2019-2020
Survey 2

FTE
&
Survey

VERIFICATION
CHECKLIST

September 12, 2019
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* Note: Items marked with a red * are new or changed!
## FTE/State Reporting & Verification Responsibilities

<table>
<thead>
<tr>
<th>SCHOOL SITE PERSONNEL (Principals, APs, Mainstream Consultants, Data Entry)</th>
<th>PROGRAM SPECIALISTS (ESE, DOP, LEP, ADULT ED, VOCATIONAL, PRE-K)</th>
<th>ET PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run reports periodically and maintain accurate, complete data.</td>
<td>Train school site personnel on program reporting requirements.</td>
<td>Train school site personnel on screens, reports and procedures related to database and state reporting.</td>
</tr>
<tr>
<td>3 weeks prior to FTE week, use the FTE Checklist to run and review verification reports.</td>
<td>Run reports periodically and work with school sites to maintain accurate, complete data.</td>
<td>Perform procedures to reset/default annual fields. Work with schools on class size reports.</td>
</tr>
<tr>
<td>Check special classifications for appropriate FTE &amp; program data (ESE, LEP, etc.).</td>
<td>Prior to FTE week, run and review program verification reports.</td>
<td>1 week prior to FTE week, provide preliminary FTE reports to school sites and program specialists for review.</td>
</tr>
<tr>
<td>Correct edit errors in FOCUS using DOE Data Verification Reports.</td>
<td>Notify school sites of corrections to be made prior to “date certain”.</td>
<td></td>
</tr>
<tr>
<td>Check attendance during FTE week.</td>
<td></td>
<td>Begin review FTE reports comparing to enrollment counts.</td>
</tr>
<tr>
<td><strong>Make no schedule changes in the database beginning FTE week until notified by ET.</strong></td>
<td>Lock down ESE changes during survey week.</td>
<td>Provide written reminder to school sites noting “date certain” and no withdrawals or schedule changes.</td>
</tr>
<tr>
<td><strong>Do not withdraw any students beginning FTE week until notified by ET.</strong></td>
<td>Continue to work with schools on local edits.</td>
<td>Continue running local edits and sending to schools for data correction.</td>
</tr>
<tr>
<td>Make all corrections to FOCUS screens by “date certain”.</td>
<td></td>
<td>Date certain – Final Pull – Focus will Create a new Survey Website</td>
</tr>
</tbody>
</table>

### “DATE CERTAIN” – FRIDAY OF FTE WEEK

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Review FTE reports and identify students that are not fully funded due to legitimate reasons (i.e. attendance, partial schedule, virtual school, etc.)</td>
<td>Transmit data to DOE after “Date Certain” and all local errors fixed. File must be received by due date.</td>
<td></td>
</tr>
<tr>
<td>Review DOE edit runs &amp; FTE reports provided by ET. Notify ET and/or program specialist of any corrections that need to be made.</td>
<td>Correct errors with ET during DOE processing period and notify school of corrections made on FOCUS Survey Site.</td>
<td>Pull down edits/validations from state. Analyze and forward to program specialists and school sites for review and correction.</td>
</tr>
<tr>
<td>Maintain audit copies with appropriate signatures.</td>
<td></td>
<td>Pull reports; archive and distribute to Superintendent &amp; Staff for review.</td>
</tr>
</tbody>
</table>

C:\Users\dongs\Desktop\2019-2020 Survey 2 FTE & Survey Checklist.docx
Martin County Schools
2019-2020 Survey 2 Checklist

* FTE REPORTS & DOCUMENTATION RETENTION POLICIES
All the reports within this document are to help you verify your school’s data. All final copies of each should be kept in your FTE file for each survey for future reference. Keep all final copies of the reports for 4 Years or until you get audited, whichever is longer. The FTE contact is responsible for all steps being completed, verified, and the FTE file maintained.

The following is a list of reports that are mandatory for retention. Other reports as you deem important should also be kept. This information is confidential. Please keep it in a secure location.

<table>
<thead>
<tr>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Page 13 Survey Accuracy Reports – 255 254 FTE</td>
</tr>
<tr>
<td>2.</td>
<td>Page 13 Survey Accuracy Reports – 504</td>
</tr>
<tr>
<td>3.</td>
<td>Page 13 Survey Accuracy Reports – Active DOP Records</td>
</tr>
<tr>
<td>4.</td>
<td>Page 13 Survey Accuracy Reports – CTE Schedules with Invalid CTE Courses</td>
</tr>
<tr>
<td>5.</td>
<td>Page 13 Survey Accuracy Reports – ELL Students</td>
</tr>
<tr>
<td>6.</td>
<td>Page 13 Survey Accuracy Reports – ESE Students</td>
</tr>
<tr>
<td>7.</td>
<td>Page 13 Survey Accuracy Reports – Elementary Students with Less than 150 mins PE</td>
</tr>
<tr>
<td>8.</td>
<td>Page 13 Survey Accuracy Reports – Elementary Students with Less than 450 mins ELA</td>
</tr>
<tr>
<td>9.</td>
<td>Page 13 Survey Accuracy Reports – Florida Alternate Assessment</td>
</tr>
<tr>
<td>10.</td>
<td>Page 13 Survey Accuracy Reports – Homeless</td>
</tr>
<tr>
<td>11.</td>
<td>Page 13 Survey Accuracy Reports – Intermittent Hospital Homebound</td>
</tr>
<tr>
<td>12.</td>
<td>Page 13 Survey Accuracy Reports – Immigrant Students</td>
</tr>
<tr>
<td>13.</td>
<td>Page 13 Survey Accuracy Reports – MS Students with less than 1 Semester PE or Waiver</td>
</tr>
<tr>
<td>14.</td>
<td>Page 13 Survey Accuracy Reports – Military</td>
</tr>
<tr>
<td>15.</td>
<td>Page 13 Survey Accuracy Reports – Migrant</td>
</tr>
<tr>
<td>16.</td>
<td>Page 13 Survey Accuracy Reports – Students Scheduled into a Therapy Course w/o Exceptionality</td>
</tr>
<tr>
<td>17.</td>
<td>Page 13 Survey Accuracy Reports – Students with Exceptionality and not Scheduled into Therapy</td>
</tr>
<tr>
<td>18.</td>
<td>Page 14 FTE Summary Report (Signed)</td>
</tr>
<tr>
<td>19.</td>
<td>Page 15 FTE Detail Report</td>
</tr>
<tr>
<td>20.</td>
<td>Page 15 FTE Null Students</td>
</tr>
<tr>
<td>22.</td>
<td>Page 17 Building and Room Number Report</td>
</tr>
<tr>
<td>23.</td>
<td>Page 18 Teacher In/Out of Field</td>
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<td>24.</td>
<td>Page 19 Master Schedule Report</td>
</tr>
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<td>25.</td>
<td>Page 20 Student Info Roster</td>
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<td>26.</td>
<td>Page 21 Entry/Withdrawal Detail</td>
</tr>
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<td>27.</td>
<td>Page 22 Health Verification Roster</td>
</tr>
<tr>
<td>28.</td>
<td>Page 23 Incident Detail Report</td>
</tr>
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<td>29.</td>
<td>Page 24 Attendance Report</td>
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<td>30.</td>
<td>Page 25 CTE Program Report (High School only)</td>
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<td>31.</td>
<td>Page 26 Teacher Roster Verification (signed by Teachers)</td>
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<td>32.</td>
<td>Page 27 Missing Students/Schedules Report</td>
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<tr>
<td>33.</td>
<td>Page 28 Bell Schedules/Weekly Class Minutes Verifications</td>
</tr>
<tr>
<td>34.</td>
<td>Page 29 FTE Reconciled, (signed by Principal/Director)</td>
</tr>
<tr>
<td>35.</td>
<td>All other important FTE related documentation including copies of pertinent E-mails, survey edit errors, IEP’s, Bell Schedules, Matrix of services forms etc.</td>
</tr>
</tbody>
</table>

Completed by: ________________________________
Date: _______________

Return to the Office of the Deputy Superintendent

Keep a copy for/at your school
Class Size Report checking -----------------------------
Found under Florida Reports, Class Size Report
Run entire school looking for out-of-compliance classes

Class size is evaluated by DOE in both Survey 2 and 3 reporting. The effective date is always Friday Date Certain. **We must be compliant in S2** and we then usually (but not guaranteed) have flexible limits in S3.

Class size is calculated by room/period. If there are multiple classes occurring simultaneously in the same room/period(s) the student counts may be added together to determine class size. Not all classes are subject to the class size rule. DOE has updated the Course Code Directory for all core classes for class size reduction. You can refer to our Focus Course Catalog to see if a class is core for Class Size.

For Grades PK-03 the limit is still **18** students net.
For Grades 04-08 the limit is still **22** students net.
For Grades 09-12 the limit is still **25** students net.

**SCHOOLS of EXCELLENCE:** If your school is considered by DOE a School of Excellence you need to meet the CSL only on the grade group averages (Please see the CGE example below).
The Grade Group averages show towards the top left of the CS screen.
If you have any CS questions, feel free to ask!

**REDUCING YOUR CLASS SIZES:**
Class size amounts can be reduced by using Inclusion (Support Facilitation) or Co-Teaching models.

**Support Facilitation (using a separate teacher to provide additional support to the Gen. Ed. Teacher in the same room/same period(s) intermittently during the school week)**
The formula for classes that use Support Facilitation is as follows: The total number of student’s in the class is reduced by (the number of students in that class being facilitated, divided by 2 and rounding up if necessary).

- **Example #1** Total of 25 students in the class, 5 of which are being helped by the Support Facilitator \( \Rightarrow 25 - (5 / 2, \text{ then rounded up to } 3) = 22 \text{ net students} \) for class size.
- **Example #2** Total of 22 students in the class, 8 of which are being helped by the Support Facilitator \( \Rightarrow 22 - (8 / 2, \text{ no rounding needed, } 4) = 18 \text{ net students} \) for class size.

Which Students can be Support Facilitated? DOE guidelines state that schools can facilitate any ‘At Risk’ student which means ESE students (including Gifted!), MTSS students, or students receiving remediation.

**Co-Teaching models (Using 2 Teachers that are in the classroom for the entire period)**
The formula for classes that use the Co-Teaching model is as follows: The total number of students in the class is divided by 2 giving the net amount for class size. Please contact me if you are going to use this model if you need assistance setting up the class in Focus.

The following are tips and guidelines on running and using the Focus Class Size Report. The Class Size report the Focus report is *meant to be used on the screen* since there are hover-over and drill-down capabilities built in. You can print the Focus report but the printed version may not give you all of the information that you need to analyze your class overages. *Please get used to using the report online!*

Note, before running Class Size Report:

- The Course Catalog must be setup with core for class size field populated (ET Responsibility)
- FISH data must be accurate (ET Responsibility)
Start by selecting Class Size Report from the Florida Reports dropdown menu.
When running this report you will see a box displayed for each room number (FISH) and period. If there are multiple sections scheduled for the same period of the day, multiple boxes containing scheduling methods will be displayed. This provides a visual to easily identify incorrect combinations of scheduling methods.

If the box contains a ? in place of the scheduling method this means the scheduling method is not set on the section. Click on the box and it will take you to the section so it can be corrected. If the scheduling method is not set, it will be treated as an S on the Class Size Report.

The report is based on the FISH number. If there are errors in room numbers or with FISH numbers this report will not properly display. Please refer to the Teacher Course validation report for FISH errors.

If a period is over class size, the number will be displayed in red. You can click the “Only show rooms over class size” to restrict the report to the periods over class size.

If a yellow yield symbol is displayed, then there is something that will cause the records to be rejected, hover over the symbol to see the error.
### Class Scheduling Methods and how they affect Net Class Size --

<table>
<thead>
<tr>
<th>Scheduling Method</th>
<th>Calculated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Adding the number of students in the sections in the same room the same period together.</td>
</tr>
<tr>
<td>B</td>
<td>Adding the number of students in the sections in the same room the same period together.</td>
</tr>
<tr>
<td>W</td>
<td>Adding the number of students in the sections in the same room the same period together.</td>
</tr>
<tr>
<td>C</td>
<td>Taking the number of students in the section divided by the sum of (teacher + co-teachers).</td>
</tr>
<tr>
<td>M</td>
<td>Adding the number of students in the sections in the same room the same period together and dividing by 2 (or the number of M's)</td>
</tr>
<tr>
<td>S &amp; I</td>
<td>Taking the number of student in the S section and adding half the number of students in the I section.</td>
</tr>
</tbody>
</table>

### Additional Tips!

1) You should initially run your entire class size report for all rooms / all periods (not for just the ones that are over the CSL). You can then not only see (in red) the rooms that are over the CSL but also the rooms that are being underutilized!

2) When using Support Facilitation, make sure the support class is in the same room and period(s) that the Gen Ed class is in.

3) Monitor your class sizes often, (during survey week run daily looking for your overages).

4) Contact Focus_Help on running the Class Size report or for other help.
Support Facilitation General Guidelines

DOE Defines Support Facilitation (SF) as an in-class support model of teaching which provides direct supports to the students and the General Education Teacher in the General classroom that meets the needs of identified students through collaborative planning. The model is a marriage between the expertise of the General Education and the ESE teachers to meet the needs of all students in the classroom.

- The IEP will identify students that have SF as a service.
- ESE will work with school administrators to produce the list of students that receive SF so they can be scheduled in FOCUS.
- ‘At Risk’ and Gifted students are also eligible for SF!
- SF can be used in any content area where ESE and ‘At Risk’ students require support in the classroom setting.
- Students receiving SF will have two (2) classes on their schedule: one course for the General Education Class and one for Support Facilitation.
- The SF class will be a different section # beginning with the letter ‘E’ and will be in the same room, same period(s) and will have the same course number as the Gen Ed class. The students being facilitated will be enrolled in both the Gen Ed and the support class.
- All SF classes should have a section that begins with “E” but if you have already coded your SF classes a different way you can leave them alone (this is not critical that the section begins with an E, it’s just our convention).
- The minutes for both the Gen Ed class and the SF class for the student should total the weekly minutes for that class. You have to manually adjust the class minutes in the students schedule.
  - Gen Ed class should = 4/5 of the total weekly minutes
  - SF class should = 1/5 of the total minutes

Below is an example of a support facilitation class in Focus, please look closely at the circled/highlighted fields. The Gen Ed. Class would be your normal set up except for the Team Teach Training field (which needs to be a ‘B’)

*) Same Building Room as your Gen. Ed. Class
*) Same Periods as your Gen. Ed. Class
*) Scheduling Method needs to be an ‘I’ on the SF class and an ‘S’ on your Gen Ed. Class
*) Highly Qualified Teacher code should be ‘H’ only on the SF class.
*) Team Teacher Training of B needs to be on both the SF and the Gen Ed class
Example of the General Education Class:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Class</td>
<td>Multi-digit addition</td>
</tr>
</tbody>
</table>

Example of the matching Support Facilitation Class:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
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<tr>
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</tr>
</tbody>
</table>

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Procedure for Running Students with Incomplete or Conflicting Schedules.

**Under Scheduling/Loading Reports select the tab that reads ‘Students with incomplete schedules’**

1) Select the Rotation Day(s) and periods that you want to look at. For those schools running ‘blocked classes’, select the period that represents the starting period for that block and do not select the 2nd period of that block.
   
   For example, for period 01/02 block, only select period 01. For most Elementary and Middle Schools you will be selecting every period in your bell schedule.

2) For those students with missing classes on their schedule, please make the schedule changes in Focus ASAP. Remember this change will also affect your class sizes!

**Under Scheduling/Loading Reports select the tab that reads ‘Students with conflicting schedules’**

1) Select the periods that you want to look at. For those schools running ‘blocked classes’, select the period that represents the starting period for that block and do not select the 2nd period of that block.

   For example, for period 01/02 block, only select period 01. For most Elementary and Middle Schools you will be selecting every period in your bell schedule.

   Note!: The program immediately runs after you click on a period so just give it a few seconds after you click into a period and it will display your results!

2) Only run for your normal school day periods.

3) Research and fix those students with schedule conflicts. Not all conflicts are bad, some/most may be legitimate!
FTE PERIOD ENTRY/WITHDRAWAL POLICY

FTE Period is the Monday thru Friday of Survey week: Oct 7th through Oct 11th

Date Certain is Friday of Survey Week: Oct 11th

The 11 Day Attendance Window consists of the 5 days of Survey Week and the 6 days of attendance prior to Survey Week: Sept 25th through Oct 11th.

PLEASE FOLLOW THESE GUIDELINES WHEN IT COMES TO ENTRY/WITHDRAWALS DURING FTE PERIODS:

New Students Enrolling during Survey Week
Any Student that is entering school from outside of Martin County should be entered (enrolled) and given a class schedule immediately.

- Any student that is entered (enrolled) on Date Certain may possibly not show up on the FTE report. Please check your Focus FTE Detail Report to verify!!!

Existing Students Transferring Schools during Survey Week
Any Student that is transferring from one Martin School to another Martin School:

- If the Student is enrolled on the Friday before survey week (Oct 4th) but will not be returning the Monday of survey week (Oct 7th)
  - The sending school must withdraw the student their last day there (Oct 4th) and enter it into FOCUS before Date Certain.
  - The receiving school must enroll the student on their 1st day (Oct 7th) and enter it into FOCUS before Date Certain. This school will receive the FTE for the Student!

- If the Student is enrolled on any day during survey week, but will not be returning on the following day:
  - The sending school must withdraw the student their last day there. However, they MUST NOT key it into FOCUS until after Date Certain. This school will receive the FTE for the Student!
  - The receiving school must enroll on their 1st day, but must key it into FOCUS after Date Certain and ET has given the go ahead to enter data.

Existing Students Leaving the District

- If the Student is enrolled on the Friday before survey week (Oct 4th) but will not be returning the Monday of survey week (Oct 7th), withdraw the student their last day there (Oct 4th) and enter it into FOCUS before Date Certain. FTE will not be earned for this student.

- If the Student is enrolled on any day during survey week, but will not be returning on the following day, withdraw the student as of their last day there. FTE will be earned for this Student.

** Withdrawal Date/Drop Date is the last day the student attended your school or attended the class.
FTE DOE DATA VERIFICATION REPORTS

Under the Florida Reports tab, select DOE Data Verification Reports. Select Survey 2.
Dates are no longer required. Just select the correct Survey.
Click on each tab or report and correct errors as needed.
Note! For any large amounts of errors in any 1 or more specific edit errors notify Focus_Help

- ELL (English Language Learners)
- Exceptional Student
- Fed/State Indicator
- Prior School / Attendance
- SESIR
- Student Course Schedule
- Student Demographic
- Student Discipline
- Teacher Course
Do Not Do Transportation!

SURVEY ACCURACY REPORTS

Under the Florida Reports tab, select Survey Accuracy Reports. Select Survey 2.
Click on each tab or report and correct the errors as needed:

- 255 254 FTE
- 504
- Active DOP Records
- CTE Schedules with Invalid CTE Courses
- ELL Students
ELL Students missing 130 FEFP (Schedule)
ESE Students
Elem students with less than 150 mins PE
Elem students with less than 450 mins ELA
Florida Alternate Assessment
Full Time Hospital Homebound
Homeless
Immigrant Students
Intermittent Hospital Homebound
MS Students with less than 1 Semester PE or Waiver
Migrant
Military
Sections Where School Instruction Differs Section Location (New)
Sections with Missing/Invalid Periods (New)
Students Scheduled into a Therapy Course without Exceptionality (D,E,F,G,I,C,O,H)
Students with Exceptionality (D,E,F,G,I,C,O,H) and not Scheduled into a Therapy Course

(Don’t worry about looking at Student Course records missing from O-Files or the 2 Virtual Course reports)

FTE SUMMARY REPORT
Select Florida Reports, FTE Summary Report.
Use this report for your FTE Reconciliations – explained later in this document
Martin County Schools
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PRINT FTE DETAIL REPORT
Select Florida Reports, PRINT FTE Detail Report. 
Survey is Survey 2, Effective Date is Oct 11th, 2019, Marking Period is Full Year, for Format check the Course List box, check all periods for Periods in the School Day, and click Download Schedules.
Check the number of students that this report generates, this should match your current enrollment!

You should also run this again with the Only Show Students with Less than 1500 minutes box checked.
If a student is listed with minutes under 1500, check their schedule, the FEFP Number is probably missing from one or more of their classes.

FTE NULL STUDENTS
This reports shows students whose FTE will be Nulled out (No FTE Earned) due to them not meeting attendance requirements and will only show up on this report if they have all 11 days of the 11-Day Survey attendance window marked as absent and if you have not excluded all of their class schedule records from reporting FTE.

TEACHER CERTIFICATION REPORT
Select Users, Advanced Report.
Click on More Search Options, under General, Profile select User Type, Teacher.
From Available Fields: General, select Last, First M and Staff Number Identifier, Local.
From Available Fields: Teachers, select Certification, ELL Certification Status, and National Board Certified Teacher. Click on Run Report.
The Teacher Certification Report needs to be signed by the school’s Principal or FTE Administrator.
**BUILDING AND ROOM NUMBER REPORT**

Select **Setup**, then under **School Setup**, select **Resource Scheduler/Rooms**.

Click on the download to **Excel** icon 📑. If you get the **Microsoft Excel** window shown below, click on **Yes**. From within **MS Excel**, click in upper left corner of spreadsheet, select **Format, AutoFit Column Width**. Select **File, Print** or select **File, Save As**.

![Microsoft Excel error message](image1.png)

![Microsoft Excel spreadsheet](image2.png)
**TEACHER IN/OUT OF FIELD**

Select Florida Reports, Teacher In/Out of Field. **Verify all Certifications, I/O codes!!**

**Important!** Principals/Directors should review any Out of Field Teachers with the HR Director and promptly send any certification changes to HR!

To print, click on the download to Excel icon.

![Excel Icon](image_url)
MASTER SCHEDULE REPORT
Select Scheduling, Master Schedule Report. Make sure you select Show Florida Fields. Some of the items to check: Teacher, Room, Rotation Days, Marking Period, FEFP Number, Class Minutes Weekly, Scheduling Method, Exclude From FTE, Dual Enrollment Indicator, Primary Instructor, Course Flags, Cert/Licensure/Qual Status, Team Teacher.
STUDENT ROSTER

Use Students, Advanced Report or Student Info, Customized list to obtain a Student Roster. The roster should contain School, Student Id, Student Name, Grade, Gender, Single Ethnicity, Birth Date, and Age. **Check this against your FTE Detail and Summary Reports!**
ENTRY/WITHDRAWAL DETAIL
Select Students, Advanced Report.
From Demographics, select School, Grade, Student Id, Last, First M, Calendar, Birth Date, Age, Gender, Single Ethnicity, Enrollment Code, Enrollment Start Date, Drop Code, Drop Date, and Grade Promotion Status. Check the Inactive Students box, click Run Report.

Check for Students withdrawing and entering during Survey Week, verify against FTE Detail Report!
HEALTH VERIFICATION REPORT
Select Students, Advanced Report.
From Demographic, Select School, Grade, Student Id, Last, First M,
From Medical, Select Health Exam Status, Health Exam Date, Medical Alert-High Risk, Food Allergy.
From Medical-Immunizations, Select Vaccine Certification Expiration Date and Immunization Status.
INCIDENT DETAIL REPORT
Select Discipline, Referral Log.
After appropriate fields below are checked, click Search. Verify Information on Report.
ATTENDANCE REPORT

Select Attendance, Absence Summary. Start reviewing and finding your chronically absent students before the start of the 11-Day attendance window.


Note: Elementary schools can select Attendance, Attendance Chart, using same dates and Period 09.

You can also look at ‘Attendance Chart’ to get the same information!

Review the Periods Absence (U), (E), (S) and (I), if during the 11 Day window the student(s) has missed all of the days the school is in danger of losing FTE $$..!!
CTE PROGRAM REPORT (High School ONLY)
Select Students, Advanced Report.
Select from Student Demo: School, Grade, Student Id, Last, First M.
Select from CTE & Collegiate HS: Career Academy Participant, First Career Academy, Cape 1, Second Career Academy, Cape 2.
Select from Graduation/Mastery: Goldseal
Click Run Report.

[Advanced Report images showing student search options and search results]

[Advanced Report images showing student search results in a table format]
TEACHER ROSTER VERIFICATION
Select Scheduling, Print Class Lists. Change **Effective Date** to Date Certain, **Oct 11, 2019**. Click **Download Class List**.
MISSING STUDENTS/SCHEDULES IN SURVEY REPORTS

Under District Reports/Survey/Miscellaneous run ➔

1) Missing Stdts in Survey
2) Missing Stdts No Schedules

1) Missing Stdts in Survey, select the following (make sure Survey number is correct!), review all students on this report, determine if they should be included in the survey!

2) Missing Stdts No Schedules, select the following, Sort the report by school, find your school. Check each of your student’s schedules for accuracy.
BELL SCHEDULE/CLASS MINUTES VERIFICATIONS

We are required by DOE to not report more weekly class minutes than our Bell Schedules show possible unless a student is being instructed before or after the normal school, which in that case the school will need to keep documentation as to the reason for the classes outside of the normal day Bell Schedule.

Run the Following Report and check student Schedules for students that are exceeding the school weekly Bell Schedule class minutes and adjust any student’s class minutes that you need to.

Under Reports/District Reports, in the Scheduling Folder run ➔ Total Weekly Minutes-Sem 1. Then sort the Total Weekly Minutes field by clicking on the field heading twice in order to sort the minutes from the highest total to the lowest. Check all students that exceed the weekly_minutes_bell_schedule to make sure those students legitimately have more class minutes than the Bell Schedule allows. Please let Focus_Help know if your weekly_Minute_Bell_schedule total minutes is incorrect, we will adjust it.
FTE RECONCILIATION STEPS
Follow these steps below to reconcile Survey FTE. Please review example below!

The reconciliation goal is the justification of your earned FTE based your Date Certain Student Enrollment Total. Do these steps on Date Certain but you should also do once or twice prior to Date certain in order to have ample time to fix any issues! Before running these steps ask Focus Help to run a current ‘Extract’ on the survey data!

1) **Determine your current enrolled count:** Use ‘Advanced Report’, the report below will pull all students whether or not they are full time or part time students and regardless if they are marked with a second school of enrollment flag or not. After your student list displays click on the Enrollment Start date twice, this will sort your enrollments from most current to the start of school. Look for any future (current school year) enrollments. If you have future enrolled students that start beyond Date Certain you will need to subtract them from your final student total! Record your Total enrollment count and use in the following steps.

2) Now run your ‘FTE Summary Reports (Breakdown)/ FTE Earned By Student report’ . Make sure you run it with these parameters set correctly ➔

**FTE Summary Reports (Breakdown)**
Martin County Schools
2019-2020 Survey 2 Checklist

Compare the number of students totaled on the report against your student count in Step #1. If this report is showing a total less than your Advanced report total the difference would be the students with no schedules, nulled students or that have been ‘Excluded’ from FTE reporting.

3) If you have a student total difference in Step #2 determine who these students are and verify that their lack of a schedule or their exclusion from FTE reporting is correct. If any of these students are not correct, stop here, fix the data first and then start this reconciliation over.

4) Determine your Expected FTE by Multiplying the total number of students on your FTE Earned By Student report by .5  Example: 660 total students \((660 \times .5) = 330\) Expected FTE

5) Still using your FTE Earned By Student report (Step #2) click on the ‘Total FTE Earned’ column to sort by FTE. For all students with less than .5000 verify that their partial schedules are correct. It is required to document each student that has a partial schedule (earning less than .5000 FTE), see the directions in this document on how to document this. If any of these students are not correct, stop here, fix the data first and then start this reconciliation over.

6) For all students with less than .5000 FTE do the following. Determine the ‘Lost FTE’ using the following formula \((\text{Total number of partial schedule students} \times .5) – \text{Total FTE earned by these same partial schedule students}\).

Example: 12 partial schedule students in total earning 1.2367 FTE \((12 \times .5) – 1.2367 = 4.7633\) Lost FTE

7) Now run your ‘FTE Summary Reports (Breakdown)/ FTE Summary report’. Make sure you run it with these parameters set correctly

8) Add your Lost FTE from step #6 to the Total FTE from your FTE Summary report (Step 7), this should equal your Expected FTE in Step 4.

Example: 660 total students \(\Rightarrow\) Total from the FTE Summary Report 325.2367 plus 4.7633 Lost FTE = 330 Expected FTE

Items to keep in mind!
*) Students with no schedules will not show up on the FTE Detail or Summary Reports!
*) Students enrolled with a Future enrollment date within the same school year will be included in your enrollment counts even though they may not get reported for FTE!
*) The original ‘FTE Summary Report’ (not the Breakdown Report) may not give an accurate student count since students can be duplicated under the various FEFP numbers. Do not rely on the student count at the bottom of that report to be your total number of students!
Martin County Schools  
2019-2020 Survey 2 Checklist

Your FTE should now be in balance. If you are not in balance, please contact Carmen or Gary for help! You can run your FTE Detail Report for all your students and check the total number of pages it produces (each page is a separate student) and compare this total to the number of active enrolled students you expect to earn FTE. In the above example I get 1,904 FTE detail pages which would be perfect since the HHB student would not generate a page.

**DOCUMENTING: NON-ATTENDANCE STUDENTS**

Students not counted for FTE due to non-attendance during all 11 days of the FTE Attendance window will now need to be documented in Focus and all documentation related to these students will now need to be submitted to the Deputy Superintendent’s office along with your FTE Checklist and FTE reconciliation!

Within 1 week prior to start of the 11-Day attendance window and continuing thru Friday Date Certain of survey week, either school attendance clerks/APs/principals or FTE contacts will need to on a daily basis document the steps taken try to get the student back to school before they become in-eligible for FTE reporting. Your school should be doing the following to prevent the loss of FTE due to students not meeting the DOE attendance requirement for FTE:

1) Within 1 week prior to start of the 11-Day attendance window run your attendance reports looking for students that have been absent the week prior.

2) For the students that have not been in attendance contact home to verify absences and check the status for their return.

3) If the parents cannot assure you that the student will be in school during the 11-Day window (even for 1 class on any day) you may want to contact Student Services for a follow-up with the parent. Student Services should contact the parents using any of the resources they have available to get the student back in school (even if for just 1 day).

4) During FTE week, contact parents of students that have been absent the first two days. Using the ‘Attendance Administration’ function in Focus (found under the ‘Attendance drop down menu) record in the student’s daily attendance comment field a brief description of the action take. **Example 1:** Called, mom indicated child was sick and will return to school in 2 days.  
**Example 2:** Called parents, no response, left voice message.  
**Example 3:** Ask Student Services to have a T.O. to check on student.

5) On Survey Date Certain (last day of the 11 Day attendance Window) if the student is still absent for the entire 11 Day window then you must exclude their classes from FTE reporting. You will also need to print your supporting documentation of the above steps that you have taken for the student(s). Using the ‘Print Absence Summary’ function in Focus, print or save as a PDF the absence summary report for each student that you are not counting for FTE in the survey. This will be forwarded to the Deputy Superintendent’s office along with your school’s FTE checklist and your signed FTE Summary report.

6) All students not counted due to non-attendance should get factored into the FTE reconciliation as earning Zero FTE for the survey.
**DOCUMENTING: PARTIAL SCHEDULE STUDENTS**

Students not having a full schedule (At least 1,500 Weekly Class Minutes) will now need to be reported to the Deputy Superintendent’s office along with your FTE Checklist and FTE reconciliation! A simple Excel file with the following format should be submitted to Carmen on or before Survey Date Certain. You can use this spreadsheet to help calculate your missing FTE!

Yellow no FTE - Orange - partial FTE - Green Added FTE

<table>
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<th>Student</th>
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<th>Grade</th>
<th>Reason</th>
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<td>(Student Name)</td>
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<td>FTE ATTENDANCE</td>
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