleanup and validate data prior to Survey week.

- ELL report – FOCUS menu Students>Student Info>more search options>ELL
  - Within English Language Learner box click drop down and select LY and LP and then click search. Use this list to validate ELL /ESOL schedules.
- ESE Discrepancies in Service and Support Level Discrepancy reports – FOCUS menu Reports>District Reports>Exceptional Student.
  - Errors should be addressed for each student.
- ESE Alpha report with IEP/EP data – FOCUS menu Reports>District Reports>Exceptional Student.
  - Out of compliance IEP/EP dates should be addressed by correcting in FOCUS and Matrix numbers verified and corrected in FOCUS SSS, as needed.
- Weekly Minutes – Focus Menu>Reports>District Reports>Reports>Weekly Minutes.
  - This report should be used to validate weekly minutes.
- Master Schedule Report – Focus Menu>Scheduling>Master Schedule Report.
  - Use this report to verify periods, days of the week, rotation days and weekly minutes.
- Class Lists – FOCUS Menu>Scheduling>Print Class lists
- Student Schedules – Focus Menu>Scheduling>Print Student Schedules.
  - Be certain to mark all appropriate periods where students are scheduled (Elem 00-12, Middle 01-07, High 01-08) and include course number and include section number.
- DOE Data Verification Reports – FOCUS menu>Florida Reports>DOE Data Verification reports.

It is important to review and correct errors on each tab. **Tabs that will potentially impact FTE for Survey 3 are Student Demographic, Prior School/Attendance, ELL, Exceptional Student, Student Course Schedule and Teacher Course.**

**Friday, January 29 – Friday, February 12**

**FTE Attendance Window Period**

- In order to be eligible for FTE, a student must be in program membership at least one day during the Survey week (February 8 – 12, 2021), be scheduled and be in attendance at least one day during the attendance window (January 29 – February 12, 2021).
- If there are students transferring within or outside of Duval County, please refer to the FTE Manual for instruction.
- Teachers must keep attendance records for all students, including second schools, private school students, and all other students who attend your school for services.

**Wednesday, February 3 – Friday, February 12**

**Parent Notification Letter**

- Parent notification letter for out-of-field teachers must be sent and dated on or after February **3 but prior to February 12, 2021** and a copy must be retained on file at school for audit.
- A copy of the parent notification letter must also be Uploaded to the Qualtrics Survey for Parent Letters.

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**Monday, February 8 – Friday, February 12**

**FTE Survey Week**

**REMINDER:** A student must meet membership requirements, attendance requirements, and be scheduled with minutes to be eligible for FTE to generate funding.

The following reports should be utilized to cleanup and validate data.

- ELL report-FOCUS menu Students>Student Info>more search options>ELL
  - Within English Language Learner box click drop down and select LY and LP and then click search. Use this list to validate ELL /ESOL schedules.
- ESE Discrepancies in Service and Support Level Discrepancy reports- FOCUS menu Reports>District Reports>Exceptional Student.
  - Errors should be addressed for each student.
- ESE Alpha report with IEP/EP data – FOCUS menu Reports>District Reports>Exceptional Student.
  - Out of compliance IEP/EP dates should be addressed by correcting in FOCUS and Matrix numbers verified and corrected in FOCUS SSS, as needed.
- Weekly Minutes – Focus Menu>Reports>District Reports>Reports>Weekly Minutes.
  - This report should be used to verify weekly minutes are correct.
- Master Schedule Report – Focus Menu>Scheduling>Master Schedule Report.
- Use this report to verify periods, days of the week, rotation days and weekly minutes. Student Schedules – Focus Menu>Scheduling>Print Student Schedules.
  - Be certain to mark all appropriate periods where students are scheduled (Elem 00-12, Middle 01-07, High 01-08) and include course number and include section number.
- Class Lists – FOCUS Menu>Scheduling>Print Class lists
- DOE Data Verification Reports – FOCUS menu>Florida Reports>DOE Data Verification reports.

It is important to review and correct errors on each tab. **Tabs that will potentially impact FTE for Survey 3 are Student Demographic, Prior School/Attendance, ELL, Exceptional Student, Student Course Schedule and Teacher Course.**

**Friday, February 12 (Date Certain)**

An FTE Survey 3 website will be created at the close of the school day. This will be a separate link from production FOCUS website.

- All information must be accurate for FTE purposes.
- All ESE discrepancies should be resolved.
- The FOCUS Schedule Screen must reflect correct ESE, ESOL and DPP courses.
- **Any changes must be made within FOCUS by 4:30 p.m.**
- Any changes made after February 12 will need to be made within both the production FOCUS website and the Survey 3 FOCUS website.
- Student and Teacher Social Security Numbers must be correct.
- **Run a membership report at the end of the day and compare to your manual count. This will be the student membership number you will use in the Verification of Earned FTE form.**
  - **In FOCUS menu- Students>Student Breakdown in dropdown select grade level and click on the list tab.**
- Print Master Schedule Report after any changes are made – Focus Menu>Scheduling>Master Schedule Report. This report should be retained for audit.

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- Attendance – FOCUS automatically will determine eligibility based on attendance information within FOCUS.  
(Please note: When attendance is not recorded in FOCUS for a student, FOCUS assumes the student is present; therefore, FOCUS will report the student when not eligible to be reported.)
  - Students are not eligible for FTE funding if they are absent for the entire Attendance Window, January 29 – February 12, 2021.

**IMPORTANT REMINDERS:**

- A student who has changed schools within the district is counted at the school he/she is enrolled on February 12. Please refrain from withdrawing and enrolling on the same day to ensure accurate schedule and funding.

**Wednesday, February 17**

The following reports will be produced by the schools within FOCUS:

- ESE Discrepancies in Service and Support Level Discrepancy reports- FOCUS menu Reports>District Reports>Exceptional Student.
  - Errors should be addressed for each student.
- ESE Alpha report with IEP/EP data – FOCUS menu Reports>District Reports>Exceptional Student.
  - Out of compliance IEP/EP dates should be addressed by correcting in FOCUS and Matrix numbers verified and corrected in FOCUS SSS, as needed.
- Weekly Minutes – Focus Menu>Reports>District Reports>Reports>Weekly Minutes.
  - This report should be used to verify weekly minutes are correct.
- DOE Data Verification Reports – FOCUS menu>Florida Reports>DOE Data Verification reports.
  - It is important to review and correct errors on each tab. **Tabs that will potentially impact FTE for Survey 3 are Student Demographic, Prior School/Attendance, ELL, Exceptional Student, Student Course Schedule and Teacher Course.**

❖ It is very critical that these reports are used to correct the FTE information. All errors and discrepancies must be resolved on these reports.

❖ The Master Schedule Report created on 02/12/2021 and Student Schedules dated 02/12/2021 must be retained for your FTE audit trail.

❖ If February FTE is corrected after 02/12/21 within the Survey 3 website, the Student Schedules that were retained for the audit trail must be corrected in red ink on the hard copy, dated 02/12/21 and initialed. The corrected Student Schedule must also be retained for the audit trail.

❖ Normal procedures should be resumed for all schools. Changes may be made to all student data within the Production Focus website without affecting FTE data on the Survey 3 website.

**Wednesday, February 17 – Friday, March 5**

**FTE Corrections**

- During this time period new sets of the above reports will be made available. You will receive an email from the Budget Office each time there is a new set of reports. Please monitor your email daily for this notice.
- DOE Verification reports in the survey site, should be continuously monitored, as well as, reports in Reports>District Reports>Survey – This folder has errors as well as valid data issues. All errors should be corrected. (Tabs that will potentially impact FTE for Survey 3 are Student Demographic, Prior School/Attendance, ELL, Exceptional Student, Student Course Schedule and Teacher Course).

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- Any corrections that impact Survey 3 made on the Production Focus website will need to also be made within the Survey 3 website.
- All corrections must be indicated on the Student Funding Record and on the original student schedules. The corrections must be initialed and dated as to when the correction was in effect (02/12/21).
- If help is needed to determine how to correct data please contact the FOCUS help desk for assistance at 348-5200, option 4, option 2.

**Monday, March 8**

**FINAL FTE FUNDING REPORTS**

All reports must be retained for an audit trail.

1. FTE Summary
2. Students receiving less than full funding
3. Students receiving more than full funding
4. Funding lost to other schools
5. Funding gained from other schools
6. Student Funding Record
7. Student Funding Record (Second School)
8. ESE Discrepancies in Service and Support Level Discrepancy report (Schools should run using FOCUS menu Reports>District Reports>Exceptional Student)

❖ **Any corrections needed will require an amendment. Please refer to the FTE manual.**

**Thursday, March 18**

RETURN the following to the Budget Office by 4:30 p.m. via email:

1. The final FTE Summary report from FOCUS Survey 3 website signed and verified by the Principal
2. Verification of Earned FTE (FTE-03)
3. Checklist for Preparation and Completion of FTE Survey