FTE Revenue

School Board of Broward County

Budget Department

2018-19 School Year

2018-19 FTE Survey Dates
Survey 2 & 3

Survey 2: October 2018 – 19	
Survey week	October 8 – 12, 2018
Attendance Window	September 28 – October 12
State Processing	October 15 – November 2, 2018
Date survey closes	December 14, 2018 (Friday)

Survey 3: February 2018 – 19	
Survey week	February 4 – 8, 2019
Attendance Window	January 25 – February 8
State Processing	February 11 – March 1, 2019
Date survey closes	April 15, 2019 (Monday)

TWO MONTHS ONLY!

FTE Membership & Attendance

▶ **_Membership/Enrollment Requirements_**

  ▶ _Enrolled_ at least _one day_ during survey week

  ▶ Withdraws prior to survey week are not reported for FTE

▶ **_Attendance Requirement_**

  ▶ Must be _present_ for at least **_one day during the 11-day attendance_** window

    ▶ **DWH run Absences (Minutes and Occurrences/Days) ATTI007**

      ▶ Notify Administration students **_NOT_** meeting the attendance requirement

Student FTE Eligibility

▶ Make sure ALL students are coded as "Y" for FTE Eligibility on panel E05

  ▶ Individual student status can be checked on A04

  ▶ Check DWH Students FTE Eligibility report

    ▶ Students Not Eligible for FTE

▶ If student does not meet attendance requirement, FTE eligibility should be "N"

Recalibration to 1.0 FTE

▶ FLDOE combines all FTE reported for the student by all districts

▶ If reported FTE for student exceeds 1.0 the FLDOE recalibrates to 1.0 FTE

▶ **SHARED FTE**

    ▶ More than one district reports a student's FTE, the FTE will be shared

    ▶ Student moves during Survey week, the FTE will be shared

        ▶ If Membership and Attendance requirements are met

    ▶ FLVS, the FTE will be shared

▶ *Helpful Hint*:

    ▶ If student enrolls during the Attendance Window from another district, prior to Survey week, ensure the student has been withdrawn from prior district school.

FTE (Full Time Equivalent)

▶ Each full time student generates 0.5000 FTE per survey (Survey 2 and 3)

▶ Full Time Equivalent

  ▶ Kindergarten – 3rd Grade

    ▶ 1,200 minutes per week

    ▶ 20 hours a week of instruction

  ▶ 4th Grade – 12th Grade

    ▶ 1,500 minutes per week

    ▶ 25 hours a week of instruction

Helpful TERMS Panels & Reports

- ▶ L03 Panel current enrollment based on the A03 Panel in TERMS
- ▶ C13 Panel generated FTE based on the A10 Scheduling Panel in TERMS
  - ▶ Does not include any reductions for *Shared FTE, FLVS* or any FTE in error
  - ▶ Print the L03 and C13 Panel for Date Certain & Final Close

- ▶ TE2028 FTE School Summary by survey
  - ▶ Does not include any reductions for Shared FTE, FLVS or any FTE in error
  - ▶ Print your TE2028 for Date Certain & Final close

- ▶ Compare your school's L03 Panel to your C13 and the TE2028
  - ▶ The C13 can be X2 to match total number of students enrolled
    - ▶ Variables include, Part-time Pre-K, shared time students or dual enrolled.

L03

A03

C13

A10

TERMS C13 Panel (Example)

```
PANEL:                    C13. F.T.E. EARNINGS                    YEAR: 17

SCHL: ████████████████████████        GRADE:                     YEAR: 17
FTE amounts do not include reductions due to FTE in error and FLVS courses
PGM       PRD 1        PRD 2        PRD 3        PRD 4
101         .00       199.26       197.60         .00
102         .00        73.19        68.35         .00
130         .00        34.04        34.04         .00
251         .00        23.50        25.50         .00
252         .00        21.00        23.00         .00
253         .00         4.00         2.00         .00
254         .00          .50         1.00         .00
261         .00        15.00        18.00         .00
TOT         .00       370.49       369.49         .00
```

Confirm Survey Enrollment Counts:

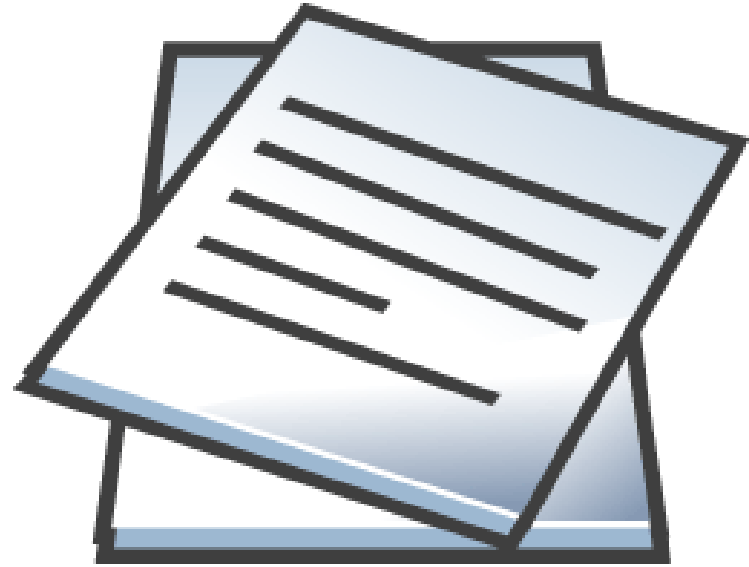Survey 2: 370.49 x 2 = 741 *Full Time Equivalent* students scheduled in TERMS

Survey 3: 369.49 x 2 = 739 *Full Time Equivalent* students scheduled in TERMS

Total Reported FTE for the Year:

(S2) 370.49 + (S3) 369.49 = 740 *Full Time Equivalent* students scheduled in TERMS for the school year

TS7006 FTE 1 - Class

- Most extensive preliminary FTE report for schools

- Make sure each student is generating 0.5000 FTE
    - If less than 0.5000
        - Check to see if your school received a BS7006
        - Discuss with school's counselor and/or scheduling administrator

- Do NOT print the TS7006, instead save it to PDF

- Save the TS7006 generated for Date Certain to PDF

TS7006 – No Errors/Overages

```
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  05 502006005 04      102   1100-1130 90 MTWRF  150    2.5000    .0454
                             502006005 04A     102   1200-1230 90 MTWRF  150    2.5000    .0454
                             502107005 04      102   1230-1300 90 MTWRF  150    2.5000    .0454
                             501507005 04      102   1300-1330 90 MTWRF   38     .6333    .0115
                             5020060L5 04      102   1300-1330 90 MTWRF   38     .6333    .0115
                             500106005 04      102   1300-1330 90 MTWRF   37     .6167    .0116
                             501311005 04      102   1300-1330 90 MTWRF   37     .6167    .0113
                             5015070M5 04      102   1330-1400 90 MTWRF  150    2.5000    .0454
                                                                        1650              .5000
```

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, the State Processing and Final Close.

  ▶ Corrections *__made by the State Processing__* due date will appear on the *__current__* survey's Recalibrated FTE reports.

  ▶ Corrections *__made after the State Processing__* due date will appear on the *__next__* survey's Recalibrated FTE reports.

  ▶ *__Invalid or Null FTE__* errors that are *__not corrected by the Final Close__* will result in *__loss of FTE Funding__*. Additional corrections are not allowed after the Final Close.

▶ 60.984 – Student Course Records Nulled by Edit

  ▶ During the edit process, any Invalid FTE (70.766) not corrected will be nulled by the state (60.984)

▶ Correct all INVALID or NULL *IMMEDIATELY*!!!

▶ Always generate screen prints of External & TERMS corrections and keep on file.

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