

FTE Compliance General Reminders

General

A student must be in *attendance* at least once during the attendance window to be counted. Students not in attendance should be marked as not eligible in FOCUS.

A student must be in program *membership* at least once day during the survey week and scheduled with a certified teacher in field, approved out of field teacher, or approved expert in the field be eligible to earn FTE.

<u>Survey 2:</u>	
Attendance Window	September 28 – October 12, 2018
Survey Week	October 8-12, 2018
State Processing:	October 15 – November 2, 2018
Final Update/ Amendment Date:	December 15, 2018

Friday **October 12th** (Date Certain) falls on a Student Holiday/Teacher Planning Day

Teacher Certification – Refer questions to Human Resources

- HR is requiring all out of field requests for LCS teachers be provided to them by **October 4th**.
- Teachers must be assigned to teach only areas showing on teaching certificates, or those for which any certification area is acceptable, unless approved to teach out of field or as an expert in the field by the school board by **October 9th**.
- Charter School and DJJ School Boards of Directors must approve out of field and expert in the field placements by **October 9th**. Signed board meetings, which must be provided to the charter/DJJ office, should document this action, and documents used to justify these placements should be available for monitoring visits.
- Individuals with statements of eligibility are not eligible to earn FTE for courses assigned. A teaching certificate must be issued by date-certain for these students. HR applies for certificates, and administrators should check with HR regarding these individuals.
- Charter and DJJ schools should use the form provided to them to request professional certificates for teachers with statements of eligibility.
- ESE-only certified teachers are out of field if assigned to teach regular education course codes.
- Copies of licenses for speech pathologists, occupational and physical therapists, and other contracted instructional staff should be kept in the FTE box/file.
- LCS Administrators should regularly check the OOF report in FOCUS to make sure teachers remain infield as schedules change during the year.
- Parent notices for OOF teachers must be dated and sent by date certain. Copies must be in FTE box/file.

ESOL endorsement (130 Program) – Refer questions to Lisa Urban

- English/Language Arts/Reading (ELA) teachers assigned to teach LY/LP ESOL students are required to have the ESOL endorsement on the teaching certificate, OR to be approved as out of field by the school board by October 9th, and to be in compliance with training requirements IF ESOL students are coded 130.

- ELA/Reading training compliance, as per the auditor general’s office for FTE purposes: An ELA/reading teacher must have earned 60 points within two years of the first ESOL student assigned and 60 points each year thereafter until 300 points are earned, OR ESOL-endorsed, to be considered compliant and on track for training. **However, the Consent Decree seems to require 60 points within one year of the first assignment for non-beginning teachers, so the best course of action is for teachers to make sure they have a study plan and that they complete the 60 points within the first year.**
- Once a non-endorsed ELA/Reading teacher is assigned the first LY/LP ESOL student, he/she is considered out of field until the 300 hours are completed and the endorsement is added to the certificate. Out of field forms should be submitted for these teachers annually.
- Other courses that can be counted 130 for LY/LP ESOL students if the teacher is training compliant: math, science, social studies, and designated computer courses (not career technical courses). These teachers are required to earn 60 points following assignment of the first LY/LP ESOL student.
- Parent notices for OOF ESOL teachers must be dated and sent by date certain. Copies must be in FTE box/file.
- If a teacher has completed all of the ESOL Endorsement training but it does not appear on the FL educator’s certificate, the teacher is considered out-of-field and parent notification must be sent until the ESOL Endorsement is shown on the teacher’s certificate.
- When in doubt about endorsement or training for individual teachers, do not code students 130.
- For LCS teachers, you may contact Lisa Urban and ask her to use the ESOL tool to research your questions about training compliance for individual teachers.

ESOL folder compliance (130 Program) - Refer questions to Lisa Urban

- Does every ESOL student have an ESOL folder in the cumulative folder?
- Does every ESOL folder have a valid ELL plan for this year? (Make sure the student’s course schedule is included)
- Is documentation in the folder to document eligibility for the placement and to show parents were notified of the initial ESOL placement?
- For students at or beyond their 3rd anniversary (but not exceeding 6 years) in the ESOL program, has an ELL committee been convened to review the English language proficiency prior to the anniversary of the student’s DEUSS? Has the ESOL committee members signed the form?
- Has the ELL committee been convened in the following situations?
 - When K-2 students score proficient on the ACCESS for ELLs 2.0, an ELL Committee must be convened to consider any continued placement.
 - When 3-9 grade students score proficient on ACCESS for ELLs 2.0 and the state reading assessment, an ELL Committee must be convened to consider any continued placement.
 - When 10-12th grade students score proficient on ACCESS for ELLs 2.0 and the state reading assessment, or achieve a concordant score on the ACT or SAT, an ELL Committee must be convened to consider continued placement.
- Do schedules in FOCUS document the ESOL strategies to be employed in the courses by date certain?
- Has your school checked to be certain no ELL students are coded 130 beyond the six years allowed for receiving 130 funding?

- If students exit or enter during FTE week, has the school rechecked the ESOL coding?
- Have school ESOL contacts attended all ESOL training provided by the district?
- When in doubt about folder compliance, has the 130 coding been changed to basic?

Career Education - Refer questions to Alan Cox (300 Program for High School Only)

- Do the OJT/DCT and other career education teachers hold the proper certification, if not, are they approved out of field or as experts in the field?
- Will copies of Time Cards be in the FTE box/file for the year so they can be located during an audit?
- Will all Time Cards support the time reported for FTE and are they signed by employers?
- Are students coded as 300 present at least once during FTE week? The Time Cards need to support attendance for DCT/OJT courses.
- Are time cards being reviewed to make sure students are not scheduled for on-campus courses the same time they are supposedly at their OJT work site?

Exceptional Student Education - Refer questions to Martha Fletcher

- Does ESE coding (Programs 111, 112, 113, 254, or 255) submitted for FTE match the IEP/matrix?
- If the IEP was reviewed at any time, was the matrix reviewed and is the review documented?
- Do the minutes reported for FTE match what is required by the IEP?
- Is there a valid IEP or EP during the FTE survey? If not, do not code students as ESE students, code them as basic students instead.
- Did all required individuals attend and sign IEPs? If not, the auditor would not consider the IEP valid. Change the code to basic.
- Was the student in attendance during the survey period so that related services could be provided?
- Was the matrix correctly completed?
- If students exited or entered ESE/Gifted programs during the survey period, was the FTE coding changed to reflect the changes?
- Are the contact logs (Consultation or Collaboration, SLP, Hospital Homebound, etc.) available and complete?

Attendance

- Each school should develop, communicate, and implement written attendance procedures each year. A copy of these procedures should be retained for the auditor.
- Make sure all teachers take attendance as required during the FTE attendance window.
- Are sufficient safeguards in place to ensure that student attendance records are accurate, complete and maintained as required?
- Is an administrator monitoring the teacher missing attendance reports and other reports weekly, and working with teachers, as needed, to ensure that all teachers are taking attendance as required?
- Are their safeguards in place if a substitute teacher is used during FTE week? Will the paper attendance roster be used to take attendance and be available in the FTE box or file?

Schedules – Refer questions to Missy Atkinson

- Do weekly instructional minutes in bell and master schedules reflect minutes reported for FTE?
- Are the courses reported for FTE the courses for which students will receive credit?