

FTE Checklist for Schools
Office of Budgeting, Cost Accounting and FTE

FTE Checklist

Certification (to be done *before* Pre-Survey)

_____ Verify Teacher Subject Area Certification (S169)

_____ Verify ESOL Endorsement for Teachers with ELL Students (S169)

Scheduling

_____ Verify there are no Students Without Schedules (S306)

_____ Verify there are no Gaps/Overlaps in Schedules (S618)

_____ Verify any PK Programs are scheduled correctly (S611)

ESE / ESOL

_____ Verify there are no IEPs Overdue or Coming Due before Survey Date (L713)

_____ ESE Contact verify ESE Student Roster (S713)

_____ Verify Hospital Homebound Schedules are correct

_____ Resource Teachers verify Push-In/Pull-Out rosters (S611)

_____ Verify ESE Students are not missing Program Courses (S714)

_____ Verify ESE Students have the correct Pgm Code attached to schedule (S714)

_____ Verify ESOL Students have the correct Pgm Code for their MESH courses (S169)

Secondary Only

_____ Verify Dual Enrollment Scheduling and AEPS coding is complete (S618)

_____ Verify CTE Scheduling is correct

Eligibility Verification

_____ Run Daily *Teachers Not Taken Attendance Reports* (S237)

_____ On Date Certain, Print Student Membership Totals (S303)

_____ On Date Certain, run Attendance Eligibility Verification Reports (S250)

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Teacher Certification

Before Survey – 2-3 Weeks

Out of Field - Subject Area

- Run S169 Format Q
 - This will list each teachers' assigned classes and whether they are in or out of field.
 - If any course has a 'O' under Ct
 - If the teacher is properly certified, go the class's S602 screen and space out the 'O' in the Certification Status (next to the teacher). Press enter, it should auto populate to the correct status.
 - Check with your school's HR contact to verify the teacher does not have any certifications that need to be added to the S166. Once these have been updated, change the S602 panel as above.
 - **If the teacher will be Out of Field as of Date Certain:**
 - Paperwork must be submitted for [Board Approval](#). Check the BPS calendar for Board Meetings – Make sure any requests are submitted in time to appear before the Board.
 - Students in class with an Out of Field teacher must have [notification](#) sent home.

A copy of the Out of Field Approval and Parent Notification must be kept in your FTE Audit File

Out of Field – ESOL

- Run S169 Format T
 - This will list teachers with ESOL students
Use Format F to isolate teachers who do not have enough ESOL points.
 - For teachers who are not currently ESOL Certified
 - Send your AP a copy of the report and ask that they verify the teachers who are currently on a timeline.
 - If the teacher will not be ESOL Certified as of Date Certain:
 - Paperwork must be submitted for [Board Approval](#). Check the BPS calendar for Board Meetings – Make sure any requests are submitted in time to appear before the Board.
 - ELL Students in class with teacher who is not currently ESOL Certified must have [notification](#) sent home.

A copy of the Out of Field Approval and Parent Notification must be kept in your FTE Audit File. ESOL teachers who are reported for FTE on a timeline must complete their ESOL certification in a timely manner. If it is found in an audit that a Board Approved teacher did not complete their certification timeline it will be an Audit Finding and BPS will lose FTE.

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Scheduling

When Scheduling is complete – 2-3 Weeks Before Survey

General Scheduling

- Run S306 Format F – Students without Schedules
 - Every student in your membership should have a schedule
- Run S618 Reports
 - Format A Sequence X – Schedules with Overlaps
 - This report will return schedules with overlapping minutes – all of which need to be corrected
 - Common findings here will be ESE Support courses and Dual Enroll courses that need their minutes adjusted.
Create this report to exclude the FLVS Calendar (99) to avoid students with multiple FLVS courses appearing.
 - Format C – Too Few/Many Schedules
 - This report will return the number of classes in each mod scheduled for a student. If you have many students taking FLVS courses, exclude Calendar 99 from this report.
*Since there are many reasons a student might have more than one class in a mod (ESE services, certain Dual Enroll), this report is best used to catch mods **without** classes.*
 - **Schools with Pre-K and Teen Parent Programs**
 - Run S611 Format A and a S306 Format A for grades AH and PK
 - Teen Parent Children (AH-PK) should have course code 5100560 with Pgm code 101
 - Head Start students should have course code 5100520X and a 999 Pgm code, they should also have HDS for Asg-Schl on the S306 report.
 - ESE-PK should have course code 7650130E and an ESE Pgm code (111, 254, 255)
 - VPK should have course code 5100580X and a 999 Pgm code

ESE/ESOL Scheduling

- Verify that all ESE Schedules (S614) and IEP Data (S702, S704) are entered
- Run L713 Formats B, C, D and E to check for overdue IEPs, or IEPs that will be coming due before Date Certain
 - If there is an IEP that will be overdue by date certain, check with your ESE contact to verify that an IEP meeting is scheduled
- Run S713 Format B Sequence B for a roster of ESE students by Exceptionality
 - Give this roster to your ESE contact for Verification
- All ESE Push In/Pull Out/Hospital Homebound courses should be created and on students' schedules.
 - Students who are intermittent Hospital Homebound will have a Pgm code 255 for their HH classes **only**, their other courses will be the Pgm code indicated on their S702 screen.
On S611 (Print Rosters), use the Controls line to print only students with code M to quickly verify HH students' program codes
- Run S611 Format A to run class rosters for your resource teachers and gifted teachers.
 - Have each teacher verify their roster. If any changes need to be made, they must submit an ESE schedule input.

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ESE/ESOL Scheduling (Cont.)

- Run S714 Format T – ESE Students missing PGM Course
 - This report will list students with an active IEP without a course code corresponding to their exceptionality.
 - If a student is on this list with zero minutes indicated, their IEP may not require them to see a resource teacher, or they could be a consult.
 - If a student is on this list with minutes indicated on their IEP, check with your ESE contact to see if this student needs their schedule amended, it is possible they are receiving their ESE services in a different course.
- Run S714 Format U – Ex Ed Correction Report
 - Correct any errors that appear on this report.
This report is very useful for catching Pgm code errors.
- Run S169 Format T – Teachers with ELL Students
 - Make sure any students on this report with an ESOL certified or Board Approved teacher and a basic Pgm code (101,102,103) are changed to a 130 Pgm code (S615) for only the courses listed on this report. Any students with a teacher who is not either certified or Board Approved cannot claim a 130 Pgm code.
If a student has an ESE Pgm Code (111,112,113,254,255), leave the ESE code – they do not need a 130

Dual Enrollment Scheduling

- Verify all Dual Enroll schedules are input
 - Run S611 for XDUENR__ Courses
Leave the last space blank and enter XDUENR1 to catch placeholders for the first semester and XDUENR2 to catch placeholders for the second semester
 - Make sure each student in Early Admission has at least 12 credit hours of EFSC courses on their schedule
- Verify that the AEPS code is entered for the current semester
 - Run S618 Format Z Sequence 9 – Student Locator DE for AEPS (NO AEPS)
 - If a student is on this list, go to their S318 and enter the correct AEPS code
 - Run S618 Format Z Sequence 8 – Student Locator DE for AEPS (DE Only)
 - Verify that the AEPS codes entered are appropriate for the students' schedules
- Verify the Dual Enrollment Indicator is correct for Early Admission students
 - While checking your S618 Format Z Sequence 8, for each student with a full-time college schedule (ERLY1, COEA1, ERLY2, COEA2, DEFT2, COLF2):
 - The DEI column (on the left) should have an 'E' for every course on this report, correct as necessary.
- Adjust Off-Site indicator as necessary (this information is also printed on S618 Format Z)
- Use Mass-Change panel L612 to verify the Cntl is correct for all Dual Enroll courses

Career and Technical Education Scheduling (CTE) Grades 9-12

- Run Class Rosters on S611
 - Program codes should be 300 or an ESE program code
 - You can verify the default Pgm Code on the L612 panel, then on S611 you only need to verify the over-written Pgm codes are ESE
 - Adjust Off-Site Indicator as necessary

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Schedule Maintenance

During FTE (Pre-Survey and Survey)

- Periodically run the reports described above during survey week
There should be very little that needs to be done if you have followed each step up to this point, but you do want to keep running these throughout Survey Week as counselors may change student schedules without notifying you

Attendance

Daily (Each Day during Pre-Survey and Survey Week)

- Run S237 Format D – Teachers Not Taken Attendance
 - Only teachers who are not physically on campus should show up on this report
 - You may need to contact teachers to gently remind them to do attendance
 - There should be a set of Attendance Worksheets for every teacher on this report
Attendance Worksheets can be printed on S231 Format B
- After attendance is completed for Date Certain, print the [Attendance Certification Statement](#) for the correct Survey Term and have your principal sign.
Use the document provided – do not type your own memo.

On Date Certain (After Attendance is Done)

- Print a screenshot of S303 – Student Summary
 - Use the following parameters: E/XXXX/___ - ___ / ___ / ___ / G (XXXX = Schl Number)
This will give you membership totals broken down by grade level for your school
If you press F9 you will go to a page with percentages – not totals. Make sure you are on the first page.
Keep a copy of this printout in your Audit File
- Eligibility Verification
Run the following S250 Reports
 - Students Qualifying for FTE
 - This will return *Active* students with *less than 11* marked absences during the 11-Day period
(Students who have met both the *Attendance* and *Membership* Requirements)
This report will never return ‘No Data to Process’, if you get this message please double check your report in AS400 and run again
 - Students NOT Qualifying for FTE
 - This report will return *Active* students with *11 marked absences* in the 11-Day period
(Students who met the *Membership* Requirement, but **not** the *Attendance* Requirement)

The totals of both these reports should add up to the total student membership on the S303 panel.

The last page of these reports will include a signature line for your principal.

Keep these reports in your Audit File

Submit a copy of the signed last page (ONLY) of the Attendance Eligibility Verification reports, along with a copy of the Attendance Certification Statement to the FTE Office. These can be scanned and emailed to Guttinger.Mary@BrevardSchool.org