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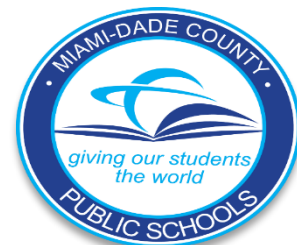


Federal and State Compliance Office

FULL-TIME EQUIVALENT (FTE) HANDBOOK FTE-IN-BRIEF

2023-2024

FASCO



Miami-Dade County Public Schools

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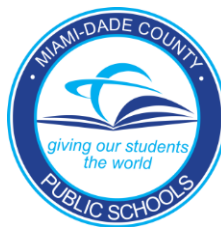
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FTE-IN-BRIEF HANDBOOK

2023-2024

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OVERVIEW

FTE (Full-Time Equivalent) is generally defined as one student in membership in a program or a group of programs for 720 hours for grades PK-3 and 900 hours for grades 4-12 for a 180-day school year. The FTE calculation is based on two ninety-day terms. FTE will be reported for each student in membership and in attendance during each of the two survey periods – Survey 2 (October) and Survey 3 (February).

FTE Survey Dates 2023-2024	
Survey 1	July 10-14, 2023
Survey 2	October 9-13, 2023
Survey 3	February 5-9, 2024
Survey 4	June 10-14, 2024

FTE “Date Certain” is Friday of FTE Survey Week.

Appropriate procedures must be implemented by each school to ensure that accurate and complete data is submitted to the Florida Department of Education (FLDOE) for each FTE survey period. Data reported in the District Student Information System (DSIS) is transmitted to the FLDOE via the Department of Education Edit Correction Online (DECO) System.

Supporting documentation must be available to verify student FTE funding eligibility. Schools may be audited by the Office of the Auditor General, the District’s internal auditors, or auditors representing a federal or state agency.

District FTE audits and reviews may include the following:

FTE DOCUMENTS (for each FTE survey period the school is in session):

- Final FTE Report – Available in Control-D Web Viewer;
- FTE Based on Capped/Uncapped (School Summary) – Reviewed, signed, and dated by the school principal;
- FTE Based on Capped/Uncapped (Student Listing) – Must be verified by FTE preparer at the school;
- School Funding Certification – Signed and dated by school principal;
- Bell Schedule (K-8, Middle and Senior) – Must reflect the average instructional minutes per class period; each instructional period must be the same number of minutes;
- Student Course Schedule Record;
- Teacher Course Schedule Record; and
- DECO Amendment(s) if applicable (FM-5502/FM-5503/FM-7191).

PK-12 FTE Simulation – Request online (DSIS main menu – Option 5), as many times as needed, before DECO files and Final FTE Reports are created. The PK-12 FTE simulation report is not part of the FTE Audit Trail but is a very useful tool to periodically verify data reported in DSIS such as school membership, ESE/ESOL/Career Education program rosters, Teacher Master Schedule, and so on. Share the PK-12 FTE Simulation Report with the appropriate school personnel and department chairpersons to ensure accurate reporting.

Because of amendments/corrections made by the school, District or State, a message might appear on the DSIS main menu screen requesting that the school print a new School Funding Certification for a specific FTE survey.

Please print and file the new School Funding Certification with your FTE materials. **Contact the FTE office if the new printed School Funding Certification shows a difference in the School Grand Total.**

ATTENDANCE

Compare the Daily Student Attendance Report by period (Gradebook report) and the DSIS attendance bulletin for accurate student attendance reporting.

The documents below must be kept as part of the FTE audit trail:

- Daily Attendance Bulletins for each of the 11 days of the FTE Attendance Eligibility period;
- Attendance Tracking Report for each of the 11 days of the FTE Attendance Eligibility period;
- Substitute teacher rosters signed and dated by staff responsible for school attendance reporting;
- Principal's Report on Attendance (signed and dated);
- Students' tardy and excused early log(s);
- Therapists' Attendance Log of Services (i.e. Speech, OT/PT).

FTE ATTENDANCE ELIGIBILITY – 11-day FTE Window Period

FTE funding is based on student attendance and membership. For every student reported and eligible for FTE funding, the school must verify and be able to prove upon request that **the student has been in attendance at least one day during the FTE survey week or on one of the six scheduled days preceding the FTE survey week.** In addition, the student must be actively in membership in your school at least one day during the FTE survey week.

STUDENT SCHEDULING – CLASS SIZE

There are limits on the number of students in core classes (Math, English, Science, etc.) in Florida public schools. The maximum number of students in each core class is 18 students in PK- 3; 22 students in grades 4-8; and 25 students in grades 9-12.

Please note the following:

- Update student's schedule in a timely manner;
- Verify that the student's schedule corresponds with the student's academic program (elementary);
- Ensure room numbers match the school FISH report;
- The employee number of the teacher or substitute teacher assigned to a classroom during the FTE survey period must be reported in DSIS Course Record screen (PF-9);
- **DSIS schedule should not be created with a teacher no longer assigned to work location or a TBA;**
- Do not back date the hire date.

Schedule change restrictions should be in place for a time before and during the FTE Survey weeks (October and February). Any changes should be strictly limited and require an administrator or guidance counselor's approval.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Documents frequently requested by auditors:

- Notification of Meeting Form (students 14 years and older must be invited);
- Individual Education Plan (IEP);
- Informed Notice of Proposal or Refusal to Change Evaluation (FAPE);
- Matrix of Services (not for Gifted Program);
- Gifted Educational Plan (EP);
- General Education Teacher's Statement (FM-6865) – Gifted.

ESE documents must cover the FTE survey period(s) for which the student is funded, and match data reported in DSIS and transmitted to the state through DECO files.

BILINGUAL EDUCATION & WORLD LANGUAGES – ESOL PROGRAM

Documents frequently requested by auditors:

- Home Language Survey – Completed, signed, and dated by parent/guardian;
- Parent/Guardian Notification letter – Dated, signed by the school principal, and sent home upon student entry into the ELL program, annually, and every time the ESOL level or academic program change. A copy must be kept inside the student's LEP folder.
- Individual Student LEP Plan – Updated and printed before FTE week;
- Copy of student's schedule (secondary only);
- Testing instruments;
- ESOL students with 6 semesters or more – LEP committee must convene before FTE survey period and the results documented in the LEP Plan.

The LIMITED ENGLISH PROFICIENCY COURSES ("J" screen in DSIS) must be updated in a timely manner and the student's schedule (PF-1) changed, if necessary. For a student exiting the program at the end of the grading period: the LEP Plan and "J" screen must report the exit date; the student's schedule must be updated; and ESOL course(s) must be semesterized (secondary only).

Whenever possible, do not exit students from the ESOL program during FTE survey week.

TEACHER CERTIFICATION

Make sure the following items are available and that the requirements have been met:

- Verify that all teachers are certified in their assigned subject areas;
- Statement of Eligibility in the assigned subject areas are on file;
- Review META requirements and timeline;
- Language Proficiency Test;
- Out-of-Field teaching assignments, waiver(s) submitted and approved before FTE survey week;
- Copy of therapists' state licenses on school file;
- Out-of-Field notification letter to parents must be sent home before FTE survey period; retain copy at school site;
- Teacher hiring date – do not back date.

CAREER EDUCATION – ON-THE-JOB TRAINING (OJT)

Make sure the following items are available and requirements have been met:

- Job Training Attendance Record (OJT attendance card);
- Job Search Record Log;
- Job Training Attendance Record Receipt;
- OJT Teacher's Class Roster.

OJT attendance cards must be completed; signed by the student, teacher, and employer; dated, and filed with the FTE materials at the end of each marking period. A student must report a minimum of 15 hours a week and be working one of the two reporting FTE periods to receive credit. If a student is not working during the second FTE survey period (Survey 3 – February), the student's schedule must be changed. Documentation for students exited from the program or withdrawn from the school must be kept on file as part of the audit trail.

RECALIBRATION OF FTE (Reported/Funded)

All student FTE enrollment is capped at 1.0 FTE, except for FTE reported by DJJ students beyond the 180-day school year and FTE related to the Family Empowerment Scholarship Program. School districts should report all FTE enrollment regardless of the 1.0 FTE cap.

FLORIDA EDUCATION IDENTIFIER (FLEID)

The Florida Education Identifier is a code issued by the FLDOE used to uniquely identify a person in Florida's education data system. This distinctive number remains with the student throughout the student's enrollment in Florida's PK-12 public schools, adult programs, and career and technical programs.

Key FTE Information -- 2023-2024 School Year

PROGRAM/CATEGORY	COST FACTORS	PROGRAM NUMBERS
BASIC PROGRAMS		
Pre-K-3 Basic	1.122	101
4-8 Basic	1.000	102
9-12 Basic	0.988	103
BASIC PROGRAMS WITH ESE SERVICES		
PreK-3 Basic, with ESE Services*	1.122	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	0.988	113
EXCEPTIONAL STUDENT EDUCATION		
Support Level 4	3.706	254
Support Level 5	5.707	255
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES		
ESOL	1.208	130
CAREER EDUCATION		
Career Education 9-12	1.072	300

* Includes Prekindergarten ESE students, if not Level 4 or Level 5.

FEFP Revenue Information 2023-2024	
Base Student Allocation (BSA)	\$5,139.73
Comparable Wage Factor (CWF)	1.0183
Base Funding per Weighted FTE	\$5,233.79

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
FEDERAL AND STATE COMPLIANCE OFFICE**

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FTE SUPPORT TEAM

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Mara Ugando, Coordinator Student Transfers**

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