FTE Revenue

School Board of Broward County
Budget Department
2021-22 School Year

www.browardschools.com/Page/35674

FTE Survey Dates 2021-22

Survey 2	
Survey week	**October 11 – 15, 2021**
Attendance Window	October 1 – October 15, 2021
State Processing	October 18 – November 5, 2021
Date survey closes	**December 15, 2021 (Wednesday)**

Survey 3	
Survey week	**February 7 – 11, 2022**
Attendance Window	January 28 – February 11, 2022
State Processing	February 14 – March 4, 2022
Date survey closes	**April 15, 2022 (Friday)**

TWO MONTHS ONLY!

Survey 2
FTE Attendance Window

October 1 – 15, 2021

11-Day FTE Attendance Window

2021-22 SURVEY WEEK

October 11 – 15, 2021

5-Day FTE Attendance 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
    - Student enrolls after survey week for Survey 2
      - Student eligible for reporting Survey 3
    - Student enrolls after survey week for Survey 3
      - Student not eligible for reporting for the school year

- ## *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 as the program will override based on the attendance records 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 School Administration of any student listed on the ZSDBD098*

- Check OptiSpool the school day immediately following date certain, any students remaining on this report were not reported for FTE funding.
  - Keep with you 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 school districts

Maximum 1.0 UFTE per student for 180-day school year

Funding for 1st 90 days Survey 2 - Funding for 2nd 90 days Survey 3

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 is review 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)

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!

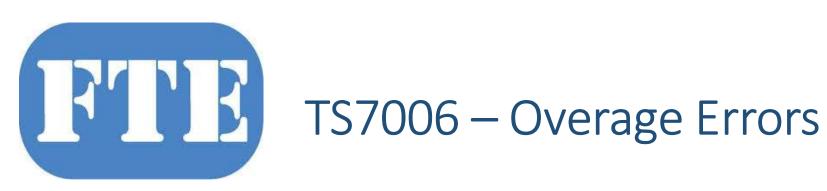✓**TS7006 generates from the A10 Scheduling Panel in TERMS**
- Student(s) without a schedule on the A10 Panel will NOT appear on this report
- Corresponds with C13 FTE Earning Panel in TERMS
- Confirm student count to your L03 Enrollment Panel in TERMS

✓**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

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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 survey's 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

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✓**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 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 2021-22 FTE Documentation Manual for additional reports required for auditing purposes

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