# Addendum M: FTE Guide

Full-time equivalency (FTE) is the proportion of time for which a student is expected to attend compared to the total possible attendance in a school year. FTE **does not** always equate to Certified Enrollment Weighting. This document will provide guidance for the different types of enrollments and how to calculate the FTE for specific situations.

If the FTE of a student changes throughout the school year but the building remains the same, the enrollment of the original FTE should be ended with the exit code "14" (end or change enrollment). The student is then re-enrolled with the new FTE.

## Preschool Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| Preschool Student | Varies | PK Program Type is NOT 99<br>PK Program Hours is NOT NULL<br>PK Program Session if applicable | Number of hours the PK student attends per week/elementary contact hours per week. |

- Preschool (PK) students should have an FTE reflecting the portion of the day they are expected to be in attendance. To calculate this FTE, divide the number of hours the student meets each week by the total number of elementary contact hours per week.
    - PK student attends for 3 hours every day for a total of 15 hours each week. The elementary school has instructional time of 7 hours each day for a total of 35 hours a week. 15/35=0.43 FTE

## Nonpublic Shared Time Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| Student from accredited nonpublic district enrolled in courses in your district | 8 | Nonpublic School is NOT NULL<br>Scheduled into courses | Varies* |
| Student from accredited nonpublic district enrolled in IEP Consultative Model in your district | 8 | Nonpublic School is NOT NULL<br>IEP Level is not '99'<br>IEP Staffed Out Date is NULL | 0.00 |
| Student from accredited nonpublic district participating in activities in your district | 8 | Nonpublic School is NOT NULL<br>STATE EXCLUDE | 0.00 |

## Public Shared Time Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| Student from another district coming in to your district for a course or two | 16 | Accountable District is NOT NULL<br>Scheduled into Courses | Varies* |

## Home School Assistance (HSAP) Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| HSAP Only | 7, 13, 28, 30 | CPI Dual Enrollment = '99' | Contacts per year/ number of school days** |

**The FTE for HSAP students is calculated by dividing the number of contacts the student has with the HSAP instructor by the number of school days in a year.

- Student meets with the HSAP instructor once per month from September through May each school year. 9 visits/180 school days = 0.05 FTE

## CPI Dual Enrolled Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| CPI Dual Enrolled for Extracurricular Activities Only | 6,12,21,27 | CPI Dual Enrollment = '2' | 0.00 |
| CPI Dual Enrolled for Testing Only | 6,12,21,27 | CPI Dual Enrollment = '4' | 0.00 |
| CPI Dual Enrolled for Special Education Support Services Only | 6,12,21,27 | CPI Dual Enrollment = '5' | 0.00 |
| CPI Dual Enrolled for Academics Only | 6,12,21,27 | CPI Dual Enrollment = '1' | Varies* |
| CPI Dual Enrolled for Academics and Extracurricular Activities | 6,12,21,27 | CPI Dual Enrollment = '3' | Varies* |

## CPI Dual Enrolled and Home School Assistance Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| HSAP and dual enrolled for Extracurricular Activities Only | 9,14,29,31 | CPI Dual Enrollment = '2' | Contacts per year/ number of school days** |
| HSAP and dual enrolled for Testing Only | 9,14,29,31 | CPI Dual Enrollment = '4' | Same as above** |
| HSAP and dual enrolled for Special Education Support Services Only | 9,14,29,31 | CPI Dual Enrollment = '5' | Same as above** |
| HSAP and dual enrolled for Academics Only | 9,14,29,31 | CPI Dual Enrollment = '1' | Varies* |
| HSAP and dual enrolled for Academics and Extracurricular Activities | 9,14,29,31 | CPI Dual Enrollment = '3' | Varies* |

## Independent Private Instruction (IPI) Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| 9-12 IPI student enrolled specifically to take a concurrent enrollment course. | 40 | | Varies* |

## Open Enrolled Out/Charter School – Co-Curricular Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| Open enrolled out student or **online** Charter School student participating in extracurricular or co-curricular activities in the home district | 51 | | Varies* |

* The FTE for these students is determined by the portion of the school year your district is serving these students. The FTE for students who are dual enrolled and HSAP should be for time the student is attending classes, **do not** include the contact minutes for HSAP visits.

For elementary students, that would equate to the number of minutes a student is being served per week divided by the total number of instructional minutes per week.

- Elementary student attends a music class which meets twice a week for 30 minutes. The elementary school has 390 minutes each day.
    - Student served minutes per week/total instructional minutes each week =
        - (30 * 2) / (390 * 5) or 60 / 1950 = 0.03 FTE
- Elementary nonpublic student attends the first period of each day at the public school for a reading course. The class meets for 60 minutes each day and the school has 390 minutes in each school day.
    - Student served minutes per week/total instructional minutes each week =
        - (60 * 5) / (390 * 5) or 300 / 1950 = 0.15 FTE

For high school students, FTE equates to the number of courses scheduled as a portion of all possible periods, except for students enrolled in concurrent enrollment courses.

- High school student A attends your district for an FCS class that meets every period for 1st semester. The school has 8 periods each day, each semester, equaling 16 possible periods a year. This student's FTE would be 1/16 = 0.06
- High school student B attends your district for an Algebra I that meets one period all year long. The school has 8 periods each day, each semester, equaling 16 possible periods a year. This student's FTE would be 2/16 = 0.13
- High school student C attends your district for an Auto class and a Welding class offered for dual enrollment credit. Refer to the SCED Code and Contact Minutes document to obtain the contact minutes for the community college courses. The Auto course has 7200 contact minutes and the Welding class has 1600 contact minutes. Based on your district's Spring BEDS report, your district has 57,600 contact minutes for the school year.
    - 7200+1600=8800/57600=0.15 FTE

## Consortium Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| Your student attending consortium in your district | 1 or 2 | Service Provider is NOT NULL Service Type is '9' (consortium) | 1.00 |
| Student from another district attending consortium in your district | 16 | Service Provider is NOT NULL Service Type is '9' (consortium) | 0.99 |
| Your student being sent to consortium program housed in another district | 1 or 2 | Service Provider is NOT NULL Service Type is '9' (consortium) | 0.01 |

## Therapeutic Program/Classroom Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| Your student attending a therapeutic program/classroom in your district | 1 or 2 | Service Provider is NOT NULL Service Type is '15' (consortium) | 1.00 |
| Student from another district attending a therapeutic program/ classroom in your district | 16 | Service Provider is NOT NULL Service Type is '15' (consortium) | 0.99 |
| Your student being sent to a therapeutic program/ classroom housed in another district | 1 or 2 | Service Provider is NOT NULL Service Type is '15' (consortium) | 0.01 |

## Homebound Students

| Status of Student | Entry Code | Related Elements | FTE |
|---|---|---|---|
| Student mentally or physically unable to attend school but is receiving educational services in home | Varies | Service Provider Type is '11" (Homebound) | Varies***, but less than 0.50 |

***The FTE for these students equates to the minutes the student is served each week divided by the total instructional minutes in a school week.

- Student receives instruction from a special education teacher for 90 minutes each week in the student's home. 90 minutes of contact/1950 total minutes of instruction in a week = 90/1950 = 0.05