Florida Department of Education
Office of Funding and Financial Reporting and
Bureau of Education Information and Accountability Services

FTE General Instructions 2005-06

Florida Department of Education

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Introduction

This 2005-06 version of the FTE General Instructions includes new items and items that have been revised for clarification. The significant changes are:

Page 4 – (Clarification) Requesting an alternate survey

Page 9 – (Clarification) Course field and program number for students not meeting attendance requirements

Page 10 – (Clarification) Schedule reporting for students in Exceptional Education Programs

Page 10 – (New) The title of Program 300 is Career Education (previously Vocational Education)

Page 11 – (Clarification) Students not eligible for Florida Education Finance Program (FEFP) funding

Page 11 – (Clarification) PK-3 and students in double session schools have reduced hourly requirements to produce 1.0 FTE

Page 16 – (New) Reporting for Voluntary Prekindergarten (VPK)

Page 20 – (New) Test grades required to earn additional FTE for Advanced International Certificate of Education (AICE)

Page 20 – (New) Calculation of dual-enrollment FTE

Page 21 – (Clarification) School types for reporting purposes.

Page 24 – (Clarification) For Program 130, the Limited English Proficient, PK-12 code must equal LY or LP

Appendix D – (Clarification) Reporting for students who may return to the school district for services (page 40)

Appendix E – (Clarification) Statutory detail regarding virtual school funding (page 41)

Appendix E – (Clarification) Identification of school numbers for FTE reporting for franchises of the Florida Virtual School (page 42)

The 2005-06 Florida Education Finance Program (FEFP) provides funding for a 180-day regular school year for students attending schools that are not juvenile justice facilities. Students attending juvenile justice facilities are funded for a 230- to 250-day school year. With the exception of Department of Juvenile

Justice (DJJ) programs and the Florida Virtual School, Prekindergarten through Grade 12 (PK-12) courses offered beyond the regular 180-day school year are not funded on a full-time equivalent student (FTE) basis in the FEFP. However, these PK-12 courses offered beyond the regular 180-day school year, including intersessions, may be funded through the Supplemental Academic Instruction (SAI) Allocation, including the Reading Allocation.

"Date certain" is always the Friday of survey week.

Courses offered by the Florida Virtual School and franchises of the Florida Virtual School will be funded on a successfully completed credit basis, with districts only earning FTE for courses in which they provide instruction. Details on the reporting of FTE for students earning credit in the Florida Virtual School and franchises of the Florida Virtual School can be found in Appendix E of these instructions. **Districts may not earn or report FTE for direct instruction provided by the Florida Virtual School.**

With the exception of Department of Juvenile Justice summer school and the Florida Virtual School, which are funded through the FEFP, summer school program funding is not dependent on reported FTE. However, districts are required to report summer school FTE, including the FTE associated with extended school year programs and summer reading programs for use by the Department of Education in providing statistical reports and for capital outlay funding.

Please refer to Appendix C for FEFP programs that are eligible for FTE reporting and funding for the current school year.

Adult postsecondary vocational and adult general education programs have been funded through Workforce Development since 1997-1998. All adult postsecondary vocational and adult general education program information is reported through the Workforce Development Information System (WDIS), with the exception of the portion of vocational postsecondary dual enrollment for which the district of enrollment is eligible to earn funding under the FEFP.

These instructions provide a detailed explanation of the standard methodology for reporting eligible prekindergarten through grade 12 FTE by student by course. The instructions are organized as follows:

1. The first section provides general guidelines for reporting, including information concerning general procedures, survey periods, eligibility criteria, definitions, and information regarding FTE reporting for unique scheduling approaches such as year-round schools, extended school year, and PK-12 short courses;

2. The second section provides specific procedures, including records reporting, FTE reporting prioritization by FEFP program, calculation of FTE, the edit process, and PK-12 specific procedures;

3. The third section provides special instructions for reporting students who are enrolled in Advanced Placement courses, International Baccalaureate courses, Advanced International Certificate of Education courses, dual enrollment courses, certain specific program areas, and students enrolled in nonpublic schools or home education programs who receive instructional services at public institutions and hospital/homebound students;

4. The fourth section provides information on local record-keeping procedures;

5. Appendix A provides a table of FEFP membership minutes and the equivalent value of *FTE Earned, Course;*

6. Appendix B provides a sample of K-12 short course reporting;

7. Appendix C provides a list of FEFP programs eligible for FTE funding for the current school year;

8. Appendix D provides information on reporting requirements for students participating in the Opportunity Scholarship Program and the John M. McKay Scholarships for Students with Disabilities Program; and

9. Appendix E provides Virtual School reporting instructions.

General Guidelines for Reporting

Regular School Year

A separate Student Course Schedule format must be reported for each class in which a PK-12 student is in membership during each of the Survey Periods, **regardless** of the eligibility of that student, to be counted for funding in the Florida Education Finance Program. This requirement includes students not eligible because of attendance and students funded through the Supplemental Academic Instruction (SAI) Allocation or the Reading Allocation.

PK-12 students in courses which take place outside the survey week during the regular school year are eligible for short course reporting. **Please refer to the section on reporting short courses for PK-12 students.**

The survey periods for record determination are prescribed annually by the Commissioner of Education. For FTE reporting purposes, the survey periods cover the following time frames:

1. **Survey Period 1 (July)** covers the time period from the beginning of the fiscal year (July 1) to the beginning of the defined 180-day school year;

2. **Survey Period 2 (October)** covers the first 90 days of the 180-day school year;

3. **Survey Period 3 (February)** covers the second 90 days of the 180-day school year; and

4. **Survey Period 4 (June)** covers the period from the end of the 180-day school program to the end of the fiscal year (June 30).

An additional Survey Period, **Survey Period 5**, covers reporting of prior school year data such as the Advanced Placement, Advanced International Certificate of Education and International Baccalaureate programs. The data for this survey period cover the entire school year that ends in August. **It is critical that districts correctly report the FTE associated with the International Baccalaureate, Advanced International Certificate of Education and Advanced Placement programs during the survey period processing time frame.**

Extended School Year Survey Periods

An extended school year program is separate and distinct from year-round school programs and summer school programs. Extended school year programs are a true extension of courses provided during the second semester of the regular 180-day school year with no break in instruction. Supplemental Academic Instruction allocation funds may be used for extended school year programs.

The records for students attending the extended days of the school year must contain a Year-Round/Extended School Year FTE Indicator code of "B" to indicate that the FTE being reported is for extended school year instruction. The records for the first 180 days are reported as any other 180-day school year records.

Extended school year survey periods for record determination and FTE reporting are the same as the regular school year survey periods except that survey period 4 (June) covers the period of time that extends the school year to the end of the fiscal year (June 30).

Year-Round School Program Survey Periods

Survey periods for the Year-Round School program are the same as for the regular fiscal year. However, the following descriptions specify how the count weeks are determined and how they are used in determining attendance and membership for FTE eligibility.

Regular School Year for Year-Round Schools

Regular School Year Reporting

Year-round schools should report the first 90 days of their regular 180-day school year in survey 2 and the second 90 days of their regular 180-day school year in survey 3, regardless of when the tracks are in session.

Tracks not in Session

If it is survey week and the year-round school student track is not in session, then the last 5 days that the track was in session prior to survey week for both the October and February survey periods become the established survey period. Use the final five days for survey week and the preceding six scheduled class days for determining eligibility, and conduct the count in the normal manner. All current procedures for date certain and other related count issues apply.

Intersession

If the student is in beyond 180-day instruction during an off-track period, the *FTE Earned, Course* for that student shall be reported in the Survey Period in which the instruction occurs. For example, if the instruction occurs during the time frame covered by Survey Period 2, the FTE by student by course should be reported for that period either during the normal processing time for Survey Period 2 or as an amendment to Survey Period 2.

Intersession survey week should be established by using the middle day/middle week of the period. Determine attendance and membership for eligibility in the normal manner. **The records submitted for state processing must contain a Year-Round/Extended School Year FTE Indicator code of "A" to indicate that the FTE being reported is for "beyond 180-day" instruction.**

Alternate Survey Period

Rule 6A-1.0451(2), FAC:
“The Commissioner shall have the authority to establish for any school district or school an alternate date for a full-time equivalent membership survey or transported student membership survey within nine (9) weeks of the regular statewide survey if evidence is submitted by the school district which indicates an abnormal fluctuation in student membership has

occurred at the time of the statewide survey. The alternate date shall be established by the Commissioner prior to conducting the survey. In determining what constitutes an abnormal fluctuation, the Commissioner shall examine the historical trends in student membership and limit consideration to changes in which there is a variation in excess of twenty-five (25) percent in any school, or five (5) percent in the district between the membership count at the time of the statewide membership count and the alternate membership count due to factors such as major student boycotts; civil disturbances; in-migration or out-migration in agricultural, industrial, and federal installations or contractors; or providential causes beyond the control of the district school board."

Section 1003.52(12)(c) Florida Statutes, states that district school boards are required to request an alternative FTE survey for Department of Juvenile Justice programs experiencing fluctuations in student enrollment.

If the Commissioner of Education approves an alternate survey period, the alternate survey data shall be used in place of the regular survey FTE and associated data, provided the FTE meets the percentage requirements specified in the rule.

When the district writes the Department of Education to request the alternate survey, the letter of response will include specific directions for confirmation of alternate survey results. If an alternate survey is approved, the district must complete and report the data for the scheduled survey and the alternate survey.

Short Courses

A short course is any course that begins and ends outside of survey week. This could also apply to courses that span reporting periods. For short courses, all reporting algorithms, rounding conventions, and program membership and attendance requirements are the same as for the regular 180-day school year.

Within the PK-12 program, classes may be reported as short courses during the regular 180-day school year. At the time of the regularly scheduled survey week for the 90-day semester, the student's schedule, **including short courses**, shall be used for calculating FTE. No special or alternate survey is required for short course reporting. The *FTE Earned, Course* must be calculated using scheduled *Days in Term*. The 25-hour limit will not apply; however, the .5000 *FTE Earned, Course* limit for the 90 days will be in effect. See Appendix B for sample short course reporting. For short courses not in session during survey week, the middle week/midpoint of the class is used for determining those students who meet the membership and attendance requirements. **Under no**

circumstances is the traditional 90-day "snap shot" approach allowable for short course reporting.

Summer program classes and intersession periods for Grades PK-12 that operate in periods of time other than during survey week are counted by using the middle week/midpoint of the period for determining attendance and membership for FTE eligibility. Again, the *FTE Earned, Course* must be calculated by using scheduled *Days in Term*.

Courses Eligible for Funding During Regular 180-Day School Year

During Survey Periods 2 and 3, PK-12 students are eligible to earn FTE if the class operates during the survey week, and the student meets both program membership and attendance requirements. In addition, it is recommended that Student Course Schedule records be transmitted for students in PK-12 programs/classes that operate outside of survey week during the time frame covered by the Survey Period. For PK-12 short courses, eligibility is determined either during the regularly scheduled survey week for all courses scheduled for the 90-day period, or by using the middle week/midpoint of the period method for courses scheduled outside of survey week.

Courses Reported Beyond Regular 180-Day School Year (Summer School and Year-Round School Intersessions)

PK-12 courses offered beyond the regular 180-day school year including intersessions, with the exception of Department of Juvenile Justice Programs and the Florida Virtual School, are funded through the Supplemental Academic Instruction allocation. The FTE for intersession and summer school courses is reported even though the FTE does not earn FEFP funds.

The following summer school criteria/guidelines must be adhered to:

1. Report the FTE for courses offered beyond the 180-day school year as described in the section “Reporting *FTE Earned, Course* for Summer Sessions.”

2. A student in cooperative education or other programs incorporating on-the-job training, including apprenticeship, shall not be counted for more than 25 hours per week **in all programs**.

3. Do not report the FTE for enrichment or recreation courses.

4. If district policies and procedures permit, a student attending summer school to repeat a course for forgiveness need only attend for the time it takes to master the student performance standards that were not mastered the previous time the course was taken. FTE is reported for the actual time the student was in attendance.

Specific Guidelines for Reporting

Determining FTE Earned by Student by Course for Classes Operating During Survey Week

For all classes operating during the survey week, the following procedures must be used to determine which student course schedules are reported.

Step 1: Setting "Date Certain"

“Date certain” for each survey will be the Friday of survey week. This applies to all schools in all school districts. The "date certain" during the FTE survey week is the specific time for setting the student's schedule as mentioned in the step below.

Step 2: Student Course Schedule Record

A local student course record containing all of the elements that will be used in reporting *FTE Earned, Course* and for meeting other state information requirements must be developed for each course in which the student is in membership. The following must be included in the record:

A. Record Identifiers

1. District Number, Current Enrollment
2. School Number, Current Enrollment
3. Student Number Identifier, Florida
4. Survey Period Code
5. Fiscal Year

B. Course Identifier Information

1. District Number, Current Instruction
2. School Number, Current Instruction
3. Term

4. Course Number
5. Section Number
6. Period Number
7. Days Per Week
8. Class Minutes, Weekly
9. FEFP Membership Minutes, Weekly (set to 0000 [all zeros])
10. FEFP Program Number
11. FTE Earned, Course (set to 0000 [all zeros])
12. FTE Eligibility Flag

C. Other Data

1. Grade Level
2. Limited English Proficiency: Instructional Strategy
3. Year Round/Extended School Year FTE Indicator
4. Dual Enrollment Indicator

Vocational/Adult General Education Program Code

Step 3: Membership/Enrollment

Each PK-12 student must meet the membership requirement as discussed in this paragraph to **be eligible to be reported**, and must also meet the attendance requirement discussed in Step 4 to **be eligible for funding**. On the Friday of survey week, the district must capture the student course schedule for **each student** who is on the membership roll for that week. If the student has at least one day of membership during survey week, the student meets the membership requirement and is eligible for reporting. The student is in membership when he is **officially assigned** to a course or program by a school or district. **Any student who is not in membership during survey week does not meet program membership requirements and should not be considered for reporting**. **For example, if the student's last day of membership is Friday prior to survey week, the student does not meet the membership requirement and is not eligible to be reported.**

For those PK-12 students who are not eligible to earn funding through the FEFP but are still on the district's membership roll (e.g., summer school students exclusive of DJJ students, and others not eligible to earn FTE through the FEFP), the district must submit all records with all elements completed with valid information, with one exception. For students who are not funded through the FEFP (excluding summer school students), the district should report 999 as the *FEFP Program Number* and 0000 (all zeros) for *FTE Earned, Course*. These records should be sent along with the records that will be addressed in Steps 4-10.

Step 4: Attendance

For all students for whom course records are generated because the membership requirement has been met, the district must determine whether or not the student meets attendance requirements. Using the Automated Student Attendance Record-Keeping System, the district must verify that the student has been in attendance during the 11-day window. That is, the student must have been in attendance **at least one of the days** of the survey week **or one of the six scheduled days** preceding the survey week in which school was in session. It should be noted that when the procedures outlined in the DOE Information Database *Attendance Procedures* are applied, the appropriate withdrawal code is shown on the day following the last day of membership. FTE eligibility as related to attendance for students in grades PK-12 is not determined on a course by course basis; instead, it is determined on a daily basis. The documentation which verifies that the student met the attendance requirements for FTE eligibility must be maintained for a period of three years or until all applicable audits have been completed, whichever is longer. For all students who meet the attendance requirements, Steps 5-9 must be followed. For those students who DO NOT meet the attendance requirements, set the FTE Eligibility Flag to "N" and convert the record to the State Student Course Schedule format. The *FTE Earned*, *Course* field should be set to 0000 and the FEFP Program Number should be 999. Go to Step 9 for continued processing with those records.

Step 5: Verification

For all students who meet the attendance requirements specified in Step 4, the district must verify that the Course Number referenced in the local student course record is a valid course number listed in the official Course Code Directory for the reporting year or is in the Statewide Course Numbering System, and that the proper FEFP Program Number has been assigned to the course for that student. Additionally, program membership through the various selection and placement procedures must be verified for students who are in special program categories. Audit records must be maintained for program membership as defined in the Local Record-Keeping Procedures section later in this document. Other

elements should be completed and verified as they relate to that course for that student.

STEP 6: Reporting Priority

Sort each course record for each student into rank order, so that the records with the special FEFP program numbers are listed first followed by the basic course records. Specifically, course records for each student will be sorted into the following rank order.

NOTES:

- **Generally, students reported for funding in Programs 111, 112, 113, 254 or 255 should have their entire schedule reported under these program numbers, even if they are participating in ESOL or Career Education courses. There may be exceptions, including some hospital homebound and dual enrollment students.**
- **All school site instruction for both basic and special program courses must be calculated for *FTE Earned, Course* before off-site instruction is considered for reporting. (See the discussion of *FTE Earned, Course* for students enrolled in on-the-job and cooperative training later in this document.)**

FEFP PROGRAM NAME	FEFP PROGRAM NUMBER	FUNDING RANK ORDER
ESE Support Levels, including ESE students funded as a basic student and receiving funding from the ESE Guaranteed Allocation	111, 112, 113, 254, & 255	1
Career Education Grades 9-12	300	2
English for Speakers of Other Languages	130	2
Basic	101, 102, & 103	3

Within the rank order groups shown above, districts may report the special program category courses in any order they choose. For example, if a student has course records with FEFP Program Numbers in two special program categories and one basic program, the district may choose which of the special program categories is selected first for determination of *FTE Earned, Course* (the *FTE Earned, Course* for both special program categories must be calculated before the basic program is calculated). It is possible for all FEFP Membership Hours to be exhausted before considering a basic course for reporting of *FTE Earned, Course*. See Step 7 for a further discussion of *FTE Earned, Course* if all course records (each State Student Course Schedule format for a student) are basic program category courses.

Use FEFP Program 999 for students who are not eligible for FEFP funding. Examples of students who may not meet FEFP eligibility requirements are Voluntary Prekindergarten students (VPK) and students not meeting the attendance requirements.

Step 7: Reporting *FTE Earned, Course*

The number of hours for which a PK-12 student may be reported is based on and limited to a maximum of 900 hours per 180-day school year with the exception of DJJ students and students reported by the Florida Virtual School. (See the section on FTE Calculation and Reporting for Students in Department of Juvenile Justice Educational Programs and the portion of Appendix E related to FTE reporting for the Florida Virtual School later in this document.)

To carry out the necessary calculations prior to creating the State Student Course Schedule format, certain conversions must be made to instructional time for specific students identified below in order to base instructional time on 900 class hours annually for all students. Be sure to see the formula below for conversion methodology.

A. Students whose Grade Level is PK-3 who have *Class Minutes, Weekly* that aggregated across all courses on an annual basis are greater than or equal to 720 hours but less than or equal to 900 hours;

B. Students whose Grade Level is PK-3 who are in a double session school with an aggregated annual value of *Class Minutes, Weekly* equal to or greater than 630 hours but less than or equal to 900 hours; and

C. Students whose Grade Level is 4-12 who are in a double session school with an aggregated annual value of *Class Minutes, Weekly* across all courses that is equal to or greater than 810 class hours but less than 900 hours.

To clarify, 720 hours for a PK-3 and PK handicapped student in traditional school equals 1.0 FTE, 630 hours for these students in a double session school equals 1.0 FTE, and 810 hours for students in grades 4-12 in a double session school equals 1.0 FTE.

All remaining classifications of students (those with a Grade Level of 4-12 in a regular session school) are funded on the hours they earn converted to *Class Minutes, Weekly*.

For those students who fall in categories A-C above, the value of *Class Minutes, Weekly* should be converted to a value based on 900 hours. For part-time students, the conversion should be based on the same number of hours as full-time students in that school. Using the sorted course records from Step 6, convert the actual value of *Class Minutes, Weekly* (only for the purposes of reporting *FTE Earned, Course*) for each course to its equivalent value on a basis of 900 hours annually (1500 minutes weekly). The conversion is done by solving for "x" in the following equation:

$$\frac{\textbf{Class Minutes Weekly}}{\textbf{Length of School Week (minutes)}} = \frac{\textbf{X}}{\textbf{1500}}$$

X = converted value in class minutes weekly

Each calculation is carried out to five places to the right of the decimal point and rounded to four.

The net effect of this conversion equation is to put all course records on the basis of 900 class hours for the purpose of reporting *FTE Earned, Course*. Using the equation above, a class that meets 225 class minutes during a school week of 1350 minutes would convert to a value of 250 class minutes, based upon a school week of 1500 class minutes (900 hours annually). See the example below:

$$\frac{225}{1350} = \frac{250}{1500}$$

Determining *FTE Earned, Course*

After equalizing the value of *Class Minutes, Weekly* for the students in the previous section and for those students whose value of *Class Minutes, Weekly* aggregated on an annual basis exceeds 900 hours for all courses, the following is required for all courses during Survey Periods 2 and 3:

A. Using the sorted course records from Step 6, determine the number of FEFP membership minutes the student is in membership for the first course chosen of the special programs. Using that value of *FEFP Membership Minutes, Weekly*, search the table in Appendix A for the same value and identify the value of *FTE Earned, Course*. This value will be reported as the *FTE Earned, Course* for that course.

B. If there are additional course records for a student that represent special FEFP programs, and the aggregate value of *FTE Earned, Course* for that student is less than 0.5000, the process referenced in Step A above is repeated. The resulting value is then added to the aggregated value of *FTE Earned, Course* and compared to 0.5000. This process will be repeated until the aggregate value of *FTE Earned, Course* across all courses is equal to 0.5000 or until there are no courses remaining to be considered for the student.

   When reporting *FTE Earned, Course* for a student with all basic program courses, or when residual *FTE Earned, Course* is available after reporting special program courses, the assignment of *FTE Earned, Course* to those basic program courses shall be done on a successive period basis beginning with the first basic program course in the student's schedule and continuing until the aggregate value of *FTE Earned, Course* is at 0.5000.

C. When reporting the value of *FTE Earned, Course* for the various courses in which a student is enrolled, it is possible for the student to have courses remaining after the aggregated value of *FTE Earned, Course* has reached the maximum of 0.5000. In those cases, the district should report all of the remaining courses with a value of *FTE Earned, Course* set to zero (0000) but have all other information completed appropriately.

Reporting *FTE Earned, Course* for K-5 Students

For those students who have a *Grade Level* of K-5 and are enrolled in a self-contained class, the district should report all classes in the following manner:

A. If the student is enrolled only in self-contained classes for basic funded instruction, the district may use the self-contained course number to report *Class Minutes, Weekly* and *FTE Earned, Course*. Additional course numbers may be reported for the student (e.g., Art, Music, Physical Education, and others), but both the value of *Class Minutes, Weekly* and *FTE Earned, Course* will be reported as zeros (0000) because that time is reported under the self-contained course number. However, an alternative method that may be used is to report appropriate *Class Minutes, Weekly* and *FTE Earned, Course* for the self-contained course as well as the other courses such as Art, Music, and Physical Education.

B. If the student is enrolled only in self-contained classes for both basic funded instruction (FEFP Program Numbers 101 and 102) and ESOL funded instruction (FEFP Program Number 130), the

district may use the self-contained course number to report *Class Minutes, Weekly* and *FTE Earned, Course* for both the basic and ESOL funded time. Additional course numbers may be reported for the student (e.g., Art, Music, and Physical Education), but both the value of *Class Minutes, Weekly* and *FTE Earned, Course* will be reported as zeros (0000) as in Step A above.

C. If the student is enrolled in courses such as Language Arts, Math, Science, and other courses, the values of *FTE Earned, Course* and *Class Minutes, Weekly* must be reported for each class. The use of a self-contained number is not allowed in this instance to report either *FTE Earned, Course* or *Class Minutes, Weekly*.

Reporting *FTE Earned, Course* for Students in Grade 6

If the student has a *Grade Level* of 6 in a middle school setting, and the district schedules that student in a manner similar to students with a *Grade Level* of 7 or 8, the district should use the regular course numbers for Grades 6-12. Otherwise, the district may use the self-contained number for the student in Grade 6.

Reporting Block Scheduled Classes for FTE

Districts in which schools are scheduling classes that rotate lengths or offerings from one week to the next must report these classes in the manner described below. Block scheduling of this type is reported as an average of the time students are scheduled in classes.

In order to properly report the block schedule:

A. Determine the student's eligibility for reporting as it is normally determined.

B. Add together the time they are in each of the classes for the span of time being reported. This will include the survey week and the other weeks of the valid scheduling option.

C. Use an average of the *Class Minutes, Weekly* to determine the value of *FTE Earned, Course*.

Example: A student is block scheduled for 10 hours of a math course and 10 hours of a science course for alternating weeks. During survey week, the student's schedule reflects 10 hours of the math course and 0 (zero) hours of the science course. For the week following survey week, the student's schedule reflects 0 (zero) hours of the math course and 10 hours of the science course. For survey week, the student's time for calculating FTE should be based

on an average of 5 hours for the math course and 5 hours for the science course.

Vocational wheel classes should be reported to reflect the student's schedule on date certain.

Reporting *FTE Earned, Course* for Summer Sessions

Within the PK-12 program, summer program classes that operate in periods of time other than during survey week must be reported by determining the middle week or middle day (if less than a week) of the period for establishing membership.

FTE must be reported in the fiscal year during which the instruction occurs. The FTE for instruction that occurs in June must be reported in the June survey (Survey Period 4) and the FTE for instruction that occurs in July must be reported in the July survey (Survey Period 1).

To calculate summer school FTE, divide scheduled hours for the summer session by 720 for grades PK-3 or 900 hours for grades 4-12.

For other information regarding summer school reporting, please refer to the discussion earlier in this document, "Courses Reported Beyond Regular 180-Day School Year" (page 5).

Step 8: Local Edit Process

Using the records and all of the reported values of *FTE Earned, Course*, the district must apply certain edits prior to conversion of the district records to the State Student Course Schedule format. Among the specific edits to be performed as they relate to FTE elements are:

A. Total FTE Limit

During Survey Periods 1, 2, 3, **or** 4, students whose Grade Level is PK-12 may not exceed 0.5000 aggregated *FTE Earned, Course* (based on maximum of 900 class hours for the regular 180-day school year).

B. OJT and DCT

Students who are enrolled in Course Numbers which are on-the-job training and cooperative training or similar programs which include training at **other than school** sites must have **all time spent at school sites counted as part of membership hours. That is, all school site instruction for both basic and special program**

courses must be calculated for *FTE Earned, Course* before off-site instruction is considered for funding. Total membership hours for on school site and other than school site for on-the-job training and cooperative training programs shall not exceed 25 hours per week of funded membership. Total membership hours in such cases may not exceed normal student membership hours for students in that school.

C. Pullout Classes

Pullout classes must be properly identified and reported with the appropriate period number. Also, the *Class Minutes, Weekly* must be adjusted for both the class from which the student was pulled and the class being reported as a pullout class.

D. Prekindergarten FTE

Prekindergarten students are not eligible for funding under the FEFP with the exception of (1) children of students in the Teenage Parent program reported in FEFP Program Number 101, (2) students ages three and over with Grade Level PK who are reported in FEFP Program Numbers 111, 254, or 255 (excluding students who are gifted), and (3) students under age three reported in FEFP Program Numbers 111, 254, or 255 with disabilities (Exceptionality, Primary) of deaf or hard of hearing, visually impaired, physically impaired, trainable mentally handicapped, profoundly mentally handicapped, dual-sensory impaired, autistic, severely emotionally disturbed, developmentally delayed, or established conditions.

Voluntary Prekindergarten students (VPK) taught by the school district should be reported using course numbers 5100580 (regular school year) and 5100590 (summer). VPK students should be reported with FEFP Number 999, since they are not funded through the FEFP. Also, some PK students may be reported with ESE programs that are funded through the FEFP (such as a student who is 111 for 90 minutes a week and VPK (FEFP number 999) for 900 minutes a week.

E. Survey Period Code

The Survey Period Code must be valid for the period covered by the data. That is, if the data are being reported for “Count 2” (the first 90 days of the 180-day school year), the Survey Period Code must be "2."

F. Calculation Priority

FTE Earned, Course for courses with special program *FEFP Program Numbers including 111, 112, and 113,* must be calculated prior to courses with basic program numbers, except as provided in Item B of this section.

G. Verification of Requirements

Verify that the requirements of Section 1001.42, Florida Statutes, have been met as they relate to the reporting of students under the Florida Education Finance Program.

Step 9: Conversion to Student Course Schedule Format

Convert all district course records to the State Student Course Schedule format for running DOE supplied edits.

Step 10: Audit File

Create an audit file that must be retained until all audits are made by **both the Department of Education and the Legislative Auditor**.

Step 11: FTE Amendments

Rule 6A-1.0451(4), F.A.C., allows districts to make amendments to their FTE Student Membership surveys for a period of nine months from the due date of the survey or until a membership survey audit has been completed, whichever takes place first. Districts are encouraged to pay special attention to the error reports provided and make amendments accordingly. **When Student Course Schedule records are submitted for reporting FTE, matching Student Demographic Information, Teacher Course records, and Exceptional Student Education records for students with active Individual Education Plans must also be submitted in order to avoid nulling of FTE.**

Additional Instructions/Information

Advanced Placement

Advanced placement courses may be taken by a student at a school district, community college, or university. Reporting and calculation procedures differ, depending upon where the course is offered.

A. Courses Taught by a District

1. A Student Course Schedule must be developed for that course for that student;

2. The course number must be an advanced placement course in the Course Code Directory;

3. The value of *FTE Earned, Course* must be calculated as for any other course;

4. A Teacher Course Record must be created for that course;

5. To earn 0.24 additional FTE, the student must have been enrolled in the AP course and scored 3 or higher on the subject examination. These values are to be reported on the **Student End of Year Status** format in August (Survey 5) in the year of enrollment. These values may only be reported as multiples of 0.24. **Records submitted with values that are not multiples of 0.24 will be rejected.**

B. Courses Taught by a Public or Private Community College or University

1. A Student Course format must be developed for that course for that student;

2. The course number must be from the Statewide Course Numbering System or the number of the course from the eligible nonpublic community college or university and be approved for advanced placement;

3. The school number must be either a community college (C901-C928), university (U970-U980), or nonpublic school (P001-P999) number;

4. The FEFP Program Number must be 103;

5. If Advanced Placement Supplemental FTE based on college board advanced placement scores reported in survey period 5 is to be claimed for the student, the value of *FTE Earned, Course* must be 0000 for the survey period in which the course is reported (1, 2, 3, or 4);

6. A Teacher Course record format must be created for the course;

7. The student who has been enrolled in Advanced Placement course(s) and scores 3 or higher on the subject examination is eligible to earn 0.24 for each subject area. This value is reported on the **Student End of Year Status** format, which is reported in August (Survey 5) of the year of enrollment. If the student does not score 3 or greater on the subject examination, no FTE may be claimed by the district on the Student End of Year Status format for that course for that student.

International Baccalaureate

Districts may earn additional FTE for students who are in International Baccalaureate courses in two special cases. These are:

1. When a student scores 4 or higher on a subject exam; and

2. When a student receives an International Baccalaureate diploma.

To report a student for funding for this category, the district must submit a Student End-of-Year Status format in Survey 5 for the student. The format item for each of the categories must be completed accordingly.

The student who has been enrolled in International Baccalaureate course(s) and who scores 4 or higher on the subject examination is eligible to earn an additional 0.24 FTE for each subject area. Multiple values of 0.24 may be recorded for the student, as appropriate, for the element *FTE Earned, International Baccalaureate Score* on the **Student End of Year Status** format. **Records submitted with values that are not multiples of 0.24 will be rejected**.

For students who receive an International Baccalaureate diploma, the value of 0.30 FTE must be recorded for the element *FTE Earned, International Baccalaureate Diploma* on the **Student End of Year Status** format. **Only the value of 0.30 FTE may be recorded for this element; otherwise, the record will be rejected.**

Advanced International Certificate of Education

Districts may earn additional FTE for students who are in Advanced International Certificate of Education courses under special circumstances. These are:

1. When a student scores E or higher on a full-credit subject exam or E or higher on a half-credit subject exam; and

2. When a student receives an Advanced International Certificate of Education diploma.

To report a student for funding for this category, the district must submit a Student End-of-Year Status format in Survey 5 for the student. The format item for each of the categories must be completed accordingly.

The student who has been enrolled in Advanced International Certificate of Education course(s) and who scores E or higher on the subject examination is eligible to earn an additional 0.24 FTE for each full-credit subject area. A value of 0.12 full-time equivalent student membership shall be calculated for each student enrolled in a half-credit Advanced International Certificate of Education course who receives a score of E or higher on a subject examination. Multiple values of 0.12 and 0.24 may be recorded for the students, as appropriate, for the element *FTE Earned, Advanced International Certificate of Education Score* on the **Student End of Year Status** format. **Records submitted with values that are not multiples of 0.12 and 0.24 will be rejected**.

For students who receive an Advanced International Certificate of Education diploma, the value of 0.30 FTE must be recorded for the element *FTE Earned, Advanced International Certificate of Education Diploma* on the **Student End of Year Status** format. **Only the value of 0.30 FTE may be recorded for this element; otherwise, the record will be rejected.**

Dual Enrollment

Section 1011.62(1)(i), Florida Statutes, has been amended to read, "*Each semester of instruction that is eligible for high school and postsecondary credit shall be reported by school districts as 75 membership hours for purposes of FTE calculation."*

As a reminder, Section 1007.271(2), Florida Statutes, states in part that vocational-preparatory instruction, college preparatory instruction, and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program.

Academic Dual Enrollment

For dual enrollment students at either a public or private community college or university for which a district interinstitutional articulation agreement exists per Section 1007.235, Florida Statutes, the procedures below must be followed. **Please note, dual enrollment/early entrance agreements can only be with Florida institutions.**

A student shall not be claimed for funding under this procedure when the student is enrolled in an out-of-state college or university. Students who are dually enrolled at a **public or private community college or university** and who meet all eligibility requirements should be reported as follows:

1. A student course format must be developed for that course for that student;

2. The course number must be from the Statewide Course Numbering System or the number of the course from the eligible nonpublic community college or university;

3. The FEFP Program Number must be 103;

4. The value of *FTE Earned, Course* must be calculated as any other basic course;

5. The school of instruction number must be C901-C928, U970-U980 or P001-P999;

6. Dual Enrollment Indicator must be A;

7. A teacher course record format must be created for the course;

8. The school of instruction is used for FTE reports unless the school of instruction is a postsecondary institution, in which case, the school of enrollment is used.

Vocational Dual Enrollment

Postsecondary vocational instruction is not funded through the Florida Education Finance Program. Districts providing this instruction report all related information through the Workforce Development Information System (WDIS). However, the district of enrollment is funded through the FEFP and reports the FTE in Basic FEFP Program Number 103.

For all types of vocational dual enrollment, the school of instruction is used for FTE reports unless the school of instruction is a postsecondary institution, in which case the school of enrollment is used.

The following discussion provides descriptions of the different vocational dual enrollment instructional settings and provides instructions to the district of enrollment for reporting *FTE Earned, Course* for students **who meet all eligibility requirements**.

A. Postsecondary Vocational Instruction Provided at a Vocational Technical Center Located in Another School District

1. The district of enrollment must create a student course record format with its district number and school number as the one of enrollment and instruction. **Documentation must be maintained to show that the student is a dual enrollment student.** The district of enrollment is the district sending the student for dual enrollment instruction.

2. The **District of Enrollment** must report the value of *FTE Earned, Course* in the Basic FEFP Program Number 103. The Aggregate *FTE Earned, Course* for the student is subject to the 0.5000 limit for the reporting period.

3. The value of *Class Minutes, Weekly* will be the value for that course **as taught in the district of instruction**.

4. Dual Enrollment Indicator must be C.

5. A matching teacher course record format must be created for the Student Course record(s).

Note: The postsecondary vocational dual enrollment instruction is reported in WDIS.

B. Postsecondary Vocational Instruction Provided at a Community College

Students who are dually enrolled in a **community college** for vocational instruction and who meet all eligibility requirements should be reported by the district of enrollment as described in Item A above. However, the school number for the *School Number, Current Instruction/Service* element should be the community college number. Dual Enrollment Indicator must be B or C as appropriate.

C. Postsecondary Vocational Instruction Provided by Community College Personnel on the Campus of a Secondary School

When the postsecondary vocational instruction is provided by community college personnel on the campus of a secondary school, the secondary school reports the dual enrollment courses using FEFP Program Number 103. In addition, report any other courses in which the student is enrolled. In this case, the *School Number, Current Instruction/Service* is that of the secondary school. The aggregate *FTE Earned, Course* for the student is subject to the 0.5000 limit for the reporting period. Dual Enrollment Indicator must be B or C as appropriate. In addition to the course records, matching teacher course record formats must be submitted.

D. Postsecondary Vocational Instruction Provided at a Vocational Technical Center Located in the Same School District

In this case, students are enrolled in and receive instruction at a secondary school and also receive postsecondary vocational instruction at a vocational technical center operated by the same school district. The secondary school must report the dual enrollment (postsecondary vocational) courses with the Basic FEFP Program 103. *School Number, Current Instruction/Service* is that of the secondary school. In addition, the elements *Days/Week*, and *Class Minutes, Weekly* will be the value for that course as taught at the vocational technical center. Dual Enrollment Indicator must be C. Matching teacher course record(s) must be submitted.

Dropout Prevention Programs

The FTE formerly reported in FEFP Program 120, Dropout Prevention, Teenage Parent, including Educational Alternatives Grades 4-8, and FEFP Program 121, Educational Alternatives Grades 9-12, are reported in the appropriate basic FEFP programs 101, 102, and 103. **For districts that maintain Dropout Prevention programs, students in these programs must be reported under the appropriate code on the *Dropout Prevention/Juvenile Justice Programs* data element.**

Preschool children of students enrolled in the Teenage Parent Program, which is authorized in Section 1003.54, Florida Statutes, are reported in FEFP Program Number 101 using the Course Number 5200000 and the Grade Level of PK. However, if the preschool child is also identified as disabled, either FEFP Program Number 111 (K-3 Basic, with ESE Services), 254 (Support Level 4), or 255 (Support Level 5) is used for the exceptional courses.

English for Speakers of Other Languages (ESOL), FEFP Program Number 130

In these programs, student FTE reported for FEFP funding shall comply with Section 1003.56, Florida Statutes, and the instruction shall be provided through courses listed in the current Course Code Directory as English for Speakers of Other Languages, English through ESOL, and basic subject areas of math, science, social studies, and computer literacy. All students who are reported as Limited English Proficient (LEP) and under the ESOL FEFP Program Number must be receiving instruction by appropriately qualified staff that use ESOL and/or heritage language strategies.

If the FEFP Program Number equals 130, then the LEP, PK-12 code must equal LY or LP. Records not meeting this criteria will be nulled during the state processing period.

FTE Calculation and Reporting for Students in Department of Juvenile Justice Educational Programs

Section 1003.01 (11)(a), Florida Statutes describes the school year for Department of Juvenile Justice (DJJ) Programs as follows: "Programs or schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, for a school year comprised of 250 days of instruction distributed over 12 months. At the request of the provider, a district school board may decrease the minimum number of days of instruction by up to 10 days for teacher planning for residential programs and up to 20 days for teacher planning for nonresidential programs, subject to the approval of the Department of Juvenile Justice and the Department of Education." DJJ programs are not considered “extended school year” programs.

The following requirements are in effect:

1. FTE count periods shall be the same for DJJ programs as for other public school programs;

2. The calculation of FTE for students in DJJ programs shall be limited to 25 hours per week;

3. The school year shall be comprised of 250 days of instruction, with no more than 10 of these days used for teacher planning in residential and 20 days in nonresidential programs; and

4. Students participating in GED preparation programs shall be funded at the basic program cost factor.

DJJ FTE will be calculated just as all other FTE is calculated based on scheduled instructional days. The FTE is reported under the appropriate FEFP program (i.e., basic, career, ESE, or ESOL).

For DJJ facilities, we recommend FTE reporting according to the following schedule unless your conditions in your district require that you report differently:

July (Survey 1)	Report up to 35 instructional days
Oct. (Survey 2)	Report next 90 instructional days
Feb. (Survey 3)	Report next 90 instructional days
June (Survey 4)	Report up to 35 instructional days

A school district may not report more than 250 days of instruction for DJJ students.

Definition of Department of Children and Families/Department of Juvenile Justice Clients

As required by Section 1011.62(1)(d)3.a., Florida Statutes, a district's enrollment ceiling for group 2 shall be the sum of the weighted enrollment ceilings for each program in the group, plus the increase in weighted full-time equivalent student membership from the prior year for clients of the Department of Children and Families (DCF) and the Department of Juvenile Justice (DJJ). To calculate the increase in weighted full-time equivalent student membership from the prior year for DCF and DJJ clients, the students reported under the code of "A" or "C," as described below, for the data element *Student Characteristic, Agency Programs*, are included.

CODE - DEFINITION

A - The student is a client of Department of Children and Families, is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district.

This definition was designed to include students with disabilities who were placed in residential facilities by DCF [(e.g, a

Developmental Services, Intermediate Care Facility (ICF-R)]. It does not include students who are in foster care placements.

C - The student is enrolled in a Department of Juvenile Justice facility/program and receives educational services from the local school district.

This definition was designed to include the Department of Juvenile Justice or a private, public, or other governmental organization under contract with the Department of Juvenile Justice that provides treatment, care, and custody or educational programs for youth in juvenile justice intervention detention or commitment programs. This definition encompasses programs such as Pace and AMI. Please note that in many DJJ facilities there may be more than one educational program that generates weighted FTE (e.g., ESE, basic, ESOL, or Career).

Reporting Nonpublic School or Home Education Students for FTE Funding

Nonpublic school or home education students who receive instruction in the public school district must be reported in the following manner on the DOE Information Database to assure accuracy for the various reports.

For all nonpublic school students in grades PK-12, **the district must create all appropriate formats and the school number code for School Number Current Enrollment must be N999 for the nonpublic school student and N998 for the home education student.** The district of enrollment and the district of instruction will be reported as the actual number of the district providing the service.

Reporting "Additional School Year" Students

Students who complete the minimum number of credits and other requirements but are unable to meet the state graduation test score requirement, required grade point average, or other district school board requirements for graduation may be awarded a certificate of completion or may elect to remain in the secondary school as either a full-time student or a part-time student for up to one additional year and receive special instruction designed to remedy his or her identified deficiencies. This special instruction may be reported for FTE funding. In addition, exceptional education students may be eligible for additional years of school under Free and Appropriate Public Education (FAPE).

Reporting Hospital/Homebound Students

Hospital/homebound students, whose schedule specifies the number of minutes per week that hospital/homebound services will be provided at

home or a hospital, should be reported during survey week like other students. If the student is scheduled to receive services, and the teacher visits the child during survey week or one of the six days preceding survey week, the student's scheduled time should be reported. It is incumbent on the district to keep proper documentation to verify that the schedule for the delivery of services to the hospital/homebound student is regularly followed.

In some cases, a student may be served in both a hospital or home setting for some of the time and at a school-based setting at other times. Students who are alternately assigned to the hospital/homebound program and to the school-based program are reported for FTE based on their enrollment during the survey week, which may be in either program or in both. In these cases, the student will be reported as hospital/homebound during survey week for the amount of time served on a one-to-one basis at home or hospital and in the appropriate program for any time the student is in attendance at the school site during that week.

Local Record-Keeping Procedures

Requirements

Each district must establish the following local record-keeping procedures pursuant to Rules 6A-1.04513 and 6A-1.0453, FAC.

A. As of the "date certain" for the FTE membership survey (Survey Periods 1-4), the December 1 Child Count (Survey Period 9), and End-of-Year (Survey Period 5), the district shall create a master file containing all automated student records that will be used in submitting the automated student record formats required for the survey period by the Department of Education. The master file may be stored in either local or state format.

B. The district must use the following guidelines for maintaining the master file and for applying subsequent changes to student records after the State Records Processing Cycle:

1. All changes made to student records during the State Records Processing Cycle shall be applied to the district's ongoing system as appropriate. No separate record of transactions during the State Records Processing Cycle is required unless district policy requires the maintenance of the transaction file;

2. The master file can be maintained in a static state once created on the "date certain" or changes recorded in the transaction file can be overlaid on the master file;

3. Amendments submitted to the Department after the close of the State Records Processing Cycle must be maintained in a separate transaction file **by date of submission**; and

4. The district master file should be capable of replicating the district records as they existed in the state database at the close of the State Records Processing Cycle. Applications of the amendments as submitted against the district master file plus unchanged records on the district master file must replicate the records used in funding and other reporting after the close of the survey period.

C. After the close of Survey Periods 1-4 State Records Processing Cycle and after all subsequent amendments to each survey period, the district

superintendent must submit a letter to the Department of Educaton stating the total unweighted FTE reported by the district and certifying that the district files and state record formats submitted by the district are accurate and complete.

D. The school district will not be required to produce and maintain ESE 134, FTE-1 Survey forms, or other hard copy output of the above records at the school or district level, provided that district's automated files are readily accessible for state auditing or monitoring activities for **three years, or until applicable audits have been completed, whichever is longer.**

E. Appropriate internal procedures must be instituted by the district to ensure that accurate and complete automated records have been submitted by the district for the survey period and that the district automated system and other supporting documentation are sufficient to verify that statutory requirements for state reporting and local record-keeping have been met.

F. Verification of records must be easily accomplished. For example, bell schedules, Individual Education Plans, Matrix of Services forms, student schedules, and similar documentation must be maintained for audit purposes. Attendance documents must also be maintained in accordance with the requirements of the Automated Student Attendance Record-Keeping System.

G. Schedules, as well as entry and withdrawal records, must be maintained for students for whom funding under the Hospital/Homebound exceptional student education program is requested.

H. For OJT and Co-op Programs, student class schedules or time cards, appropriately dated, must be kept.

I. Using the Automated Student Attendance Record-Keeping System, the district must verify that the student has been in attendance at least one of the days of the survey week or one of the six scheduled days preceding the survey week in which the school was in session.

J. Continuous progress educational programs must be addressed in the district's Pupil Progression Plan. Appropriate documentation demonstrating a student's progress level should be available for audit purposes.

APPENDIX A
FEFP MEMBERSHIP MINUTES PER WEEK
AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
1	.0004	61	.0204	121	.0404	181	.0604	241	.0804
2	.0007	62	.0207	122	.0407	182	.0607	242	.0807
3	.0010	63	.0210	123	.0410	183	.0610	243	.0810
4	.0014	64	.0214	124	.0414	184	.0614	244	.0814
5	.0017	65	.0217	125	.0417	185	.0617	245	.0817
6	.0020	66	.0220	126	.0420	186	.0620	246	.0820
7	.0024	67	.0224	127	.0424	187	.0624	247	.0824
8	.0027	68	.0227	128	.0427	188	.0627	248	.0827
9	.0030	69	.0230	129	.0430	189	.0630	249	.0830
10	.0034	70	.0234	130	.0434	190	.0634	250	.0834
11	.0037	71	.0237	131	.0437	191	.0637	251	.0837
12	.0040	72	.0240	132	.0440	192	.0640	252	.0840
13	.0044	73	.0244	133	.0444	193	.0644	253	.0844
14	.0047	74	.0247	134	.0447	194	.0647	254	.0847
15	.0050	75	.0250	135	.0450	195	.0650	255	.0850
16	.0054	76	.0254	136	.0454	196	.0654	256	.0854
17	.0057	77	.0257	137	.0457	197	.0657	257	.0857
18	.0060	78	.0260	138	.0460	198	.0660	258	.0860
19	.0064	79	.0264	139	.0464	199	.0664	259	.0864
20	.0067	80	.0267	140	.0467	200	.0667	260	.0867
21	.0070	81	.0270	141	.0470	201	.0670	261	.0870
22	.0074	82	.0274	142	.0474	202	.0674	262	.0874
23	.0077	83	.0277	143	.0477	203	.0677	263	.0877
24	.0080	84	.0280	144	.0480	204	.0680	264	.0880
25	.0084	85	.0284	145	.0484	205	.0684	265	.0884
26	.0087	86	.0287	146	.0487	206	.0687	266	.0887
27	.0090	87	.0290	147	.0490	207	.0690	267	.0890
28	.0094	88	.0294	148	.0494	208	.0694	268	.0894
29	.0097	89	.0297	149	.0497	209	.0697	269	.0897
30	.0100	90	.0300	150	.0500	210	.0700	270	.0900
31	.0104	91	.0304	151	.0504	211	.0704	271	.0904
32	.0107	92	.0307	152	.0507	212	.0707	272	.0907
33	.0110	93	.0310	153	.0510	213	.0710	273	.0910
34	.0114	94	.0314	154	.0514	214	.0714	274	.0914
35	.0117	95	.0317	155	.0517	215	.0717	275	.0917
36	.0120	96	.0320	156	.0520	216	.0720	276	.0920
37	.0124	97	.0324	157	.0524	217	.0724	277	.0924
38	.0127	98	.0327	158	.0527	218	.0727	278	.0927
39	.0130	99	.0330	159	.0530	219	.0730	279	.0930
40	.0134	100	.0334	160	.0534	220	.0734	280	.0934
41	.0137	101	.0337	161	.0537	221	.0737	281	.0937
42	.0140	102	.0340	162	.0540	222	.0740	282	.0940
43	.0144	103	.0344	163	.0544	223	.0744	283	.0944
44	.0147	104	.0347	164	.0547	224	.0747	284	.0947
45	.0150	105	.0350	165	.0550	225	.0750	285	.0950
46	.0154	106	.0354	166	.0554	226	.0754	286	.0954
47	.0157	107	.0357	167	.0557	227	.0757	287	.0957
48	.0160	108	.0360	168	.0560	228	.0760	288	.0960
49	.0164	109	.0364	169	.0564	229	.0764	289	.0964
50	.0167	110	.0367	170	.0567	230	.0767	290	.0967
51	.0170	111	.0370	171	.0570	231	.0770	291	.0970
52	.0174	112	.0374	172	.0574	232	.0774	292	.0974
53	.0177	113	.0377	173	.0577	233	.0777	293	.0977
54	.0180	114	.0380	174	.0580	234	.0780	294	.0980
55	.0184	115	.0384	175	.0584	235	.0784	295	.0984
56	.0187	116	.0387	176	.0587	236	.0787	296	.0987
57	.0190	117	.0390	177	.0590	237	.0790	297	.0990
58	.0194	118	.0394	178	.0594	238	.0794	298	.0994
59	.0197	119	.0397	179	.0597	239	.0797	299	.0997
60	.0200	120	.0400	180	.0600	240	.0800	300	.1000

APPENDIX A (CONTINUED)
FEFP MEMBERSHIP MINUTES PER WEEK
AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
301	.1004	361	.1204	421	.1404	481	.1604	541	.1804
302	.1007	362	.1207	422	.1407	482	.1607	542	.1807
303	.1010	363	.1210	423	.1410	483	.1610	543	.1810
304	.1014	364	.1214	424	.1414	484	.1614	544	.1814
305	.1017	365	.1217	425	.1417	485	.1617	545	.1817
306	.1020	366	.1220	426	.1420	486	.1620	546	.1821
307	.1024	367	.1224	427	.1424	487	.1624	547	.1824
308	.1027	368	.1227	428	.1427	488	.1627	548	.1827
309	.1030	369	.1230	429	.1430	489	.1630	549	.1831
310	.1034	370	.1234	430	.1434	490	.1634	550	.1834
311	.1037	371	.1237	431	.1437	491	.1637	551	.1837
312	.1040	372	.1240	432	.1440	492	.1640	552	.1841
313	.1044	373	.1244	433	.1444	493	.1644	553	.1844
314	.1047	374	.1247	434	.1447	494	.1647	554	.1847
315	.1050	375	.1250	435	.1450	495	.1650	555	.1851
316	.1054	376	.1254	436	.1454	496	.1654	556	.1854
317	.1057	377	.1257	437	.1457	497	.1657	557	.1857
318	.1060	378	.1260	438	.1460	498	.1660	558	.1861
319	.1064	379	.1264	439	.1464	499	.1664	559	.1864
320	.1067	380	.1267	440	.1467	500	.1667	560	.1867
321	.1070	381	.1270	441	.1470	501	.1670	561	.1871
322	.1074	382	.1274	442	.1474	502	.1674	562	.1874
323	.1077	383	.1277	443	.1477	503	.1677	563	.1877
324	.1080	384	.1280	444	.1480	504	.1680	564	.1881
325	.1084	385	.1284	445	.1484	505	.1684	565	.1884
326	.1087	386	.1287	446	.1487	506	.1687	566	.1887
327	.1090	387	.1290	447	.1490	507	.1690	567	.1891
328	.1094	388	.1294	448	.1494	508	.1694	568	.1894
329	.1097	389	.1297	449	.1497	509	.1697	569	.1897
330	.1100	390	.1300	450	.1500	510	.1700	570	.1901
331	.1104	391	.1304	451	.1504	511	.1704	571	.1904
332	.1107	392	.1307	452	.1507	512	.1707	572	.1907
333	.1110	393	.1310	453	.1510	513	.1710	573	.1911
334	.1114	394	.1314	454	.1514	514	.1714	574	.1914
335	.1117	395	.1317	455	.1517	515	.1717	575	.1917
336	.1120	396	.1320	456	.1520	516	.1720	576	.1921
337	.1124	397	.1324	457	.1524	517	.1724	577	.1924
338	.1127	398	.1327	458	.1527	518	.1727	578	.1927
339	.1130	399	.1330	459	.1530	519	.1730	579	.1931
340	.1134	400	.1334	460	.1534	520	.1734	580	.1934
341	.1137	401	.1337	461	.1537	521	.1737	581	.1937
342	.1140	402	.1340	462	.1540	522	.1740	582	.1941
343	.1144	403	.1344	463	.1544	523	.1744	583	.1944
344	.1147	404	.1347	464	.1547	524	.1747	584	.1947
345	.1150	405	.1350	465	.1550	525	.1750	585	.1951
346	.1154	406	.1354	466	.1554	526	.1754	586	.1954
347	.1157	407	.1357	467	.1557	527	.1757	587	.1957
348	.1160	408	.1360	468	.1560	528	.1760	588	.1961
349	.1164	409	.1364	469	.1564	529	.1764	589	.1964
350	.1167	410	.1367	470	.1567	530	.1767	590	.1967
351	.1170	411	.1370	471	.1570	531	.1770	591	.1971
352	.1174	412	.1374	472	.1574	532	.1774	592	.1974
353	.1177	413	.1377	473	.1577	533	.1777	593	.1977
354	.1180	414	.1380	474	.1580	534	.1780	594	.1981
355	.1184	415	.1384	475	.1584	535	.1784	595	.1984
356	.1187	416	.1387	476	.1587	536	.1787	596	.1987
357	.1190	417	.1390	477	.1590	537	.1790	597	.1991
358	.1194	418	.1394	478	.1594	538	.1794	598	.1994
359	.1197	419	.1397	479	.1597	539	.1797	599	.1997
360	.1200	420	.1400	480	.1600	540	.1800	600	.2000

APPENDIX A (CONTINUED)
FEFP MEMBERSHIP MINUTES PER WEEK
AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
601	.2004	661	.2204	721	.2404	781	.2604	841	.2804
602	.2007	662	.2207	722	.2407	782	.2607	842	.2807
603	.2010	663	.2210	723	.2410	783	.2610	843	.2810
604	.2014	664	.2214	724	.2414	784	.2614	844	.2814
605	.2017	665	.2217	725	.2417	785	.2617	845	.2817
606	.2020	666	.2220	726	.2420	786	.2620	846	.2820
607	.2024	667	.2224	727	.2424	787	.2624	847	.2824
608	.2027	668	.2227	728	.2427	788	.2627	848	.2827
609	.2030	669	.2230	729	.2430	789	.2630	849	.2830
610	.2034	670	.2234	730	.2434	790	.2634	850	.2834
611	.2037	671	.2237	731	.2437	791	.2637	851	.2837
612	.2040	672	.2240	732	.2440	792	.2640	852	.2840
613	.2044	673	.2244	733	.2444	793	.2644	853	.2844
614	.2047	674	.2247	734	.2447	794	.2647	854	.2847
615	.2050	675	.2250	735	.2450	795	.2650	855	.2850
616	.2054	676	.2254	736	.2454	796	.2654	856	.2854
617	.2057	677	.2257	737	.2457	797	.2657	857	.2857
618	.2060	678	.2260	738	.2460	798	.2660	858	.2860
619	.2064	679	.2264	739	.2464	799	.2664	859	.2864
620	.2067	680	.2267	740	.2467	800	.2667	860	.2867
621	.2070	681	.2270	741	.2470	801	.2670	861	.2870
622	.2074	682	.2274	742	.2474	802	.2674	862	.2874
623	.2077	683	.2277	743	.2477	803	.2677	863	.2877
624	.2080	684	.2280	744	.2480	804	.2680	864	.2880
625	.2084	685	.2284	745	.2484	805	.2684	865	.2884
626	.2087	686	.2287	746	.2487	806	.2687	866	.2887
627	.2090	687	.2290	747	.2490	807	.2690	867	.2890
628	.2094	688	.2294	748	.2494	808	.2694	868	.2894
629	.2097	689	.2297	749	.2497	809	.2697	869	.2897
630	.2100	690	.2300	750	.2500	810	.2700	870	.2900
631	.2104	691	.2304	751	.2504	811	.2704	871	.2904
632	.2107	692	.2307	752	.2507	812	.2707	872	.2907
633	.2110	693	.2310	753	.2510	813	.2710	873	.2910
634	.2114	694	.2314	754	.2514	814	.2714	874	.2914
635	.2117	695	.2317	755	.2517	815	.2717	875	.2917
636	.2120	696	.2320	756	.2520	816	.2720	876	.2920
637	.2124	697	.2324	757	.2524	817	.2724	877	.2924
638	.2127	698	.2327	758	.2527	818	.2727	878	.2927
639	.2130	699	.2330	759	.2530	819	.2730	879	.2930
640	.2134	700	.2334	760	.2534	820	.2734	880	.2934
641	.2137	701	.2337	761	.2537	821	.2737	881	.2937
642	.2140	702	.2340	762	.2540	822	.2740	882	.2940
643	.2144	703	.2344	763	.2544	823	.2744	883	.2944
644	.2147	704	.2347	764	.2547	824	.2747	884	.2947
645	.2150	705	.2350	765	.2550	825	.2750	885	.2950
646	.2154	706	.2354	766	.2554	826	.2754	886	.2954
647	.2157	707	.2357	767	.2557	827	.2757	887	.2957
648	.2160	708	.2360	768	.2560	828	.2760	888	.2960
649	.2164	709	.2364	769	.2564	829	.2764	889	.2964
650	.2167	710	.2367	770	.2567	830	.2767	890	.2967
651	.2170	711	.2370	771	.2570	831	.2770	891	.2970
652	.2174	712	.2374	772	.2574	832	.2774	892	.2974
653	.2177	713	.2377	773	.2577	833	.2777	893	.2977
654	.2180	714	.2380	774	.2580	834	.2780	894	.2980
655	.2184	715	.2384	775	.2584	835	.2784	895	.2984
656	.2187	716	.2387	776	.2587	836	.2787	896	.2987
657	.2190	717	.2390	777	.2590	837	.2790	897	.2990
658	.2194	718	.2394	778	.2594	838	.2794	898	.2994
659	.2197	719	.2397	779	.2597	839	.2797	899	.2997
660	.2200	720	.2400	780	.2600	840	.2800	900	.3000

APPENDIX A (CONTINUED)
FEFP MEMBERSHIP MINUTES PER WEEK
AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
901	.3004	961	.3204	1021	.3404	1081	.3604	1141	.3804
902	.3007	962	.3207	1022	.3407	1082	.3607	1142	.3807
903	.3010	963	.3210	1023	.3410	1083	.3610	1143	.3810
904	.3014	964	.3214	1024	.3414	1084	.3614	1144	.3814
905	.3017	965	.3217	1025	.3417	1085	.3617	1145	.3817
906	.3020	966	.3220	1026	.3420	1086	.3620	1146	.3820
907	.3024	967	.3224	1027	.3424	1087	.3624	1147	.3824
908	.3027	968	.3227	1028	.3427	1088	.3627	1148	.3827
909	.3030	969	.3230	1029	.3430	1089	.3630	1149	.3830
910	.3034	970	.3234	1030	.3434	1090	.3634	1150	.3834
911	.3037	971	.3237	1031	.3437	1091	.3637	1151	.3837
912	.3040	972	.3240	1032	.3440	1092	.3640	1152	.3840
913	.3044	973	.3244	1033	.3444	1093	.3644	1153	.3844
914	.3047	974	.3247	1034	.3447	1094	.3647	1154	.3847
915	.3050	975	.3250	1035	.3450	1095	.3650	1155	.3850
916	.3054	976	.3254	1036	.3454	1096	.3654	1156	.3854
917	.3057	977	.3257	1037	.3457	1097	.3657	1157	.3857
918	.3060	978	.3260	1038	.3460	1098	.3660	1158	.3860
919	.3064	979	.3264	1039	.3464	1099	.3664	1159	.3864
920	.3067	980	.3267	1040	.3467	1100	.3667	1160	.3867
921	.3070	981	.3270	1041	.3470	1101	.3670	1161	.3870
922	.3074	982	.3274	1042	.3474	1102	.3674	1162	.3874
923	.3077	983	.3277	1043	.3477	1103	.3677	1163	.3877
924	.3080	984	.3280	1044	.3480	1104	.3680	1164	.3880
925	.3084	985	.3284	1045	.3484	1105	.3684	1165	.3884
926	.3087	986	.3287	1046	.3487	1106	.3687	1166	.3887
927	.3090	987	.3290	1047	.3490	1107	.3690	1167	.3890
928	.3094	988	.3294	1048	.3494	1108	.3694	1168	.3894
929	.3097	989	.3297	1049	.3497	1109	.3697	1169	.3897
930	.3100	990	.3300	1050	.3500	1110	.3700	1170	.3900
931	.3104	991	.3304	1051	.3504	1111	.3704	1171	.3904
932	.3107	992	.3307	1052	.3507	1112	.3707	1172	.3907
933	.3110	993	.3310	1053	.3510	1113	.3710	1173	.3910
934	.3114	994	.3314	1054	.3514	1114	.3714	1174	.3914
935	.3117	995	.3317	1055	.3517	1115	.3717	1175	.3917
936	.3120	996	.3320	1056	.3520	1116	.3720	1176	.3920
937	.3124	997	.3324	1057	.3524	1117	.3724	1177	.3924
938	.3127	998	.3327	1058	.3527	1118	.3727	1178	.3927
939	.3130	999	.3330	1059	.3530	1119	.3730	1179	.3930
940	.3134	1000	.3334	1060	.3534	1120	.3734	1180	.3934
941	.3137	1001	.3337	1061	.3537	1121	.3737	1181	.3937
942	.3140	1002	.3340	1062	.3540	1122	.3740	1182	.3940
943	.3144	1003	.3344	1063	.3544	1123	.3744	1183	.3944
944	.3147	1004	.3347	1064	.3547	1124	.3747	1184	.3947
945	.3150	1005	.3350	1065	.3550	1125	.3750	1185	.3950
946	.3154	1006	.3354	1066	.3554	1126	.3754	1186	.3954
947	.3157	1007	.3357	1067	.3557	1127	.3757	1187	.3957
948	.3160	1008	.3360	1068	.3560	1128	.3760	1188	.3960
949	.3164	1009	.3364	1069	.3564	1129	.3764	1189	.3964
950	.3167	1010	.3367	1070	.3567	1130	.3767	1190	.3967
951	.3170	1011	.3370	1071	.3570	1131	.3770	1191	.3970
952	.3174	1012	.3374	1072	.3574	1132	.3774	1192	.3974
953	.3177	1013	.3377	1073	.3577	1133	.3777	1193	.3977
954	.3180	1014	.3380	1074	.3580	1134	.3780	1194	.3980
955	.3184	1015	.3384	1075	.3584	1135	.3784	1195	.3984
956	.3187	1016	.3387	1076	.3587	1136	.3787	1196	.3987
957	.3190	1017	.3390	1077	.3590	1137	.3790	1197	.3990
958	.3194	1018	.3394	1078	.3594	1138	.3794	1198	.3994
959	.3197	1019	.3397	1079	.3597	1139	.3797	1199	.3997
960	.3200	1020	.3400	1080	.3600	1140	.3800	1200	.4000

APPENDIX A (CONTINUED)
FEFP MEMBERSHIP MINUTES PER WEEK
AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
1201	.4004	1261	.4204	1321	.4404	1381	.4604	1441	.4804
1202	.4007	1262	.4207	1322	.4407	1382	.4607	1442	.4807
1203	.4010	1263	.4210	1323	.4410	1383	.4610	1443	.4810
1204	.4014	1264	.4214	1324	.4414	1384	.4614	1444	.4814
1205	.4017	1265	.4217	1325	.4417	1385	.4617	1445	.4817
1206	.4020	1266	.4220	1326	.4420	1386	.4620	1446	.4820
1207	.4024	1267	.4224	1327	.4424	1387	.4624	1447	.4824
1208	.4027	1268	.4227	1328	.4427	1388	.4627	1448	.4827
1209	.4030	1269	.4230	1329	.4430	1389	.4630	1449	.4830
1210	.4034	1270	.4234	1330	.4434	1390	.4634	1450	.4834
1211	.4037	1271	.4237	1331	.4437	1391	.4637	1451	.4837
1212	.4040	1272	.4240	1332	.4440	1392	.4640	1452	.4840
1213	.4044	1273	.4244	1333	.4444	1393	.4644	1453	.4844
1214	.4047	1274	.4247	1334	.4447	1394	.4647	1454	.4847
1215	.4050	1275	.4250	1335	.4450	1395	.4650	1455	.4850
1216	.4054	1276	.4254	1336	.4454	1396	.4654	1456	.4854
1217	.4057	1277	.4257	1337	.4457	1397	.4657	1457	.4857
1218	.4060	1278	.4260	1338	.4460	1398	.4660	1458	.4860
1219	.4064	1279	.4264	1339	.4464	1399	.4664	1459	.4864
1220	.4067	1280	.4267	1340	.4467	1400	.4667	1460	.4867
1221	.4070	1281	.4270	1341	.4470	1401	.4670	1461	.4870
1222	.4074	1282	.4274	1342	.4474	1402	.4674	1462	.4874
1223	.4077	1283	.4277	1343	.4477	1403	.4677	1463	.4877
1224	.4080	1284	.4280	1344	.4480	1404	.4680	1464	.4880
1225	.4084	1285	.4284	1345	.4484	1405	.4684	1465	.4884
1226	.4087	1286	.4287	1346	.4487	1406	.4687	1466	.4887
1227	.4090	1287	.4290	1347	.4490	1407	.4690	1467	.4890
1228	.4094	1288	.4294	1348	.4494	1408	.4694	1468	.4894
1229	.4097	1289	.4297	1349	.4497	1409	.4697	1469	.4897
1230	.4100	1290	.4300	1350	.4500	1410	.4700	1470	.4900
1231	.4104	1291	.4304	1351	.4504	1411	.4704	1471	.4904
1232	.4107	1292	.4307	1352	.4507	1412	.4707	1472	.4907
1233	.4110	1293	.4310	1353	.4510	1413	.4710	1473	.4910
1234	.4114	1294	.4314	1354	.4514	1414	.4714	1474	.4914
1235	.4117	1295	.4317	1355	.4517	1415	.4717	1475	.4917
1236	.4120	1296	.4320	1356	.4520	1416	.4720	1476	.4920
1237	.4124	1297	.4324	1357	.4524	1417	.4724	1477	.4924
1238	.4127	1298	.4327	1358	.4527	1418	.4727	1478	.4927
1239	.4130	1299	.4330	1359	.4530	1419	.4730	1479	.4930
1240	.4134	1300	.4334	1360	.4534	1420	.4734	1480	.4934
1241	.4137	1301	.4337	1361	.4537	1421	.4737	1481	.4937
1242	.4140	1302	.4340	1362	.4540	1422	.4740	1482	.4940
1243	.4144	1303	.4344	1363	.4544	1423	.4744	1483	.4944
1244	.4147	1304	.4347	1364	.4547	1424	.4747	1484	.4947
1245	.4150	1305	.4350	1365	.4550	1425	.4750	1485	.4950
1246	.4154	1306	.4354	1366	.4554	1426	.4754	1486	.4954
1247	.4157	1307	.4357	1367	.4557	1427	.4757	1487	.4957
1248	.4160	1308	.4360	1368	.4560	1428	.4760	1488	.4960
1249	.4164	1309	.4364	1369	.4564	1429	.4764	1489	.4964
1250	.4167	1310	.4367	1370	.4567	1430	.4767	1490	.4967
1251	.4170	1311	.4370	1371	.4570	1431	.4770	1491	.4970
1252	.4174	1312	.4374	1372	.4574	1432	.4774	1492	.4974
1253	.4177	1313	.4377	1373	.4577	1433	.4777	1493	.4977
1254	.4180	1314	.4380	1374	.4580	1434	.4780	1494	.4980
1255	.4184	1315	.4384	1375	.4584	1435	.4784	1495	.4984
1256	.4187	1316	.4387	1376	.4587	1436	.4787	1496	.4987
1257	.4190	1317	.4390	1377	.4590	1437	.4790	1497	.4990
1258	.4194	1318	.4394	1378	.4594	1438	.4794	1498	.4994
1259	.4197	1319	.4397	1379	.4597	1439	.4797	1499	.4997
1260	.4200	1320	.4400	1380	.4600	1440	.4800	1500	.5000

APPENDIX B
SAMPLE K-12 SHORT COURSE REPORTING

Student A

	Survey 1 July Survey Before Regular Term	**Survey 2 October Survey Regular Term 1st 90 Days**		**Survey 3 February Survey Regular Term 2nd 90 Days**		***Survey 4 June Survey After Regular Term***
	Day 1	**Day 30**	**Day 60**	**Day 90**	**Day 120**	**Day 150**	**Day 180**
		Trimester I		**Trimester II**		**Trimester III**	
1 2		East & West Heritage 2100370		Drivers Ed 1900310	Dual Sports 1502410	Photography 0108310	Computer App 0200310
3 4		English II 1001340		Algebra II 1200330		Biology I 2000310	
5		Latin II 0706310			Latin II 0706310		
6		Journalism II 1006310			Journalism II 1006310		

Reported in Survey 2:

Courses	Days in Term
E & W Heritage	60 days
English II	60 days
Latin II	90 days
Journalism II	90 days
Drivers Ed	30 days
Algebra II	30 days

East & West Heritage, English II, and Drivers Ed are scheduled to be completed in the first 90 days and are reported with the scheduled days in term. Latin II and Journalism are year-long courses and are reported for the first 90 days. Algebra II spans the two survey periods and is reported for the days scheduled in the first 90-day period.

Reported in Survey 3:

Courses	Days in Term
Dual Sports	30 days
Algebra II	30 days
Latin II	90 days
Journalism II	90 days
Photography	30 days
Computer Applications	30 days
Biology I	60 days

Dual Sports, Photography, Computer Applications, and Biology I are scheduled to be completed in the second 90-day period and are reported with scheduled days in term. Latin II and Journalism II are reported for the full 90 days. Algebra II is reported for the days scheduled in the second 90-day period.

APPENDIX C

Program Numbers, 2005-06 Fiscal Year

For 2005-06, the programs and numbers listed below will be used for reporting FTE and for program cost reporting.

Program/Category	Program Numbers To Be Used for Reporting on the Student Course Format and Cost Reporting
BASIC PROGRAMS	
K-3 Basic *	101
4-8 Basic	102
9-12 Basic	103
K-3 Basic, with ESE Services **	111
4-8 Basic, with ESE Services	112
9-12 Basic, with ESE Services	113
EXCEPTIONAL STUDENT EDUCATION	
Support Level 4	254
Support Level 5	255
ESOL	
ESOL	130
Career Education 9-12	
Career Education 9-12	300

* Include Prekindergarten Students in Teen Parent Program (not ESE).

** Include Prekindergarten Exceptional Students if not Level 4 or Level 5.

APPENDIX D

DOE Student Database Reporting Requirements (October and February, Surveys 2 and 3) for Students Participating in the Opportunity Scholarship Program or the John M. McKay Scholarships for Students with Disabilities Program

School District Responsibility

- Maintain and report student demographic data.

- Report all students attending private schools in the Opportunity Scholarship Program or the John M. McKay Scholarship Program from lists provided by the Department of Education.

Record Formats for Students Participating in <u>The Opportunity Scholarship Program</u>

Two record formats, Student Demographic Information and Student Course Schedule, are required for reporting all Opportunity Scholarship Program students to the DOE Information Student Database. Additional record formats are required when disabled students receive services from the public school district.

The following shows information on data elements to be reported. School Number 3818 is to be used by all school districts to report "School Number, Current Enrollment" for students participating in the Opportunity Scholarship Program. <u>The "School Number, Current Instruction" is the private school number, except for instruction provided by the school district</u>. The additional data elements that are not listed on the record are to be reported as appropriate.

Key Elements to Remember

⇒ Enter 0.5 FTE for each student in Survey 2 and again in Survey 3 unless you are instructed otherwise on the notification list from the Department of Education**.**

⇒ If a student appearing on the DOE supplied list is in a public school in your district during survey week, report that student as you would any public school student in your district with the appropriate corresponding records and school numbers.

⇒ The Department of Education supplied list will verify which students have had payments made on their behalf at any time during the period. In order for your district to receive the correct funding, you must be sure that all students

on the list have been reported either in school 3818 or in the appropriate school in your district**.**

⇒ No student may be reported for more than 0.5 FTE in any survey.

- **Student Demographic Information**

District Number, Current Enrollment	Use reporting district number.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use school number 3818.

- **Student Course Schedule**

School Number, Current Enrollment	Use school number 3818.
School Number, Current Instruction	Use private school number, unless record is being reported for service provided by the public school district. Then, the number is to be the regular school number for the district.
Course Number	Use Opportunity Scholarship Course Number, 1111111, unless instruction in the public school district is being reported. Then, the Course Number should be the appropriate Course Code Directory number.
FEFP Program Number	Use 101-103 for basic, 111-113 for basic with ESE services, 254-255 for ESE, 130 for ESOL, and 300 for vocational.

Only one student course record needs to be submitted for a student in one of the following situations:

- The student being reported is receiving basic, and ESOL instruction at the private school. In this case, only one course record with Course Number 1111111 should be reported with FEFP Program 130. When the student enters the program, the school district will provide information regarding the number of years that a student has already participated in the ESOL program. This information will be used to calculate the six-year maximum for ESOL funding.

- The student being reported is receiving basic, ESOL, and vocational instruction at the private school. In this case, one record should be reported with Course Number 1111111 and FEFP Program Number 130.

More than one student course record needs to be submitted for a student in the following situations:

- The student being reported is receiving instruction from both the private school and the public school district. In this case, a combination of records that reflects instruction from the private school (Course Number 1111111) and the actual Course Code Directory numbers for the instruction from the public school should be reported.

- The student being reported is receiving basic and vocational instruction at the private school. In this case, one record with Course Number 1111111 should be reported with FEFP Program Number 103 and another record with course number 1111111 should be reported with FEFP Program Number 300.

- **Teacher Course**

Teacher Course records should be submitted only if students are being instructed by both the private school and the public school district. Only those courses reported for instruction from the public school district are required to have a Teacher Course record to match the Student Course Schedule record.

- **Exceptional Student and Exceptional Student Program**

Exceptional Student and Exceptional Student Program records should be submitted for disabled students who are provided services by the public school district. These formats are not required for Surveys 2 and 3 when the services are provided by the private school.

Record Formats for Students Participating in <u>The John M. McKay</u> <u>Scholarships for Students with Disabilities Program</u>

Two record formats, Student Demographic Information and Student Course Schedule, are required for reporting to the DOE Information Student Database. Only one record of each type is required.

The following shows information on certain data elements to be reported. School Number 3518 should be used by all districts to report "School Number, Current Enrollment" for students participating in the John M. McKay Scholarships for Students with Disabilities Program. <u>The "School Number, Current Instruction" is always the private school number</u>. Additional data elements that are not listed on the record should be reported as appropriate.

Key Elements to Remember

⇒ Enter 0.5 FTE for each student in Survey 2 and again in Survey 3 unless you are instructed otherwise on the notification list from the Department of Education**.**

⇒ If a student appearing on the Department of Education supplied list is in a public school in your district during survey week, report that student as you would any public school student in your district with the appropriate corresponding records and school numbers.

⇒ The Department of Education supplied list will verify which students have had payments made on their behalf at any time during the period. For your district to receive the correct funding, you must be sure that all students on the list have been reported either in school 3518 or in the appropriate school in your district**.**

⇒ McKay Scholarship students who return to the school district for services may not be reported for funding through the FEFP for those additional services. Report McKay students for FEFP funding only as directed above, in a school in your district during survey week or as directed by the Department of Education generated list.

- **Student Demographic Information**

District Number, Current Enrollment	Use reporting district number.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use school number 3518.

- **Student Course Schedule**

School Number, Current Enrollment	Use school number 3518.
School Number, Current Instruction	Always use private school number.
Course Number	Use McKay Scholarships Program Course Number, 2222222.
FEFP Program Number	Use 111-113 for basic program with ESE services, and 254-255 for ESE.

APPENDIX E

DOE Student Database Reporting Requirements for Virtual School Students

NOTE: This appendix does not apply to students participating in the Pilot K-8 Virtual Schools

FTE reporting for the Florida Virtual School and approved franchises of the Florida Virtual School is described in Section 1002.73(3)(a), Florida Statutes.

- *Virtual School FTE may be earned through the Florida Virtual School or a franchise of the Florida Virtual School.*

- *School districts may not earn or report FTE for direct instruction provided by the Florida Virtual School and may not limit student access to courses offered through the Florida Virtual School.*

- *All FTE earned by the Florida Virtual School and franchises of the Florida Virtual School must be reported on a successfully completed credit basis. The completion of six credits is equal to one unweighted FTE. A fraction of an FTE may be reported.*

For detailed reporting information, please refer to the Department of Education Database Manual for the Student Information System.

Florida Virtual School FTE Reporting:

To receive funding, students must be enrolled, receive direct instruction, and successfully complete Florida Virtual School courses. Course completions may be reported during the regular 180-day school year and for summer school. Fundable FTE may be earned and reported in student surveys 1, 2, 3, and 4. Each half credit successfully completed generates 0.0834 FTE.

Credit completed by a student in excess of the minimum required for that student for high school graduation is not eligible for funding.

FTE should be reported for funding in the survey that corresponds with the survey period during which the student successfully completed the course. If a student successfully completes the course before survey week, FTE may be included with the data submitted before the final state processing date for that survey. If the course is successfully completed after survey week but before the end of the survey period, the survey should be amended to include the FTE for the student's successful completion. The

Florida Virtual School may report FTE for funding in all FTE survey periods.

Franchise of the Florida Virtual School Reporting:

All approved franchises of the Florida Virtual School should report FTE under the school number 7004, preceded by the two-digit district number.

To earn FTE through an approved franchise of the Florida Virtual School that has been certified by the Commissioner of Education, students must be enrolled in the school and the virtual instruction must be provided by the school district. Fundable FTE may be earned and reported for students who successfully complete virtual courses during the regular 180-day school year. A maximum of 0.5 FTE may be funded for each student in Survey 2 and in Survey 3. The 0.5 FTE may be made up of traditional and virtual courses, but virtual courses may not be reported for funding until they have been successfully completed. Each half-credit successfully completed generates 0.0834 FTE.

School districts may only report or earn funding for FTE for successful completion of virtual courses during the 180-day school year, Surveys 2 and 3. Courses completed in the first semester of the school year should be reported in Survey 2. Courses completed in the second semester of the school year should be reported in Survey 3.

Credit completed by a student in a virtual class in excess of the minimum required for that student for high school graduation is not eligible for funding.

Districts may not earn or report FTE for direct instruction provided by the Florida Virtual School.