



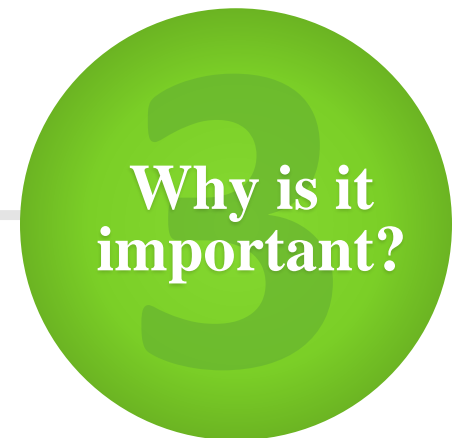
FTE 101



IRISH SAXTON
DATA COLLECTIONS SPECIALIST
GEORGIA DEPARTMENT OF EDUCATION




FTE 101





The FTE DATA SURVEY





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

The FY2018 FTE Data Survey must be completed prior to FY2018 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 3, 2018.

Start date: Monday, September 11, 2018

End date: Friday, September 22, 2018

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



- **FTE DATA SURVEY**

FY2018 - 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 3, 2018 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 10, 2018 is the only **ALTERNATE FTE DATE** for FY2019.

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.

Important Dates	Grades Data	Vendor Data	Maximum Class Size for High Schools	Primary Contacts	Marking Periods
Important Dates					
What is the beginning date of your school year?				<input type="text" value="mm/dd/yyyy"/>	
Does your district require an Alternative FTE Date? <input type="button" value="N - No"/>					
If Yes , please select FTE Alternative Date. <i>(It will be blank, If No.)</i>				<input type="text" value="mm/dd/yyyy"/>	
Please indicate the date of your Prior Ten Days for FTE2018-1.				<input type="text" value="mm/dd/yyyy"/>	
What is the ending date of your school year?				<input type="text" value="mm/dd/yyyy"/>	
Please select the days in a school week for your district.				<input type="button" value="▼"/>	
Please enter school days in the district calendar for FY2018				<input type="text"/>	



FTE DATA SURVEY - Reminders and Updates

MARKING PERIOD DATES

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

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

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

Please Select a School:

Please Select a School:

- Academy of Richmond County High School - 4060
- Barton Chapel Elementary School - 2050
- Bayvale Elementary School - 3050
- Blythe Elementary School - 4050
- Butler High School - 1052
- Collins Elementary School - 0190
- Copeland Elementary School - 2052
- Craig-Houghton Elementary School - 0101
- Cross Creek High School - 0100
- Davidson Magnet School - 4562
- Deer Chase Elementary School - 0105
- Diamond Lakes Elementary School - 0205
- Freedom Park Elementary - 0103
- Garrett Elementary School - 1054
- Glenn Hills Elementary School - 2054
- Glenn Hills High School - 3054
- Glenn Hills Middle School - 0197
- Goshen Elementary School - 0194
- Gracewood Elementary School - 4054
- Hains Elementary School - 5054
- Hephzibah Elementary School - 0102
- Hephzibah High School - 2056
- Hephzibah Middle School - 1156
- Jamestown Elementary School - 0189
- Jenkins-White Elementary Charter School - 0301
- Johnson Magnet - 3556
- Josey High School - 3756
- Lake Forest Hills Elementary School - 0300
- Lamar - Milledge Elementary School - 0116

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

Georgia Department of Education

FTE Survey Data

[Main Menu](#) [Main Data Entry](#) [School List of Marking Period Dates](#)

Data Entry for Marking Period Dates By School

721-Richmond County, 4060-Academy of Richmond County High School

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

Save School Marking Period Dates

Delete School Marking Period Dates

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 Y1	Nine Week Courses				Semester Courses		Trimester Courses			Six-week Courses					
		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 (2060)	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 complete. 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.

Important Dates	Grades Data	Vendor Data	Maximum Class Size for High Schools	Primary Contacts	Marking Periods
Important Dates					
What is the beginning date of your school year?				<input type="text" value="mm/dd/yyyy"/>	
Does your district require an Alternative FTE Date? <input type="button" value="N - No"/>					
If Yes, please select FTE Alternative Date. (It will be blank, If No.)				<input type="text" value="mm/dd/yyyy"/>	
Please indicate the date of your Prior Ten Days for FTE2018-1.				<input type="text" value="mm/dd/yyyy"/>	
What is the ending date of your school year?				<input type="text" value="mm/dd/yyyy"/>	
Please select the days in a school week for your district.				<input type="text" value=""/>	
Please enter school days in the district calendar for FY2018				<input type="text" value=""/>	

Save Data

Submit Data for Validation



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.



FTE OVERVIEW

WHO, WHAT, WHEN WHY

CALCULATING FTE

DOCUMENTATION

Why do we report FTE?

FTE is used for:

- **Official Enrollment Counts**
- **QBE Funding**
- **Special Education Federal Child Count**
- **Program Monitoring**
- **CCRPI** (College and Career Ready Performance Index)
- **Federal Reporting**

**FULL TIME EQUIVALENT (FTE)
STUDENTS REPORTED IN FTE CYCLE 1**

- All **ACTIVE** students enrolled in any public school in Georgia on the FTE 'Count Day'.
- All students reported **ACTIVE** in the prior fiscal year Student Record must be reported in FTE 2018-1.
- All students reported as *withdrawn* in the prior **FISCAL YEAR** Student Record with a **WITHDRAWAL DATE** on or after October 4, 2017 must be reported in FTE 2018-1.



Alternate Count Day:

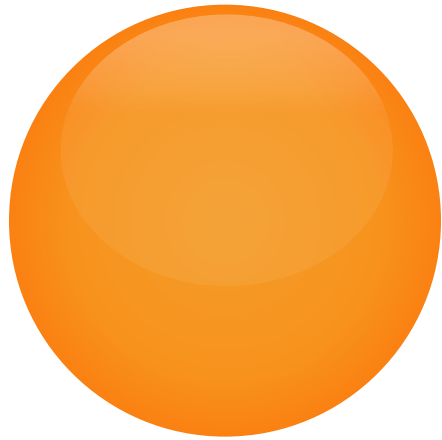
If the district has an alternate count day (10/10/2018), the district is still accountable for meeting the state-wide FTE Cycle 1 deadlines (Initial Transmission, Duplication Resolution, and FTE Sign-off).

Note:

Students who transfer to your district by the alternate count date, but were enrolled in another school system on the state FTE Count Day (October 3, 2018) will only be counted and reported by the system where the student was enrolled on October 3, 2018.

No-Show

Refers to a student who started the enrollment process but subsequently did not attend the school (A student is not in attendance on the first day of school but expected based on prior year enrollment). No-show students are reported in FTE-1. The student would not be reported in any other data collection unless the student returns to the district after FTE Cycle 1. The WITHDRAWAL DATE for no-show students must be 6/16 of the previous fiscal year. (Don't withdraw a student on the first day of school.)



If a student officially withdraws before the first day of school (during the summer), the actual WITHDRAWAL DATE can now be reported. (We will check WITHDRAWAL DATES against the district's school calendar in FTE Survey.)



A NOTE REGARDING A NO- SHOW STUDENT

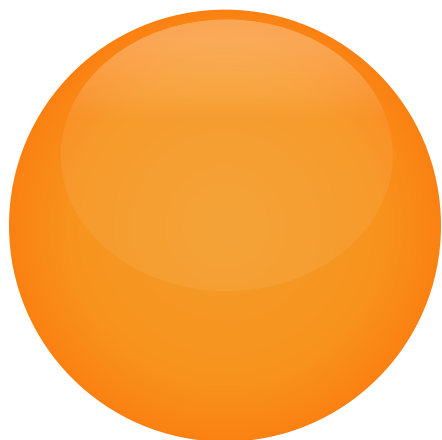
If you withdraw a student on the first day of school, then in Data Collections, we consider that the student is actually enrolled and in attendance for 1 day (the WITHDRAWAL DATE is 'inclusive'.)

At that point you will need to send a Student record, an enrollment record and a course record in SC. If this student is in 9th grade, then Accountability would then have that student in your 9th Grade Cohort as well since the data indicates that the student attended school, in 9th grade, for a day.

SO IF YOU WITHDRAW A STUDENT ON THE FIRST DAY YOU WILL GET A WARNING W0420

Please verify student attended first day of school.

If not, withdraw student with the no-show date of 6/16/prior school year



Scenario,
INTRADISTRICT TRANSFER

COUNT DAY IS OCT 3

Let's say a student withdrew from a School In FULTON County on 10/2 and enrolled in a different school in Fulton County on 10/3.

Can the receiving school claim the student?

ANSWER

YES!

The student was active on the count day at that school, even though he transferred within the District prior to the Count day.

A LITTLE NOTE

In FTE, the student is reported active or withdrawn. If the student is active in the district, **the school where the student is active reports the student for FTE.**

Only one record is submitted for the student in FTE, only the active record is reported.

In Student Record, multiple enrollment records can be for a student. Student Record is where the district would report the transfer from one school to the other.

FULL TIME EQUIVALENT (FTE)

- Full-Time Equivalent (FTE) refers to data collected for state funding that is based on **student enrollment** and **education services** provided by local school systems to students.
- FTE is a ‘snapshot’ or ‘point in time’ of the **regularly scheduled** instructional services provided to students on that specific date, called the FTE ‘Count Day’.
- Educational programs are divided into seventeen state funded categories. A specific funding weight is assigned to each category. The base amount of money received for each FTE student is determined by the Georgia General Assembly.

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1

- All **ACTIVE** students enrolled in any public school in Georgia on the FTE 'Count Day'.
- All students reported **ACTIVE** in the prior fiscal year Student Record must be reported in FTE 2018-1.
- All students reported as *withdrawn* in the prior **FISCAL YEAR** Student Record with a **WITHDRAWAL DATE** on or after October 4, 2017 must be reported in FTE 2018-1.

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1 (Continued)

- Students parentally placed in parochial, home, or private schools and ARE receiving Special Education services through a service plan.
- All preschool children (GRADE LEVEL = “PK”) who:
- Are enrolled in a school administered by the school system under the auspices of the Georgia Department of Education.
- Have a disability (ages 3-5) and are served by the school system in any school and with any PRIMARY AREA - including Significant Developmental Delay (SDD).

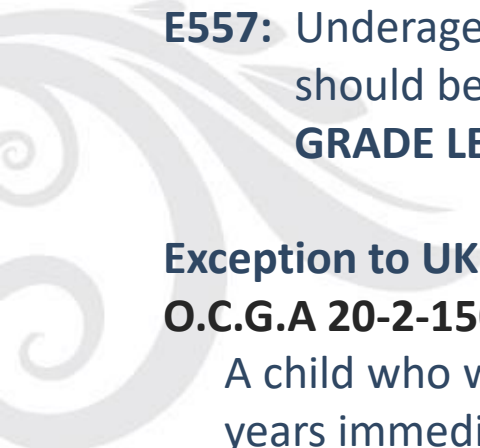
FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1 (Continued)

- Students receiving hospital/homebound services for the minimum three hours per week during any part of the ten school days preceding the day of the count.
- Students who have completed high school since the previous October FTE count day should be reported with (**WITHDRAWAL REASON = 'G'**).

Situations That Do Not Earn FTE

- Students whose GRADE LEVEL is Pre-Kindergarten (PK), Underage Kindergarten (UK), or Underage First Grade (U1).
- Students who are either overage (21 for general Ed students, 22 for Special Ed students) or underage as of September 1 (PK, UK, U1) of the current FISCAL YEAR.
- Students who are not present for at least 1 of the 10 days prior to the FTE count day.
- Students who have a RESIDENT STATUS CODE = '5' (out-of-state student).
- Any PROGRAM CODE segment reported with one of the following:
 - PROGRAM CODE = 'O' - Other, non-State funded; OR for any Pre-K
 - PROGRAM CODE = '4' - Student receiving GNETS Program services- other funding provided
 - PROGRAM CODE = 'N' - Student is in Study Hall that segment



E557: Underage student reported in **GRADE LEVEL** 'KK' or '01'. Student age should be at least 5 years old for **GRADE LEVEL**='KK' or 6 years old for **GRADE LEVEL**='01' by September 1.

Exception to UK and U1 Coding:

O.C.G.A 20-2-150 (b)

A child who was a legal resident of one or more other states for a period of two years immediately prior to moving to this state and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade *accredited by a state or regional association*, shall be eligible for enrollment in the appropriate general or special education programs authorized in this part if such child will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise qualified.

E557 scenarios

Prior to moving to Georgia, a four-year old student was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association. Shortly thereafter, the parents moved to Georgia and the District enrolled the student in GRADE LEVEL = 'KK'.

BASED ON

O.C.G.A 20-2-150 (b)

The student is ELIGIBLE to be enrolled in GRADE LEVEL = 'KK'.

The Student is Eligible to earn FTE FUNDING.

Another scenario of E557

XYZ private Academy , located in Georgia, enrolled a four-year old student in GRADE LEVEL = 'KK (note: the student has always resided in Georgia.) After the school year began, the parents decided to enroll the student in public school - in your District. Written records and the parents indicate the student was in Grade Level = 'KK' while enrolled at XYZ Private Academy. Based on this information, the district enrolled the student in GRADE LEVEL = 'KK'.

BASED ON

O.C.G.A 20-2-150 (b)

The student does not meet the exception criteria and should be enrolled in grade level = 'UK'. The student is not eligible to earn FTE funding because the student is underage.

E557 scenario

The parents of a four-year old, who has always resided in Georgia, decided to enroll the child in district 'A' public school. The district in which the student/parents reside enrolled the student in GRADE LEVEL = 'KK'. The following school year, the parents moved and the student transferred to district 'B' in Georgia. Based on written records, district 'B' enrolled the student in GRADE LEVEL='01',

BASED ON

O.C.G.A 20-2-150 (b)

The student does not meet the exception criteria and should be enrolled in GRADE LEVEL – 'U1' . The student is NOT Eligible to earn FTE Funding because the student is underage.

FULL TIME EQUIVALENT (FTE)

FY2018 FTE CYCLE DATES

CYCLE 1: Active and Withdrawn Students, Special Education Child Count

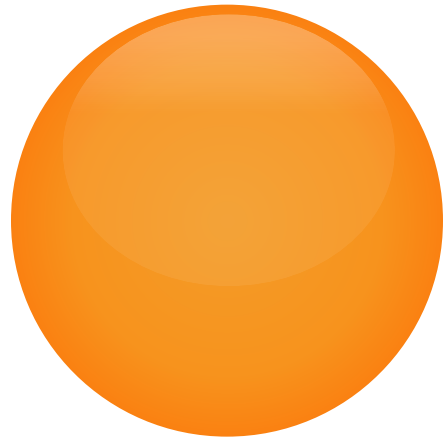
- OFFICIAL COUNT DATE: Tuesday, October 3, 2017
- Initial Transmission Deadline: Tuesday, October 10, 2017
- Duplicate Resolution: Tuesday, October 17, 2017
- **FTE signoff: Tuesday, October 24, 2017**

CYCLE 3: Active Students (Only)

- OFFICIAL COUNT DATE: Thursday, March 1, 2018
- Initial Transmission Deadline: Thursday, March 8, 2018
- Duplicate Resolution: Thursday, March 15, 2018
- **FTE signoff: Thursday, March 22, 2018**

For the purpose of Reporting FTE the STATE BOARD has decided that the first Tuesday in October will be the Count date for CYCLE 1 and the first Thursday in March will be the count date for CYCLE 3.

Please note: The fiscal year for education in Georgia is July 1 – June 30



FTE DOCUMENTATION

Data Collection – Documentation website

General Information

FY2018 Data Conference

Data Collection Documentation

Data Collection Overview

Data Collection Transmission Dates

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility,
and Transparency Act

Records Retention

School Count by Type

Submit Request for Data

SY 2017-18 New Student Data Elements for
Review and Public Comment

Data Collections and Reporting

Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- Presentations, Webinars, and Miscellaneous Documentation
- Summary of Transmission Dates

Contact Information

Levette Williams, Chief Privacy Officer
Technology Services Director
Phone: 404-463-6504
lewillia@doe.k12.ga.us
<http://gadoe.org>

Data Collection Team Contact Information

<http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Data-Collections-and-Reporting.aspx>

FULL TIME EQUIVALENT (FTE) - Documentation

FILE LAYOUT (map)

The file layout includes the name of every data element collected, the format, field length, starting/ending position, a description of the data element, and a list of all the edit checks related to the data element.

Located in the portal on the Transmission Page (Transmission Cycle)

DATA ELEMENT DETAIL (Dictionary)

The Data Element Detail includes the definitions and coding guidelines for all of the data elements reported in FTE. The document is organized in alphabetical order by the name of the data element (or “field”).

GENERAL INFORMATION (How to)

This document includes a summary of data element/edit changes, common terms, standard definitions, and information related to FTE processes and resources.

CATEGORIES AND WEIGHTS

This document provides the description of each **PROGRAM CODE** and the funding weight for each **PROGRAM CODE**.

GUIDELINES FOR SPECIAL EDUCATION ENVIRONMENTS

This document provides guidelines for determining which environment to use when reporting each child.

EXAMPLE OF FTE FILE LAYOUT

FY2018 FTE DATA COLLECTION- DATA FILE LAYOUT

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits
FTE001	SYSTEM	1, 3	A	xxx	3	1	3	School System Code	E040 - SYSTEM must be an active school system code in the Facilities Database.
FTE002	FISCAL YEAR	1, 3	A	yy	2	4	5	Fiscal Year of Record	E010 - FISCAL YEAR not valid. FISCAL YEAR must be the current valid FISCAL YEAR.
FTE003	REPORT PERIOD	1, 3	A	x	1	6	6	FTE Report Period	E020 - REPORT PERIOD must be the current valid FTE REPORT PERIOD as follows: '1' = October '3' = March
Filler	Filler	Filler	A	x(15)	16	7	22		N/A – NO EDITS
FTE005	SCHOOL CODE	1, 3	A	xxxx	4	23	26	Number that identifies a school within a system	E050 - SCHOOL CODE must be an active FTE school in the Facilities Database (where LIFE STAGE = '4' or '7' and REPORT FTE = 'Yes'). If FTE REPORT PERIOD='1', the SCHOOL CODE may be a closed school that reported FTE for the immediately preceding FTE REPORT PERIOD. E055 - If FTE REPORT PERIOD is '1' or '3' and if SCHOOL in the Facilities Database has LIFE STAGE='4' or '7' and 'REPORT FTE' = 'Yes', then at least one record for this SCHOOL CODE must exist. E1100 - If SCHOOL CODE = BLANK or null, default SCHOOL CODE to '9999'.
FTE006	GRADE LEVEL	1, 3	A	xx	2	27	28	GRADE LEVEL in which the student is enrolled for the current school year.	E070 - Must be one of the following valid GRADE LEVELS: 'PK' Pre-Kindergarten 'UK' Underage Kindergarten 'KK' Kindergarten 'U1' Underage Grade 1

WHAT IS AN ERROR?

HOW IS AN ERROR DIFFERENT FROM A WARNING?

ERROR:

An error message is generated when data does not conform to GaDOE business rules for the data element. This could include invalid values or data outside the expected data range. In almost all cases, errors must be corrected before sign-off. On rare occasions, the error may reflect accurate data and the error may need to be relieved. See Error Relief Process Presentation on the Data Collections Documentation website.

WARNING:

A warning is an edit that indicates a possible problem with data. Warnings are meant to call your attention to data that is outside the expected data range. Warnings do not have to be 'corrected' if they are an accurate reflection of the data.

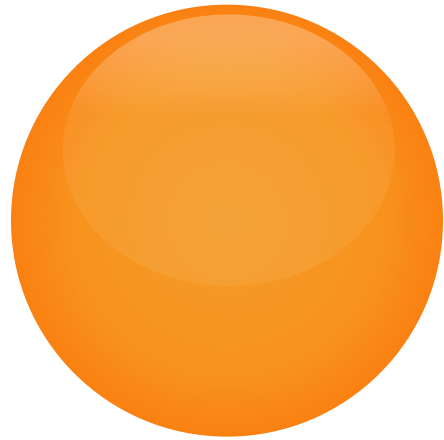
What is a segment?

REPORTING OF SEGMENTS

FTE INSTRUCTIONAL SEGMENT

For purposes of reporting FTE, the academic day is thought of as being divided into six equal segments of instructional time.

One FTE (Full-Time Equivalent) is equal to six “instructional segments”. An instructional segment is the service provided to a student during one-sixth of an academic



CATEGORIES AND WEIGHTS

PROGRAM CODE	CATEGORY/PROGRAM	FY2018 Weight*
A	Kindergarten	1.6580
B	Grades 1-3	1.2881
C	Grades 4-5	1.0367
9	Grades 6-8 (Middle Grades Program)	1.0290
D	Grades 9-12	1.0000
E	Kindergarten Early Intervention Program (EIP)	2.0457
F	Primary Grades 1-3 (EIP)	1.8012
G	Upper Grades 4-5 (EIP)	1.7951
H	Grades 6-8 (Middle School Program)	1.1333
I	Gifted Education	1.6656
J	Remedial Education	1.3481
K	CTAE Program (Vocational Lab)	1.1887
N	Study Hall (Non-state funded)	N/A
O	Other (Non-state funded)	N/A
6	Move on When Ready – General Education **	N/A
7	Move on When Ready – Vocational Lab **	N/A

Weights for Special Ed Funding

Level I – 2.3901 Level II – 2.805 Level III – 3.5718

Level IV – 5.7898 Level V - 2.4583

TABLE 2: Special Education Funding Level Chart

PROGRAM CODE	CATEGORY/PROGRAM	NUMBER OF SEGMENTS			
		Level I	Level II	Level III	Level IV
P	Mild Intellectual Disability		1 - 6		
Q	Moderate Intellectual Disability			1 - 6	
R	Severe Intellectual Disability			1 - 6	
S	Profound Intellectual Disability				1 - 6
T	Emotional & Behavioral Disorder			1 - 6	
U	Specific Learning Disability	4 - 6		1 - 3	
V	Orthopedic Impairment			4 - 6	1 - 3
W	Hearing Impairment			4 - 6	1 - 3
X	Deaf			4 - 6	1 - 3
Y	Other Health Impairment			4 - 6	1 - 3
Z	Visual Impairment				1 - 6
1	Blind				1 - 6
2	Deaf and Blind				1 - 6
3	Speech-Language Impairment	4 - 6		1 - 3	

FULL TIME EQUIVALENT (FTE)

FTE FORMULA

FTE's x FY2018 Weight x FTE 'Base' Amount = *FTE AMOUNT*

Note: The Base Amount \$2,541.56 is set by our State Legislature. The FTE Base Amount changes annually. Before we finish today I will share with you where to find this information.

D = Grades 9-12

B= Grades 1-3

FTE'S 'D' <small>(Grades 9 - 12)</small>	X	FY2018 Weight	X	FTE 'Base' Amount	=	FTE AMOUNT
350		1.000		\$2,541.56		\$889,546.000

FTE'S 'B' <small>(Grades 1 - 3)</small>	X	FY2018 Weight	X	FTE 'Base' Amount	=	FTE AMOUNT
350		1.8012		\$2,541.56		\$1,602,250.25



HOW TO SUBMIT FTE



When submitting FTE, good data in your SIS means good data in FTE

Step 1: Extract the data from your SIS

Step 2: Upload your data into the Portal

Step 3: Check your errors

Step 4: Look and verify reports are accurate

Step 5: Share reports with appropriate personnel for review

Step 6: Sign-Off

FTE MAIN MENU














FTE Main Menu Transmission on 10/04/2017 12:00:00 am - Data Have Errors [click here to print](#)

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)

FTE Report Menu
660-Fulton County

FTE Main Menu

No data has been transmitted for this system.

-  [FTE Survey Data](#)
-  [FTE Reports Menu](#)
-  [FTE File Upload](#) 
-  [FTE Validate Data](#)
-  [FTE Add/Edit/Delete Student Data](#)
-  [FTE Delete All System Data](#)
-  [ADHOC Query](#)
-  [SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)
-  [FTE Primary Contacts](#)
-  [Duplicate GTID Report](#)
-  [Manual Relief Request](#)
-  [Status Check List](#)

FTE FILE UPLOAD

Full Time Equivalent

Full Time Equivalent Data Collection for Fiscal Year 2017

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path : No file chosen

Multiple Files :

FTE MAIN MENU




FTE Main Menu Transmission on 10/04/2017 12:00:00 am - Data Have Errors [click here to print](#)




Georgia Department of Education
Full Time Equivalent (FTE 2018-1)




FTE Report Menu
660-Fulton County




FTE Main Menu

[Data have Errors.](#)

-  [FTE Survey Data](#)
-  [FTE Reports Menu](#)
-  [FTE File Upload](#)

-  [FTE Validate Data](#)
-  [FTE Add/Edit/Delete Student Data](#)
-  [FTE Delete All System Data](#)

-  [ADHOC Query](#)
-  [SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)
-  [FTE Primary Contacts](#)

-  [Duplicate GTID Report](#)
-  [Manual Relief Request](#)
-  [Status Check List](#)

ERROR REPORT

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)

Errors and Warnings Summary
601-Appling County

[Download Errors](#)

Please select School :

Error Code	Error Description	Total Errors
E029	SCHOOL ENTRY CODE missing or not valid.	2
E030	WITHDRAWAL DATE must be a valid date (MMDDYY) in the range of the FTE date of REPORT PERIOD = '1' of preceding FISCAL YEAR and the day prior to the FTE date of REPORT PERIOD = '1' for current FISCAL YEAR.	411
E035	ALTERNATIVE EDUCATION PROGRAM missing or not valid. Valid values for ALTERNATIVE EDUCATION PROGRAM are 'N' or 'Y'. If a student is not in an alternative education program on the day of the count, this field should be 'N'.	2
E047	This GTID is being reported active in more than one district. Please review the Duplicate GTID Report (FTE- Main Menu; SR - Student Report SR066).	2
E048	GTID missing or invalid. GTID submitted was not found in GUIDE system.	9
E0482	GTID has been retired in GUIDE. Please replace retired GTID with active GTID from GUIDE.	1
E049	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1. All students reported in Student Record with a WITHDRAWAL DATE on or after 10/06/2015 must be reported in FTE 2017-1.	6
E070	GRADE LEVEL missing or not valid for SCHOOL CODE, or GRADE LEVEL not reported for school in FTE. If missing or invalid, correct the GRADE LEVEL for this student or update this school in the Facilities Database.	1
E080	RESIDENT STATUS CODE missing or not valid.	1

DRILLING INTO THE ERRORS

FT008-A Transmission on 06/12/2017 03:57:48 pm -

[click here to print](#)

Georgia Department of Education Full Time Equivalent (FTE 2018-1)				Errors and Warnings Summary 601-Appling County			
School-Name	Error Code	GTID	Student Name	Grade	Error Message	Data Submitted	Input Field
0103-Appling County High School	E049	1234567890	Armour, Sharon	9	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1234567890, Armour, Sharon	GTID, Last Name, First Name
0103-Appling County High School	E049	9876543210	Green, Katie	9	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	9876543210, Green, Katie	GTID, Last Name, First Name
0177-Appling County Elementary School	E049	1472583690	Aspy, Kathy	5	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1472583690, Aspy, Kathy	GTID, Last Name, First Name
0277-Appling County Primary School	E049	3692587410	Garber, Carl	1	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	3692587410, Garber, Carl	GTID, Last Name, First Name
0277-Appling County Primary School	E049	1321654987	Hardy, Tom	PK	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1321654987, Hardy, Tom	GTID, Last Name, First Name
0277-Appling County Primary School	E049	1379159753	Chester, Robin	PK	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1379159753, Chester, Robin	GTID, Last Name, First Name



FTE REPORTS



FTE MAIN MENU




FTE Main Menu Transmission on 10/04/2017 12:00:00 am - Data Have Errors [click here to print](#)




Georgia Department of Education
Full Time Equivalent (FTE 2018-1)




FTE Report Menu




FTE Main Menu

Data have **Errors.**

-  [FTE Survey Data](#)
-  [FTE Reports Menu](#)
-  [FTE File Upload](#)

-  [FTE Validate Data](#)
-  [FTE Add/Edit/Delete Student Data](#)
-  [FTE Delete All System Data](#)

-  [ADHOC Query](#)
-  [SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)
-  [FTE Primary Contacts](#)

-  [Duplicate GTID Report](#)
-  [Manual Relief Request](#)
-  [Status Check List](#)





Search Districts

0-9 A B C D E F G H I J K L M N O P Q R S T

Welcome

You have (0) new messages.

GADOE Technology Services - Student FTE Data Collection System - October

Bear Creek Middle School-0391

FT001-Transmission Verification

GO Main Menu

- FT001-Transmission Verification
- FT002-Enrollment by Grade
- FT003-Enrollment in Special Programs
- FT004-Enrollment in Special Education
- FT005-Student Residence
- FT006-System of Residence Summary
- FT008-A-Errors and Warning Summary
- FT009-3 FTE Counts
- FT011-Funded and Non-Funded Students
- FT012-Non-Funded Student Detail
- FT013-Graduated Students
- FT014-Withdrawals by Gender and Race/Ethnicity
- FT015-Withdrawals by Grade Level
- FT016-Retained Students
- FT017-Special Education Child Count
- FT018-Hours per Week in Primary Area
- FT019-Related Services
- FT020-Special Ed. Environment-Age 6 and Above
- FT021-Students Reported Graduated More Than One Fiscal Year
- FT024-Gifted Students by Grade

Site Navigation

Home

Logout

Fulton County

Data Collection

FTE

Irish Saxton

Account Information

Add to Favorites

Help - Dticket

Hide Navigation

FT002- ENROLLMENT BY GRADE

Tabulates the active student enrollment for each grade

GADOE Technology Services - Student FTE Data Collection System - October 2, 2017 (FTE 2018-1) - 601 Appling County

System Level

FT002-Enrollment by Grade

GO [Main Menu](#)

FT002 Transmission on 06/12/2017 03:57:48 pm - Manual Relief Request Pending Approval [click here to print](#)

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)

Student Enrollment by Grade
601-Appling County

Enrollment By Grade/Gender/Race Ethnic

Enrollment By Grade- 3 years Data

Enrollment By School Type- 3 years Data

Legend

Grade/Gender	Ethnicity Hispanic	Race						Total Enrollment
		American Indian	Asian	Black	Pacific Islander	White	Two or More Races	
Pre K	43	0	1	41	0	123	5	213
Male	18	0	1	20	0	52	1	92
Female	25	0	0	21	0	71	4	121
Kindergarten	42	0	2	42	1	124	7	218
Male	13	0	1	20	1	67	4	106
Female	29	0	1	22	0	57	3	112
Grade 1	45	0	0	46	0	125	9	225
Male	25	0	0	18	0	69	4	116
Female	20	0	0	28	0	56	5	109
Grade 2	47	0	1	57	0	137	10	252
Male	29	0	1	30	0	73	3	136
Female	18	0	0	27	0	64	7	116
Grade 3	51	0	1	58	0	146	6	262
Male	22	0	1	20	0	74	3	120
Female	29	0	0	38	0	72	3	142
Grade 4	33	0	1	55	0	139	11	239
Male	17	0	1	28	0	72	5	123
Female	16	0	0	27	0	67	6	116
Grade 5	45	0	3	54	0	114	10	226
Male	20	0	3	30	0	58	4	115
Female	25	0	0	24	0	56	6	111
Grade 6	38	0	0	59	0	142	10	249
Male	12	0	0	27	0	71	5	115

FT009 - 3 FTE COUNTS

This report lists each of the FTE Categories and the total number of segments reported for each FTE Code for each of the last three FTE counts.

GADOE Technology Services - Student FTE Data Collection System - October 2, 2017 (FTE 2018-1) - 601 Appling County

System Level

[GO](#) [Main Menu](#)

FT009 Transmission on 06/12/2017 03:57:48 pm - Manual Relief Request Pending Approval [click here to print](#)

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)

3 FTE Counts
601-Appling County

FTE Category	FTE Code	October 2017 2018-1		March 2017 2017-3		October 2016 2017-1	
		Segments	FTE	Segments	FTE	Segments	FTE
Kindergarten	A	1,218	203	1,224	204	1,239	206
Kindergarten EIP	E	47	8	41	7	47	9
Grades 1 to 3	B	3,715	620	3,973	662	4,002	667
Primary Grades 1-3 EIP	F	389	65	427	72	398	67
Grades 4 to 5	C	2,280	380	2,410	402	2,431	405
Grades 4-5 EIP	G	257	43	281	47	253	42
Middle Grades 6 to 8	9	0	0	0	0	0	0
Middle School 6 to 8	H	3,654	609	3,739	623	3,723	621
Grades 9 to 12	D	3,689	615	3,654	609	3,772	629
Special Education Level 1		52	9	354	60	349	60
Special Education Level 2		15	3	51	10	61	10
Special Education Level 3		288	48	909	151	786	132
Special Education Level 4		94	16	184	32	170	29
Special Education Level 5		85	15	374	62	313	52
GNETS (Psycho-Ed Program)	4	30	5	30	5	30	5
Gifted	I	541	91	553	93	534	90
Remedial Education	J	400	67	406	68	401	67
Vocational High School Lab	K	939	157	966	161	972	162
MOWR - General Education	6(D)	170	28	172	29	171	29
MOWR- Vocational	7(K)	43	7	43	7	43	7
Study Hall	N	0	0	0	0	0	0
Other (Non-State Funded)	O	4	1	3	0	9	1
Total			2,990		3,304		3,290

FT024 – GIFTED STUDENTS BY GRADE

Shows by grade level the number of students served on the day of the count.

Gifted Students by Grade		Gifted Students by System- 3 years Data					Gifted Students by School- 3 years Data		Legend
Grade/Gender	Ethnicity Hispanic	Race						Total	
		American Indian	Asian	Black	Pacific Islander	White	Two or More Races		
Pre K		0	0	0	0	0	0	0	
Male		0	0	0	0	0	0	0	
Female		0	0	0	0	0	0	0	
Kindergarten		0	0	0	0	0	0	0	
Male		0	0	0	0	0	0	0	
Female		0	0	0	0	0	0	0	
Grade 1		0	0	0	0	0	0	0	
Male		0	0	0	0	0	0	0	
Female		0	0	0	0	0	0	0	
Grade 2		1	0	0	0	8	0	9	
Male		1	0	0	0	4	0	5	
Female		0	0	0	0	4	0	4	
Grade 3		0	0	0	1	7	0	8	
Male		0	0	0	0	3	0	3	
Female		0	0	0	1	4	0	5	
Grade 4		1	0	0	0	14	0	15	
Male		0	0	0	0	4	0	4	
Female		1	0	0	0	10	0	11	
Grade 5		1	0	0	0	9	1	11	
Male		0	0	0	0	3	1	4	
Female		1	0	0	0	6	0	7	

FT011-FUNDED AND NON-FUNDED STUDENTS

List the total number of students, total number of segments, and total FTE's reported for each activity code.

FTE Funded and Non-Funded Students										
FTE Category		2017-3			2016-3			2015-3		
Description	Code	Students	Segments	FTE	Students	Segments	FTE	Students	Segments	FTE
Kindergarten	A	0	0	0	5,976	34,550	5,763	6,702	37,970	6,337
Grades 1 to 3	B	0	0	0	18,773	106,050	17,679	21,179	115,210	19,207
Grades 4 to 5	C	0	0	0	12,756	68,452	11,412	14,005	70,926	11,826
Middle Grades 6 to 8	9	0	0	0	0	0	0	0	0	0
Middle School 6 to 8	H	0	0	0	18,670	90,014	15,003	21,209	96,410	16,070
Grades 9 to 12	D	0	0	0	25,664	119,380	19,897	27,208	119,944	19,993
Kindergarten EIP	E	0	0	0	807	1,799	302	917	1,780	301
Primary Grades 1-3 EIP	F	0	0	0	3,604	6,451	1,082	3,788	7,098	1,188
4th - 5th Grades EIP	G	0	0	0	2,400	3,831	642	2,403	3,810	640
Mild Intellectual Disability	P	0	0	0	0	0	0	438	2,235	382
Moderate Intellectual Disability	Q	0	0	0	0	0	0	365	2,007	336
Severe Intellectual Disability	R	0	0	0	0	0	0	66	359	61
Profound Intellectual Disability	S	0	0	0	0	0	0	15	86	14
Emotional and Behavioral Disorder	T	0	0	0	0	0	0	843	3,500	592
Specific Learning Disability	U	0	0	0	2	7	2	4,546	18,764	3,131
Orthopedic Impairment	V	0	0	0	0	0	0	57	245	44
Hearing Impairment	W	0	0	0	0	0	0	66	239	41
Deaf	X	0	0	0	0	0	0	8	32	6
Other Health Impairment	Y	0	0	0	1	3	1	1,447	5,897	991

Some of the Most Important FTE Reports

FT002 - Enrollment By Grade

FT009 - 3 FTE Counts

FT011 - Funded and Non-Funded Students

FT013 - Graduated Students

FT024 - Special Education Child Count

FT044 - Student Summary for Active Students

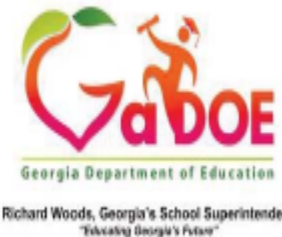
QBE funding is found at:

https://app.doe.k12.ga.us/ows-bin/owa/qbe_reports.public_menu?p_fy=2000

FULL TIME EQUIVALENT (FTE) REPORT REVIEW

- Each application has a report option on its Main Menu
- Start checking reports early to detect data issues
- Have program managers review reports for their program area i.e., Special Education, Migrant, Gifted to ensure data is being reported correctly
- Look for counts that do not make sense

Georgia Department of Education- Sample Checklist



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?

1. Official enrollment count
2. Funding for schools
3. Federal Child Count (Special Education compliance)
4. Georgia State Report Card

CHECKLIST

FTE CHECKLIST cont.

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 MOWR students	
<input type="checkbox"/>	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
<input type="checkbox"/>	Make Corrections as Needed	

FTE CHECK LIST cont

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 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	

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 REP Students by Grade FT026 – ESOL Students by Segments FT042 & FT043 – Special Education Enrollment FT055 – EIP Enrollment FT061 – EL Students FT070 – MOWR Students
<input type="checkbox"/>	Resolve Identity Errors	FT032 – Duplicate Student ID FT040 – Duplicate GTID, Race, Gender, and DOB FT046 – Duplicate GTIDs Within District FT091 – Students With Multiple GTIDs
<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 Students 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 – Hours Per Week in Primary Area
		FT019 – Related Services FT020 – Special Ed Environment Age 6 and Above FT027 – Special Ed Environment Age 5 and Under 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.

FULL TIME EQUIVALENT (FTE)

Tips for a Successful FTE Collection



- Print the 'FY2018 FTE transmission dates document and post it where you will see it every day. Prepare for the collection early so the District can sign off on time. Create a check-list for time frames. Respond to emails. Review the Documentation.
- Verify Your reports
- **VERIFY DATA BEFORE SUPERINTENDENT SIGN OFF**

DATA COLLECTION – Communication/Training

TRAINING:

- ✓ Annual Data Collection Conference
- ▶ Webinar Sessions
- ▶ Presentations at Conferences (Ex: GSIS)

Communication:

- ▶ Webinar Online Sessions
- ▶ Portal Messaging
- ▶ Help Desk Reminder calls to Districts
- ▶ Vendor Updates

Data Collection Team

Levette Williams	Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	Data Collections Manager (Data Collections & Reporting)	404-651-5312	kaspy@doe.k12.ga.us
Patty Miller	GTID Administrator (GUIDE, Private School Data Collection)	404-657-0533	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record)	404-463-2326	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance)	404-657-1064	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, Free and Reduced Meal)	404-463-1946	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, EOPA)	404-657-0536	irish.saxton@doe.k12.ga.us



PROGRAM AREA CONTACTS

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