



GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

FY2016 FTE Data Survey Instructions

Data Entry Instructions for the FTE Data Survey

The FTE Data Survey application collects general information used to support other data collections. The FTE Data Survey is completed annually preceding FTE cycle 1. The link for the FTE Data Survey is located on the FTE Main Menu and should be completed by the FTE Coordinator.

NEW for FY2016:

- Users can now SAVE the data entered on the FTE Data Survey by clicking the 'Save Data' button located at the bottom of each tab of the FTE Data Survey.
- Users must click the 'Submit Data for Validation' button to have the data entered on the FTE Data Survey validated. Once the data has been validated and is error free, the 'Sign Off' button will become available for the FTE Coordinator to sign off.

1. From the GaDOE main web site, scroll down to the menu bar located at the bottom of the page and select 'MyGaDOE'. After logging in, go to the **Data Collections** menu and select the **Full Time Equivalent** application.
2. Select the **FTE Menu for October 6, 2015 (FTE 2016-1)**.
3. Click on **FTE Survey Data**.
 - If your system code is between 850 and 896, you are only required to enter the primary contact information.

Important Dates – In this section, you will indicate whether or not your district requires an alternative FTE date, the dates for the first and last days of school, the date of the prior tenth day, the number of days in a school week, and the number of days in a school year.

4. Click in the field to enter the **Beginning Date** of your school year. Notice a calendar appears. Select the date from the calendar.
5. Does your district require an **Alternate FTE Date**? An Alternate FTE Date **will** be required if the statewide FTE count date is not a school day for students. If an Alternate FTE Date is necessary, choose 'YES' from the drop down box; otherwise, leave the field set to 'NO'.
6. If 'YES' was selected above, click on the date field to select the Alternate FTE Date. The Alternate FTE Date must be the first Tuesday your students return to school after the fall break (the FY2016 Alternate Date must be 10/13/2015).
7. Indicate the date of your **Prior Ten Days** for FTE 2016-1. To determine this date, start counting the school days preceding the (alternate) FTE count date. Remember to exclude weekends and non-school days when counting. If the **Prior Ten Days** date is after the second to last Tuesday in September, the Alternate FTE Date flag must = 'Y'.

8. Click in the field to enter the **Ending Date** of your school year. Notice a calendar appears. Select the Ending Date from the calendar.
9. Enter the number of days in a school week for your district? EX: Is your district using the standard 5-day school week or a 4-day school week?
10. How many school days are in the district calendar for the current **FISCAL YEAR**? EX: 165 days, 180 days, 190 days, etc.

Vendor Data – In this section, you will indicate the vendor of the Student Information System (SIS), Fund Accounting System, and the Special Education System used by your district.

11. Choose the SIS vendor from the dropdown box.
12. Choose the fund accounting vendor from the dropdown box. This pertains to the vendor that creates the extract for CPI.
13. Choose the Special Education System from the dropdown box.

Grades Data – In this section, you will indicate the grading scale used in your district.

14. Using the drop down box, enter the grading scale for 'A', 'B', 'C', and 'D' in your district. No grade is entered for 'F' since 69 and below is defined as failing according to *State Board Rule 160-4-2-.13 Statewide Passing Score*. That field is automatically set with a range from 0 to 69. If your district does not have a 'D' in the grading scale, the application has been set to allow null values for the 'D' range. However, that means that the low end for the 'C' range must equal 70. If the district uses the standards based grades 'E', 'M', and 'N', then select 'Y – YES' from the drop-down next to these grades; otherwise, leave the value set to 'N – No'.

Maximum Class Size for High Schools – See Board Rule 160-5-1-.08

15. Enter the maximum class size for general education programs in math, science, ELA, social studies, and foreign language.
16. Please enter '0' if the district does not have any high schools.

Primary Contacts – In this section, indicate the primary contacts for FTE, CPI, Student Record, GTID, and SIS Coordinator questions.

17. The primary contact is the person who will be contacted if the Georgia Department of Education or other school districts have questions pertaining to any of the above referenced data collections. When entering the information for the GTID contact, note whether the claims go to the school or district.

Enter the last name, first name, telephone number/extension, email address, and the number of years the primary contact has been in this role. If the primary contact has been in this role for less than a year, enter '0' as the number of years in the role.

Proactive Calls from Customer Support – In this section, indicate whether or not you would like to receive proactive calls from GaDOE Customer Support.

18. Indicate if the district would like to receive proactive calls from GaDOE Customer Support. These calls are designed to remind you of collection deadlines and alert you to possible issues with your data transmission. Your selection will apply to all data collections. If you select 'Yes', the district will continue to receive proactive calls. If 'No' is selected, the district will not be contacted except in response to dTickets, general notifications, portal messages, or specific cases where there is a need for GaDOE staff to call.

Enable Proactive Calling? (Yes/No)

Marking Period Dates – In this section, indicate the DISTRICT Marking Period Dates

19. Indicate the **Marking Period Dates** for the district. **Marking Period Dates** should be reported for Year Long Courses, Nine-Week Courses, Semester Courses, Trimester Courses, and Six-Week Courses.

20. If a school(s) in the district has **Marking Period Dates** that deviate from the **Marking Period Dates** reported for the district, **all** the **Marking Period Dates** for the school **must be reported separately for the school(s)**.

- If 'YES' is the answer to the question, "Please indicate if any schools in the district deviated from the **Marking Period Dates** reported above", select 'YES' from the drop-down (defaults to 'No') **and then click the SAVE button**.
- On the next screen - click the drop-down and select the school with **Marking Period Dates** that are different from the DISTRICT **Marking Period Dates**. Then click the **SUBMIT** button.
- On the next screen, indicate **all** the **Marking Period Dates** for the school **(not just the dates that are different from the district)**. The district **Marking Period dates will automatically populate for the school(s) selected**. Once the dates have been entered/updated, the dates must be saved by clicking the "Save School Marking Period Dates" button.
(Note: Dates or schools entered in error can be deleted by clicking on the "Delete School Marking Period Dates" button.)
- **If the indicator for "Please indicate if any schools in the district deviated from the **Marking Period Dates** reported above" is changed from 'Y' to 'N' – all **MARKING PERIOD DATES** entered for a school(s) will be deleted.**

21. When all of the information has been **entered saved**, the coordinator must click the **'Submit Data for Validation'** button to have the data validated. Once the data has been validated and is error free, the **'Sign Off'** button will become available for the FTE Coordinator to sign off. The **FTE Coordinator** will click the **'Sign Off'** button to certify the information submitted is accurate to the best of his or her knowledge.