



Saint Lucie Public Schools

**FTE (Full Time Equivalent)  
Eligibility Verification**

School: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Survey: \_\_\_\_\_

The following FTE documentation is on file at school:

1. Signed final FTE 1 and FTE 2 Reports
2. Unrecorded class attendance reports (a separate report for each of the 11 days of the FTE attendance window)
3. Attendance sign in/out logs & bulletins
4. Certified Annual attendance CD (received in August)
5. Lesson Plans (especially for teachers of ESE and ELL students)
6. Teacher Out of field notifications to parents (ie newsletter)
7. All ELL Reports in special program item 2 below

In the right column enter the name of the person verifying each items below. Keep the original of this completed verification checklist with the FTE materials. Send a copy to the Executive Director, Schools and a copy to the ITS Program Manager. Completed forms must be submitted by Wednesday of 2nd week following FTE Survey Week

Enter the storage location at school site where FTE documentation (1-7 above) is: \_\_\_\_\_

	VERIFIED BY (initial & Position)
<b>ATTENDANCE/MEMBERSHIP</b>	
1. Every student on the FTE 1 report was enrolled in the school district at least 1 day during the FTE survey week	
2. Every student with FTE on the FTE 1 report was in attendance at least 1 day during the FTE window which covers FTE survey week and the 6 school days preceding FTE Survey week. Unrecorded attendance reports were verified that each teacher recorded attendance.	
3. The consecutive absense report for 11 day attendance window was compared to the FTE ineligible roster (mark students ineligible on Skyward FTE/Diploma section of student general profile)	
4. Every student receiving instruction at the school is listed on the FTE 1 report	
5. FTE 2 report was reviewed and compared to total enrollment times unweighted FTE per student expected excluding PK & ineligible (Skyward Entity Counts path AF/ED/EC) Run the enrollment summary report on Friday of the survey week for best comparison data.	
<b>FTE REPORTED</b>	
1. FTE earned by student corresponds with the amount of instruction provided (FTE 1 report - most students earn .5000 FTE)	
2. Any student earning less than .5000 FTE is funded correctly (minutes per week divided by 3000)	
3. Bldg, Room, Scheduling Method and Period for each course corresponds with where, how and when the instruction occurs	
4. OJT courses have been identified with Facility Code 11 (high School only)	
<b>SPECIAL PROGRAM SERVICES</b>	
1. Every ESE student reported for FEFP 111-113 or 254-255:	
- IEP/EP (XED0012/XED0111) is current as indicated on the IEP Plan expiration report (Use the last date of FTE week on the report)	
- Correctly completed matrix of services form (ESE 9291)	
- Completed Eligibility Staffing Report (XED0090)	
- Any ESE student eligibile for additional transportation funding has documentation on their IEP and is coded correctly in Skyward	
- Consulation logs for students with consulation services (XED0097)	
- Annual Goal Progress Reports (XED0160)	
- Reviewed and corrected all errors on the Schedule Match Report	
2. All Eligible ESOL students are properly coded for FTE funding	
- Run Report: "ELL Active " in skyward data mining (ensure each non-ESE student has 130 ELL FEFP funding on FTE 1 report)	
- Run Report "ELL over 6 years" in skyward data mining (ensure each student funding is NOT FEFP 130 and exit if applicable)	
- Run Report "ELL Students Reevaluation & ELL Reclassified Reevaluation" (ensure test & meeting w/in 30 days of anniversary)	
- Run Report "ELL Expired Plans" (all plans are updated for current year)	
- Run Report "ELL Potential" (all incoming students are tested within timeline)	

Signature of Principal

Date