SURVEY DATA AND FTE
GENERAL INSTRUCTIONS
2017-18

Office of Budgeting, Cost Accounting & FTE

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**FORWARD**

This document is intended only as a general overview of the FTE (Full-Time Equivalent) process.

Please refer to the FTE Checklist (pp. 17-18) and FTE Overview – Dates, Timeline & Reports (provided by Liz Layfield in the Educational Technology Department) at the end of this document for information on reports needed to complete the FTE process.

**CHANGES FOR 2017-18**

**FTE Amendment dates have changed.**

Survey 2 (October) may not be amended after December 15, 2017.

Survey 3 (February) may not be amended after April 15, 2018.

Survey 4 (June) may not be amended after August 15, 2018 or until a membership survey audit has been completed, whichever takes place first.
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This document is intended only as a general overview of the FTE process.

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The list below contains the Florida Education Finance Program FTE survey dates for the 2016-17 School year. Updates to instructions for reporting survey data will be furnished prior to each survey period.

<table>
<thead>
<tr>
<th>SURVEY</th>
<th>DATES</th>
<th>PRE-SURVEY DATES</th>
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<td>1</td>
<td>July 10-14, 2017</td>
<td>June 30 –July 7, 2017</td>
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<td>2</td>
<td>October 09-13, 2017</td>
<td>September 29– October 06, 2017</td>
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<td>3</td>
<td>February 5th -09th , 2018</td>
<td>January 26 – February 2, 2018</td>
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<td>4</td>
<td>June 11-15, 2018</td>
<td>June 1st - 08th , 2018</td>
</tr>
</tbody>
</table>

The tentative survey dates for the 2018-19 school year are listed below.

Survey 1    July 9th -13, 2018
Survey 2    October 08-12, 2018
Survey 3    February 04-08, 2019
Survey 4    June 10-14, 2019
FTE BASIC RULES

FTE (Full Time Equivalent) refers to one student attending public school full time. FTE is used as the basis for school district funding through the FEFP (Florida Education Finance Program), which is based on a 180-day regular school year. The exception to this is that students attending Juvenile Justice Facilities are funded for a 230-250 day school year. The calculated FTE is based on 1,500 minutes per week except in the case of dual enrollment.

With the exception of Department of Juvenile Justice (DJJ) programs, Juveniles Incompetent to Proceed (JITP) programs, and direct instruction from the Florida Virtual School, PK-12 courses offered beyond the regular school year are not funded on an FTE basis through the FEFP. However, PK-12 courses offered beyond the regular 180-day school year may be funded through the Supplemental Academic Instruction (SAI) allocation and the reading allocation. Even though no FTE funding is provided, districts are required to report summer school FTE and extended year programs for use by the Department of Education’s statistical analysis.

All students attending classes in grades K-12 are eligible for FTE funding if the class meets during the survey week. To qualify for funding, a student must meet both of the following requirements:

- Student must be enrolled at least one day of the survey week
- Student must be in attendance at least one day during either the pre-survey week or the survey week

Any student who is not in membership (enrolled) one day during survey week does not meet the enrollment requirement and should not be reported for FTE.

On the Friday of survey week, the district will capture the student course schedule for each student who is in membership for that week. Please do not withdraw students from membership during the FTE survey week if they meet the enrollment and attendance requirements stated above. Schools will be notified by the district that a successful capture of records has occurred and at that time, you may update records to indicate the withdrawn students.

- FTE is calculated from the actual class minutes of each course on the student’s schedule. It is imperative that all students have a complete and accurate schedule prior to the end of the survey week. Total class minutes for a student should not exceed the school’s weekly total minutes.
- Students must be reported to DOE using a Common Student Identifier.
- Pullout classes must be properly identified and reported with the appropriate class minutes. Minutes must be adjusted for both the course from which the student is pulled and the course the student is being reported in.
- If a student transfers from one Brevard school to another during survey week, the school the student first attends during survey week should count the student. If the student is enrolled and in attendance at your school on the first day of SURVEY WEEK, count the student at your school. In the case of a student coming to us from another county or state during survey week, make sure school enrolls that new student.
- In order to generate funding under the FEFP, each teacher course record must contain a valid classroom identification number.

Districts will report FTE for students taking a Florida Virtual School course being taken in the school’s virtual learning lab.
RECALIBRATION OF FTE TO 1.0

All student FTE enrollment shall be capped at 1.0 FTE, except for FTE by Department of Juvenile Justice (DJJ) students beyond the 180-day school year. School districts should report all FTE enrollment regardless of the 1.0 FTE cap. The DOE will combine all FTE enrollment reported for the student by all districts, including the FLVS Part-time Program, using a common student identifier. The DOE will then recalibrate all reported FTE enrollment for each student to 1.0 FTE, if the sum of all reported FTE for the student exceeds 1.0 FTE. The FTE reported for extended school year periods and DJJ FTE enrollment earned beyond the 180-day school year is not included in the recalibration to 1.0 FTE. If a student has FTE enrollment in one survey (Survey 2 or Survey 3), the FTE reported will be capped at 0.5 FTE including FTE reported in Survey 1 and Survey 4, except for FTE reported by DJJ students beyond the 180-day school year.
OUT-OF-FIELD TEACHERS

School Board approval must be received for any teacher who is out-of-field. It is the responsibility of the principal to ensure that the approval process takes place and that parents have been notified of out-of-field teachers. Once a principal places an instructor in an area not covered by their current certificate, the following must occur:

- An “Out-of-Field Agreement” form* must be completed and signed by the teacher and the principal. 
  Note: There are two different forms, one for core subjects and one for ESOL.
- The completed agreement form must be submitted to the Human Resources Department.
- Human Resources submits a request to the School Board for approval of the teacher’s out-of-field status.
- The school must notify parents in writing of the teacher’s out-of-field status.

Time must be allowed for Human Resources to get School Board approval before the end of Survey Week. Keep a record of the requests that you have submitted and the date that you submitted them. In the past, the district has had audit adjustments because out-of-field requests were not being submitted or submitted too late for Board approval. The parent notification must be written and dated (mm/dd/yy) and also identify the course and teacher. A school newsletter is an acceptable method of notification as long as it is dated and identifies the teacher and course. Document in your files how and when the parents were notified by keeping a copy of the parent notification.

The SS123 and the new SS017 reports are available to schools to assist with out-of-field identification and both can be run by schools as needed. The SS123 identifies out-of-field teachers; contact Dinah Kramer in Human Resources if you have any questions. The SS017 (run from S169) identifies teachers with ELL students. Directions for running these reports will be sent by the Human Resources Department. Contact Dinah Kramer in Human Resources if you have any questions. Teachers identified on the SS017 report must be ESOL trained or taking ESOL training according to state board rule.

If Language Arts/Reading teachers have not obtained the ESOL endorsement, they must have board approval to teach out-of-field and also be on the ESOL training timeline. For information on the necessary in-service credits and training timelines, consult the ESOL Training Timeline which may be found on the district website under departments-professional development.

Requests for approval for any out-of-field teachers should have already been sent to the board for approval. If this has not been done, the only board meeting remaining to get the approval prior to the end of survey week will be on October 10, 2017 and January 26, 2018 (tentative date). Submit the requests immediately to Human Resources in order for the requests to be submitted to the board on time.

Please refer to this link to the H/R secretarial manual for questions and instructions on how to pull reports on out-of-field teachers.

*The out-of-field forms can be found at http://hrweb.brevard.k12.fl.us/employmentformsindexpage.htm
EXCEPTIONAL EDUCATION STUDENTS (ESE)

A student may not be given special instruction or service as an exceptional education student until after he or she has been properly evaluated, classified and placed in the manner prescribed by rules of the State Board of Education. The parent of an exceptional education student evaluated and placed or denied placement in the program must be notified of evaluation, placement or denial of services.

The program categories for exceptional students are:
- Grades PreK-3 Basic with ESE Services 111
- Grades 4-8 Basic with ESE Services 112
- Grades 9-12 Basic with ESE Services 113
- Support Level 4 254
- Support Level 5 255

A student whose schedule is reported for FTE in any of these program numbers must also have a matching Exceptional Education record (S702) and an Exceptional Education Program record (S704). Failure to do so will cause the student’s schedule record to be rejected by DOE.

A Matrix of Service form must be completed for the following students:

1. Students at support levels 4 and 5 (254 and 255).
2. All McKay students, regardless of their program number, must have a Matrix submitted within 30 days of receipt of parental intent to participate in the scholarship program.
3. All ESE students in Department of Juvenile Justice, who have a matrix calculated at level 252 and above.
4. All ESE students in charter schools who have a matrix calculated at level 252 and above.

Every time the IEP is reviewed, rewritten or amended, if there is a Matrix of Services form, a new form must be completed. The Matrix of Services form must be kept in student’s ESE Audit file along with the IEP.

If these procedures are not followed, it may cause an audit adjustment. Please see reports on pages 35 and 36 of this Manual for detailed instructions on the ESE reports you are required to run for FTE.

In addition, refer to the memo on the following page from Dr. Patricia Fontan and Dawna Bobersky regarding dates Upcoming IEP/Re-evaluation and Overdue IEP/Re-evaluation reports must be run.

Section 1003.57, F.S., prohibits non-Florida-resident exceptional student education (ESE) students with disabilities who are instructed at a Florida ESE Residential Facility from being reported for FTE funding through the FEFP.

For further information regarding ESE procedures, please click on the District website http://ese.sp.brevardschools.org
MEMORANDUM

TO: Principals

FROM: Dr. Patricia Fontan, Director
        ESE Administrative Support Services

RE: Overdue and Coming Due IEP and ESE Re-Evaluation Reports for School Year 2017-2018

Schools will need to continue monitoring the IEP and ESE re-evaluation dates for their students by printing monthly verification reports from AS400 (panel L713) and conducting appropriate follow-up for any students that have overdue IEPs or ESE re-evaluations. Instructions for running the verification reports are attached. Please print each screen monthly during the school year (September through May), sign the printed copy, and maintain the copy at your school for two years.

Your ESE Support Specialist reviews these reports and will work with you and your staff regarding any concerns. The ESE Administrative Office runs a monthly report of the overdue IEP and re-evaluation results at each school for the Offices of Leading and Learning-Assistant Superintendents based on the data available in the AS400 student system on these dates:

<table>
<thead>
<tr>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15, 2017</td>
<td>January 16, 2018</td>
</tr>
<tr>
<td>October 16, 2017</td>
<td>February 15, 2018</td>
</tr>
<tr>
<td>November 15, 2017</td>
<td>March 15, 2018</td>
</tr>
<tr>
<td>December 15, 2017</td>
<td>April 16, 2018</td>
</tr>
</tbody>
</table>

pc: Office of Leading and Learning
       ESE Support Specialists

Attachment: L713 Verification Screen Instructions for IEP and ESE Re-Evaluation Reports
REPORTING THERAPIES OCCURRING LESS THAN WEEKLY

In order to properly report therapies occurring less than weekly:

- Add together the time the student is in therapy for the span of time being reported. This will include the survey week and the other weeks of the valid scheduling option.
- Use an average of the Class Minutes, Weekly to determine the value of FTE Earned.

Students that receive therapies (e.g. speech, occupational, physical, orientation, and mobility therapy) on a less than weekly basis must report the class in the student’s schedule as a weekly average of the time students are scheduled in therapy.

The therapy teacher must keep a log of the days and number of minutes they give services to students scheduled in this manner. These teacher logs will be used in the event of an audit regarding student services and must be maintained for three years.

HOSPITALIZED/HOMEBOUND

Hospitalized/homebound students whose schedules specify the number of minutes per week that hospitalized/homebound services will be provided at home or in a hospital should be reported during survey week like other students. If the student is scheduled to receive services, and the teacher visits the child during survey week or one of the six days during pre-survey week, the student’s scheduled time should be reported.

In some cases, a student may be served in both a hospital and/or home setting for some of the time and at a school-based setting at other times. Students who are alternately assigned to the hospitalized/homebound program and to the school-based program are reported for FTE based on their enrollment during the survey week, which may be in either program or in both. In these cases, the student should be reported under the H/H program number for the amount of time served on a one-on-one basis at home or in the hospital and in the appropriate program for any time the student is in attendance at the school site during that week.
Below is the checklist used by the FTE office when visiting schools to review student ESE audit files. Please remember that this list is only used for FTE audit review and should not be used in place of ESE guidelines.

This checklist is used during the FTE office visits to schools to review their records for accuracy. This checklist is only used as a basis for FTE review and is not all inclusive for necessary paperwork needed for student ESE records. Schools need to refer to the district intranet site for the district ESE plan and requirements necessary to complete the paperwork for student qualification for ESE programs.

ESE FILE CHECKLIST

________________________________
Student Name

________________________________
School & Date

Does the student’s audit folder contain the following?

_______ IEP/EP current on day of review
_______ IEP/EP current during last FTE survey
_______ Parent invited to IEP meeting – written notice 2 Notices must be sent
_______ Matrix form (if applicable)
_______ Matrix re-written when new IEP meeting takes place
_______ McKay Notice – not FTE requirement
_______ If EP plan, should be at least two (2) committee member signatures
_______ Direct services must have minutes reflected on IEP
_______ Speech therapy attendance book/log if applicable
_______ H/H minutes reported correctly
_______ Documentation H/H was provided
ENGLISH FOR SPEAKERS
OF OTHER LANGUAGE (ESOL)

In this program, FTE reported for FEFP funding shall comply with Section 1003.56, F.S. The instruction shall be provided through courses listed in the current Course Code Directory as English for Speakers of Other Languages (Language Arts/English and Reading) and basic subject areas of math, science, social studies and computer literacy. A complete list of courses eligible for ESOL program 130 can be found on the district website under Teachers/ESOL Homepage. Remember, Language Arts/Reading teachers with an ELL student must have the ESOL endorsement. If they do not have the endorsement, they must be board approved and must be on their ESOL training timeline. Please note, the board approval does not carry over from year to year. If the teacher did not get their endorsement, schools must re-submit them again to the board for out-of-field approval. In addition, parents of these students must be notified of the out-of-field status. A copy of this notification must also be sent to the Certification Department in Human Resources.

Teachers of Math, Science, Social Studies and Computer courses who have ELL students do not require board approval but must still be on the ESOL training timeline for the necessary in-service points. Timeline information is found on the district web-site under Teachers/ESOL Homepage.

If the FEFP program number is 130, then the LP code on S313 must equal LY or LP. Records not meeting this criteria will be voided by the state. Also, make sure the current year plan date is updated on S706 and the student’s LEP folder (this is a common finding on the FTE audits).

Parents of students enrolled in the ESOL program must initially be notified of the student’s placement in the program. This notice must be in writing and a copy put in the student’s LEP folder. After the students’ third year of enrollment, additional documentation is required to justify student’s continued enrollment in the program. A student can be kept in the program as long as it is deemed justified; however no student can be claimed for 130 funding beyond six years.

Please see the report on page 37 for detailed instructions on the ESOL report you are required to run for FTE.

For further information regarding ESOL procedures and required out-of-field forms, please click on the district website http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments K-Z/Student Services and click on the ESOL tab.

The following page is the checklist used by the district FTE office when visiting schools to review records. Please remember that this checklist is what we look at based on items the auditor general’s office looks at when they perform our three year cycle audit.
ESOL AUDIT CHECKLIST

This checklist is used during FTE school visits to review accuracy of LEP audit folders. This checklist is only used as a basis for FTE review and is not all inclusive for necessary paperwork needed for student ESOL records.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>ID #</th>
<th>SCHOOL</th>
<th>Years in ESOL</th>
</tr>
</thead>
</table>

**IDENTIFICATION**
- Home Language Survey
- Programmatic Assessment
- Notification to Test
- Documentation of Test Results
- Delay of Testing

**PLACEMENT**
- Letter of Eligibility
- Entry Date
  - Grade on Entry
- Current Plan Date
- Current Schedule (Stapled)
- Classroom Teacher (Reading/LA)
- Out of Field Board Approval
- Out of Field Parent Notification
- 30 Day Continuation of Services
- ELL Minutes (concours)

**EXTENSION OF SERVICES**
- Documentation of retest or Test Scores
- Re-Evaluation Date
- ELL Minutes
  - (Window 2 students)

**EXIT**
- Exit Letter

**POST RECLASSIFICATION**
- Parent Notification
  - Reclassification Date

**MONITORING**
- 1st RC
- 2nd RC
- 4th RC
- End of Year 2
PRE-KINDERGARTEN FTE

Prekindergarten students are not eligible for funding under the FEFP with the exception of:

- Children of students in the Teenage Parent program. These Pre-K students should be reported in FEFP program number 101.
- Students ages three and older with Grade Level PK who are reported in FEFP Program Numbers 111, 254, or 255 (excluding students who are gifted).
- Students under age three reported in FEFP Program Numbers 111, 254, or 255 with disabilities (Exceptionality, Primary) of deaf or hard of hearing, visually impaired, orthopedically impaired, intellectual disability, dual-sensory impaired, autism spectrum disorder, developmentally delayed, or established conditions.

Voluntary Prekindergarten students (VPK) taught by the school district should be reported using course numbers 5100580 (regular school year) and 5100590 (summer). VPK students should be reported with FEFP Number 999 since they are not funded through the FEFP. Students enrolled in district school Head Start classes should be reported using course number 5100520 and the FEFP Number 999 since these students are also not funded through FEFP. The exception to this is the PreK student enrolled in ESE programs that are funded through the FEFP (such as a student who is in program number 111 for 90 minutes a week) and VPK/Head Start (FEFP number 999) for 900 minutes a week.

TEENAGE PARENT PROGRAM

This is part of the Drop-Out Prevention category and is funded under program codes for basic education.

Preschool children of students enrolled in the Teenage Parent Program, which is authorized in Section 1003.54, F.S., are reported in FEFP Program Number 101 using the course number 5100560 (Prekindergarten, Other) and the grade level of PK. If the preschool child is also identified as disabled, either FEFP Program Number 111 (K-3 Basic, with ESE Services), 254 (Support Level 4), or 255 (Support Level 5) is used for the exceptional courses.

If you have questions dealing with this program please contact Janene Knight in Student Services. If you have questions concerning FTE data entry contact the office of Budgeting, Cost Accounting & FTE.
CAPE INNOVATION COURSE

A value of 0.3 full-time equivalent student membership shall be calculated for each student who meets the academic and career performance expectations of the CAPE Innovation Course. CAPE Innovation Courses are also Advanced Placement courses and funding may only be calculated for one type of additional FTE membership. In Survey 5 reporting, students who are reported with an industry certification outcome of “P” for the CAPE Innovation Course on the Industry Certification Outcome data element may not also be reported for the 0.16 Advanced Placement additional FTE calculation.

SUPPLEMENTAL (ADD-ON) FTE

Students that take an AP, AICE, or IB course during the year, may earn additional FTE based on scores they earn on the end of course exams. Student must have taken and passed the test that matches the course during the school year. Students may earn .16 additional FTE for test scores that meet the criteria for passing the exam. The add on FTE is reported when schools receive the test results in the summer during Survey 5. The add on FTE is reported on S623 by course code for those that qualify for the additional funding. Students earning an IB or AICE diploma are reported on S318.

EARLY GRADUATION

Districts may earn additional FTE for students who graduate early Pursuant to Section 1003.4281, F.S., and Section 1011.62(1)(p) F.S., a district may earn 0.25 FTE when the student graduates one semester in advance of the student’s cohort and up to 0.50 FTE for students who graduate one year or more in advance of their cohort. Similar to AP, IB, an AICE add-on FTE, the district will earn additional FTE for students that graduate prior to their cohort graduation year. The additional FTE is reported in survey 5 by the school district where the student graduated.
ACADEMIC DUAL ENROLLMENT

For dual enrollment students at either a public or private community college or university for which a district interinstitutional articulation agreement exists per Section 1007.235, F.S., the procedures below must be followed. Please note that dual enrollment/early entrance agreements can only be with Florida institutions. A student shall not be claimed for funding under this procedure when the student is enrolled in an out-of-state college or university. Students who are dually enrolled at a public or private community college or university in Florida and who meet all eligibility requirements should be reported as follows:

1. A student course format must be developed for the specific course and student.
2. The course number must be from the Statewide Course Numbering System or from the eligible nonpublic community college or university.
3. The FEFP Program Number must be 103 or 113 (102 or 112 if student is taking dual enrollment while in grades 6-8).
4. Based on the DOE instructions, the value of the FTE dual enrollment “shall be provided in an amount equal to the hours of instruction which would be necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district”. For example, a student taking a course at EFSC would have less seat time minutes than a student taking the same course at the high school. The EFSC student would, therefore, earn less FTE than the high school student. Following the DOE instructions, the EFSC students’ minutes would be adjusted to equal the minutes of the high school student for that same course.
5. The school of instruction number must be C901-C928, U970-U980, or P001-P999 (i.e., a post-secondary institution).
6. Dual Enrollment Indicator must be “A”, “B”, “C” or “E” as appropriate.
7. The off-site indicator must be filled in on S602 for ALL courses that are not taught at the high school. This field triggers the FTE calculator to adjust the FTE.
8. A teacher course record format must be created for the course.
9. The FTE earned for academic dual enrollment is credited for funding to the school of enrollment.

Home education students may not be reported for dual enrollment funding.
VOCATION DUAL ENROLLMENT

Vocational dual enrollment for students in grades 9 through 12 is funded through the FEFP and such FTE is reported in Basic FEFP Program Number 103 or 113 (102 or 112 if student is taking dual enrollment while in grades 6-8).

The following discussion describes the different vocational dual enrollment instructional settings and provides instruction on reporting FTE for students who meet all eligibility requirements.

Postsecondary Career Instruction Provided at a Florida College in the Same School District
Students who are dually enrolled in the Florida College System or a private college for career instruction and who meet all eligibility requirements should be reported by the district of enrollment as described in the previous section. The School Number, Current Instruction/Service element should be the college number (C901-C928).
The Dual Enrollment Indicator must be “B”, “C” or “E”, as appropriate.

Postsecondary Career Instruction Provided by the Florida College System or Private College Personnel on the Campus of a Secondary School

When the postsecondary career instruction is provided by the Florida College System or private college personnel on the campus of a secondary school, the secondary school reports the dual enrollment courses using FEFP Program Number 103 or 113 (102 or 112 if student is taking dual enrollment while in grades 6-8).
In this case, the School Number, Current Instruction/Service is that of the secondary school.
The value of FTE Reported, Course must be calculated as the amount necessary to earn FTE and the funding for an equivalent course if it were taught in the school district.
The Dual Enrollment Indicator must be “B” or “C”, as appropriate. In addition to the student course records, matching teacher course records must be submitted.

Postsecondary Career Instruction Provided On-Site at the Student’s High School

In this case, students are enrolled in and receive instruction from a secondary school and also receive postsecondary career instruction at the student’s high school campus operated by the school district.
The secondary school must report the dual enrollment (postsecondary career) courses with the Basic FEFP Program 103 or 113 (102 or 112 if student is taking dual enrollment while in grades 6-8). The value of FTE Reported, Course must be calculated as the amount necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district. School Number, Current Instruction/Service is that of the secondary school. The Dual Enrollment Indicator must be “C”.

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DEPARTMENT OF 
JUVENILE JUSTICE PROGRAMS

For DJJ sites the following requirements are in effect:

- The calculation of FTE for students in DJJ programs shall be limited to 25 hours per week.
- The school year shall be comprised of 250 days of instruction, with no more than ten (10) of these days used for teacher planning in residential programs and 20 days in nonresidential programs.
- Students participating in GED preparation programs shall be funded using the basic program category.

DJJ FTE will be calculated just as all other FTE is calculated based on scheduled instructional days. The FTE is reported under the appropriate FEFP program (i.e., basic, ESE, ESOL or career/technical).

For DJJ sites, no more than 90 days in Survey 2 and 90 days in Survey 3 may be reported. The district may report up to an additional 70 days in Survey 1 and Survey 4 combined, but may not report more than a total of 250 days for the entire year.

Students in dropout prevention programs (in-school suspension, competency based programs, etc) receive FEFP funding in the same manner as all other programs. However, these students are also reported on the data component of Survey 2. If you have questions regarding dropout programs, please contact Student Services.

BREVARD VIRTUAL SCHOOL

Part-time Brevard Virtual School students will be reported during surveys 2 and 3. Funding is based on successful completions, which are reported in survey 4. These courses will appear on student schedules under schools 7004 or 7006. Funds received by Brevard Virtual School students are utilized by the district to support Brevard Virtual as well as the labs located in high schools. Courses taken through BVIP are reported by BVIP and there is no action necessary on the part of the brick and mortar schools. Questions concerning virtual school issues should be addressed to Heather Price, Brevard Virtual Instruction Programs.

FLORIDA VIRTUAL SCHOOL COURSES DELIVERED ON A PUBLIC SCHOOL CAMPUS

District schools will not report any Florida Virtual School (FLVS) courses delivered in the brick-and-mortar school for FTE.
FTE AMENDMENT PROCESS

Any on-line corrections made by the schools to the student files after the close of business on Friday, October 13, 2017 for survey 2 and Friday, February 09, 2018 for survey 3 will not change the Department of Education frozen files. Changes to those files can only be made by the FTE office. Schools should follow the process below for submitting changes.

- Print each of the screens prior to making the change and write “Before” on the copies
- Print the screens after the changes are made and write “After” on the copies
- Highlight on both the “Before” and “After” copies what was changed, indicating the survey period to be amended
- For changes in student schedules, print S615

Without these copies of the “Before and After” panels, it is difficult to determine what the intent was. Amendments that do not have the before and after changes highlighted will be returned to the school. These changes need to be accompanied by a memo from the principal with a brief explanation why these changes are needed. The “before” and “after” screen prints must accompany the memo.

Send all documents to the office of Budgeting, Cost Accounting & FTE.

With the implementation of a shortened amendment time for data corrections at the state level, it is imperative that schools review their POST copy of the XB432 – FTE Report for discrepancies and submit amendments to the FTE office as soon as possible. The FTE office is implementing an amendment deadline of December 6, 2017 for Survey 2 and March 30, 2018 for Survey 3.

Once the state deadline for amendments has passed, the district cannot change records at the state level. In the event of an FTE audit, student records that were incorrect at the state will be reflected in the audit.
FTE CHECKLIST FOR SCHOOLS

Out-of-Field Teachers

_____ Out-of-field teachers must have Board approval by October 10, 2017 for Survey 2 and February 5, 2018 for Survey 3

_____ Parent notification of out-of-field teacher

_____ Copy of the notification to parents is maintained in your FTE file

Membership Verification

_____ Run students without schedules from S306 Format F, Seq B

Class Rosters

_____ Run class rosters for pull out teachers. Doing this will help schools make corrections prior to getting the VAM rosters after the survey period. Since these teachers do not take attendance online, the only way they have to assure the student has been assigned to them is by verifying a printed roster.

Ex Ed

_____ Print Ex Ed verification by program from S714

_____ Have Ex Ed teachers verify, sign and return rosters with necessary changes

_____ Update information on S702 and S704 from input forms

_____ Check S615 to insure matrix number is completed

_____ Run class rolls for teachers that pull students out for therapies or classes. Distribute to affected teachers for verification and have the teacher sign and return the roster to you

_____ Adjust time for pull out classes on S617

Pre-K

_____ Teen Parent children – use course #5100560 – complete schedule on S615

_____ VPK - use course #5100580 – program category 999, Head Start – use course #5100520 – program category 999 (also report ESE course with ESE matrix if eligible)

ESOL

_____ Run S169 - SS017 Teachers with ELL Students

_____ Have ESOL contact teacher verify, sign and return student & teacher list

_____ Verify program is 130 on S615 for qualified courses unless student is ESE
Drop Out Prevention Programs
_____ Create Record on the S703

Hospital/Homebound
_____ Make sure input is done on S702 and S704
_____ Input complete hospital/homebound student schedule on S615
_____ Make necessary minute adjustments on S617

Career & Technical Grades 9-12
_____ Run class lists from S611
_____ Adjust offsite indicator on the S602 if necessary
_____ Funding program should be 300 unless Ex Ed student

Dual Enrollment
_____ Set up courses according to semester
_____ Correct offsite indicator on S602 if course is taught on your campus
_____ Input student schedules
_____ Adjust days and times on S617
_____ Record Early Admission and Dual enrollment students on the S318 panel
_____ Run the L523 report to verify all Dual Enrollment and Early Admission students

Attendance
_____ Run Teachers Not Taking Attendance daily (S237) for the entire survey period. Have principal sign certification statement - Send a copy of the statement to the FTE office. Retain the original in your FTE file
_____ Print S303 at the end of day of Date Certain
_____ Run S250 Attendance Report to show all students that will be included with FTE calculated. Send a copy of the signed last page only to the FTE office
_____ Run S250 Students Not Qualifying for FTE Report. Send a copy of the signed last page to FTE office
_____ Keep the report (S250) with FTE Audit Copy and maintain in the FTE audit file

If you need assistance with any items on this checklist, please contact Mary Guttinger ext. 613.
FTE PROCESS OVERVIEW
DATES, TIMELINE & REPORTS

Survey 2
Pre-Survey: September 29 – October 6, 2017  6 attendance days
Survey Week: October 9-13, 2017  5 attendance days
Date Certain: Friday, October 13 @ 3pm  11 total attendance days

Activity Schedule
___Check FTE-1 by Student Report
___Run verification reports (Top Reports)
___Run FTE Reports on Selected Students

Timeline
Each week, six weeks prior to FTE Date Certain
Month of September through FTE Survey Week
Panel S665, FTE Mini Reports

Items to place in Audit File:
___Run Teacher not Taken Attendance Rpt – S237  Each day of Survey period, September 29 - October 13, 2017
   *Principal must attach a signed memo to this group of reports.*
___Run FTE Attendance Report – S250  Friday afternoon, October 13, 2017
   *Principal must sign and send a copy of the last signed page to the FTE Office no later than Friday, October 27, 2017*
___Run FTE Students Not Qualifying for FTE – S250  Friday afternoon, October 13, 2017
   *Principal must sign and send a copy of the last signed page to the FTE Office no later than Friday, October 27, 2017*
___Screen-Print Student Enrollment S303  Friday afternoon, October 13, 2017

Check XB 432 FTE-1 POST report  Week after FTE Survey Week
Send Amendments to Mary Guttinger  Starting first week after Survey Week
Check XB432/XB427 Audit Report  Week of November 6-10

*Place in FTE Audit file with above reports*
1) Teacher not taken Attendance Report – S237 Verification Reports

Run this report to show a listing of all teachers at your school that have not taken attendance for the day. Use Format D, sequence A. Make sure to adjust the date for each day of the survey window from September 29-October 13, 2017. The principal must sign and attach a certification letter to the top of the stack for the Survey.

Please make sure that all classes are marked properly on panel S602 as to whether they take attendance or not. For all teachers that are absent or have computer problems, a copy of a signed and dated paper attendance slip must be included with the report for the day they are unable to take attendance online. As with any other day, official attendance will be taken by the clerk on the S244 or S254 panel.
FTE PROCESS OVERVIEW
DATES, TIMELINE & REPORTS cont’d

1) FTE Attendance Report – S250 Warnings

Run this report to show you all students that will be included with FTE calculated. Use Format A, sequence C. Make sure to adjust the date range to be the whole Survey window. The number of days to look at will depend on the survey’s amount of days. Make sure the Signature (Sig) field is marked with a ‘Y’. The principal must sign the last page of this report before putting in the Audit File. A copy of the last page signed needs to be sent to the FTE Office.
Students Not Qualifying FTE – S250 Warnings

Run this report to show you all students that will not be included with FTE calculated. Use Format A, sequence C. Make sure to adjust the date range to be the whole Survey window. The number of days to look at will depend on the survey’s amount of days. Make sure the Signature (Sig) field is marked with a ‘Y’. The principal must sign the last page of this report before putting in the Audit File. A copy of the last page signed needs to be sent to the FTE Office.

Panel: ____

S250. Warnings

Request: 200

Title: Students Not Qualifying FTE Survey 2

submitted from Panel S250 format A sequence C

Destination

Controls: C F P H S I/E DLA Mods Prt Absence Codes Dtl E-###-### Sig

01 A Y B C I _____ ACDERSUXK _______ _______ 000 ___ Y

Select: A Lin S Year-T Schl F-G-T Cl Hrm Tm Fr--------To T-###-### Cur Nte Bl

x xxxx x xxxx xx xx xxxx xx mmdyy mmdyy x 999 999 x x xx

_ 001 A CCYY R ### 092917 101317 G 010 Y

__________________________

__________________________

1-Hlp 3-Exit 4-Prpt 5-Refr 6-Nrcd 7-Bwd 8-Fwd 10-Del 11-Run 12-Esc

Record updated. Next? Use 09/03/2014 08:04:41 WXYZ
1) Student Enrollment Count - S303 Student Summary

This is a display panel that will give you your current days’ enrollment. Take a screen shot of your school’s enrollment from this panel. It has to be done on the last date of student attendance for the survey at the end of the day.

<table>
<thead>
<tr>
<th>Panel:</th>
<th>S303, Student Summary</th>
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<td>A/E Schl</td>
<td>F-G-T Cl Thm Sum</td>
</tr>
<tr>
<td>E</td>
<td>#</td>
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<table>
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<th>Internal: Description</th>
<th>Abbreviation</th>
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<td>Brevard Schools</td>
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<table>
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<th>Majority Male</th>
<th>Female</th>
<th>Minority Male</th>
<th>Female</th>
<th>Total</th>
<th>Cap</th>
<th>Avl</th>
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</table>
TOP REPORTS TO VERIFY DATA FOR FTE

Students Without Schedules, Panel S306, Format F

Class Size Detail, Panel S606, Format N

Certification Comp – I/O & HOT Report, Panel S606, Format P

PE Deficiency Report, Panel S618, Format O

Student Schedules with Overlaps, Panel S618, Format A

Teachers Not Taken Attendance, Panel S237, Format D (not Charters)

Students Withdrawn not Re-Enrolled, Panel S308, Format Y

Discipline Survey Error Report, Panel S289, Format W

Withdrawn W2A, W21 w/ Discipline Error Rpt, Panel S289, Format U

ESE Verification Report, Panel S713, Format B

ESE Error Correction Report, Panel S714, Format U

IEP Overdue Report, Panel L713, Format B

LEP Student Roster, Panel L309, Format I

ESOL Error Report, Panel L713, Format R

Potential Immigrant Students, Panel S308, Format C

Free/Reduced Lunch Report, Panel S309, Format A (Charters only)
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Students Without Schedules – S306 Rosters

Run this report to find out if any student at your school does not have a schedule. Use Format F, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Class Size Detail – S606 Print Classes

This report will show the Class size by bldg/room for the school on Fridays, which is the day the State bases class size off of. Use Format N, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Certification Comp - I/O & HQT – S606 Print Classes

This report will show the classes that have teachers incorrectly defined as Out of field and missing the HQT designation. Use Format P, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

PE Deficiency Report – S618 Print Schedules/Locator

This report will be used to show the students that do not have the State required 150 minutes a week of PE classes. Use Format O, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Student Schedules with Overlaps – S618 Print Schedules/Locator

This report will show all student schedules that contain overlapping classes by time of day. Use Format A, sequence W or X is appropriate, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Teachers Not Taken Attendance – S237 Verification Reports

This report needs to be run on a daily basis especially during the Pre-Survey and Survey weeks. This report will show you any teachers that have not taken attendance for the date run. Use Format D, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.

```
Panel: ___
Request: 001

Title: Teachers Not Taken Attendance ________________________ Destination
       submitted from panel S237 format D

Controls: C F P H S   I/E Prt: Tot Typ
          01 D Y B A   I  ___

Select: A Lin Year-T Sch1 -Begin-- F-G-T Cl Thm Hrm Tm Se Md Course Sect Tch
       xxxx x xxxx mmddccyy xx xx xx xxx xx xx xx xxxxxxxxx xxxx xxx
       _ 001 CCYY R ### 10022015_______________
       _ ___ ______________________________
       _ ___ ______________________________

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 09/08/2014 09:11:12 WXYZ
```
Certification Statement

I acknowledge that the teachers on the attached verification report SB253 from S237 – Teachers That Have Not Taken Attendance is accurate for the survey period September 29, 2017 – October 13, 2017.

Principal Signature

Date
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Students Withdrawn not Re-Enrolled – S308 Enrollment

This report will show all students that withdrew with a W02 and were not re-enrolled at any of our schools. These students will need follow-up. Use Format D, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

**Discipline Survey Error Report – S289 Print Incidents/Actions**

This report will show you all data errors associated with entered discipline information from panels S273/S287. Use Format W, Sequence A.

<table>
<thead>
<tr>
<th>Panel: ___</th>
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</thead>
<tbody>
<tr>
<td>Request: 013</td>
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<tr>
<td>Title: Incidents with Survey Errors submitted from S289, Format W</td>
</tr>
<tr>
<td>Destination: W/O</td>
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<tr>
<td>Controls: C F P H S I/E Year-T F/R Undup E S A V Prim Lp T Code S Nt</td>
</tr>
<tr>
<td>01 W Y B A I CCYY R ___ Y ___ ___ ___ ___ ___</td>
</tr>
<tr>
<td>Select: A Lin S Schl F-G-T Cl Event Id OSch Fr--Event--To By Cd Fr--Taken--To</td>
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<tr>
<td>_ 001 _ 0000 x x x x x x x x x x x x x x x x x x</td>
</tr>
<tr>
<td>Use 09/08/2014 09:11:12 WXYZ</td>
</tr>
</tbody>
</table>
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Withdrawn W2A, W2B, W21 w/Discipline Errors – S289 Print Incidents/Actions

This report will show the discrepancies between enrollment and discipline. For every expulsion or alternative placement action in discipline, there should be a corresponding enrollment withdrawal code. Use Format U, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

ESE Verification Report – S713 Verifications

This report will show all ESE students at your school. Please verify that all the students listed are up to date and active and have a schedule. Use Format A, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.

![Image of ESE Verification Report]

Panel: ____
Request: 030

Title: ESE Verification Report for Survey 2
Submitted from Panel S713 Format B Sequence B

Controls: C F P H S I/E Year-T A/E Prt: Use ESE: Prim Matrix Fr-IEP-To G
01 B Y B B I CCYY R E X

Select: A Lin S Schl F-G-T E S Fr----------To Code D St T-Date T-Date T-Date
xxxx xx xx x x mmddccyy mmddccyy xxxxx x x x mmyy x mmyy x mmyy

001 A #### PK 12

002 A #### PK 12

Use 09/08/2014 14:24:24 WXYZ

No additional records.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

ESE Error Correction Report – S714 Rosters

This report will show all ESE students that have incorrect data. Use Format U, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

IEP Overdue Report – L713 Verifications

This report will show all ESE students at your school with an overdue IEP. Use Format B, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Request: 010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Title: IEP Overdue Report for Survey 2 Destination Submitted from Panel L713 Format B Sequence W         |
|--------|--------------------------------------------------|
| Controls: C F P H S I/E Year-T A/E Prt: Use ESE: Prim Matrix Fr-IEP-To G 01 B Y B W I CCYY R E |
| Select: A Lin S Schl F-G-T E S Fr----------To Code D St T-Date T-Date T-Date x xxxx xx xx x x mmddccyy mmddccyy xxxx x x x mmuy x mmuy x mmuy |
|        | 001 A #### A |

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrscd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
No additional records. Use 09/08/2014 14:24:24 WXYZ
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

LEP Student Roster – L309 Rosters

This report will show all ELL students at your school. Use Format I, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.

![LEP Student Roster – L309 Rosters](image)
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

ESOL Error Report – L713 Verifications

This report will show all ELL students that have an error based on the State edits. Use Format R, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.

```
Request: 010

Title: ESOL Error Report for Survey 2 Destination
Submitted from Panel L713 Format R

Controls: C F P H S I/E Year-T A/E Frt: Use ESE: Prim Matrix Fr-IEP-To G
          01 R Y B A I CCYY R E

Select: A Lin S Schl F-G-T E S Fr-------------------To Code D St T-Date T-Date T-Date
        x xxxx xx xx x x mmdccyy mmdccyy xxxx x x x mmyy x mmyy x mmyy
        _ 001 A ####

   ___ ________________________________

1=Help  3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
No additional records. Use 09/08/2014 14:24:24 WXYZ
```
TOP REPORTS TO VERIFY DATA FOR FTE (cont’d)

Potential Immigrant Students – S308 Enrollment

This report will show all students that have the potential of being classified as immigrant. Use Format C, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.

![Image of S308 Enrollment report](image.png)
Free/Reduced Lunch Report – S309 Free/Reduced (Charters Only)

This report will show all the free/reduced lunch students in your school as reported from the Food Services system. Use Format A, choose the sequence of sort by pressing the F4 key on the Sequence field (S) on the control line.