

Recommended Verifications for 2020-2021 FTE Audit Survey 3

The 2020/2021 reported FTE is an essential requirement to assure the data is accounted for accurately. If data is not reported accurately, funds are withheld from the District; therefore, it is imperative that all instructions are followed. Please ascertain that all your audit documentation is correct as of February 12, 2021 (FTE date certain of Survey 3), This documentation must be retained for the audit and safeguarded. Please verify the following:

Student Attendance	<ol style="list-style-type: none"> 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. 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 (January 29 through February 12, 2021 for survey 3. This is more than likely an error and should be corrected immediately. If an error is found, see step #3 for correction. 3. All student attendance recorded or corrected in FOCUS after February 12 for the 11-day window of January 29 through February 12, 2021 must be recorded and corrected in the FOCUS survey side, as well as production. 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.
Student Class Schedules and School Bell Schedules	<ol style="list-style-type: none"> 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. 2. ESE Resource Schedule form is completed and on file as of February 12, 2021 for any ESE services provided, which are not scheduled in FOCUS for the actual time of service or class period. 3. ESE Resource Schedule form is completed and on file as of February 12, 2021 for any students attending your school part-time for ESE therapy services. 4. Student Class Schedules were printed and/or saved on February 12, 2021. If your FTE was corrected after these dates and the correction affects a student's class schedule, you must print the schedule dated February 12, 2021, write the correction on the printed schedule, include the effective date of the correction, and initial the corrections. Retain for audit.

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<p>English for Speakers of Other Languages (ESOL)</p>	<ol style="list-style-type: none"> 1. Red folders are on file in all student cumulative folders for all students reported for ESOL FTE (FEFP program 130). 2. Student ELL Plans are completed or updated in FOCUS SSS no later than February 12, 2021 and are printed and placed in the red, ESOL folders. 3. Student Class Schedules added in the red folders are dated February 12, 2021 or earlier, if reported in ESOL for survey 3. 4. ESOL suffix is attached to all ESOL eligible courses on the above schedule(s). 5. Verify that no student was reported for ESOL FTE (FEFP program 130) who had been in the ESOL program beyond six years. 6. ESOL students with a DEUSS date of December 2017- February 2018 and earlier years had their Committee Meeting/Extension of Service meetings and placed in the red folder with the invitation sent to the parents.
<p>Exceptional Student Education (ESE)</p>	<ol style="list-style-type: none"> 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). 2. In addition to filing ESE documents in the student cumulative folders, schools should upload original signed documents in FOCUS SSS under Notes and Attachments as a safeguard.
<p>Teacher Certification</p>	<ol style="list-style-type: none"> 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. 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 earlier than February 3 and no later than February 12, 2021 for teachers approved by the Board in the first semester. A copy must also be uploaded to the Qualtrics Survey for Parent Letters. 3. For charter Schools, copy of the charter school Board agenda and minutes approving any teachers for out-of-field status is on file.
<p>Substitute Teachers</p>	<ol style="list-style-type: none"> 1. List of substitute teachers and their assignments, as well as dates of assignments, are on file.
<p>On-the-Job Training (OJT) within the Career Education Program and ESE Program</p>	<ol style="list-style-type: none"> 1. Completed and signed timecards for the month of February 2021 are on file with the FTE audit documents for any on-the-job training programs within Career Education and Exceptional Student Education.
<p>FTE Certification</p>	<ol style="list-style-type: none"> 1. Signed FTE Summary (School Funding Certification form) is on file. 2. Completed Verification of Earned FTE form is on file. 3. FTE Checklist is on file.