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| Georgia Department of Education- *Sample* ChecklistFTE 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| [ ]  | Verify No Shows and Withdrawn Students are Coded Properly | Attendance Reports for Teachers to Verify |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| [ ]  | Verify No Shows and Withdrawn Students are Coded Properly | Ensure students that are withdrawn are not reported as active in FTE |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 speechHours 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 GradeFT025 - REP Students by GradeFT026 – ESOL Students by SegmentsFT042 & FT043 – Special Education EnrollmentFT055 – EIP EnrollmentFT061 – English Learner StudentsFT070 – Dual Enrollment Students |
| [ ]  | Resolve Identity Errors | FT032 – Duplicate Student IDFT040 – Duplicate GTID, Race, Gender, and DOBFT046 – Duplicate GTIDs Within DistrictFT091 – 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 GradeFT006 – System of Residence SummaryFT009 – 3 FTE CountsFT011 – Funded and Non-Funded StudentsFT012 – Non-Funded Student DetailsFT013 – Graduated StudentsFT015 – Withdrawn StudentsFT035 – No Show StudentsFT051 – EL Students by Primary Area and Race/EthnicityFT068 – Homeless StudentsFT071 – International Exchange Students |
| [ ]  | Verify Special Education Reports that Feed Federal Child Count (Cycle 1 only) | FT017 – Special Education Child CountFT018 – Hours Per Week in Primary AreaFT019 – Related ServicesFT020 – Special Ed Environment Age 6 and AboveFT027 – Special Ed Environment Age 5 and UnderFT042 & FT043 – Special Education Enrollment by Race & EthnicityFT087 – 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 speechHours 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 GradeFT025 - REP Students by GradeFT026 – ESOL Students by SegmentsFT042 & FT043 – Special Education EnrollmentFT055 – EIP EnrollmentFT061 – English Learner StudentsFT070 – Dual Enrollment Students |
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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. |