

FTE Fundamentals

JUNE 11, 2024 | 1:00-1:45PM

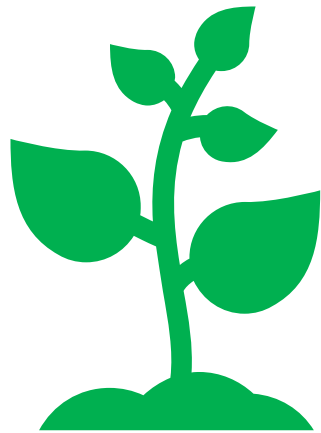
AARON NICELY

COQUINA A & B

Agenda

- FTE Basics
- Virtual FTE
- Required Documentation for an FEFP Audit
- Q & A





FTE Basics

11-Day Attendance Window
(Student must be in attendance at least one day)

Survey Week
(Students must be enrolled at least one day)

Friday

Monday

Tuesday

Wednesday

Thursday

Friday

Monday

Tuesday

Wednesday

Thursday

Friday

Attendance window includes

6 scheduled school days before state assigned Survey Week

Date
Certain

Survey Membership Requirements

FTE Student Basics - Reporting

Student has been in attendance during the 11-day window

Student has to be enrolled during 5-day survey week

Survey 2, 2024-25:

11-Day Window: September 27* - October 11

Survey Week: October 7-11, 2024

Due Date: October 18, 2024

Survey 3, 2024-25 :

11-Day Window: January 24* - February 7

Survey Week: February 3-7, 2025

Due Date: February 14, 2025

*Unless there is a holiday on the 6 preceding school days before Survey Week



FTE BASICS



Full-time Equivalent Student
Membership = 1 FTE



Half in Survey 2 & Half in Survey 3
(reported FTE should include everything but the
capped FTE per survey is 0.5)



Errors & missing data can cause you to
lose FTE!



If a student goes to another district, they
can take some of your FTE too!
(this is recalibrated FTE prorated on each districts
reported FTE)

$$\begin{array}{ccccccccc}
 \boxed{\begin{array}{c} \text{FTE} \\ \text{Students} \\ 3,170,301.01 \end{array}} & \times & \boxed{\begin{array}{c} \text{Program} \\ \text{Weights} \end{array}} & = & \boxed{\begin{array}{c} \text{Weighted FTE} \\ \text{Students} \\ 3,490,098.18 \end{array}} & \times & \boxed{\begin{array}{c} \text{Base Student} \\ \text{Allocation} \\ \text{(BSA)} \\ \$5,330.98 \end{array}} & \times & \boxed{\begin{array}{c} \text{Comparable Wage} \\ \text{Factor (CWF)} \end{array}} & \times & \boxed{\begin{array}{c} \text{Small District} \\ \text{Factor (SDF)} \end{array}} & =
 \end{array}$$

$$\begin{array}{ccccccccc}
 \boxed{\begin{array}{c} \text{Base Funding} \\ \$18,837,954,999 \end{array}} & + & \boxed{\begin{array}{c} \text{DJJ} \\ \text{Supplemental} \\ \text{Allocation} \\ \$2,831,855 \end{array}} & + & \boxed{\begin{array}{c} \text{Educational} \\ \text{Enrichment} \\ \text{Allocation} \\ \$833,448,236 \end{array}} & + & \boxed{\begin{array}{c} \text{ESE Guaranteed} \\ \text{Allocation} \\ \$1,293,529,266 \end{array}} & + & \boxed{\begin{array}{c} \text{Mental Health} \\ \text{Assistance} \\ \text{Allocation} \\ \$180,000,000 \end{array}} & + & \boxed{\begin{array}{c} \text{Safe} \\ \text{Schools} \\ \$290,000,000 \end{array}} & +
 \end{array}$$

$$\begin{array}{ccccccccc}
 \boxed{\begin{array}{c} \text{Student} \\ \text{Transportation} \\ \text{Allocation} \\ \$556,584,049 \end{array}} & + & \boxed{\begin{array}{c} \text{.748 Mill} \\ \text{Discretionary} \\ \text{Compression} \\ \$425,723,788 \end{array}} & + & \boxed{\begin{array}{c} \text{Federally} \\ \text{Connected} \\ \text{Student} \\ \text{Supplement} \\ \$15,932,499 \end{array}} & + & \boxed{\begin{array}{c} \text{State} \\ \text{Funded} \\ \text{Discretionary} \\ \text{Contribution} \\ \$44,600,717 \end{array}} & = & \boxed{\begin{array}{c} \text{Gross State and} \\ \text{Local FEFP} \\ \$22,480,605,409 \end{array}} & - & \boxed{\begin{array}{c} \text{Required Local} \\ \text{Effort} \\ \$10,376,243,513 \end{array}} & =
 \end{array}$$

$$\begin{array}{ccccccccc}
 \boxed{\begin{array}{c} \text{Net State} \\ \text{FEFP} \\ \$12,104,361,896 \end{array}} & + & \boxed{\begin{array}{c} \text{Class} \\ \text{Size Reduction} \\ \$2,771,299,363 \end{array}} & + & \boxed{\begin{array}{c} \text{State Funded} \\ \text{Discretionary} \\ \text{Supplement} \\ \$616,070,303 \end{array}} & = & \boxed{\begin{array}{c} \text{Total State} \\ \text{Funding} \\ \$15,491,731,562 \end{array}} & + & \boxed{\begin{array}{c} \text{Required Local} \\ \text{Effort} \\ \$10,376,243,513 \end{array}} & + & \boxed{\begin{array}{c} \text{.748 Mill} \\ \text{Discretionary} \\ \text{Local Effort} \\ \$2,533,459,943 \end{array}} & =
 \end{array}$$

Total Funding
\$28,401,435,018



FTE Student Basics

The amount of FTE reported is based on Class Weekly Minutes on the student schedule.

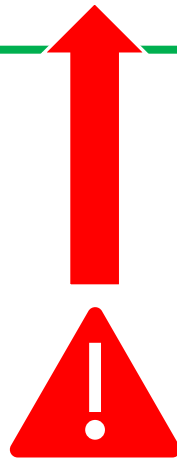
Grades 4-12: 1500 Weekly Minutes X 0.00033333 = 0.5 FTE Max

Grades PK-3: 1200 Weekly Minutes X 0.00041667 = 0.5 FTE Max

Survey 2: 0.5 FTE

Survey 3: 0.5 FTE

Total = 1 FTE



Ultimately FTE is based on the student's schedule. If the student is not fully scheduled in the system, the district misses FTE



Schedules = FTE

7 Classes 



Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year-Round/Extended School Year FT
<u>GUITAR 1</u>	01 01 - 018 - Jared Briggs	1301320	018	MTWHF	Port7	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>THEATRE 2</u>	02 02 - 006 - Bianca Figueroa	0400320	006	MTWHF	058	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>INF GEO</u>	03 03 - 036 - Lazzaro Godley	1206300	036	MTWHF	105	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>MARINE SCI 1 HON</u>	04 04 - 001 - Donald Varela	2002510	001	MTWHF	24A	Full Year	08/17/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>WORLD HIST</u>	05 05 - 063 - Cielo Morales	2109310	063	MTWHF	Port1	Full Year	08/17/2021	-	✗	103 - 9-12 Basic	N/A	325	.1084	N/A	-
<u>ENG 2</u>	06 06 - 053 - Dalila Sholes	1001340	053	MTWHF	007	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>DRAW 1</u>	07 07 - 021 - Kathy Reyna	0104340	021	MTWHF	035	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
+ Add a Section															
Total												1675	.5584		

Base Student Allocation (BSA)

The dollar amount set annually by the Legislature to provide FEFP base funding for the fiscal year 2024-25 is

\$5,330.98

Note not yet signed by Governor



Weighted FTE

FEFP Codes	Old 2023-24 Weights	New 2024-25 Weights
Basic, Grades K-3 (101)	1.122	1.118
Basic, Grades 4-8 (102)	1.000	1.000
Basic, Grades 9-12 (103)	0.988	0.978
ESE, Grades K-3 (111)	1.122	1.118
ESE, Grades 4-8 (112)	1.000	1.000
ESE, Grades 9-12 (113)	0.988	0.978
ESE, Level IV (254)	3.706	3.697
ESE, Level V (255)	5.707	5.992
ESOL (130)	1.208	1.192
Career, Grades 9-12 (300)	1.072	1.079

ESE Guaranteed Allocation

FEFP: 111, 112 and 113



This allocation provides for the additional services needed for exceptional students.

2024-25 this is funded at an additional \$2,056.31 per FTE minimum or more depending on other factors.

~~District Cost Differential~~

Comparable Wage Factor

An adjustment that recognizes differences in the cost of living among the school districts

Unlike the DCD, the CWF does not penalize districts for lower cost of living. It only provides a bonus for districts with a greater cost of living.



Small District Factor

The Small District Factor (SDF) is an adjustment that recognizes school districts with less than 20,000 FTE and are designated as fiscally constrained districts as described in s. 218.67(1), F.S.

The SDF is set at 1.0277 for the 2024-2025 year.

If you don't get an SDF, it is just a 1.





Weighted FTE x
BSA x CWF x SDF
= Base Funding

Additional or Add-on FTE

Survey 4:

- Students who pass EOC without course enrollment (1/6 FTE)

Survey 5:

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced International Certificate of Education (AICE)
- Industry certified career and professional academy programs
- Early Graduation
- Student receives an associate degree through a dual enrollment program with a grade point average of 3.0 or better
- Dual enrollment general education course with a grade of “A”



What is FEFP fundable for Summer School (Survey 4 & 1)?

Virtual Course Completion (more on this later)

Virtual Instruction for Credit Recovery courses

EOC Passed without course enrollment (Survey 4 only, mentioned earlier)

Department of Juvenile Justice (DJJ) residential programs

Juveniles Incompetent to Proceed (JITP) programs

Florida Virtual School (FLVS district 71)

What do we report in Survey 4 & 1?

Even if no associated funding is provided, districts are required to report summer school FTE, including FTE associated with extended school year programs and summer reading programs, for use by FLDOE in preparing statistical reports, reviewing participation in selected summer programs, and planning for student growth.

Virtual FTE

Virtual FTE Overview

Virtual courses eligible for FTE reporting in Survey 4 are those with:

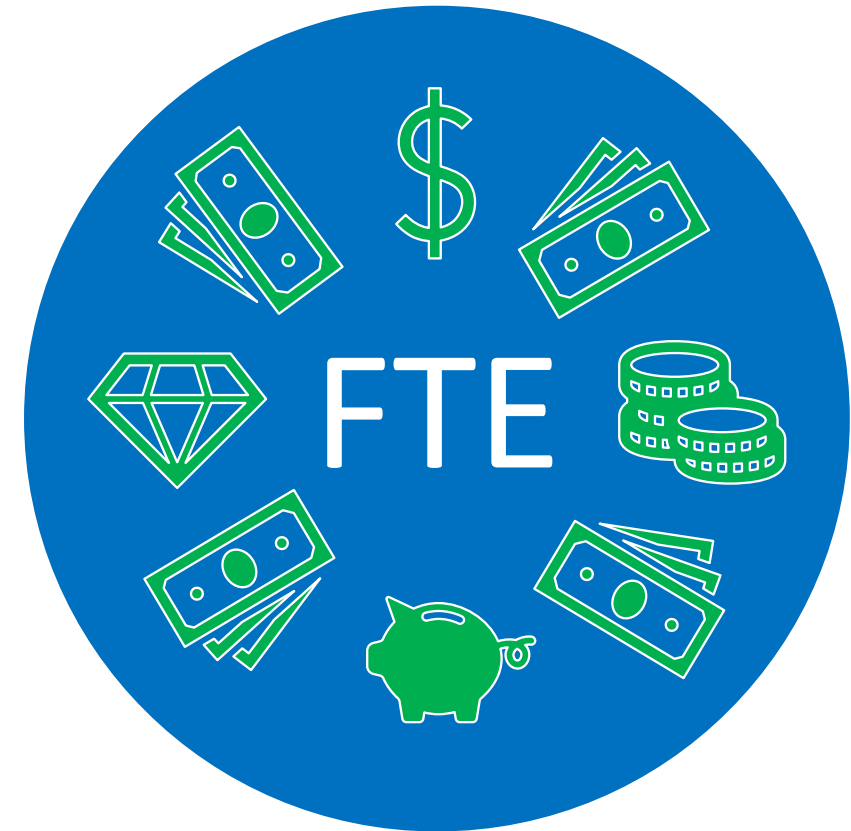
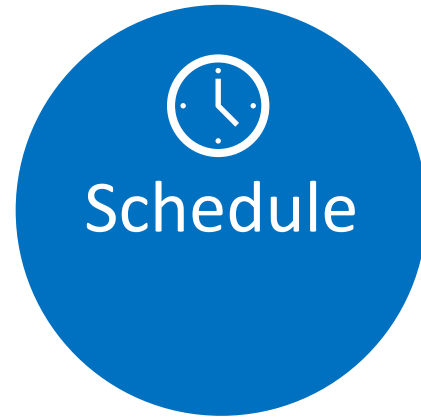
- a **school of instruction set as 7001, 7004, 7006, 7023**
- OR if the **Location of Student is set as T** on the schedule for a course with any other school of instruction.

Survey 4 Virtual FTE requires successful completion of the virtual course; receiving a grade of a D or higher. For virtual FTE to be reported correctly. Many systems require the course to be on the student's schedule and have a **matching** grade.



Survey 4 FTE

Funded on
successful
completion



The dreaded 2H error....

*2H - IF SURVEY = 4 AND ..

IF SCHL INST = 7001, 7004, 7006 OR 7023; ..

OR LOCATION OF STUDENT = T

THEN COURSE GRADE MUST NOT EQUAL IP



The wonderful 2H error....

*2H - IF SURVEY = 4 AND ..

IF SCHL INST = 7001, 7004, 7006 OR 7023; ..

OR LOCATION OF STUDENT = T

THEN COURSE GRADE MUST NOT EQUAL IP

I think it is best to send every virtual schedule including those which do not have a grade, so you get this error. Why?

Because this will flag any that you may have missed a grade entry for, on those enter a WP or WF and set that not to earn FTE.

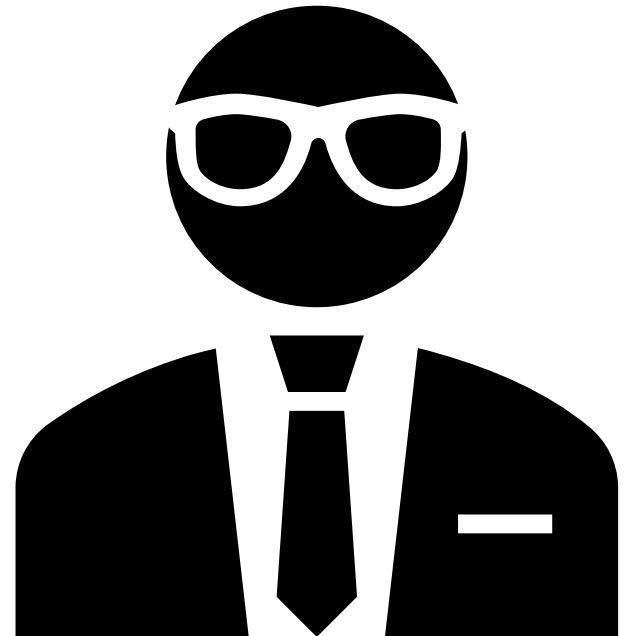


Here comes the auditor...

District virtual courses reported in Survey 2 or 3 can be reported for FTE funding beyond the 180-day school year and before the deadline for amending Survey 4.

This means if the student did not get reported in Survey 2 or Survey 3 in that course and they do not complete the course before the end of your regular 180-day school year that course can not be reported for Survey 4 Virtual FTE.

If you entered a grade, your system might automatically apply FTE, so to accomplish this you may have to manually mark it not to send for FTE.



180-Day School Year

Reported in Survey 2 or Survey 3
Can complete anytime before Amendment Window

August

September

October
(Survey 2)

November

December

January

February
(Survey 3)

March

April

May

June

July

August (S4
Amend.)

Student Starts Class
after Survey 3
Must complete before
end of 180-day school
year

Reporting Virtual FTE courses completed after the 180-day school year

What about next year?

If the student does not complete the virtual course by the end of the regular school year (or the end of the Survey 4 amendment period if they were reported in Survey 2 or 3) then they would not be eligible for reporting the same virtual course the following year.

However, they can enroll the student in a virtual credit recovery course in the following year if there is an applicable credit recovery course available.



Summer Virtual Courses

District virtual instruction FTE beyond the 180-day school year is limited to course completion and credit recovery. Course completion refers only to a student who is reported during Surveys 2 or 3 and who do not complete a virtual education course by the end of the regular school year. (s. 1011.61 (1)(c)bVIII2c., F.S.)

A new district virtual course, that is not a credit recovery course, offered during the summer months would not qualify for FTE funding at all.



A stack of books and papers on a desk. The stack includes several books with different colored covers (yellow, red, blue) and a large stack of papers. The books are stacked on top of each other, and the papers are stacked on top of the books. The stack is positioned on the left side of the page.

Virtual Credit Recovery

Any virtual credit recovery that is completed after the close of the Survey 4 amendment window, which closes on August 15, must be reported in Survey 4 of the following year.

F71134 Summer FTE Report S4

RUN DATE: 08/17/22		FLORIDA DEPARTMENT OF EDUCATION					PAGE 1	
RUN TIME: 22.04.14		FTE FOR DJJ AND VIRTUAL SCHOOLS IN SURVEY 4, 2122						
FILE: 71.134		AS OF 08/17/22						
DISTRICT NUMBER	DISTRICT NAME	SCHOOL NUMBER	SCHOOL NAME	FTE REPORTED PRIOR YEAR	FTE REPORTED CURRENT YEAR	DIFFERENCE PRIOR TO CURRENT YEAR	FTE TO BE NULLED*	
		0052	MIDDLE SCHOOL	0.0000	1.5846	1.5846	0.0000	
		7001	VIRTUAL INSTRUCTION	17.2738	10.3357	6.9381-	0.0000	
		7004	VIRTUAL FRANCHISE	16.5751	34.6888	18.1137	0.0000	
		DISTRICT TOTAL		33.8489	46.6091	12.7602	0.0000	





Maximum 1 FTE per student

If a student already has a full schedule in the brick & mortar school, the district will not earn additional funding for virtual classes students take on-top of that.



Required Documentation for Audit

School Level Records Required for Audit

- Automated and Source Attendance Records
- Bell Schedules & School Calendars
- District Report that documents the reported number of FTE students for schools and individual students (F60876 Individual Student FTE - the principal at each school site is required to review, sign, and submit to the district that the report is correct)
- Current ESE IEPs and Matrix Documentation (instructor logs for therapy services/HHB)
- ELL Plans, dates and schedules for ELL students in ESOL Programs
- On-the-job training (OJT) paperwork/timecards

District Level Records Required for Audit

- FTE Reporting Policies & Procedures
- School board minutes and chronological listing of board members during the school year
- Teacher employment policies, schedule and personnel files
- Teacher certification records, Out-of-field (OOF) documentation and board approval, parent notification of OOF, ESOL hours/endorsements for classes taught to ELL students
- Student transfer policy
- ESE policies & procedures (SP&P), District ELL Student Plan, and associate student plan approval letters from DOE if appropriate

Transportation Records

- Transportation policies and procedures
- Bus drivers' rosters, summaries of bus drivers' rosters, and related records that support the student ridership figures reported to DOE
- School bus routes, maps, and schedules; hazardous walking conditions reports; and supporting documentation
- A list, preferably in an excel format, that can be sent via FTP to the auditor, showing the home addresses of all students as of date certain for all surveys where student transportation was reported
- Documentation to support Days In Term (DIT)
- Contracts between district and charter schools regarding transportation
- Contracts between district and neighboring county regarding student transportation
- IEPs supporting students reporting in the Weighted Ridership Category (L)
- IEPs supporting students reported in category M
- Documentation to support the students eligible for the Teenage Parents and Infants Ridership Category

Recap + Q&A

- FTE is based on Schedule Minutes.
- Students must be enrolled 1 day during survey week and in attendance 1 day during 11-day window.
- 255/254 students are more than 5x/3x FTE \$.
- Virtual FTE is based on successful completion.
- Students who were not reported in S2/S3 for virtual must complete by end of regular school year.
- Districts must keep proper records for an FTE audit.

