**School Level FTE Check List**

**Student:**

\_\_\_\_ Verify all Students have **“Student ID”** (This state Student ID is usually the SSN, sometimes an 800#.)

**\_\_\_\_** Verify Students are in **“Grade Level”**

\_\_\_\_ Verify all Students have **“GTID”**

\_\_\_\_ Verify **“Resident Status Code”**

\_\_\_\_ Verify **“System of Residency”**

\_\_\_\_ Verify **“Gender”** for all students

\_\_\_\_ Verify **“Ethnicity”** for all students

\_\_\_\_ Verify **“Race”** (Indian, Asian, Black, Pacific, White – have to have at least 1 even if Ethnicity = H)

\_\_\_\_ Verify **“Date of Birth”** for all students

\_\_\_\_ Verify **“Prior Ten Days”** – (Make sure all active students have been present at least 1 day of the 10

 days prior to the FTE count date.)

\_\_\_\_ Verify students marked with **“Environment”** (probably *Counselor or Social Worker Responsibility*)

\_\_\_\_Verify “**English Learner”** (EL) (formerly ELL – English Language Learner)

\_\_\_\_ Verify if student had a **“Previous ID”**

**\_\_\_\_** Verify Student has **“Last Name”**

\_\_\_\_ Verify Student has **“First Name”**

\_\_\_\_ Verify Student has **“Middle Initial”** (Your SIS must have full Middle Name if there is a Middle Name on the birth certificate.)

**Student Schedule:**

\_\_\_\_ Verify all Students have 1-6 Segments

\_\_\_\_ Verify Students that do not have 6 Segments (example: 5th year seniors)

\_\_\_\_ Verify “O” Segment Codes (High Schools)

\_\_\_\_ Verify “6” Segment Codes

\_\_\_\_ Verify “7” Segment Codes

\_\_\_\_ Verify “I” Segment Codes with Gifted Coordinator – (*Gifted Coordinator responsibility*)

\_\_\_\_ Verify **“Gifted Delivery Model”** is marked for Gifted Students – (*Gifted Coordinator responsibility*)

\_\_\_\_ Verify “J” Segment Codes - (*Gifted Coordinator responsibility*)

\_\_\_\_ Verify “M” Segment Codes (High Schools)

\_\_\_\_ Verify **“Fiscal Agent”** if program code = “M”

\_\_\_\_ Verify **“ESOL – Itinerant”** (with EL Lead Teacher)

**\_\_\_\_** Verify **“ESOL – Non-Itinerant”** (with EL Lead Teacher)

**Enrollment:** (report all students that were active, even for only a day, from 10/5/2010 to present)

\_\_\_\_ Verify **“Student Status”** - \_\_\_ “N” – Normal \_\_\_ “W” – Withdrawn \_\_\_ “R” – Retained (What they are as of the last day of school 2010-11)

\_\_\_\_ Verify **“No Show”** Students (no show date is 6/16)

\_\_\_\_ Verify Graduated students have **“Diploma Type”** (verify that summer graduates are included in the FTE file)

\_\_\_\_ Verify Students with a Withdrawal Date has **“Withdrawal Reason”** and Vice Versa

\_\_\_\_ Verify Students **“School Entry Code”**

\_\_\_\_ Verify **“Location of Enrollment”** (if Student has M, 6, or 7 segment codes)

\_\_\_\_ Verify **“Dual Enrollment Type”** if any Segments = “M”

**Special Education:** (*Special Ed Director Responsibility*)

 ***Segment data***

\_\_\_\_ Verify “Special Ed” Segment Codes with

\_\_\_\_ Verify **“Inclusion”** codes 4-8 for Special Ed student during regular ed class (regular ed course number)

 Verify **“Inclusion”** “9” is a Special Education Student in a Special Ed class

\_\_\_\_ Verify **“Transported Segments”**

\_\_\_\_ Verify **“Itinerant”** Teacher for each Special Ed Student segments

\_\_\_\_ Verify Special Ed students with **“Supplemental Speech”**

 ***Student data element***

\_\_\_\_ Verify **“Report Type”-** R – Regular, S – Special Education

\_\_\_\_ Verify all Special Ed students have **“Primary Area”** if Report Type = S

\_\_\_\_ Verify all Special Education Student marked with a Primary Area have **“All IEP”** marked “Y”

\_\_\_\_ Verify Students that should be marked with the **“GAA Flag”**

\_\_\_\_ Verify **“Hours per Week”** in Special Ed services

\_\_\_\_ Verify Special Ed **“Related Hours”**

\_\_\_\_ Verify **“Special Ed Environment”**

\_\_\_\_ Verify **“Event Code”** if Student has exited Special Education in the last fiscal year and before the current fiscal year.

 FTE Cycle 1 count date.

\_\_\_\_ Verify **“Event Date”** if student have exited Special Education

**Alternative Education:**

\_\_\_\_ Verify **“Alternative Education Program”**