FTE Revenue

School Board of Broward County
Budget Department
2020-21 School Year

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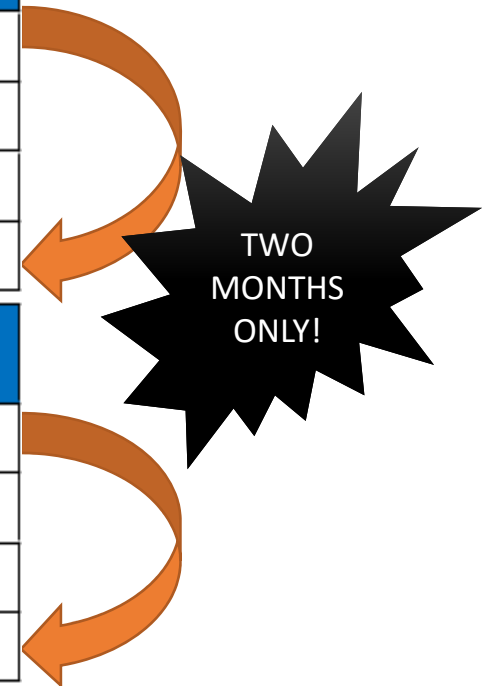
FTE Survey Dates 2020-21

Survey 2	
Survey week	**October 5 – 9, 2020**
Attendance Window	September 24 – October 9, 2020
State Processing	October 12 – October 30, 2020
Date survey closes	**December 15, 2020 (Tuesday)**

Survey 3	
Survey week	**February 8 – 12, 2021**
Attendance Window	January 29 – February 12, 2021
State Processing	February 15 – March 5, 2021
Date survey closes	**April 15, 2021 (Thursday)**

TWO MONTHS ONLY!

Survey 2
Adjusted Attendance Window

2020-21 FTE ATTENDANCE WINDOW

September 24 – October 9, 2020 – 11 DAYS

Schools closed, Monday, September 28th

FTE Attendance Window adjusted to reflect
six scheduled school days preceding survey week

2020-21 SURVEY WEEK

October 5 – 9, 2020 – 5 DAYS

No school closures during Survey Week

FTE
ATTENDANCE & MEMBERSHIP

- ***Membership/Enrollment Requirements***
  - ✓ *Enrolled* at least *one day* during survey week
    - Student withdraws prior to survey week is NOT reported for FTE

- ***Attendance FTE Eligibility Requirement***
  - ✓ **Full-time brick and mortar**
    - ✓ Student must be **physically present** a minimum of one day during attendance window
  - ✓ **Innovative eLearning**
    - ✓ Student attendance will be counted by using a daily check-in within each teacher's Canvas class
      - ✓ Students will check-in each school day
      - ✓ Student attendance will be reflected in TERMS attendance panels

STUDENT
FTE ELIGIBLITY

**Ensuring only those students that meet the FLDOE
FTE Attendance Requirement are REPORTED for FTE funding**

✓**FTE Eligibility OptiSpool Report (ZSDBD098)**

- Check OptiSpool **DAILY** during **SURVEY WEEK**

- Eligibility Status is updated daily during survey week, which is based on the student's A15 Attendance Panel in TERMS

- Do not update the A08 Panel in TERMS as the program will override based on the attendance records in TERMS

- ***Notify School Administration of any student listed not meeting attendance requirement***

- Once a student meets the attendance requirement, the program will update the FTE Eligibility Status in TERMS
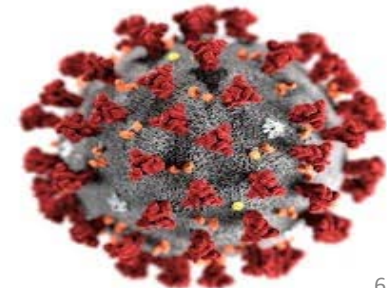
Hourly Equivalent - 180-Day School Year

Instructional time impacts FTE!

✓ **BCPS operates on a 180 day school year calendar**
  ✓ *6 early release days reduces instructional time by 3 days*
  ✓ *Total instructional days is 177 days*

**Hourly Equivalent of 180 Days of Instruction
Full-Time Equivalent (FTE)**

✓ **Kindergarten through 3rd Grade**
  ✓ **720 Instructional hours per year**
  ✓ **(720/177) x 60 = 244 minutes per day or 1,220 minutes per week**

✓ **4th through 12th Grade**
  ✓ **900 Instructional hours per year**
  ✓ **(900/177) x 60 = 305 minutes per day or 1,525 minutes per week**

✓ **FLDOE can approve instructional hours flexibility**
  ✓ **Hurricanes, natural disasters**
  ✓ **Epidemics such as COVID-19**

FTE Recalibration

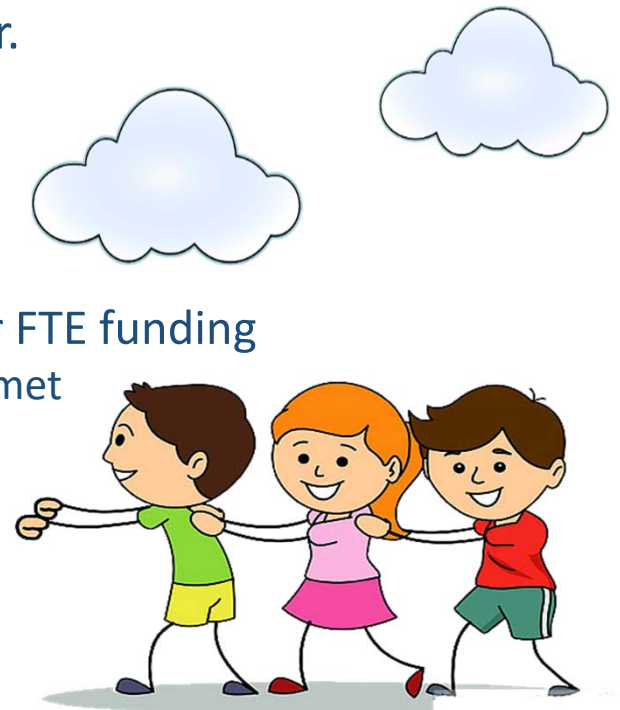**FLDOE combines all FTE for students reported in multiple school districts**

Maximum .50 UFTE earned per survey
Maximum 1.0 UFTE for the school year.
(excluding Survey 1 & 4 for DJJ sites)

✓ **FTE IS SHARED WHEN........**
- More than one Florida district reports a student for FTE funding
  - Membership and Attendance requirements must be met
- Florida Virtual Schools (FLVS)

Best Practice
✓ Student who enrolls from another school district, contact the prior district to ensure student is actually withdrawn.

Enrollment & FTE Panels in TERMS

✓**L03 Panel - Enrollment Counts**
- Prior Day Enrollment
- Students Active on A03 Panel in TERMS

✓**C13 Panel – FTE Earnings**
- Prior Day FTE Earnings *(Up until Date Certain)*
  - Does **NOT** include any reduction for SHARED FTE, FLVS or Null FTE
- Local **TE2028** reflects the C13 Panel in TERMS

✓**Compare the L03 Panel to C13 Panel (TE2028)**
- C13 Panel multiplied by 2 *(should be near the equivalent of L03 Panel)*
- Reasons why enrollment is not the equivalent of the C13 Panel
  - Non-ESE VPK, Hospital Homebound Students
  - High School College Dual Enrollment
    - *Awaiting upload from colleges for Non-Embedded Dual Enrollment Courses*
  - Students with incomplete schedules or non-funded courses (999)

L03

A03

C13

A10

TS7006 FTE 1 – Class

*Do **NOT PRINT** this report – 100's of pages!*
SAVE to PDF and review through ADOBE!

Review every time the TS7006 becomes available in OptiSpool!

✓**TS7006 generates from the A10 Scheduling Panel in TERMS**
- Student(s) without a schedule on the A10 Panel will NOT appear on this report
- Corresponds with C13 FTE Earning Panel in TERMS
- Confirm student count to your L03 Enrollment Panel in TERMS

✓**Schools are to confirm each student is generating 0.5000 FTE**
- Reasons why a student is generating less than 0.5000 FTE
  - Total weekly minutes less than minimum requirement for full FTE
    - Student missing courses, or courses reported as non-funded (999)
    - Not a full time student

✓**Schools are to compare with the BS7006 Report**
- **School of Instruction is different than School of Enrollment**
  - Hospital Homebound, Dual Enrollment (Broward Technical Colleges)
  - Another school has an active student schedule on the A10 Schedule Panel in TERMS
    - If error, contact other school immediately

TS7006 – Overage Errors

```
RPRT- TS7006   REQ- 01                    TERMS - STUDENT INFORMATION SERIES              DATE
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY        FTE-1 BY CLASS FOR SURVEY 1617-3           TIME
EARN-

                    E                ASGN        TIMES       DAYS      CLASS         S UNWGTD
STDT NBR    NAME    L GR COURSE    SEC SCHL PGM-S FROM   TO  # CODES   MINS MEMBRSHP  R   FTE

                    Y 06 120502008 03A     102  0815-0930 90 MTWTF     375   6.2500      .0926
                         200205004 02A     102  0933-1043 90 MTWTF     300   5.0000   O  .0741
                         150860007 05A     102  1036-1136 90 MTWTF     300   5.0000   O  .0741
                         170010008 01      102  1139-1309 90 MTWTF     450   7.5000      .1111
                         100102008 02A     102  1312-1412 90 MTWTF     300   5.0000      .0740
                         210503008 04A     102  1415-1515 90 MTWTF     300   5.0000      .0741

                                                                      2025            .5000
```

State FTE Null Reports

✓**FLDOE runs two edit processes: State Processing & Final Close**

- Corrections *__made by State Processing__* will appear on *__current__* survey's Recalibrated FTE reports

- Corrections *__made after State Processing__* will appear on *__next__* survey's Recalibrated FTE reports

- *__Null FTE__* errors *__not corrected by Final Close__* will result in *__loss of FTE Funding__*

Following Reports Must be CORRECTED IMMEDIATELY – Errors not corrected will RESULT IN LOSS OF FTE FUNDING!

✓**70.766 – Student Course Records to be Nulled by Edit**

✓**60.984 – Student Course Records Nulled by Edit**

HELPFUL REMINDERS

Print the following panels from TERMS on the 1st scheduled school day after Date Certain

✓ Print the C13 – FTE Earnings Panel

✓ Print the L03 – Enrollment Panels

**Print the following DWH Attendance Reports
Run for the FTE Attendance Window**

✓ Average Daily Attendance (ATTI004) (Signed & dated by the Principal)

✓ Attendance Bulletin (ATTI001)

✓ Attendance – Minutes or Occurrences/Days (ATTI007)

Run the following OptiSpool Reports once they become available

✓ TE2028 FTE-2 School Summary

✓ BS7006 FTE-1 by Class

✓ TS7006 FTE-1 by Class *(pdf this report – Do Not Print)*

Please refer to the 2020-21 FTE Documentation Manual for additional reports required for auditing purposes

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