FTE Review List for Survey 2

Deadline to submit Out-of-Field/Expert requests to HR:	**September 16th** **Please work with HR if you have any requests that need to be submitted.**
Attendance Window:	**September 26th– October 11th**
FTE Clean Up for Survey 2	**October 2nd (8:00 – 3:30) Training Room B**
FTE Week:	**October 7th – October 11th**
Date Certain: (Friday of FTE Week)	**October 11th** **(Frozen File is created)**
State Processing:	**October 14th – November 1st**
First Submission:	**October 18th**
LCS District Amendment Deadline:	**October 30th**

In order to be eligible for FTE, a student must be in membership at least one day during the survey week (October 7 – 11, 2019), be scheduled and be in attendance at least one day during the attendance window (September 26 – October 11, 2019).

All FLEID's are requested by TIS on a weekly basis

HR handles all entry of certifications and out of field board approvals in Skyward which flow nightly into FOCUS

   *Additional/new teachers are added to FOCUS by submitting a Liquid Office request for teacher access

Please contact Jimmy Williams if you have any Discipline/SESIR questions.

Teacher Certification – *Refer questions to Human Resources*

⎯ 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 date-certain October 11th.**

⎯ For any out-of-field teachers, an out-of-field letter must be sent to parents to notify them of this status. The letter must be dated and sent **by date certain, October 11th.**
 A copy of this letter must be retained at school for auditing purposes.

- Charter School and DJJ School Boards of Directors must approve out of field and expert in the field placements and have out of field notification letters sent **by date-certain - October 11th.** 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 file for auditing purposes.
- LCS Administrators should regularly check the OOF report in FOCUS to make sure teachers remain infield as schedules change during the year.

ESOL Endorsement (130 Program) – *Refer questions to Lisa Urban/Althoria Pickett*

- 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 date certain (October 11th) 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 even if that teacher may not have an LY/LP ESOL student the following year. 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/Althoria Pickett*

- Does every ESOL folder have a valid ELL plan for this year? (Make sure the student's course schedule is correct in FOCUS)
- 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 Instructional Models 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?
- When in doubt about folder compliance, has the 130 coding been changed to basic (101 K-3, 102 4-8, 103 9-12)?

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 Cathy Shields*
All ESE Data Entry is handled by the ESE district office

- Does ESE coding (Programs 111, 112, 113, 254, or 255) submitted for FTE match the IEP/matrix?
- Have you made sure that the Re-Eval dates are current and not expired?

- 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. (Contact ESE)
- 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 auditing purposes
- 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?

Amendments – *Refer questions to Missy Atkinson or Kendall Roberts*

- Were any changes made after date certain (Friday of survey week), if so an amendment is required.
    - *Make sure you specify if any new sections were created on the amendment process
    - *Any change of schedules, specify the effective date for that schedule change
    - *Specify if any minutes, pullouts, ESOL FEFP codes were updated on schedules.

FTE Amendment Process is on the LCS District Website under FTE Department.

The LCS amendment deadline is Oct 30th as state processing ends on November 1 and T&IS needs time to enter the data.