FTE Revenue

School Board of Broward County
Budget Department
2023-24 School Year

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FTE Survey Dates 2023 - 2024

Survey 2	
Survey week	**October 9 - 13, 2023**
Attendance Window	**September 29 - October 13, 2023**
State Processing	October 16 - November 3, 2023
Date survey closes	**December 15, 2023 (Friday)**

Survey 3	
Survey week	**February 5 - 9, 2024**
Attendance Window	**January 26 - February 9, 2024**
State Processing	February 12 - March 1, 2024
Date survey closes	**April 15, 2024 (Monday)**

Survey 2

2023-24 FTE ATTENDANCE WINDOW

September 29 – October 13, 2023

11-Day FTE Attendance Window

2023-24 SURVEY WEEK

October 9 – 13, 2023

5-Day FTE Survey Week

MEMBERSHIP & ATTENDANCE

- ## *Membership/Enrollment Requirements*

  - ✓ *Enrolled* at least *one day* during survey week

    - Student withdraws prior to survey week – NOT eligible for FTE
    - Student enrolls after survey week – NOT eligible for FTE

- ## *Attendance FTE Eligibility Requirement*

  - ✓ Student must be ***physically present*** a minimum of one day during the 11-day attendance window.

    - External Suspension is considered absent, as they are not receiving academic instruction.

STUDENT - FTE ELIGIBLITY

**Ensures 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 based on the student's A15 Attendance Panel in TERMS
  - Do not update the A08 Panel in TERMS - Program will override based on attendance in TERMS
  - Program updates the student's eligibility status once student is recorded as present in TERMS

- Only those schools with students not meeting the FTE Attendance Requirement will receive this report.
  - If your school does not have this report in OptiSpool, all students meet the attendance requirement.

- *Notify the School Administration of any student listed on the ZSDBD098.*

- Check OptiSpool the school day immediately following date certain. Students on this report were NOT reported for FTE funding.
  - Keep with your FTE documentation

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**
  ✓ **For health and safety issues, such as pandemics**

Shared FTE & Recalibration

FLDOE combines all FTE for students reported in multiple Florida public 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, this includes virtual schools, such as Florida Virtual.
  - Membership and Attendance requirements must be met

FLDOE matches students based on their demographic records, which are reviewed by the District. Recommend the following:

✓ When available, include student's middle name

✓ Always indicate the previous district on the A03

✓ Confirm prior school withdrew student

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)

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!

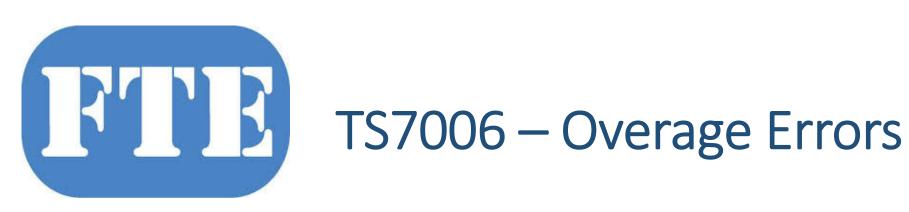✓ **TS7006 generates from the A10 Scheduling Panel in TERMS**
- Student(s) without a schedule on the A10 Panel will NOT appear on this report
- Corresponds with C13 FTE Earning Panel in TERMS
- Confirm student count to your L03 Enrollment Panel in TERMS

✓ **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 from 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

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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 Processing & Final Close

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

  • Corrections *__made by State Processing__* will appear on the survey's ***preliminary*** Recalibrated FTE reports

  • Corrections *__made by the Final Close__* will appear on the survey's ***final*** Recalibrated FTE reports

  • *__Null FTE__* errors *__not corrected by the Survey's Final Close__* will result in ***loss of FTE Funding***

FLDOE NULL REPORTS
FTE correction priority as could 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

FTE Attendance Reports

✓ Monitor I&T Bulletins for instructions on how to pull FTE Attendance Reports

✓ Final FTE Attendance Report must be signed and dated by the Principal

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)*

✓ 71.345 FTE Counts *(School's Recalibrated Earned FTE)*

Please refer to the 2023-24 FTE Documentation Manual for additional reports required for auditing purposes.

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District Budget Office/FTE

Diana Martens, Assistant Director, Budget Department
diana.martens@browardschools.com

Christine LaNovara, Evaluation Administrator, Budget Department
christine.lanovara@browardschools.com

FTE Help Desk

BCPS Information & Technology Department
Telephone (754) 321-0493

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