

2018 - 2019

FTE STUDENT REPORTING

FAMIS

June 24, 2019

Audit Information
Session



FTE Student Reporting Audit Categories



School
Instructional Day



Student
Attendance



Exceptional
Student Education
(ESE)



English for
Speakers of
Other Languages
(ESOL)



Teacher
Certification

School Bell Schedule and Calendar



- **Yearly School Calendar on file**
- **Accurate School Bell Schedule on file**
- **Lunch Schedule on file**
- **Instructional time calculated correctly**
- **Contract for charter schools on file**

Attendance, Enrollment, and Time Cards



- Certification of the Automated Student Attendance Records
- Eleven - day window period
- Enrollment - Student Info (enrollment and absences)
- Substitute teacher signed attendance
- Time cards signed by the employer for OJT students



Examples of Potential Audit Findings

Student Attendance & Instructional Time



Aug-12		Wed	Thu	Fri	Sat	Sun	Mon	Tue
Student ID	Student Name	1	2	3	4	5	6	7
5001	David Alexander	P	P	T	T	P	N	N
5002	Student 2	P	P	P	P	P	N	N
5003	Student 3	P	P	P	P	P	N	N
5004	Student 4	P	P	P	P	P	N	N
5005	Student 5	P	P	P	P	P	N	N

- No student membership during survey
- No student attendance during the 11-day FTE window (could occur when SIS is corrected after survey without correcting in Survey or no attendance recorded in SIS)
- No source attendance documents (teacher not entering directly into SIS)
- Weekly instructional minutes of bell schedule not matching amount of FTE reporting
- Students reported for full FTE funding not receiving minimum instructional time

Examples of Potential Audit Findings

OJT



- Timecard not on file or incomplete
- Missing required signatures on timecard
- Incorrect minutes reported

Exceptional Student Education (ESE)



- Valid Individual Education Plan (IEP)
- Valid Education Plan (EP) for gifted students
- Documentation of parent notification prior to meeting
- Matrix of Services form for #254 and #255

Examples of Potential Audit Findings ESE



- IEP not valid – missing required signatures; expired or lapsed
- Meeting Participation Form not on file or multiple contact attempts not documented
- Matrix of Services form not on file or noncompliant for ESE levels 254 and 255
- Cost factor of Matrix of Services form did not match FTE reported

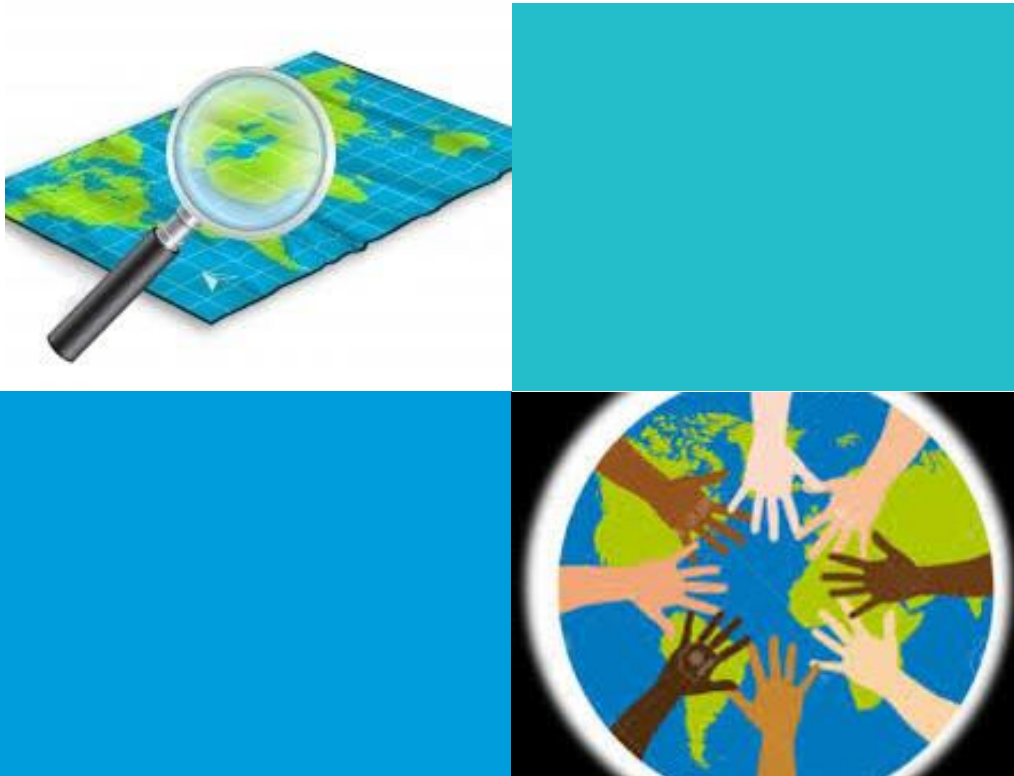
English for Speakers of Other Languages (ESOL)



- Student ELL Plans on file and updated
- English language assessments on file and timely
- Parent notification of ESOL placement on file and timely
- FLDOE ESOL eligible courses reported for ESOL funding
- ELL Committee meeting documentation on file with parent notification of meeting
- No ESOL funding beyond 6 years

Examples of Potential Audit Findings

ESOL



- Incorrectly temporarily placed into ESOL
- Assessment of English language proficiency not timely
- ELL Plan missing, incomplete, or not updated timely
- No parent notification of ESOL placement, notification wasn't timely, or no date of parent notification
- ELL committee meetings not held or within the required timeframe
- No parent notification of ELL committee meeting
- Home Language Survey not on file
- ESOL reported beyond 6 years

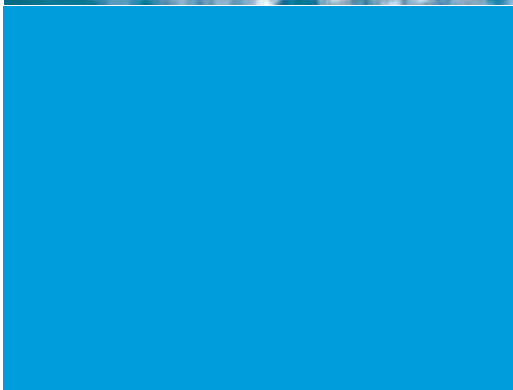
Examples of Potential Audit Findings

Teacher Certification



- Teacher not possessing a Florida teaching certificate
- Teacher not properly certified
- Board approval of out-of-field status not obtained or not timely
- Parents of students taught by out-of-field teacher not notified of out-of-field status or not timely
- Teacher with a temporary certificate did not complete the General Knowledge requirements within twelve calendar months from the date of hire. (requirement amended as a result of Senate Bill 7070 beginning with school year 2019/2020)

2018/2019 Estimated Dollars for Audit Findings



FEFP Program	* Estimated Value of Audit Findings without DCD
101 Basic K-3	0 - \$4,659
111 Basic K-3 with ESE Services	0 - \$4,659
102 Basic 4-8	0 - \$4,204
112 Basic 4-8 with ESE Services	0 - \$4,204
103 Basic 9-12	0 - \$4,204
113 Basic 9-12 with ESE Services	0 - \$4,204
254 ESE Level 4	\$5,279 - \$15,216
255 ESE Level 5	\$9,531 - \$23,721
130 ESOL	\$23 - \$4,982
300 Career Education (Grades 9-12)	\$300 - \$4,204

* Dependent upon number of periods, period lengths, error type, and number of surveys

FTE Survey Checklist Example

The School District of Palm Beach County

FTE (Full Time Equivalent) Eligibility Verification

Keep the original completed verification checklist with the FTE materials listed. Scan and submit one copy to the Regional Office or Charter Office and one copy to the school's assigned FTE Technician by Wednesday following FTE Survey Week.

School: _____ Principal: _____

The FTE Documentation is secured in the following location: _____ Date: _____

ATTENDANCE / MEMBERSHIP	Verified By:
1) Every student on the "Student Funding Record" was enrolled in the School District at least 1 day during FTE Survey week (must be active on Friday).	
2) Every student on the "Student Funding Record" was in attendance at least one (1) day during the FTE 11-day window.	
3) Every student on the "Student Funding Record" received instruction at the school listed.	
4) Every teacher verified the attendance, which covers the 11-day FTE Window, on the "Attendance Verification Report" by signing and dating their individual course rosters.	
5) The "Student Class List(s)" were signed by teachers certifying that the students listed are currently receiving instruction by them in the course indicated.	
6) Individual student time cards are signed and dated by the employer for all off campus work programs (OJT).	

FTE Survey Checklist Example (continued)

The School District of Palm Beach County

FTE (Full Time Equivalent) Eligibility Verification

7) The “ School Enrollment Summary Report” [R086] was printed for the end of business on the last day of FTE week. (Reports > District Reports > Enrollment Reports > Enrollment Summary R086)

8) Attendance Verification Letter: After FTE Survey week, attach to school's letterhead and sign/date by the school principal. Keep with Attendance Verification Report. [Survey Attendance Verification letter](#)

FTE REPORTED		Verified By:
1) FTE Earned by student corresponds with the amount of instruction provided by reviewing the "Student Funding Record."		
2) Any students earning less than .5000 FTE are verified as being funded correctly.		
3) Class Size Verification. FISH room, Scheduling Methods and Periods for each course correspond to where, how and when the instruction occurs..		
4) FISH used for OJT courses include the term OJT and has a facility type of 11.		

SPECIAL PROGRAMS / SERVICES		Verified By:
1) All “School Accuracy Reports” are attached signed and dated.		

Signature of Principal: _____ Date: _____

