



FTE Made Easy

FAMIS CONFERENCE

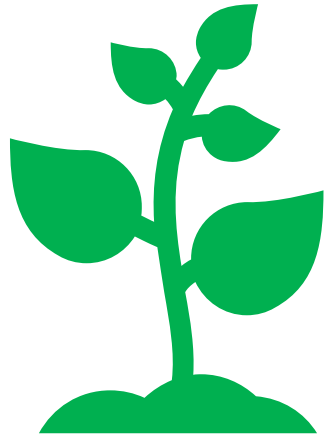
JUNE 24, 2019



Agenda

- FTE Basics
- FTE Validation
- Mistakes





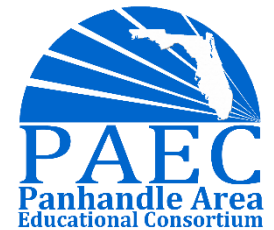
FTE Basics

FTE Basics

- Full-time equivalent student membership = 1 FTE
- Half is Survey 2 & Half is Survey 3
- We report everything but the cap per survey is 0.5
- Some Student Course Errors Can Cause you to LOSE FTE!
- Then if a student goes to another district they can take some of your FTE too!
- Whatever is left is the recalibrated FTE



FTE Students 2,847,829.52	×	Program Weights	=	Weighted FTE Students 3,098,177.31	×	Base Student Allocation (BSA) \$4,204.42	×	District Cost Differential (DCD)	=	Base Funding \$13,036,844,519	+
Declining Enrollment Allocation \$3,118,431	+	Sparsity Supplement \$52,800,000	+	State Funded Discretionary Contribution (lab schools) \$20,918,636	+	0.748 Mill Compression \$246,327,174	+	DJJ Supplemental Allocation \$7,890,490	+	Safe Schools \$161,956,019	+
ESE Guaranteed Allocation \$1,067,088,437	+	Supplemental Academic Instruction \$717,760,938	+	Instructional Materials \$232,934,691	+	Student Transportation \$443,043,407	+	Teachers Classroom Supply Asst. Program \$54,143,375	+	Virtual Education Contribution \$10,970,823	+
Reading Allocation \$130,000,000	+	Digital Classroom Allocation \$70,000,000	+	Federally Connected Student Supplement \$12,998,722	+	Mental Health Assistance Allocation \$69,237,286	+	Total Funds Compression Allocation \$56,783,293	=	Gross State and Local FEFP \$16,394,816,241	-
Required Local Effort \$7,712,537,754	+	Proration to Appropriation \$0	+	Net State FEFP \$8,682,278,487	=	Discretionary Lottery/School Recognition \$134,582,877	+	Class Size Reduction \$3,110,424,650	=	Total State Funding \$11,927,286,014	+
Required Local Effort \$7,712,537,754	+	0.748 Mill Discretionary Local Effort \$1,457,279,176	=	Total Funding \$21,097,102,944							



FTE Student Basics

The amount of FTE reported is based on Class Weekly Minutes on the student schedule.

Grades 4-12: 1500 Weekly Minutes X 0.00033333 = 0.5 FTE Max

Grades PK-3: 1200 Weekly Minutes X 0.00041667 = 0.5 FTE Max

Survey 2: 0.5 FTE

Survey 3: 0.5 FTE

Total = 1 FTE



Ultimately FTE is based on the student's schedule. If the student is not fully scheduled in the system, the district misses FTE



FTE Student Basics - Reporting

Student has been in attendance during the 11-day window

Student has to be enrolled during 5 day survey week

Survey 2:

11-Day Window: September 27-October 11, 2019

Survey Week: October 7-11, 2019

Survey 3:

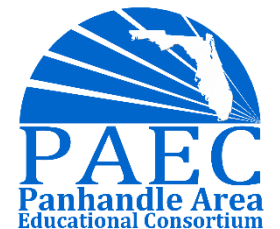
11-Day Window: January 24-February 7, 2020

Survey Week: February 3-7, 2020



FTE Basics

Calculation	When	Data Source
Conference Report	Legislative Session	Survey 1 – Projection Survey 2 – Projection Survey 3 – Projection Survey 4 – Projection Survey 5 – Prior Year Est.
2 nd Calculation	July – Upon receipt of Tax Roll	Survey 1 – Projection Survey 2 – Projection Survey 3 – Projection Survey 4 – Projection Survey 5 – Prior Year Est.
3 rd Calculation	Upon receipt of Survey 2	Survey 1 – Actual Survey 2 – Actual Survey 3 – Estimate Survey 4 – Estimate Survey 5 – Prior Year Act.
4 th Calculation	Upon receipt of Survey 3	Survey 1 – Actual Survey 2 – Actual Survey 3 – Actual Survey 4 – Estimate Survey 5 – Prior Year Act.
Final Calculation	After Final Update of Survey 4	Survey 1 – Actual Survey 2 – Actual Survey 3 – Actual Survey 4 – Actual Survey 5 – Prior Year Act.



Base Student Allocation (BSA)

The dollar amount set annually by the Legislature to provide FEFP base funding for the fiscal year 2018-19 was

\$4,204.42



Weighted FTE x BSA

FEFP Codes	Weights	Value
Basic, Grades K-3 (101)	1.108	\$ 4,658.50
Basic, Grades 4-8 (102)	1	\$ 4,204.42
Basic, Grades 9-12 (103)	1	\$ 4,204.42
ESE, Grades K-3 (111)	1.108	\$ 4,658.50
ESE, Grades 4-8 (112)	1	\$ 4,204.42
ESE, Grades 9-12 (113)	1	\$ 4,204.42
ESE, Level IV (254)	3.619	\$ 15,215.80
ESE, Level V (255)	5.642	\$ 23,721.34
ESOL (130)	1.185	\$ 4,982.24
Career, Grades 9-12 (300)	1	\$ 4,204.42



District Cost Differential

An adjustment that recognizes differences in the cost of living among the school districts

$$\text{Weighted FTE} \times \text{BSA} \times \text{DCD} = \text{Base Funding}$$



Exceptional Student Education Guaranteed Allocation

FEFP: 111, 112 and 113



This allocation provides for the additional services needed for exceptional students. District allocations from the appropriation of \$1,067,088,437 for the 2018-19 fiscal year are recalculated during the year, based on actual student membership from FTE surveys

Additional or Add-on FTE

Survey 4:

- Students who pass EOC without course enrollment

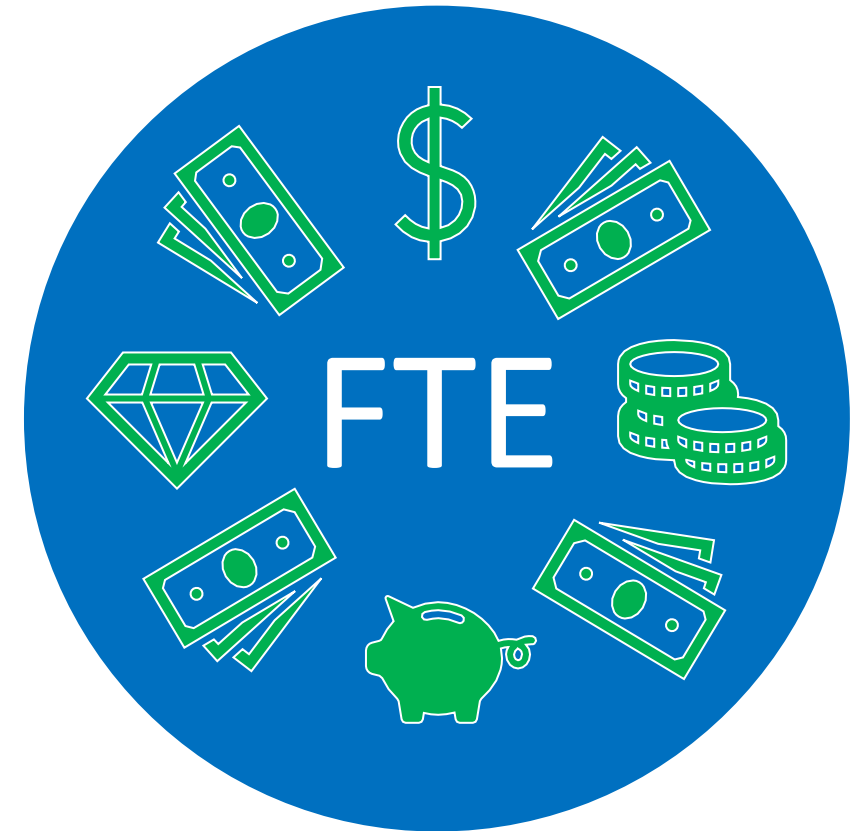
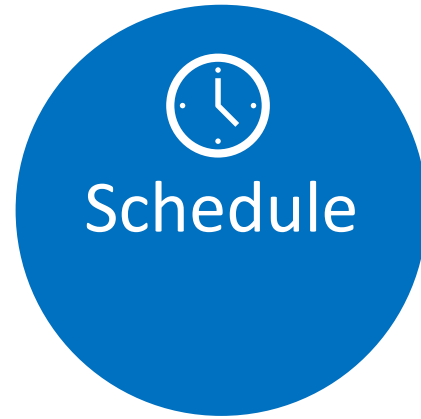
Survey 5:

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced International Certificate of Education (AICE)
- Industry certified career and professional academy programs
- Early Graduation



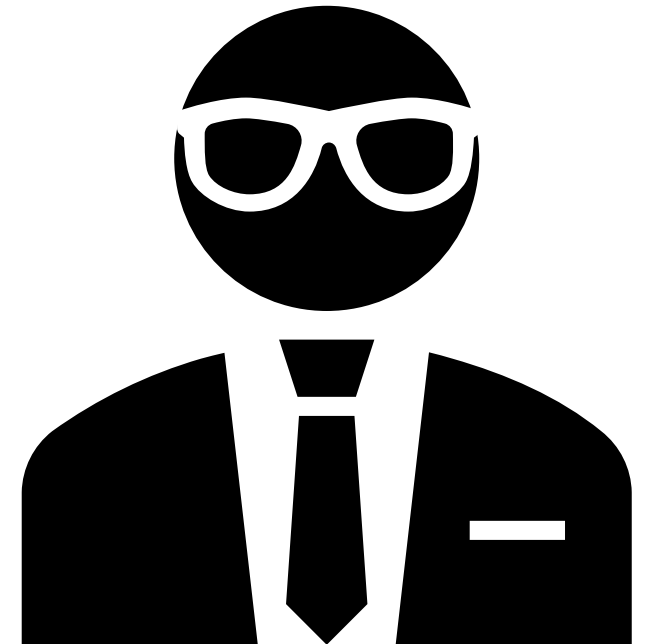
Survey 4 FTE

Funded on
successful
completion



Here comes the auditor...

Only virtual courses reported in Survey 2 or 3 can be reported for FTE funding beyond the 180-day school year and before the deadline for amending Survey 4.



Survey 4 FTE Reporting

FTE Reported for successful completion should be reflective of the student's schedule.

- Full-year courses = $1/6$ FTE (0.1667)
- Semester courses = $1/12$ FTE (0.0834)
- Grades K-8 may report minutes and FTE that would be comparable in the brick and mortar course.





FTE Validation

How can we mess up FTE?

Data Entry Error

- Very common
- Hard to spot except by schools

MIS Error

- Not very common
- Usually due to new MIS
- Make sure you understand the procedures for extracting data

System Error

- Not very common if using one of the popular SIS vendors
- Verify changes and systems calculations
- Perform self-audits



STUDENT DATA SERVICES
 PANHANDLE AREA EDUCATIONAL CONSORTIUM
 FTE Eligibility and Verification Checklist

Completed forms must be submitted by Wednesday following FTE Survey week.

FTE Survey Period & Year : _____ Date : _____
 FTE Documentation is secured in this location : _____ School : _____

		Verified By	
Attendance Membership	Florida Reports > Enrollment Discrepancies report has been reviewed and corrected.		
	Sections with Missing/Invalid Periods has been corrected. Florida Reports > Survey Accuracy Reports		
	All errors for this survey on the DOE Data Verification reports have been corrected or sent to MIS.		
	Every teacher has verified their rosters are correct in the Print Class List for their sections.		
	All students on Attendance > Print Verification Sheets were enrolled at least 1-day of survey week		
	Every teacher signed and dated their Attendance Verification Sheets for the FTE attendance window.		
	Attendance verification letter, attached to the Attendance Verification Sheets and the Print FTE Detail Report, was signed and dated by the school principal.		
	Bus Ridership Worksheets are completed and signed by bus drivers for the 5-day survey week. Students who did not ride the bus during the survey week are marked as non-riders in Focus. Completed worksheets are signed by the supervisor.		
FTE Reported	FTE Reconciliation Form completed and matches the FTE Reconciliation Report		
	All student schedule records listed on the Florida Reports > FTE Nulled Students report should not receive FTE funding or that student was absent all days during the survey window.		
	Run Print FTE Detail and check include students with less than 1500 minutes, all students who are listed with less than 1500 minutes are verified as having the correct weekly minutes.		
	The FTE Summary Report accurately indicates the number of students by FEFP code for the school.		
Verify that the numbers listed in each area below is correct for the school:		# of Students	Verified By
Special Programs Florida Reports > Survey Accuracy Reports	ESE Students (includes Gifted)		
	Gifted Students (use ESE Students and sort on the Primary Exceptionality column then count total Ls)		
	255 254 FTE		
	Students Scheduled into a Therapy Course without Exceptionality		
	Students with Exceptionality and not scheduled into a Therapy Course		
	Full Time Hospital Homebound and Intermittent Hospital Homebound		
	504		
	ELL Students		
	ELL Students Missing 130 FEFP		
	Immigrant Students		
Migrant			

FTE-Summary Report for School Year 2018-2019 - Survey 3 (Uncapped FTE Calculation)

Search

School	FEFP	Weight	Grade	Student Count	Unweighted FTE	Weighted FTE	Dollar Amount
	101	1.108	01	45	32.1752	35.6501	\$149,887.99
			02	44	32.09	35.5557	\$149,491.10
			03	59	41.884	46.4075	\$195,116.62
			KG	43	32.8864	36.4381	\$153,201.08
	FEFP 101 TOTAL:			191	139.0356	154.0514	\$647,696.79
	102	1.000	04	54	32.452	32.452	\$136,441.84
			05	45	28.1065	28.1065	\$118,171.53
			06	43	32.4156	32.4156	\$136,288.80
			07	48	28.7212	28.7212	\$120,755.99
			08	43	24.2482	24.2482	\$101,949.62
	FEFP 102 TOTAL:			233	145.9435	145.9435	\$613,607.78

FTE-Summary Report for School Year 2017-2018 - Survey 3 (Uncapped FTE Calculation)

FEFP	Weight	Grade	Student Count	Unweighted FTE	Weighted FTE
101	1.107	01	54	41.965	46.4553
		02	64	49.3684	54.6508
		03	65	46.4856	51.4596
		KG	54	38.9481	43.1155
FEFP 101 TOTAL:			237	176.7671	195.6812
102	1.000	04	50	36.5415	36.5415
		05	45	31.9094	31.9094
		06	51	31.6052	31.6052
		07	47	28.784	28.784
		08	55	34.9028	34.9028
FEFP 102 TOTAL:			248	163.7429	163.7429

Compare FTE to Prior Year

MIS Data Verification

- **FTE by school, program, and grade level (F05107)** - reported FTE amounts, not recalibrated amounts. **Note the F05107 incorporates Virtual Estimated FTE and will not match what is submitted.**
- **FTE by district, school, program (F05108)** - reported FTE amounts, not recalibrated amounts.
- **Individual Student FTE (F60876)** – This report lists by school each student and their courses with how much FTE is reported. **The total FTE for the school can be compared to check for discrepancies.**
- **F62221 – UFTE/WFTE School Totals**
- **F62222 – UFTE/WFTE District Totals**
- **F62792 – Pre-K School Readiness FTE**





Mistakes

No Funding for ELL

District reported no
students in FEFP
category 130



District received no
error messages



Must mean our
information system
isn't working, right?

▼ Referral

Action Taken By -

Location * School Bus

Suspension Length (Hours) -

Bus Number 37

Time - Local Use * 2:00PM - 3:00PM

Discipline Code * ALT - Altercation ▼

Comments Got into a fist fight with another student on the bus.

Intervention * Serious Offense - Intervention not requ.

Possible Motivation * Avoid Adult Avoid Peer(s)
 Avoid Task/Activity Obtain Adult Attention
 Obtain Peer Attention Obtain Items/Activities
 Unknown

Others Involved * Peers

2 Action Record(s) Entries

	Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code
-	<u>Suspension out of School</u> ▼	<u>04/28/2014</u>	<u>04/29/2014</u>	<u>04/29/2015</u>	<u>206</u>	<u>Excused: Out of School Suspension</u> ▼