



THE FTE DATA SURVEY

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

The FY2020 FTE Data Survey must be completed prior to FY2020 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 1, 2019.

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

Start date: Tuesday, September 10, 2019
End date: Tuesday, September 24, 2019

FTE DATA SURVEY

FY2020- 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 1, 2019 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 8, 2019 is the only **ALTERNATE FTE DATE** for FY2020.

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.

The screenshot shows the 'Important Dates' tab of the FTE Data Survey. The tab is selected and highlighted in blue. Below the tab are several input fields for data entry:

- What is the beginning date of your school year? (mm/dd/yyyy)
- Does your district require an Alternative FTE Date? (N - No) (dropdown menu)
- If Yes, please select FTE Alternative Date. (It will be blank, if No.) (mm/dd/yyyy)
- Please indicate the date of your Prior Ten Days for FTE2020-1. (mm/dd/yyyy)
- What is the ending date of your school year? (mm/dd/yyyy)
- Please select the days in a school week for your district. (dropdown menu)
- Please enter school days in the district calendar for FY2020 (text input)

At the bottom of the form, there are two buttons: 'Save Data' (highlighted with a red box) and 'Submit Data for Validation'.

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 Dates that are different from the DISTRICT Marking Period Dates. Then click the ***SUBMIT*** button.

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

Data Entry for Marking Period Dates By School
721-Richmond County, 4060-Academy of Richmond County High School

[Main Menu](#) [Main Data Entry](#) [School List of 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"/>

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

After saving the **school MARKING PERIOD** dates, the data entered is displayed. **Marking period dates for individual schools that have different dates than the district can now be entered.** When all schools have been entered, select ***Verify and Confirm Data Report*** to be taken to the FTE Data Survey sign-off report.

Georgia Department of Education
FTE Survey Data - 2014
[Main Menu](#) [Main Data Entry](#) [Verify and Confirm Data Report](#)

School Reporting Marking Period Dates Different from School District
721-Richmond County

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

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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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	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 (2050)	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.

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. <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="text" value=""/>	
Please enter school days in the district calendar for FY2018				<input type="text" value=""/>	

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.

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