

## 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?	<ol style="list-style-type: none"> <li>1. Official enrollment count</li> <li>2. Funding for schools</li> <li>3. Federal Child Count (Special Education compliance)</li> <li>4. Georgia State Report Card</li> </ol>

### CHECKLIST

#### AUGUST

<input type="checkbox"/>	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
<input type="checkbox"/>	Verify Student Demographic Data	Race, Ethnicity, DOB
<input type="checkbox"/>	Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify
<input type="checkbox"/>	Verify Grade Level for Retained Students	
<input type="checkbox"/>	Verify Resident Status and System of Residency	
<input type="checkbox"/>	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
<input type="checkbox"/>	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August
<input type="checkbox"/>	Verify course information for Dual Enrollment students	
<input type="checkbox"/>	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
<input type="checkbox"/>	Make Corrections as Needed	

#### SEPTEMBER

<input type="checkbox"/>	Verify Student Schedules and FTE Program Codes	Ensure accuracy for segments to be pulled
<input type="checkbox"/>	Verify Student Attendance Data	Prior Ten Days
<input type="checkbox"/>	Verify No Shows and Withdrawn Students are Coded Properly	Ensure students that are withdrawn are not reported as active in FTE
<input type="checkbox"/>	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)
<input type="checkbox"/>	Identify and Update EL Students	EL status, ESOL status, Itinerant and Non-Itinerant segments

<input type="checkbox"/>	Verify Students in Gifted Education, EIP, and REP	Courses, delivery models, segments, teacher information
<input type="checkbox"/>	Create report for Special Education to review Special Education Student Data	FTE Segments (Both Cycles) and Federal Child Count Data Verification (Cycle 1)
<input type="checkbox"/>	Create report for Gifted Education to review Schedules for Gifted Students	Verify segments
<input type="checkbox"/>	Create report for Other Programs to review Schedules for Students in those Programs	CTAE, EIP, REP, Alternative Education
<input type="checkbox"/>	Run Preliminary FTE Reports from within SIS System	Review segments, withdrawals, resident status, etc.
<input type="checkbox"/>	Finalize Corrections and Prepare for Data Extraction	Get corrections from program areas, teachers, etc.
<input type="checkbox"/>	Test File Extract Process	

## OCTOBER

<input type="checkbox"/>	Make Final Updates in Preparation for FTE Date	
<input type="checkbox"/>	Cease Schedule Changes	
<input type="checkbox"/>	Extract and Upload FTE Data File	Point in Time Collection – Extract as of the Count Date
<input type="checkbox"/>	Review FTE Error Report	Organize errors and work to correct them.
<input type="checkbox"/>	Share Selected Reports with Teachers/Programs to Verify Data	FT024 – Gifted Students by Grade FT025 - Remedial Education Program By Grade FT026 – ESOL by Segments FT042 & FT043 – Special Education Enrollment FT055 – Enrollment in Early Intervention FT061 – English Learner FT070 – Students Enrolled in Dual Enrollment Programs
<input type="checkbox"/>	Resolve Identity Errors	FT032 – Duplicate Student ID
<input type="checkbox"/>	Verify the Segments and Services Reported by Each Student	FT044 – Student Summary Report for Active Students
<input type="checkbox"/>	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 by Primary Area and Race/Ethnicity FT068 – Homeless Students FT071 – International Exchange Students
<input type="checkbox"/>	Verify Special Education Reports that Feed Federal Child Count (Cycle 1 only)	FT017 – Special Education Child Count FT018 – Special Education Service by Disability FT019 – Special Education Related Services FT020 – Special Ed Environment-School Age Students FT027 – Special Ed Environment Early Childhood

		FT042 & FT043 – Special Education Enrollment by Race & Ethnicity FT087 – Enrollment by Disability
<input type="checkbox"/>	Verify Final FTE Segment Counts	FT100 – System Signoff Report
<input type="checkbox"/>	Internal Sign Off Process Completed	
<input type="checkbox"/>	Superintendent Signoff Completed	
<input type="checkbox"/>	Print Reports	Print a final copy of the reports if the school or districts desires to keep hard copies.

## CHECKLIST

### JANUARY

<input type="checkbox"/>	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
<input type="checkbox"/>	Verify Student Demographic Data	Race, Ethnicity, DOB
<input type="checkbox"/>	Verify Grade Level for Retained Students	
<input type="checkbox"/>	Verify Resident Status and System of Residency	
<input type="checkbox"/>	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
<input type="checkbox"/>	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August
<input type="checkbox"/>	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
<input type="checkbox"/>	Make Corrections as Needed	

### FEBRUARY

<input type="checkbox"/>	Verify Student Schedules and FTE Program Codes	Ensure accuracy for segments to be pulled
<input type="checkbox"/>	Verify Student Attendance Data	Prior Ten Days
<input type="checkbox"/>	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)
<input type="checkbox"/>	Identify and Update EL Students	EL status, ESOL status, Itinerant and Non-Itinerant segments
<input type="checkbox"/>	Create report for Special Education to review Special Education Student Data	FTE Segments (Both Cycles) and Federal Child Count Data Verification (Cycle 1)
<input type="checkbox"/>	Create report for Gifted Education to review Schedules for Gifted Students	Verify segments and delivery models
<input type="checkbox"/>	Create report for Other Programs to review Schedules for Students in those Programs	CTAE, EIP, REP, Alternative Education
<input type="checkbox"/>	Run Preliminary FTE Reports from within SIS System	Review segments, withdrawals, resident status, etc.

<input type="checkbox"/>	Finalize Corrections and Prepare for Data Extraction	Get corrections from program areas, teachers, etc.
<input type="checkbox"/>	Test File Extract Process	

## MARCH

<input type="checkbox"/>	Make Final Updates in Preparation for FTE Date	
<input type="checkbox"/>	Cease Schedule Changes	
<input type="checkbox"/>	Extract and Upload FTE Data File	Point in Time Collection – Extract as of the Count Date
<input type="checkbox"/>	Review FTE Error Report	Organize errors and work to correct them.
<input type="checkbox"/>	Share Selected Reports with Teachers/Programs to Verify Data	FT024 – Gifted Students by Grade FT025 - Remedial Education Program By Grade FT026 – ESOL by Segments FT042 & FT043 – Special Education Enrollment FT055 – Enrollment in Early Intervention FT061 – English Learner FT070 – Students Enrolled in Dual Enrollment Programs
<input type="checkbox"/>	Resolve Identity Errors	FT032 – Duplicate Student ID
<input type="checkbox"/>	Verify the Segments and Services Reported by Each Student	FT044 – Student Summary Report for Active Students
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<input type="checkbox"/>	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 – Special Education Related Services FT020 – Special Ed Environment-School Age Students FT027 – Special Ed Environment Early Childhood FT042 & FT043 – Special Education Enrollment by Race & Ethnicity FT087 – Enrollment by Disability
<input type="checkbox"/>	Verify Final FTE Segment Counts	FT100 – System Signoff Report
<input type="checkbox"/>	Internal Sign Off Process Completed	
<input type="checkbox"/>	Superintendent Signoff Completed	
<input type="checkbox"/>	Print Reports	Print a final copy of the reports if the school or districts desires to keep hard copies.