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| Georgia Department of Education- *Sample* Checklist  FTE Checklist | |  |
| Background | | |
| Why FTE? | The Quality Basic Education (QBE) Act requires local school systems to report student enrollment in terms of Full-Time Equivalent (FTE) students. State funding for the operation of instructional programs is generated from FTE data. | |
| How is the Data Used? | 1. Official enrollment count 2. Funding for schools 3. Federal Child Count (Special Education compliance) 4. Georgia State Report Card | |

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| CHECKLIST | | |
|  | **AUGUST** |  |
|  | Complete Student Identity Data Updates and Verification | Verify accuracy in GUIDE; Claim Students as needed |
|  | Verify Student Demographic Data | Race, Ethnicity, DOB |
|  | Verify No Shows and Withdrawn Students are Coded Properly | Attendance Reports for Teachers to Verify |
|  | Verify Grade Level for Retained Students |  |
|  | Verify Resident Status and System of Residency |  |
|  | Identify Special Education Students – Verify information with Special Education Teachers (or District level contact) | GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records |
|  | Verify Student Schedules and Teacher Assignments | Students schedules should be correct and complete by the end of August |
|  | Verify course information for Dual Enrollment students |  |
|  | Run Preliminary Reports | Attendance, Program Lists, Basic Demographic Data |
|  | Make Corrections as Needed |  |
|  | **SEPTEMBER** |  |
|  | Begin Uploading Files for SR Data Cleanse | Correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class. |
|  | Verify Student Schedules and FTE Program Codes | Ensure accuracy for segments to be pulled |
|  | Verify Student Attendance Data | Prior Ten Days |
|  | Verify No Shows and Withdrawn Students are Coded Properly | Ensure students that are withdrawn are not reported as active in FTE |
|  | Verify the Identify and Updates for Special Education Students | Primary Area, segments, inclusion, transported, supplemental speech  Hours Per Week, Related Services, IEP, Environment (Cycle 1 only) |
|  | Identify and Update EL Students | EL status, ESOL status, Itinerant and Non-Itinerant segments |
|  | Verify Students in Gifted Education, EIP, and REP | Courses, delivery models, segments, teacher information |
|  | Create report for Special Education to review Special Education Student Data | FTE Segments (Both Cycles) and Federal Child Count Data Verification (Cycle 1) |
|  | Create report for Gifted Education to review Schedules for Gifted Students | Verify segments |
|  | Create report for Other Programs to review Schedules for Students in those Programs | CTAE, EIP, REP, Alternative Education |
|  | Run Preliminary FTE Reports from within SIS System | Review segments, withdrawals, resident status, etc. |
|  | Finalize Corrections and Prepare for Data Extraction | Get corrections from program areas, teachers, etc. |
|  | Test File Extract Process |  |
|  | **OCTOBER** |  |
|  | Make Final Updates in Preparation for FTE Date |  |
|  | Cease Schedule Changes |  |
|  | Extract and Upload FTE Data File | Point in Time Collection – Extract as of the Count Date |
|  | Review FTE Error Report | Organize errors and work to correct them. |
|  | Share Selected Reports with Teachers/Programs to Verify Data | FT024 – Gifted Students by Grade  FT025 - REP Students by Grade  FT026 – ESOL Students by Segments  FT042 & FT043 – Special Education Enrollment  FT055 – EIP Enrollment  FT061 – English Learner Students  FT070 – Dual Enrollment Students |
|  | Resolve Identity Errors | FT032 – Duplicate Student ID  FT040 – Duplicate GTID, Race, Gender, and DOB  FT046 – Duplicate GTIDs Within District  FT091 – Students With Multiple GTIDs |
|  | Verify the Segments and Services Reported by Each Student | FT044 – Student Summary Report for Active Students |
|  | Verify Enrollment, Demographic, Residence and Overall Counts | FT001 – Transmission Verification;  FT002 – Enrollment by Grade  FT006 – System of Residence Summary  FT009 – 3 FTE Counts  FT011 – Funded and Non-Funded Students  FT012 – Non-Funded Student Details  FT013 – Graduated Students  FT015 – Withdrawn Students  FT035 – No Show Students  FT051 – EL Students by Primary Area and Race/Ethnicity  FT068 – Homeless Students  FT071 – International Exchange Students |
|  | Verify Special Education Reports that Feed Federal Child Count (Cycle 1 only) | FT017 – Special Education Child Count  FT018 – Hours Per Week in Primary Area  FT019 – Related Services  FT020 – Special Ed Environment Age 6 and Above  FT027 – Special Ed Environment Age 5 and Under  FT042 & FT043 – Special Education Enrollment by Race & Ethnicity  FT087 – Enrollment by Disability |
|  | Verify Final FTE Segment Counts | FT100 – System Signoff Report |
|  | Internal Sign Off Process Completed |  |
|  | Superintendent Signoff Completed |  |
|  | Print Reports | Print a final copy of the reports if the school or districts desires to keep hard copies. |

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| CHECKLIST | | |
|  | **JANUARY** |  |
|  | Complete Student Identity Data Updates and Verification | Verify accuracy in GUIDE; Claim Students as needed |
|  | Verify Student Demographic Data | Race, Ethnicity, DOB |
|  | Verify Grade Level for Retained Students |  |
|  | Verify Resident Status and System of Residency |  |
|  | Identify Special Education Students – Verify information with Special Education Teachers (or District level contact) | GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records |
|  | Verify Student Schedules and Teacher Assignments | Students schedules should be correct and complete by the end of August |
|  | Run Preliminary Reports | Attendance, Program Lists, Basic Demographic Data |
|  | Make Corrections as Needed |  |
|  | **FEBRUARY** |  |
|  | Verify Student Schedules and FTE Program Codes | Ensure accuracy for segments to be pulled |
|  | Verify Student Attendance Data | Prior Ten Days |
|  | Verify the Identify and Updates for Special Education Students | Primary Area, segments, inclusion, transported, supplemental speech  Hours Per Week, Related Services, IEP, Environment (Cycle 1 only) |
|  | Identify and Update EL Students | EL status, ESOL status, Itinerant and Non-Itinerant segments |
|  | Create report for Special Education to review Special Education Student Data | FTE Segments (Both Cycles) and Federal Child Count Data Verification (Cycle 1) |
|  | Create report for Gifted Education to review Schedules for Gifted Students | Verify segments and delivery models |
|  | Create report for Other Programs to review Schedules for Students in those Programs | CTAE, EIP, REP, Alternative Education |
|  | Run Preliminary FTE Reports from within SIS System | Review segments, withdrawals, resident status, etc. |
|  | Finalize Corrections and Prepare for Data Extraction | Get corrections from program areas, teachers, etc. |
|  | Test File Extract Process |  |
|  | **MARCH** |  |
|  | Make Final Updates in Preparation for FTE Date |  |
|  | Cease Schedule Changes |  |
|  | Extract and Upload FTE Data File | Point in Time Collection – Extract as of the Count Date |
|  | Review FTE Error Report | Organize errors and work to correct them. |
|  | Share Selected Reports with Teachers/Programs to Verify Data | FT024 – Gifted Students by Grade  FT025 - REP Students by Grade  FT026 – ESOL Students by Segments  FT042 & FT043 – Special Education Enrollment  FT055 – EIP Enrollment  FT061 – English Learner Students  FT070 – Dual Enrollment Students |
|  | Resolve Identity Errors | FT032 – Duplicate Student ID  FT040 – Duplicate GTID, Race, Gender, and DOB  FT046 – Duplicate GTIDs Within District  FT091 – Students with Multiple GTIDs |
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|  | Verify Final FTE Segment Counts | FT100 – System Signoff Report |
|  | Internal Sign Off Process Completed |  |
|  | Superintendent Signoff Completed |  |
|  | Print Reports | Print a final copy of the reports if the school or districts desires to keep hard copies. |