

2025-2026 FTE AMENDMENT PROCESS

To better ensure that FTE is accurately reported, FTE clean-up should be done before and during FTE week. The FTE database is locked at the end of the day on the Friday of FTE week. After FTE week, an amendment is required if changes are needed.

To amend FTE, please employ the following process:

1. In FOCUS, print each of the screens **before making changes**. Write on the incorrect printout '*before*' copy and highlight what you are wanting to change.
2. Make changes in FOCUS as necessary and save changes. Print out the revisions and highlight where changes have been made and indicate it is the corrected or '*after*' copy.
3. Fill out the amendment cover sheet and include the following information.
 - a. Student's name,
 - b. Student's ID number,
 - c. Please provide detailed information on what's being amended. **Answer all questions on coversheet.**
 - d. Only one cover sheet is needed no matter how many student changes are required.
4. Scan the cover sheet and any attachments to focushelp@leonschools.net.
5. Approved amendments will be processed by the district.
6. Technology/Information Services will transmit the updated file to DOE for processing.
7. Schools should keep copies of all FTE amendments sent to the district office as they may be required for FTE audit purposes.

2025–2026 FTE Amendment Cover Sheet
Leon County Schools
FTE AMENDMENT DOCUMENTATION REQUEST

Date: ____/____/____

School Year: 2025-2026

Please check the survey(s) you are amending:

__Survey 1 (July) __Survey 2 (October) __Survey 3 (February) __Survey 4 (June)

School Name: _____ School Number: _____

Principal's Signature: _____

School FTE Contact: _____ Phone: _____ Ext: _____

IMPORTANT REMINDERS

1. Amendments submitted without the principal's signature will be returned.
2. Amendments not submitted using FOCUS print outs will be returned.
3. Submit amendments to Focus Help (focushelp@leonschools.net).

Detailed Description of Changes:

Student Name(s):

Student Numbers:

Were any new sections created? If so, which sections?

Did you change schedules? If so, what's the effective date?

Were minutes, pullouts, ESOL FEFP codes updated on schedules?

Please describe in detail additional information on what is being amended:

