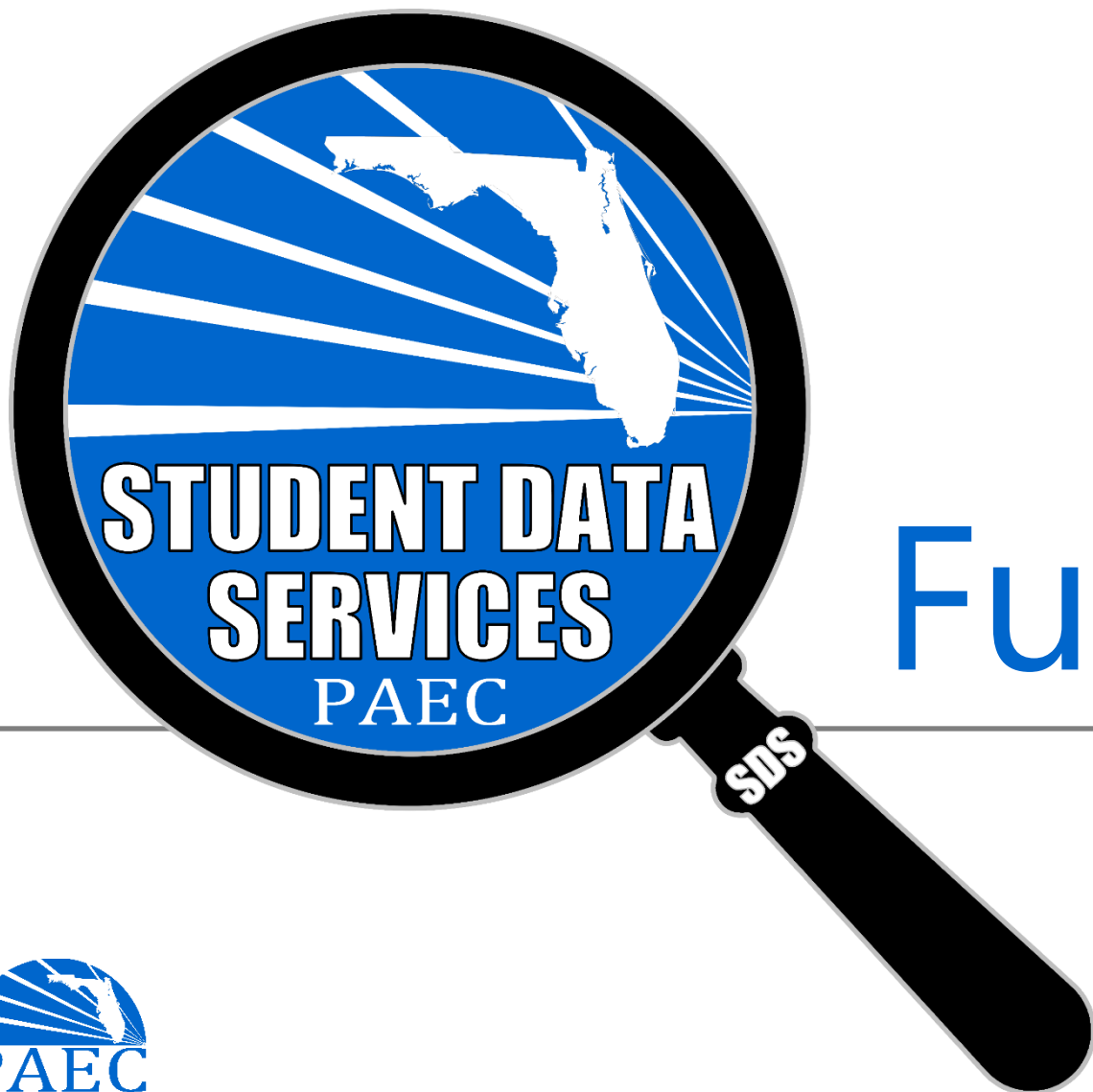




FTE Fundamentals

JUNE 24, 2025 | 12:45-1:30PM

AARON NICELY

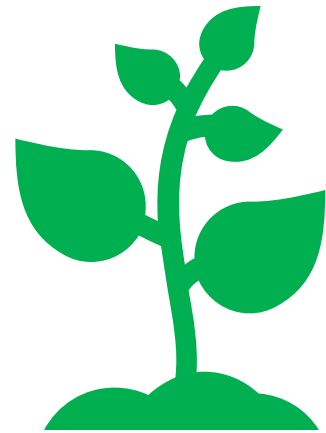
CARIBBEAN BALLROOM 7

5-Part Series for New MIS

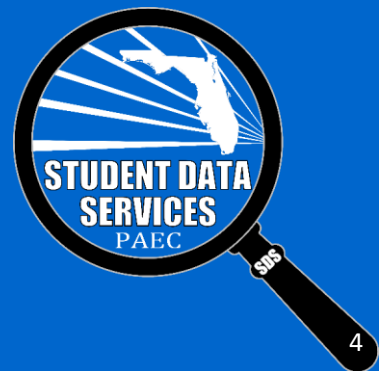
1. State Reporting 101: Foundations
Monday, June 23: 10:45 - 11:30 AM
2. State Reporting 201: Understanding Errors & Fixing Common Issues
Monday, June 23: 3:00 - 3:45 PM
3. State Reporting 301: Building a Local Data Quality
Tuesday, June 24: 10:55 - 11:40 AM
4. FTE Fundamentals
Tuesday, June 24: 12:45 - 1:30 PM
5. Virtual FTE & Reporting
Tuesday, June 24: 1:45 - 2:30 PM

Agenda

- FTE Basics
- 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 must be enrolled during 5-day survey week

Survey 2, 2025-26:

11-Day Window: September 26* - October 10

Survey Week: October 6-10, 2025

Due Date (initials): October 17, 2025

Survey 3, 2025-26 :

11-Day Window: January 23* - February 6

Survey Week: February 2-6, 2026

Due Date (initials): February 13, 2026

*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)



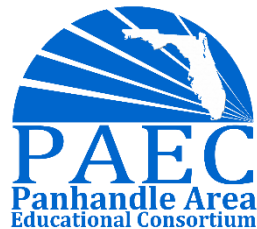
$$\begin{array}{|c|} \hline \text{FTE Students} \\ \hline 3,170,301.01 \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{Program} \\ \hline \text{Weights} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Weighted FTE} \\ \hline \text{Students} \\ \hline 3,490,098.18 \\ \hline \end{array}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

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

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

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

Total Funding
\$28,401,435,018



FTE Student Basics

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

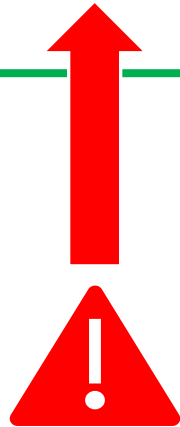
Grades 4-12: 1500 Weekly Minutes X 0.00033333 = 0.5 FTE Max

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 FTE
<u>GUIAR 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 2025-26 is

\$5,372.60

Note not yet passed or signed by Governor

Weighted FTE

FEFP Code	OLD 2024-25 Weight	NEW 2025-26 Weight
Basic, Grades K-3 (101)	1.118	1.108
Basic, Grades 4-8 (102)	1.000	1.000
Basic, Grades 9-12 (103)	0.978	0.972
ESE, Grades K-3 (111)	1.118	1.108
ESE, Grades 4-8 (112)	1.000	1.000
ESE, Grades 9-12 (113)	0.978	0.972
ESE, Level IV (254)	3.697	3.609
ESE, Level V (255)	5.992	6.064
ESOL (130)	1.192	1.165
Career, Grades 9-12 (300)	1.079	1.081

FEFP: 111, 112 and 113



ESE Guaranteed Allocation

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

2025-26 this is funded at an additional \$2,113.61 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.

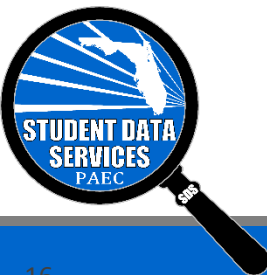
The SDF is set at 1.0277 for the 2024-2025 year.

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”
- College Board Advanced Placement Capstone Diploma
- CTE Pathway Concentrator Completion ***NEW***

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

Virtual Course Completion

(attend virtual reporting session for more information)



Virtual Instruction for Credit Recovery

(attend virtual reporting session for more information)

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.



Required Documentation for Audits

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 6x/3x FTE \$.
- Districts must keep proper records for an FTE audit.