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M E M O R A N D U M

DATE: October 26, 2007

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: Important Dates for 2008-09 Full-Time Equivalent Student Enrollment Forecast

The full-time equivalent (FTE) student enrollment forecast plays an integral part in providing the Legislature with information necessary to appropriate monies for the upcoming school year.

The Department of Education's FTE forecast software is used by school districts as the primary tool to help generate FTE forecasts. Several changes have been incorporated into this year's version of the FTE forecast software. In order for district personnel to become more proficient with the application, workshops have been scheduled between November 27 and November 30, 2007.

The workshops on November 27 and 28 will be dedicated to training new staff or staff with limited experience in forecasting FTE enrollment. Two sessions will be held each day: a morning session that will provide a brief overview of issues relating to the FTE forecast and an afternoon computer lab session that will focus on the updated FTE application.

The Department has also scheduled two computer lab workshops for more experienced staff on November 29, in which training will be limited to a review of the FTE software. Registration for

the workshops on November 30 will be restricted to the five lab schools, Washington Special School, and the Virtual School.

Please refer to the attachment for details and register by November 2, 2007, for the workshops that best meet the needs of your district. The Department of Education requests that the 2008-09 FTE student enrollment forecast be submitted by close of business on Friday, December 14, 2007.

Thank you for your assistance in making the FTE forecasting process accurate and timely.

LC:ck

Attachment

cc: District FTE Planning Administrators