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Commissioner of Education

MEMORANDUM

Date: April 25, 2014

To: School District Superintendents

From: Pam Stewart

Subject: 2014 Process for District Verification of Combined Student FTE Records

Contact Information

Kendra Jahnke

850-245-9912

Kendra.Jahnke@fldoe.org

DPS: 2014-62

Background

With the implementation of the Common Student Identifier (SID), as required by section 1011.622, Florida Statutes, student records were combined for Full-Time Equivalent (FTE) student enrollment funding and recalibrated to 1.0 FTE if the records have matched demographic information under certain conditions. “Matched demographic information” means that although the SIDs are different, the records have the same last name, first three characters of the first name, birthdate and gender. Records with matched demographic information were combined for FTE funding if at least one of the districts reporting the matched records reported either a) a total FTE less than 0.2 for the student, or b) an entry date during survey week for the student.

Verification Process

A district may verify that the student records of two or more students, combined for FTE student enrollment recalibration, belong to more than one student and should not be combined. In cases where the district believes that student FTE is inappropriately shared with another district, the district may take one of the following two actions.

1. Claim the FTE should not be shared and provide evidence (see “Supporting Documentation” below) the student is currently enrolled in courses at the district and has been since the applicable survey week.

2. Recognize the shared student FTE should not be assigned to the district and release the district's share of the student's FTE to the other district(s) claiming shared FTE for the student.

If the district agrees with the information provided in records for shared FTE, the district superintendent must submit a letter of verification for the records. However, in cases where the district agrees with the report for shared student FTE, and another district disagrees and provides supporting documentation claiming the student FTE should not be shared, the district who agrees with the report will be notified and given a short time period to provide documentation. Failure to respond will result in assignment of the shared student FTE to the district claiming the shared student FTE that provided supporting documentation.

The following report and data file can be used to verify combined student records.

- **F71373 (DPSxx.GQ.F71373.Y13143 and DPSxx.GQ.F71373.Y13143.DATA)** – Individual student statewide FTE based on matching student demographic information. This report is a student course-level file and includes all surveys within the Florida Education Finance Program (FEFP) Calculation. This includes FTE reported and recalibrated.

In order for a district to verify combined student records, there are three actions required by the district: (1) a notification of verification from the district superintendent; (2) submission of supporting documentation for student records that should not be combined; and (3) submission of a student records data file for student records that should not be combined.

The verification process is outlined below.

1. **Verification:** The district superintendent must submit the District Verification for Combined Student Records Based on Demographic Match (Attachment 1) verifying that all combined student records are correct or that some or all of the records should not be combined. For student records that should not be combined, please provide documentation in support of the district's verification. The verification must be submitted to K12Verify@fldoe.org by **May 9, 2014**. This verification email should not contain any Personally Identifiable Information (PII). Supporting evidence that includes PII should be securely submitted via ShareFile (see "Supporting Documentation" below).
2. **Supporting Documentation:** Evidence supporting the verification (e.g., entry/withdrawal dates, student attendance records, student course schedule, etc.) should be submitted by the district through ShareFile. Access to ShareFile for the district may be requested from Kendra Jahnke at Kendra.Jahnke@fldoe.org.
3. **Student Records Data File:** The district will need to submit data file DPSxx.GQ.F71396.Y13143.CLAIM with only the data of the student records being verified as incorrect. This data file may only contain the records provided by the department on DPSxx.GQ.F71373.Y13143.DATA. The data file must contain all records

that were gathered in the group with the same prorated ID – not just the course records that are being verified as incorrect.

- a. An indicator element CLAIM-IND will need to be coded for each student course record submitted for verification as incorrect. Student course records being verified as correct should be left blank.
 - i. Code “C” – Student is claimed by the district and should be uncoupled from the matching student record(s). The student is currently enrolled in the verifying district and the verifying district should receive full credit for the student FTE.
 - ii. Code “N” – Student is not claimed by the district and should be uncoupled from the matching student record(s). The student is NOT currently enrolled in the district and the district is not eligible for shared FTE.

All supporting documentation and data files must be submitted by **May 9, 2014**. The department will review all verification documentation submitted by a district. If verification is approved, an adjustment will be made to the set of demographic matches for inclusion in the final calculation of the FTE in September 2014. The results of the verification process will be forwarded to districts in May via a post-verification report.

Process and Time Line for Verification

- April 25, 2014 - Memorandum notifying districts of the Verification of Combined Student FTE Records Process. The verification process begins for districts to submit documentation for matches verified as incorrect.
- May 9, 2014 - Deadline for submission of verification letters and supporting documentation.
- May 12 - May 27, 2014 - Review of verifications.
- June 2014 - Post-Verification Report sent to districts.

If you have any questions about the verification process, please contact Todd Clark at Todd.Clark@fldoe.org or Kendra Jahnke at Kendra.Jahnke@fldoe.org.

PS/kj

cc: School District Finance Officers
School District MIS Directors
Charter School Directors

Attachments (1): District Verification of Combined Student Records by Demographic Match