

Companion Sheet to FTE Membership Count Timetable

Instructions / Explanations

For Data Entry Operators

Enrollment Reconciliation Day

Catch up on all entries and withdrawals to-date

AT THE END OF THE DAY:

Print screen S303 panel

Make a copy of this panel

Transfer enrollment figures from S303 panel to JC-288 form

Send JC-288 form and S303 copy to MIS

Keep one copy of S303 for your records

Run a School Roster by grade using panel S306, format A, sequence D

Keep this report for your records (do not send to MIS)

These 2 items need a principal signature and date for audit purposes.

11-Day Attendance Window

The 11-day attendance window is designed help allow students absent during count week (due to illness or suspension) to be included in the FTE reporting. If they are absent every day of count-week , but were in attendance any one of the six days prior, then they may still be counted. However, any student who withdraws from school before count-week cannot be counted (even if he was in attendance one of the prior six days)--the difference here is in "membership" versus "attendance".

Verify attendance for this time period. Try to track students with continuous absences during this time in order to try to get students to attend at least one of the 11-days. (If a student is absent all 11-days, then they will be reported, but will not earn FTE)

Programs to assist in tracking/verifying attendance:

Elementary:

Daily Attendance Verification - S237, format A, sequence G (Homeroom sort)

This program will print students in each homeroom for a 20-day time-period from the beginning date you request. It is recommended that this program be run several times during the 11-day attendance window, perhaps on Wednesday and Friday before and during count week, using the first day of the 11-day window as the "begin date". This will allow teachers and principals to see any "pattern" of absentees. It would probably be good practice to have teachers sign and date each verification and have principals sign/date the last report (the top sheet).

Daily Absentee Roster - S236, format A, sequence C (grade sort)

(This report is no longer recommended for use.)

It may continue to be used, if you want.

This program will print students absent for a single selected date-alpha by grade. It is printed each day of the 11-day window, and is passed to all

teachers for verification--this seems quite a cumbersome process. It is listed here only because it is a program that was used in the past (before we realized how inefficient it is to use!).

High School:

Daily Absentee Roster-Teacher - S236, format B, sequence A (teacher/pd sort)

This is the same report high schools have been running. Since it prints per teacher for each of their periods, it seems to be a decent report for verifying attendance. It only prints for a single day and only prints who is absent (not the whole class), so any "trend" of absentees is more difficult to see, but it does satisfy the needs of checking the 11-day window.

Class Attendance Verification - S237, format B, sequence C

(This report is the recommended report to use for by-period verification.)

This report is similar to the first one discussed above for elementary schools. It prints for a 20-day time-period starting with whatever "begin" date is specified on the selection line. The advantage of this report would be seeing all 11-days at one time and seeing all students in the class (present and absent). The disadvantage of this report is that it is lengthy.

Either of these reports is acceptable to keep as a record of verifying your attendance for the 11-day attendance window. Teacher/ Principal signature/date would be appropriate.

Reports Schools Print

Class Rosters - S611, format A

Master Schedules (for FTE purposes) - S611, format J

FTE edit / TERMS edit - S665, format A

(this report is listed as FTE-1 by Student on the timetable)

Once you get a "good, clean" class roster and master schedule, they need a signature and date and to be filed for auditing purposes.

Attendance on Count Week Friday

After attendance is entered on the Friday of FTE count week (the last day of 11-day window), you need to mark anyone who did NOT meet the attendance requirements (were absent ALL 11 days) with an "N" on the S318 panel under the appropriate survey number (October=2, February=3).

The best report for AS/400 schools to run for a list of consecutive absences -- from S250, format B, sequence C. On the control line, enter "EUO" as "Absence Codes" to check. On the selection line, choose Active students, current year and year-type (R), your school number, the from-to dates of the 11-day window, and "011" under the first set of "####".

This report will list any student who has been out every day of the 11-day time and these are the students who should be marked with the "N" on S318.

"Pinnacle schools" may also run this report on the Monday following Date Certain.

(Since Pinnacle data will be posted overnight to the AS/400)

The best report for "Pinnacle schools" to run is the Attendance List – from the Attendance Manager, select Reports, then Attendance List. Select (List students with) "Exactly", "11" (attendance entries). Choose absence codes for Excused, Unexcused, and OSS; choose "all day", select a range of dates equal to the Start and End of the 11-day window. Click Get the Student List and when the report appears, Print it out.

The timetable instruction to update the FTE eligibility flag to "X" for students who are not eligible to earn FTE is referring to PK basic-only students. (Remember that PK in any ESE course should be marked "Y" eligible)

"Snapshot"

On Friday afternoon of Count Week, we will take the "snapshot" of the data as it looks at that point in time (what actually occurs is that the FTE Calculator is run). This snapshot data is compiled and copied into 3 separate "external files" for eventual transmission to DOE in Tallahassee.

"EXTERNAL" Corrections

After the snapshot, we have 2 more weeks to get the data ready to correctly report to Tallahassee. During this 2-week time, you will print edits and make corrections to the "external" data by running the edits under option 10 on the STUDENT MENU (Work with DOE formats) and make corrections on the appropriate X400 panel(s).

At this point, the TERMS edit is no longer needed (except in rare cases to let the Calculator compute FTE for a difficult schedule change).

You may enter and withdraw again.

Reconciliation

Use the external edits to complete your reconciliation reports.

At this time, if you run the report by school of INSTRUCTION, you will get a bottom-line FTE "subtotal" to match your reconciliation. This will show only students and their courses receiving instruction/FTE at your school. (It will include students enrolled elsewhere, like N999 or N998, but who receive instruction with you.)

The report by school of ENROLLMENT, will show all students enrolled at your school and break-out by their schools of instruction (this will help you identify dual-enrollment students, including CJC, gifted at Hope, Hospital/Homebound, etc.)

HOSPITAL/HOMEBOUND times are not given to me until the Monday or Tuesday after count week. At that time, I will make appropriate adjustments externally and let you know when to pull new edits.

"Sign Off" and General Assurances Form

You and your FTE Administrator will be contacted whenever the district-level checks and edits have been completed on your school and you have been "signed off". At that time, your FTE Administrator will complete and send MIS their General Assurances form.

Transmission and Other Formats

Hopefully, on the Due date, we can transmit to Tallahassee. Once the data gets to Tallahassee, then the DOE runs edits and validations on all the data sent. We (me and Steve) have 2 more weeks to make on-line corrections to any error/problems they find. After that, we can send batch corrections for up to 180 days.

Each survey time has several "formats" or sets of data to be sent. The FTE data that you work with involves 3 formats--demographic, student course, and teacher course. There is also, usually, ESE formats--student and student program, an LEP (ESOL) format, Dropout/Match format, and in Survey 3, the Responsible Instructor format. So, there is more than just FTE going on during Surveys and there is more work to be done on our end once formats are transmitted.

MIS will oversee FTE surveys (until further notice by the Superintendent) beginning with 2002 Survey 2 (in October 2001).

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