THE FTE DATA SURVEY

The FTE data survey collects data used to support other data collections.

The FY2020 FTE Data Survey must be completed prior to FY2020 FTE Cycle 1. Failure to complete and sign-off on the FTE Data Survey will prevent the district from being able to submit data for FTE cycle 1 on Tuesday, October 1, 2019.

Start date: Tuesday,September 10, 2019
End date: Tuesday, September 24, 2019

THE DISTRICT MUST SIGN-OFF ON THE FTE DATA SURVEY IN ORDER TO BEGIN SUBMITTING DATA FOR FTE CYCLE 1.

FTE DATA SURVEY

FY2020- Reminders and Updates

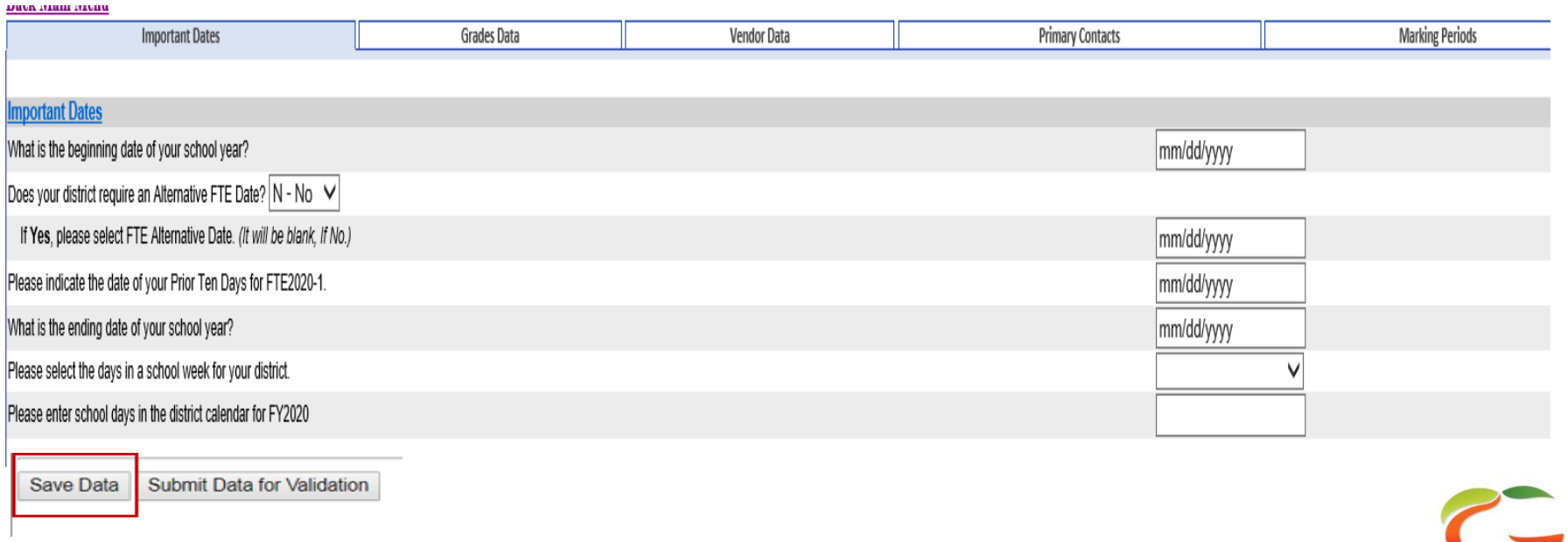
- **PRIOR TEN DAYS**
  To determine the **PRIOR TEN DAYS** date, start counting the 10 school days preceding the (alternate) FTE count date. Remember to exclude weekends and non-school days when counting.

- **ALTERNATE FTE DATE**
  Please request an **ALTERNATE FTE DATE** if Tuesday, October 1, 2019 is not a student school day. Districts must submit a request by email to isaxton@doe.k12.ga.us for an **ALTERNATE FTE DATE**. October 8, 2019 is the only **ALTERNATE FTE DATE** for FY2020.

- **MARKING PERIOD DATES**
  Marking Period Dates should be reported for Year Long Courses, Nine-Week Courses, Semester Courses, Trimester Courses, and Six-Week Courses.

FTE DATA SURVEY - Reminders and Updates

- ✓ Users can SAVE the data entered on the FTE Data Survey by clicking the '***Save Data***' button located at the bottom of each tab on the FTE Data Survey. This will save all data entered, which will allow you to come back later to complete the survey.



FTE DATA SURVEY - Reminders and Updates

✓ MARKING PERIOD DATES

Marking Periods	Start Date	End Date
Year-long course:		
Y1	mm/dd/yyyy	mm/dd/yyyy
Nine Week Courses:		
N1	mm/dd/yyyy	mm/dd/yyyy
N2	mm/dd/yyyy	mm/dd/yyyy
N3	mm/dd/yyyy	mm/dd/yyyy
N4	mm/dd/yyyy	mm/dd/yyyy
Semester Courses:		
S1	mm/dd/yyyy	mm/dd/yyyy
S2	mm/dd/yyyy	mm/dd/yyyy
Trimester Courses:		
T1	mm/dd/yyyy	mm/dd/yyyy
T2	mm/dd/yyyy	mm/dd/yyyy
T3	mm/dd/yyyy	mm/dd/yyyy
Six-week Courses:		
X1	mm/dd/yyyy	mm/dd/yyyy
X2	mm/dd/yyyy	mm/dd/yyyy
X3	mm/dd/yyyy	mm/dd/yyyy
X4	mm/dd/yyyy	mm/dd/yyyy
X5	mm/dd/yyyy	mm/dd/yyyy
X6	mm/dd/yyyy	mm/dd/yyyy
Please indicate if any schools in the district deviated from the Marking Period dates reported above:		N - No

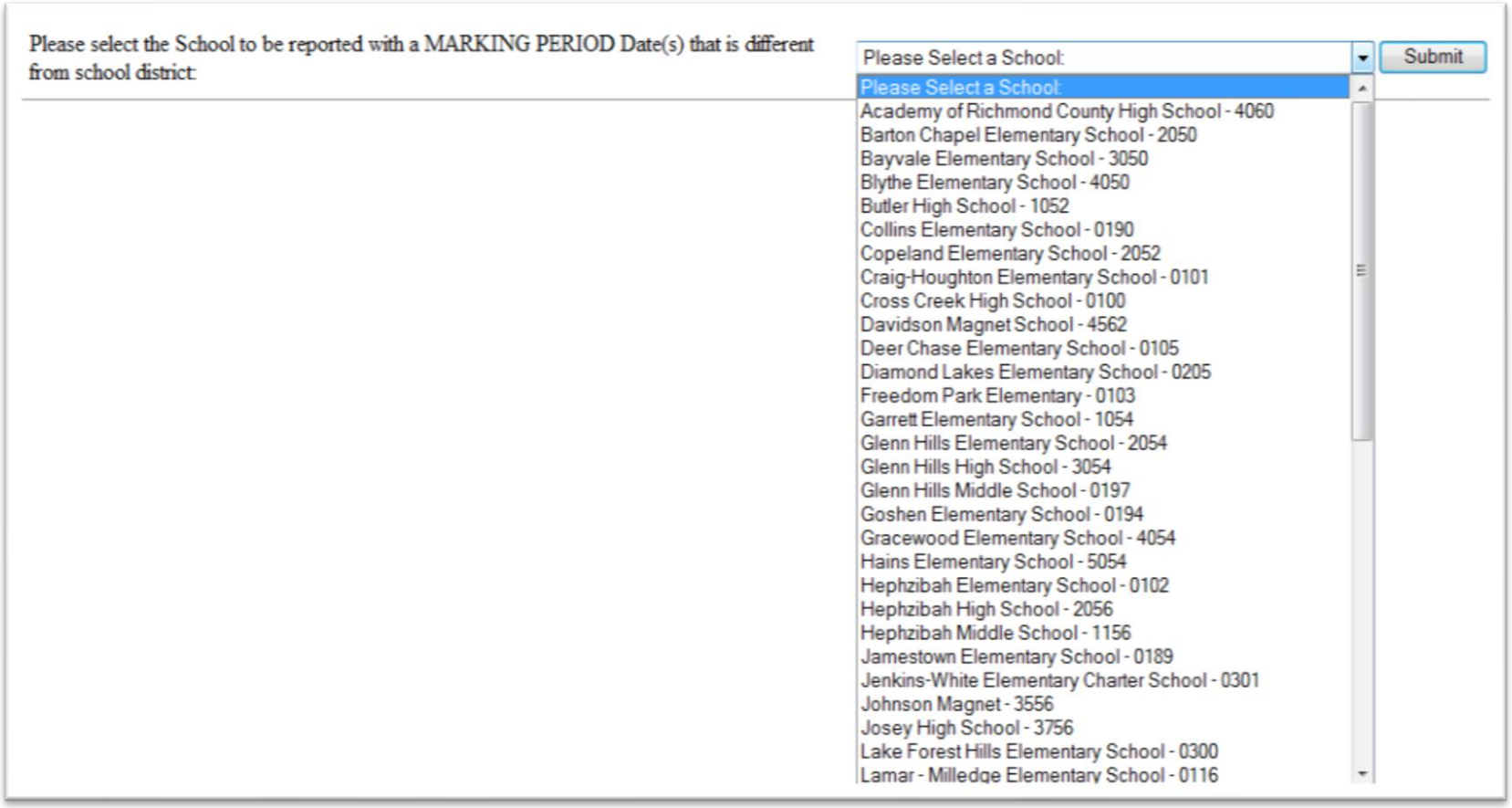
Save Data | Submit Data for Validation

Click 'SAVE DATA' to be taken to the list of schools.

This field defaults to 'N-No'. Select 'Y-Yes' from the drop-down if a school in the district has Marking Period Dates that differ from the *District* Marking Period Dates reported above.

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

Click the drop-down and select the SCHOOL with Marking Period Dates that are different from the DISTRICT Marking Period Dates. Then click the ***SUBMIT*** button.



FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

Georgia Department of Education
FTE Survey Data

Data Entry for Marking Period Dates By School
721-Richmond County, 4060-Academy of Richmond County High School

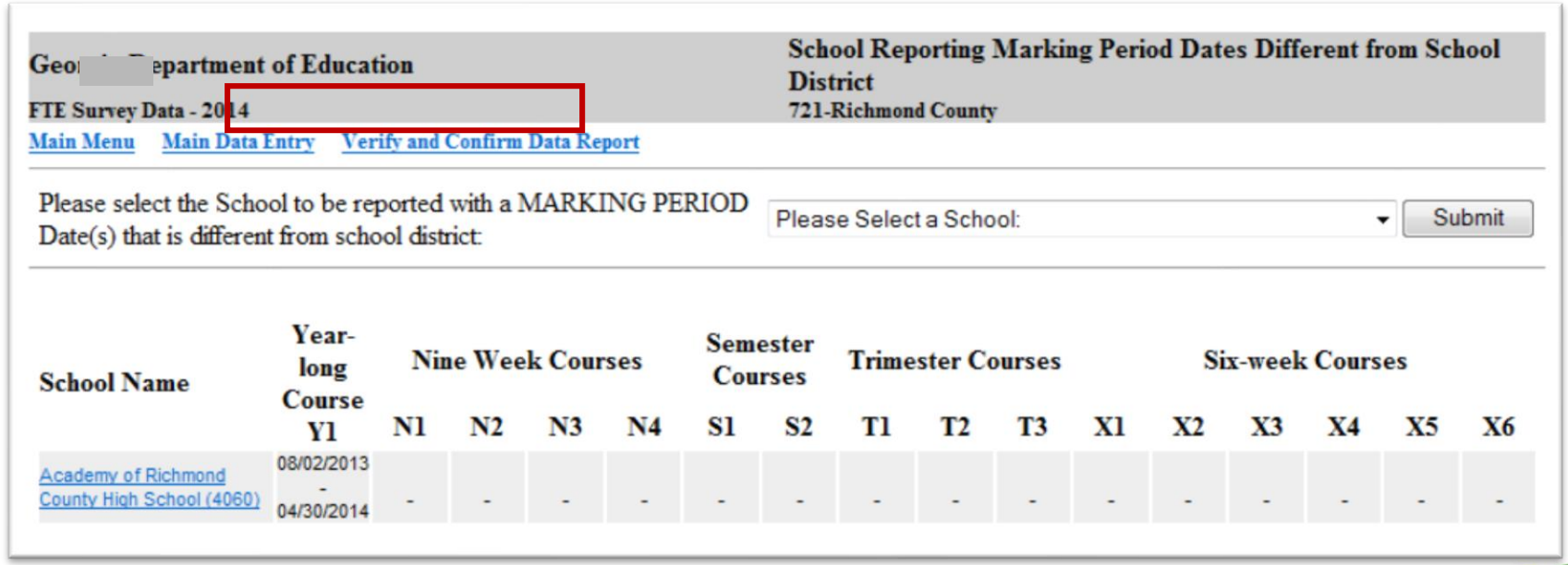
Main Menu Main Data Entry School List of Marking Period Dates

Marking Periods	Start Date	End Date
Year-long course:		
Y1	mm/dd/yyyy	mm/dd/yyyy
Nine Week Courses:		
N1	mm/dd/yyyy	mm/dd/yyyy
N2	mm/dd/yyyy	mm/dd/yyyy
N3	mm/dd/yyyy	mm/dd/yyyy
N4	mm/dd/yyyy	mm/dd/yyyy
Semester Courses:		
S1	mm/dd/yyyy	mm/dd/yyyy
S2	mm/dd/yyyy	mm/dd/yyyy
Trimester Courses:		
T1	mm/dd/yyyy	mm/dd/yyyy
T2	mm/dd/yyyy	mm/dd/yyyy
T3	mm/dd/yyyy	mm/dd/yyyy
Six-week Courses:		
X1	mm/dd/yyyy	mm/dd/yyyy
X2	mm/dd/yyyy	mm/dd/yyyy
X3	mm/dd/yyyy	mm/dd/yyyy
X4	mm/dd/yyyy	mm/dd/yyyy
X5	mm/dd/yyyy	mm/dd/yyyy
X6	mm/dd/yyyy	mm/dd/yyyy

Save School Marking Period Dates
Delete School Marking Period Dates

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

After saving the school **MARKING PERIOD** dates, the data entered is displayed. Marking period dates for individual schools that have different dates than the district can now be entered. When all schools have been entered, select ***Verify and Confirm Data Report*** to be taken to the FTE Data Survey sign-off report.



Geo[redacted]epartment of Education

FTE Survey Data - 2014

School Reporting Marking Period Dates Different from School District

721-Richmond County

Main Menu Main Data Entry Verify and Confirm Data Report

Please select the School to be reported with a MARKING PERIOD Date(s) that is different from school district:

Please Select a School: Submit

School Name	Year-long Course	Nine Week Courses				Semester Courses		Trimester Courses			Six-week Courses					
	Y1	N1	N2	N3	N4	S1	S2	T1	T2	T3	X1	X2	X3	X4	X5	X6
Academy of Richmond County High School (4060)	08/02/2013 - 04/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

FTE DATA SURVEY - Marking Period Dates

The FTE Data Survey Sign-off report displays both district and school Marking Period Dates so that all dates can be verified before the district signs off.

Marking Periods	Start Date	End Date
Year-long course:		
Y1	08-01-2013	05-01-2014
Nine Week courses:		
N1		
N2		
N3		
N4		
Semester courses:		
S1		
S2		
Trimester courses:		
T1		
T2		
T3		
Six-week courses:		
X1		
X2		
X3		
X4		
X5		
X6		

Please indicate if any schools in the district deviated from the Marking Period dates reported above: Y

School reporting with a MARKING PERIOD Date(s) that is different from school district: *(Start Date - End Date)*

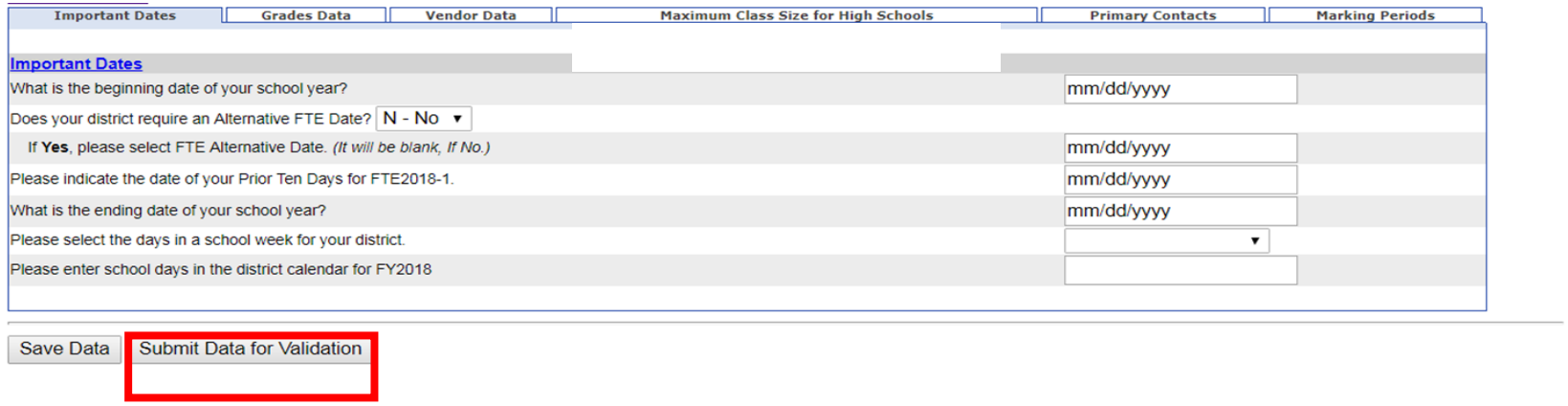
School Name	Year-long Course	Nine Week Courses				Semester Courses		Trimester Courses			Six-week Courses					
	Y1	N1	N2	N3	N4	S1	S2	T1	T2	T3	X1	X2	X3	X4	X5	X6
Academy of Richmond County High School (4060)	08/02/2013 -04/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Barton Chapel Elementary School (2050)	08/05/2013 -05/16/2014	-	-	-	-	08/05/2013 -12/13/2013	01/07/2014 -05/07/2014	-	-	-	-	-	-	-	-	-

I certify that the information submitted above is accurate and compete. I hereby acknowledge that this information may be used in reporting to the legislature, other policy makers, and federal and state agencies.

Sign Off

FTE DATA SURVEY - Reminders and Updates

- Before you can sign off, users *must* click the **'Submit Data for Validation'** button to validate the data entered on the FTE Data Survey.
- Once the data has been validated and is error free, the **'Sign Off'** button will become available for the FTE Coordinator to sign off.



Did you know that the dates you put in as your Marking Period will affect Student Class?

Three errors are affected in student class?

E3091 - Code for **MARKING PERIOD** is missing or not valid: Must equal one of the following codes: ‘Y1’ = Year ‘N1’, ‘N2’, ‘N3’, ‘N4’ = Nine Week ‘S1’, ‘S2’ = Semester ‘T1’, ‘T2’, ‘T3’ = Trimester ‘X1’, ‘X2’, ‘X3’, = Six-week ‘X4’, ‘X5’, ‘X6

E5005 - **MARKING PERIOD** is inconsistent with student start and end date of class

E9117 - The **MARKING PERIOD** reported for the course was not reported in the FTE Data Survey.

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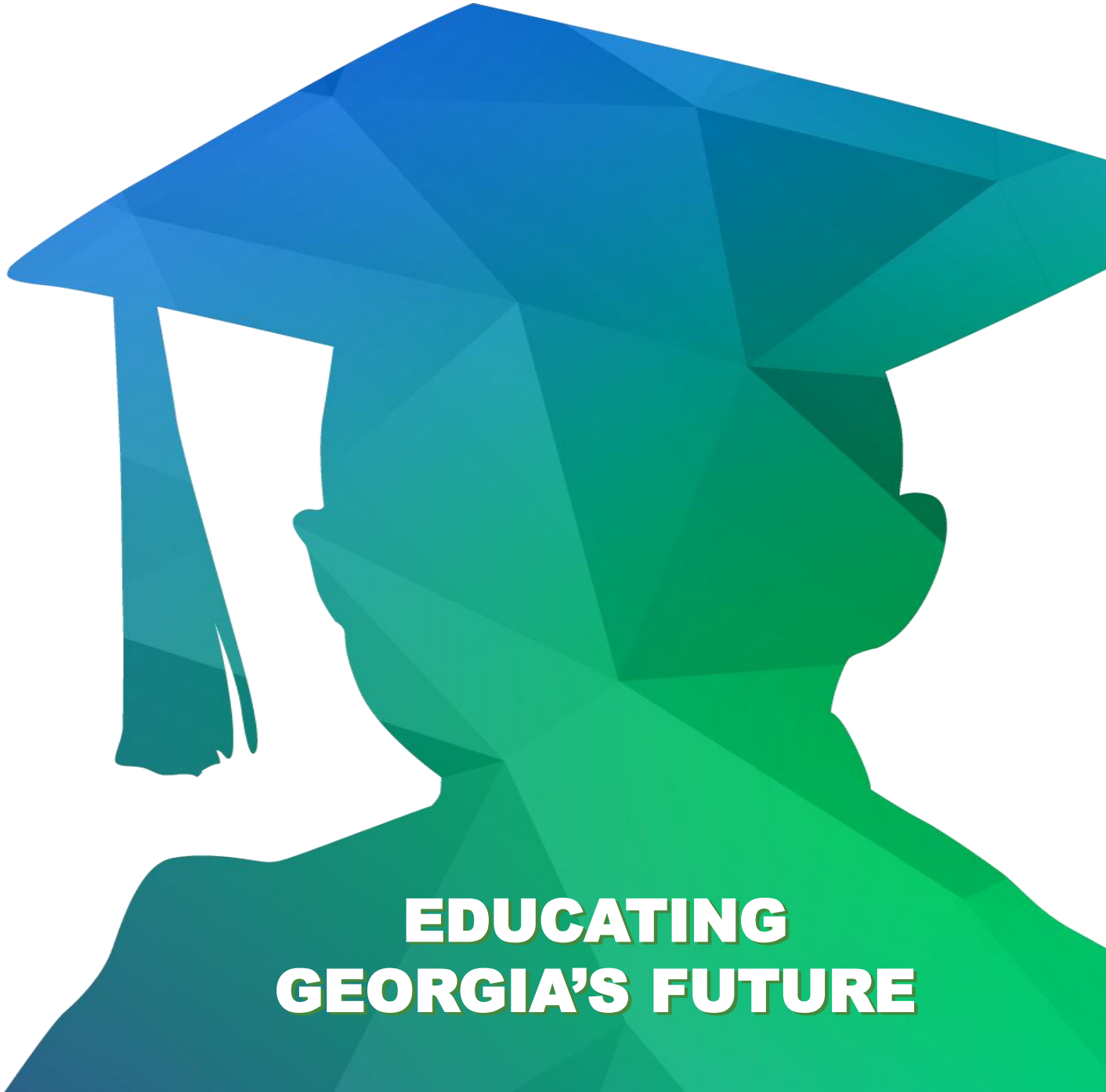
Georgia Department of Education



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