

# FTE Timeline Eligibility

## Office of Budgeting, Cost Accounting and FTE

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### 2020-21 School Year

### Survey 2

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Pre-Survey	September 25 - October 2, 2020	6 Attendance Days
Survey Week	October 5-9, 2020	5 Attendance Days
Date Certain	Friday, October 9, 2020	11 Total Attendance Days
Amendment Deadline	Friday, December 4, 2020	
Last School Board Meeting before Survey	Tuesday, October 6, 2020	

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### FTE Eligibility

For a student to be eligible for FTE they must:

- Be in Membership (enrolled) at least one day during Survey Week (5-Day Period)

**and**

- Be in Attendance at least one day during the combined Pre-Survey and Survey Week (11-Day Period)
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### FTE Enrollment/Withdrawal Procedures

Moving Out-of-County: If a student has attended at least one day in pre-survey, wait until you receive a records request.

*For the purpose of this reference sheet, withdrawal documentation will be either a parent filling out a withdrawal **or** a records request received from another school, whichever occurs first.*

- If withdrawal documentation is received **on or before** Monday of Survey week withdraw the student. Upon receipt of withdrawal documentation, this student is no longer considered in membership in Brevard County and should not be sent for FTE funding.
- If withdrawal documentation is received **after** Monday of Survey Week, keep this student in your enrollment for FTE purposes. This student is considered in our membership until we get withdrawal documentation and will meet the membership eligibility requirement. This student will keep their full schedule and be marked absent the remaining days in Survey.

Moving Into Brevard County: Enroll this student as normal. Make sure the student has a full schedule and no overdue IEPs before Survey Date.

Moving Within Brevard County: The student will be reported by the school they are first in attendance during Survey Week.

The school claiming this student will keep their schedule records active for FTE reporting purposes, and the student may need a hand-written schedule for their new school until normal withdrawal and enrollment can resume.

**If you need to withdraw a student during the Survey Period - wait until their new school is ready to enroll.**

- \*\* The exception to this is a student going to an ALC or DJJ location - Please withdraw this student upon receiving notification.
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### Post-Survey Entry/Withdrawal

Beginning the Monday after Date Certain (after you have ran your Attendance Verification Reports - S250) you may withdraw students who were kept in enrollment for FTE purposes. If you are withdrawing a student who is now at another Brevard school, please contact their new school when the student is ready to be enrolled.

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### Reports Timeline

**FTE Edit Reports** (SB666 FTE-1 By Student): These are run every Friday beginning one month before Pre-Survey.

**FTE Post Report** (XB432 FTE-1 By Class): This report is run at the close of business on Date Certain. Schools will receive this the week following Survey.

**FTE Audit Copy** (XB432 FTE-1 By Class, XB427 FTE-2 School Summary): These reports are run about five weeks after Survey. This report will reflect any amendments that have been entered up to the date this report is run.