

FTE DATA SURVEY and FTE: Overview and Updates

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"Making Education Work for All Georgians"

Session topics...

FTE Data Survey

- FTE Data Survey Overview
- Reminders and Updates
- What's New?

Full Time Equivalent

- FTE Overview
- Calculating FTE
- Documentation and tips for a successful (FTE) collection
- A few new things for FTE

FTE DATA SURVEY

WHAT

The FTE Data Survey collects data used to support other data collections.

WHY

The FY2015 FTE Data Survey must be completed prior to FY2015 FTE cycle 1. Failure to complete and sign-off on the FTE Data Survey will prevent the district from being able to submit data for FTE Cycle 1 on Tuesday, October 7, 2014.

WHEN

- ☐ Start Date: Thursday, September 4, 2014
- ☐ End Date: Monday, September 15, 2014

THE DISTRICT MUST SIGN-OFF ON THE FTE DATA SURVEY IN ORDER TO BEGIN SUBMITTING FTE CYCLE 1 DATA.

FTE DATA SURVEY

FY2015 - Reminders and Updates

➤ **PRIOR TEN DAYS**

To determine the **PRIOR TEN DAYS** date, start counting the 10 school days preceding the (alternate) FTE count date. Remember to exclude weekends and non-school days when counting. For example - if your school system is on fall break the week of FTE Cycle 1 and you selected October 14th as your alternate FTE date, the prior tenth day would be September 23rd. If the date is after the second to last Tuesday in September, the Alternate FTE Date flag must = 'Y'.

➤ **ALTERNATE FTE DATE**

Request an alternate FTE Date if October 7, 2014 is not a student school day. Districts must submit a request for an Alternate FTE date. 10/14/2014 is the only alternate FTE date for FY2015.

FTE DATA SURVEY - Reminders and Updates

FY2015 - Reminders and Updates

➤ **MAXIMUM CLASS SIZE FOR HIGH SCHOOL CORE COURSES**

The February 2014 resolution adopted by the State Board of Education exempts local school districts, that submit a resolution to the GaDOE, from all statutory and regulatory class size maximums. Based on the district's determination, enter the maximum class size for general education programs in math, science, ELA, social studies, and foreign language.

➤ **MARKING PERIOD DATES**

If a school(s) in the district has **Marking Period Dates** that deviate from the **Marking Period Dates** reported for the district, the **Marking Period Dates** that differ from the district must also be reported.

(see next slide)

FTE DATA SURVEY - Reminders and Updates

Important Dates	Grades Data	Vendor Data	Maximum Class Size for High Schools	Marking Periods	Primary Contacts
Marking Periods					
Start Date					
End Date					
Year-long course:					
Y1					
Nine Week Courses:					
N1					
N2					
N3					
N4					
Semester Courses:					
S1					
S2					
Trimester Courses:					
T1					
T2					
T3					
Six-week Courses:					
X1					
X2					
X3					
X4					
X5					
X6					
Please indicate if any schools in the district deviated from the Marking Period dates reported above:					
N - No 					

This field defaults to 'N-No'. Select '**Y-Yes**' from the drop-down if a school in the district has Marking Period Dates that differ from the DISTRICT Marking Period Dates reported above.

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

Click the drop-down and select the school with Marking Period Dates that are different from the DISTRICT Marking Period Dates. Then click the ***SUBMIT*** button.

Please select the School to be reported with a MARKING PERIOD Date(s) that is different from school district:

Please Select a School:	Submit
Please Select a School:	
Academy of Richmond County High School - 4060	
Barton Chapel Elementary School - 2050	
Bayvale Elementary School - 3050	
Blythe Elementary School - 4050	
Butler High School - 1052	
Collins Elementary School - 0190	
Copeland Elementary School - 2052	
Craig-Houghton Elementary School - 0101	
Cross Creek High School - 0100	
Davidson Magnet School - 4562	
Deer Chase Elementary School - 0105	
Diamond Lakes Elementary School - 0205	
Freedom Park Elementary - 0103	
Garrett Elementary School - 1054	
Glenn Hills Elementary School - 2054	
Glenn Hills High School - 3054	
Glenn Hills Middle School - 0197	
Goshen Elementary School - 0194	
Gracewood Elementary School - 4054	
Hains Elementary School - 5054	
Hephzibah Elementary School - 0102	
Hephzibah High School - 2056	
Hephzibah Middle School - 1156	
Jamestown Elementary School - 0189	
Jenkins-White Elementary Charter School - 0301	
Johnson Magnet - 3556	
Josey High School - 3756	
Lake Forest Hills Elementary School - 0300	
Lamar - Milledge Elementary School - 0116	

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

Georgia Department of Education

FTE Survey Data - 2014

Data Entry for Marking Period Dates By School

721-Richmond County, 4060-Academy of Richmond County High School

[Main Menu](#)

[Main Data Entry](#)

[School List of Marking Period Dates](#)

Marking Periods	Start Date	End Date
Year-long course:		
Y1	mm/dd/yyyy	mm/dd/yyyy
Nine Week Courses:		
N1	mm/dd/yyyy	mm/dd/yyyy
N2	mm/dd/yyyy	mm/dd/yyyy
N3	mm/dd/yyyy	mm/dd/yyyy
N4	mm/dd/yyyy	mm/dd/yyyy
Semester Courses:		
S1	mm/dd/yyyy	mm/dd/yyyy
S2	mm/dd/yyyy	mm/dd/yyyy
Trimester Courses:		
T1	mm/dd/yyyy	mm/dd/yyyy
T2	mm/dd/yyyy	mm/dd/yyyy
T3	mm/dd/yyyy	mm/dd/yyyy
Six-week Courses:		
X1	mm/dd/yyyy	mm/dd/yyyy
X2	mm/dd/yyyy	mm/dd/yyyy
X3	mm/dd/yyyy	mm/dd/yyyy
X4	mm/dd/yyyy	mm/dd/yyyy
X5	mm/dd/yyyy	mm/dd/yyyy
X6	mm/dd/yyyy	mm/dd/yyyy

Save School Marking Period Dates

Delete School Marking Period Dates

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

After saving the school Marking Period Dates, the data entered is displayed. Additional schools/marketing period dates can be entered OR the district can click *Verify and Confirm Data Report* to be taken to the FTE Data Survey sign-off report.

Georgia Department of Education FTE Survey Data - 2014 Main Menu Main Data Entry Verify and Confirm Data Report	School Reporting Marking Period Dates Different from School District 721-Richmond County
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Please select the School to be reported with a MARKING PERIOD Date(s) that is different from school district:

[illegible]

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

The FTE Data Survey Sign-off report will display both district and school Marking Period Dates so that all dates can be verified before the district signs off.

Marking Periods	Start Date	End Date
Year-long course:		
Y1	08-01-2013	05-01-2014
Nine Week courses:		
N1		
N2		
N3		
N4		
Semester courses:		
S1		
S2		
Trimester courses:		
T1		
T2		
T3		
Six-week courses:		
X1		
X2		
X3		
X4		
X5		
X6		

Please indicate if any schools in the district deviated from the Marking Period dates reported above:

Y

School reporting with a MARKING PERIOD Date(s) that is different from school district: (Start Date - End Date)

School Name	Year-long Course Y1	Nine Week Courses				Semester Courses		Trimester Courses			Six-week Courses					
		N1	N2	N3	N4	S1	S2	T1	T2	T3	X1	X2	X3	X4	X5	X6
Academy of Richmond County High School (4060)	08/02/2013 -04/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Barton Chapel Elementary School (2050)	08/05/2013 -05/16/2014	-	-	-	-	08/05/2013 -12/13/2013	01/07/2014 -05/07/2014	-	-	-	-	-	-	-	-	-

I certify that the information submitted above is accurate and complete. I hereby acknowledge that this information may be used in reporting to the legislature, other policy makers, and federal and state agencies.

Sign Off

FULL TIME EQUIVALENT (FTE)

WHAT

WHY

WHEN

WHO

FULL TIME EQUIVALENT (FTE)

- ❖ Full-Time Equivalent (FTE) refers to data collected for state funding that is based on **student enrollment** and **education services** provided by local school systems to students.
- ❖ FTE is a '*snapshot*' or 'point in time' of the regularly **scheduled** instructional services provided to students on that specific date, called the FTE 'Count Day'.
- ❖ Educational programs are divided into seventeen state *funded* categories. A specific funding weight is assigned to each category. The base amount of money received for each FTE student is determined by the Georgia General Assembly.

FULL TIME EQUIVALENT (FTE)

- ✓ **O.C.G.A. 20-2-160** - The initial enrollment count shall be made after October 1 but prior to November 17 and the final enrollment count after March 1 but prior to May 1. The report shall indicate the student's specific assigned program for each one-sixth segment of the school day on the designated reporting date.
- ✓ **Federal Special Education Child Count**
All students age 3 - 21 *eligible* for special education services should be reported with the appropriate **PRIMARY AREA**, *regardless of services* or **PROGRAM CODES** reported for the count day.

FULL TIME EQUIVALENT (FTE)

FY2015 FTE Cycle 1 Dates:

Cycle 1: Active and Withdrawn Students, Special Education Child Count

- ☐ Official count date: Tuesday, October 7, 2014
- ☐ Initial Transmission Deadline: Tuesday, October 14, 2014
- ☐ Duplicate resolution: Wednesday, October 22, 2014 (E047)
- ☐ **FTE signoff: Wednesday, October 29, 2014**

FTE Cycle 1 Data is used for the following purposes:

- ✓ QBE Funding
- ✓ Enrollment Counts
- ✓ Federal Child Count
- ✓ Updates to Withdrawn Students - including 2014 Graduates

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1

- All **ACTIVE** students enrolled in any public school in Georgia on the day of the FTE count.
- Students parentally placed in parochial, home, or private schools that are *eligible* for proportionate share and ARE receiving special education services through a service plan (**ALL SPECIAL EDUCATION SERVICES = 'S'**).
- Students parentally placed in parochial, home, or private schools that are eligible for proportionate share and *ARE NOT* receiving special education services.
- Students receiving hospital/homebound services for the minimum three hours per week during any part of the ten school days preceding the day of the count.

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1 (Continued)

- Students served by the following state agencies (reported by the agency and not by the public school system):
 - Department of Juvenile Justice
 - Department of Corrections
 - Department of Human Resources
 - Department of Labor.
- Students enrolled in schools in *military facilities* who receive services from the public school.
- Students served in the *three* State-operated schools (Atlanta Area School for the Deaf, Georgia School for the Deaf, and Georgia Academy for the Blind).
- Students in *Department of Human Resources (DHR) residential facilities*. These students are reported by DHR. The school system will report only students who are served by the school system's special education teachers.

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1 (Continued)

- Students who are assigned by the local school system, by *IEP determination*, to private placement - either in/out of state.
- Students who have completed high school since the previous October FTE count day (**WITHDRAWAL REASON** = 'G').
- Students who withdrew from school and did not re-enroll in the same school system since the previous October FTE count day.
- All *preschool* children (**GRADE LEVEL** = "PK") who:
 - ✓ Are enrolled in a school administered by the school system under the auspices of the Georgia Department of Education.
 - ✓ Have a disability (ages 3-5) and are served by the school system in any school and with any **PRIMARY AREA** - including Significant Developmental Delay (SDD).

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1 (Continued)

- ✓ All students reported **ACTIVE** in the prior **FISCAL YEAR** Student Record must be reported in FTE 2015-1.
- ✓ All students reported as *withdrawn* in the prior **FISCAL YEAR** Student Record with a **WITHDRAWAL DATE** on or after October 1, 2013 must be reported in FTE 2015-1.

NOTE:

- The SSN and student name (Last, First, Middle name) reported in FTE must match the SSN and student name in the GTID application.

FULL TIME EQUIVALENT (FTE)

PROGRAM CODE	CATEGORY/PROGRAM	FY2015 Funding Weight*
A	Kindergarten	1.6519
B	Grades 1-3	1.2853
C	Grades 4-5	1.0356
9	Grades 6-8 (Middle Grades Program)	1.0279
D	Grades 9-12	1.0000
E	Kindergarten Early Intervention Program (EIP)	2.0363
F	Primary Grades 1-3 (EIP)	1.7941
G	Upper Grades 4-5 (EIP)	1.7877
H	Grades 6-8 (Middle School Program)	1.1313
I	Gifted Education	1.6597
J	Remedial Education	1.3092
K	Vocational Lab	1.1912
M	Postsecondary Options (Dual Credit) **	N/A
N	Study Hall (Non-state funded)	N/A
O	Other (Non-state funded)	N/A
6	Move on When Ready – General Education **	N/A
7	Move on When Ready – Vocational Lab **	N/A

* Weights are based on the QBE Weights for Funding Formula Report as of the beginning of the fiscal school year.

** Funding is available but the **PROGRAM CODE** is not weighted, per the QBE Weights for Funding Formula Report.

FULL TIME EQUIVALENT (FTE)

WEIGHTS FOR FTE FUNDING FORMULA

FY 2015

FY 15 INITIAL

0% Salary

13.15% Retirement

0% Health

System Size = 3300

CATEGORY	Upper Elementary EI Grades (4-5) PGM			Middle Grades (6-8) PGM			Middle School PGM (6-8)			***Base*** Grade 9-12			CTAE(9-12) PGM		
TEACHER STUDENT RATIO			11			23			20			23			20
WEIGHT			1.7877			1.0279			1.1313			1.0000			1.1912
DIRECT INSTR. COST:															
Teacher		80.0098%	\$3,495.81		68.5540%	\$1,671.91		69.5406%	\$1,922.70		68.4090%	\$1,671.91		68.0415%	\$1,922.70
Aides/Parapro															
Subject Specialists	1:345	2.5510%	\$111.48	1:345	4.4369%	\$111.48	1:345	4.0313%	\$111.48						
Counselors	1:450	1.9482%	\$85.12	1:450	3.3884%	\$85.12	1:450	3.0786%	\$85.12	1:450	3.4828%	\$85.12	1:450	2.9237%	\$85.12
Tech. Specialist	1:1100	0.7989%	\$34.82	1:1100	1.3861%	\$34.82	1:1100	1.2594%	\$34.82	1:1100	1.4247%	\$34.82	1:1100	1.1980%	\$34.82
OPERATIONS COST		1.6117%	\$70.42		2.8032%	\$70.42		2.5470%	\$70.42		4.6481%	\$113.60		11.2731%	\$328.20
INDIRECT INSTR. COST:															
CENTRAL ADMIN															
Psychologist	1:2475	0.3543%	\$15.48	1:2475	0.6162%	\$15.48	1:2475	0.5599%	\$15.48	1:2475	0.6334%	\$15.48	1:2475	0.5317%	\$15.48
Social Worker	1:2475	0.3543%	\$15.48	1:2475	0.6162%	\$15.48	1:2475	0.5599%	\$15.48	1:2475	0.6334%	\$15.48	1:2475	0.5317%	\$15.48
Spec Ed Leadership															
Operations		0.0000%	\$0.00		0.0000%	\$0.00		0.0000%	\$0.00		0.0000%	\$0.00		0.0000%	\$0.00
SCHOOL ADMIN															
Asst. Principal		0.9741%	\$42.56		2.4434%	\$61.38		2.2200%	\$61.38		3.2316%	\$78.98		2.7128%	\$78.98
Secretary		0.8152%	\$35.62		1.0226%	\$25.69		0.9292%	\$25.69		1.2394%	\$30.29		1.0404%	\$30.29
Operations		0.1794%	\$7.84		0.2412%	\$6.06		0.2192%	\$6.06		0.2791%	\$6.82		0.2343%	\$6.82
FACILITY M & O		6.8204%	\$298.00		11.8625%	\$298.00		10.7781%	\$298.00		12.1932%	\$298.00		10.2358%	\$298.00
20 Days Addnl. Instr.	1:15.70	0.5900%	\$25.78	1:15.70	1.0262%	\$25.78	1:15.70	0.9324%	\$25.78	1:15.70	1.0548%	\$25.78	1:15.70	0.8855%	\$25.78
STAFF DEVELOPMENT		0.6960%	\$30.41		0.6409%	\$16.10		0.6532%	\$18.06		0.6215%	\$15.19		0.5894%	\$17.16
MEDIA															
Personnel		1.9482%	\$85.12		2.4434%	\$61.38		2.2200%	\$61.38		1.6156%	\$39.49		1.3564%	\$39.49
Materials		0.3504%	\$15.31		0.5187%	\$13.03		0.4713%	\$13.03		0.5331%	\$13.03		0.4476%	\$13.03
TOTAL PER FTE COST		100.0000%	\$4,369.23		100.0000%	\$2,512.11		100.0000%	\$2,764.86		100.0000%	\$2,443.99		100.0000%	\$2,911.35

FULL TIME EQUIVALENT (FTE)

FTE FORMULA

FTE's x FY2014 Weight x FTE 'Base' Amount = FTE AMOUNT

FTE Formula Examples:

(for presentation purposes only)

FTE'S 'D' (Grades 9 - 12) 350	x	FY2014 Weight 1.000	x	FTE 'Base' Amount \$2,443.99	=	FTE AMOUNT \$855,396.50
FTE'S 'B' (Grades 1 - 3) 350	x	FY2014 Weight 1.2853	x	FTE 'Base' Amount \$2,443.99	=	FTE AMOUNT \$1,099,441.12

FULL TIME EQUIVALENT (FTE) - Documentation

Tips for a Successful FTE Collection

- **FILE LAYOUT** - The file layout includes the name of every data element being collected, the format, field length, starting/ending position, a description of the data element, and a list of all the edit checks related to the data element.
- **DATA ELEMENT DETAIL** - The Data Element Detail includes the definitions and coding guidelines for all of the data elements reported in FTE. The document is organized in alphabetical order by the name of the data element (or “field”).
- **GENERAL INFORMATION** - This document includes a summary of data element/edit changes, common terms, standard definitions, and information related to FTE processes and resources.
- **CATEGORIES AND WEIGHTS** – The Categories and Weights document provides the FTE Coordinator with a description of each program code and the funding weight for each program code.
- **GUIDELINES FOR SPECIAL EDUCATION ENVIRONMENTS** – The Guidelines for Special Education Environments document - which is age specific, provides the FTE Coordinator/Special Education staff with the decision rules to be used in determining which environment to use when reporting each child.

FULL TIME EQUIVALENT (FTE)

Tips for a Successful FTE Collection

- ❑ **Locate and make note of FTE transmission timelines/deadlines**
 - ✓ See the 'FY2015 FTE Transmission Dates' document located on the FTE / Data Collections website (Suggestion - print it out and post it where you will see it)
- ❑ **Capture all data elements pertinent to the data collection**
 - ✓ Review the FTE collection documentation to make sure all data elements are reported accurately and correctly
- ❑ **Verify data *prior* to sign-off**

Ask the Coordinator for reports on data – both before and after data has been uploaded
- ❑ **Implement data integrity procedures**
- ❑ ***Respond* to phone calls/emails quickly and timely!**
- ❑ ***Administrators*** are encouraged to support the FTE Coordinator(s) and school staff to ensure a successful data collection

FTE – Reminders

FTE REMINDERS

- ❖ **Alternate Count Day:** If the district has an alternative count day (10/14/2014), the district is still accountable for meeting the state-wide FTE Cycle 1 deadlines (Initial Transmission, Duplication Resolution, and FTE Sign-off). Students who transfer to your district by the alternate count date, but were enrolled in another school system on October 7, 2014 will be counted at the system where the students were enrolled on October 7, 2014.
- ❖ **No-show:** Refers to a student who started the enrollment process but subsequently did not attend the school. This is indicated by an appropriate **WITHDRAWAL REASON** and a **WITHDRAWAL DATE** of **06/16/2014** (the previous fiscal year date/year is used to identify no-shows).

FTE – Reminders

FTE REMINDERS

❖ PRIMARY AREA

The **PRIMARY AREA** must be reported for students who exit special education during the current **FISCAL YEAR** - prior to the FTE count day. For these students:

- **REPORT TYPE** must = 'R';
- **EVENT CODE** must be '09' or '10';
- **EVENT DATE** must be 07/01/2014 - 10/06/2014.

If the special education exit **EVENT CODE** and **EVENT DATE** for the student is from a prior **FISCAL YEAR**, *DO NOT* report the **PRIMARY AREA**.

FTE – What's New for FY2015?

NEW EDITS

E0481: **GTID** is inactive or retired in GUIDE.

E6114: **ALL SPECIAL EDUCATION SERVICES** (formerly ALL IEP) = 'S' or 'N',
SPECIAL ED ENVIRONMENT must be 'O' or 'J'. (Only active for
Cycle 1)

E6115: **SPECIAL ED ENVIRONMENT** = 'O' or 'J', **ALL SPECIAL EDUCATION
SERVICES** (formerly ALL IEP) must be 'S' or 'N'. (Only active for Cycle 1)

E1685: The **GTID** has been reported with **WITHDRAWAL REASON** = 'G'
and **DIPLOMA TYPE** = 'G', 'B', 'C' or 'V' in a previous FTE cycle,
but the **GTID** is being reported as *ACTIVE* in this FTE cycle.

FTE – What's New for FY2015?

EDIT CHANGES

E610: **HOURS PER WEEK** and **RELATED HOURS** cannot be BLANK or 'N' if **SPECIAL ED ENVIRONMENT** is not 'O' or 'J'. (Update edit to include **SPECIAL ED ENVIRONMENT** = 'J')

E168: The **GTID** has been reported with **WITHDRAWAL REASON** = 'G' and **DIPLOMA TYPE** = 'S' or 'A' in a previous FTE cycle, but the **GTID** is being reported as ACTIVE in this FTE cycle.

FTE – What's New for FY2015?

FTE – PRINCIPAL School Level FTE Summary Report

A new Principal School Level FTE Summary report (FT101) is in development that will provide school level FTE summary data, similar to the System level FTE Sign Off report. The report will be useful for data verification, by the school principal, prior to superintendent sign off.

FTE - PRINCIPAL School Level Report

SAMPLE REPORT ONLY

[illegible]

Note: Students with disabilities, ages 3-21 as of September 1, are eligible to be counted for this federal child count.

[illegible][illegible]

DATA COLLECTION – Communication/Training

TRAINING:

- ✓ Annual Data Collection Conference
- ☐ Blackboard Sessions
- ☐ Presentations at Conferences (Ex: GSIS)

Updates:

- ☐ Blackboard Sessions
- ☐ Portal Messaging
- ☐ Help Desk Reminder calls to Districts
- ☐ Vendor Updates

HELP DESK ASSISTANCE

Call: (800)869-1011



Email: dticket@doe.k12.ga.us

Director of Technology

Levette Williams

DATA COLLECTION TEAM

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Data Request

Mark Vignati