FTE Revenue

School Board of Broward County
Budget Department
2019-20 School Year

www.browardschools.com/Page/35674

FTE Survey Dates 2019-20

Survey 2	
Survey week	**October 7 – 11, 2019**
Attendance Window	September 26 – October 11, 2019
State Processing	October 14 – November 1, 2019
Date survey closes	December 13, 2019 (Friday)

Survey 3	
Survey week	**February 3 – 7, 2020**
Attendance Window	January 24 – February 7, 2020
State Processing	February 10 – February 28, 2020
Date survey closes	April 15, 2020 (Wednesday)

TWO MONTHS ONLY!

Survey 2
10-Day Attendance Window

Additional days can NOT be added to the survey week
(Survey Week - Monday thru Friday ONLY)
Schools closed, Wednesday, October 9th

Six scheduled school days preceding survey week
FTE Attendance Window adjusted to reflect six scheduled days
Schools closed, Monday, September 30th

- *Survey Week: October 7 – 11, 2019 – ONLY 4 DAYS*
- *Attendance Window: September 26 – October 11, 2019 – ONLY 10 DAYS*

FTE ELIGIBILITY

**Must be "in attendance at least one day of survey week or
one of the six scheduled schools days preceding survey week"**
FLDOE FTE General Instructions, Page 9

FTE
ATTENDANCE & MEMBERSHIP

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

- ## *Attendance Requirement*
  - ✓ Must be *present* for at least **one day during the attendance window**

  - ✓ **Helpful Hint:**
    - **DWH run Absences (Minutes and Occurrences/Days) ATTI007**
      - Notify Administration of students **NOT** meeting the attendance requirement

  - ✓ **Reminder** *Survey 2 is only 10 days for 2019-20*

STUDENT
FTE ELIGIBLITY

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

✓ **Check Eligibility Status in TERMS**

- DWH Student FTE Eligibility Report (SCLI007)
- TERMS A08 Panel is updated based on the attendance records in TERMS

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

- Check OptiSpool *DAILY* during *SURVEY WEEK*
- A program updates the Eligibility Status daily during survey week, and 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
- Once a student meets the attendance requirement, the program will update the FTE Eligibility Status in TERMS

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 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.*

Hourly Equivalent
180-Day School Year

*Districts participating in the Florida Education Finance Program (FEFP)
must operate schools for the hourly equivalent of
180 Instructional Days*

✓ **Kindergarten through 3rd Grade** *(180 Instructional Days)*
  - **720 Instructional hours per year**
    - 240 minutes per day
    - 1,200 minutes per week

✓ **4th through 12th Grade** *(180 Instructional Days)*
  ✓ **900 Instructional hours per year**
    - 300 minutes per day
    - 1,500 minutes per week

Impacts to 180-day School Year
- Early Release Days
- Hurricanes/Natural Disasters

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 <u>NOT PRINT</u> 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 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 2019-20 FTE Documentation Manual for additional reports required for auditing purposes

www.browardschools.com/Page/35674

District Budget Office/FTE

Rebecca J Petrone, District FTE Specialist
Telephone (754) 321-2222

Diana Martens, Budget Analyst V/FTE
Telephone (754) 321-2233

www.browardschools.com/Page/35674

FTE Help Desk

BCPS Information & Technology Department
Telephone (754) 321-0493
www.terms.browardschools.com