FTE TRAINING for 19/20 Survey 2

Presented by Carmen Capezzuto & Mary Sickler & Gary Donges from Educational Technology Dept.

I) Introduction
*) Important! Please make sure you have signed the sign in sheet!!
*) Purpose of Training, what’s expected now and down the road.

II) Where and How to Get Help
*) Data Base Manuals
*) Focus Help Text & screens, Focus University courses (Back on your Portal Page!)
   - Updated help addition from Focus: http://focus.screenstepslive.com/s/admins
     - Contains SIS Webinar Recordings on various topics
*) Focus_Help Email Group
*) Open Survey Lab
   - Details Coming Soon

III) Survey 2 and 3 Process, Dates and Dollars
*) Survey Process and Timelines – What and When!
*) Un-Weighted FTE amount is $4,279.49 (weighted FTE Rates vary).
*) Survey Week Oct 7th thru 11th, 11 Day Window Sept 27th thru Date Certain Oct 11th
*) Reporting Formats for S2 are ➔ (see DOE Data Verification Report)
   - English Language Learners (ELL), Exceptional Student, Fed/State Indicator
   - Prior School / Attendance, SESIR (School Env. Safety), Student Course Schedule
   - Student Demographic, Student Discipline, Teacher Course, Transportation
*) What makes a student FTE eligible?
   - Class operates during the survey week
   - Student has met attendance requirements. Must be in attendance during at least
     1 day during the ’11 Day’ Survey Window.
   - Student must be enrolled and in at least 1 class at least 1 day of survey week.
*) Why student is not showing on FTE Detail report -or- why is his FTE < .5000?
   - Any ‘Exclude from FTE’ on student schedule flags set to ‘Y’ or any FEFP = 999?
     - Valid reasons for excluding from FTE
       - (Attendance requirement not met?) (FLVS Course)
       - (Student Graduated during the year, not currently attending classes?)
   - Maybe a Dual Enrollment Student who’s funding went to the other school?
   - Maybe a part time student with less than the minimum minutes required?
     - (Full FTE earned when student has at least 1500 minutes/week in qualified classes)

IV) Class Size – (FTE Checklist Page 5)
*) See Survey 2 Checklist document
V) DATA To be Fixed
*) Zoned District/School now required for Educational Choice ‘A’ Students
*) Survey Edit Errors
*) ESE, Matrix, FEFP PGM numbers, Dates, Primary Exceptionality
*) ELL 130 PGM FEFP #, ELL Instructional Models
*) Class Minutes fix!!
*) Students with incomplete and/or in conflict schedules see FTE CL Page 8
*) Beginning of the year field clears/initial value setups.
*) Adding New Stdts, Tracking Stdts coming/Going (Agenda Page 4)
*) Reading Intervention Classes
  • ET will be writing a program to help update
  • Working with Shannon Blount
*) Florida Educators Certificate Number
  • Working with Dawn Schmidt and our ERP team to update

VI) FTE Verifications and Responsibilities Review
*) Review of Responsibilities list (see FTE CL Page 3)
*) Check your enrollment against the FTE Summary and Detail reports
*) “ “ individual student’s schedule to make sure all classes exist.
*) “ “ individual student’s FEFP program numbers and weekly class minutes
*) To be done on both an on-going basis and before Survey 2, 3 weeks

VII) FTE & Survey Verification Review of FTE Checklist
*) Run your Survey 2 FTE Data Verification reports!!!
*) Run your Survey Accuracy reports (FTE CL Page 13)!!!
*) Run FTE Summary Report (FTE CL Page 14)- USE CAPPED FTE Amounts!
*) Run FTE Detail Report (FTE CL Page 15)
*) Teacher Cert., I/O Field & HQT Reports (FTE CL Page 17 & 19) ... Important!
*) On the day after Date Certain Focus will copy our production database and will
  create a new Survey 2 website for survey reporting. This is where future survey 2
  changes will be made, along with the same changes to the Production website.
*) Printing Vs. PDF-ing Survey Reports ...

VIII) Misc.
*) FLVS Class/Section Coding in Focus – Page 3 of this Handout
*) Changing Class Teachers (Never change on Master Schedule, Log the History)
*) Elementary Only – Coding PE classes needs to follow District Guidelines
*) DOP Spectrum, Willoughby, Teen Parent, Acceleration Academy, Riverbend.
*) Locating Invalid Calendar Numbers on Enrollment records(can’t take attendance!)
*) Parent/Student Support (time permitting)
*) Do not Enroll Flag/Icon (Agenda Page 7)
*) Flagging ELL classes (ET)
*) Student Discipline/Referrals Updates (Mary)
*) Survey Related District Reports
*) Florida Education Identifier (Mary & Melinda)
X) Other Reminders

*) Form 356 update
  - Complete by October 1

*) Secondary Report Card Printing
  - Choice to print report cards at your site
  - Report Card paper and initial training provided
    - Reminder Carmen and Gary will be at the Survey 2 summit on October 14 thru October 18
    - Report Cards are due October 21

X) Wrap – it - up !! Q & A Session

*) Additional Trainings – What would you like ??

Adding New Students! Prevent Duplicate Student 4300 Numbers!
Duplicate ID numbers cause many issues not only with DOE & FTE reporting but also Food Service and local student reporting are impacted!

1) Search for students using **name variations and partial names**, make sure you click include inactive students from previous years!
2) Use Focus student locator try to find student! This will show you if the student was previously enrolled in Martin County School District.
3) From ‘Add a Student’ Enter First Name and Last Name, use the Tab button (Do not Press Enter!)

Tracking Students coming and Going
1) Use the Cum Folder Notes Tracking to indicate were a student came from and where a student is going to!
2) Make sure you code the enrollment record with the proper Prior District/State/Country

FLVS CLASS CODING IN Focus
School numbers for FLVS are PK-5 = 0700, 6-8 = 0500, 9-12 = 0600
DO NOT ENROLL

- Use for students who are trying to enroll to MCSD but are not allowed to. We are discussing potential use for suspended students (suspension still ongoing).
- Under the Demographics tab, first field.

![Do Not Enroll Icon]