

TRACK ASSIGNMENT FOR SUMMER PROGRAMS	
<u>PROGRAMS</u>	<u>DATES IN SESSION</u>
Elementary School Summer Boost	June 12 – July 21 (No school June 19 and July 4)
Middle School Summer Boost	June 12 – July 21 (No school June 19 and July 4)
Secondary Credit Acquisition	June 12 – July 21 (No school June 19 and July 4)
Exceptional Student Education Summer Extended School Year (Elementary & Secondary)	June 26 – July 21 (No School July 4)
ESOL (English for Speakers of Other Languages) Summer Maintenance (Elementary & Secondary)	June 12 – July 21 (No School June 19 and July 4)
Summer Voluntary Pre-K	June 12 - July 25 (No School June 19 and July 4)
DJJ (Department of Juvenile Justice) Facilities (#41, #43, #49)	June 7 – August 4 (No School July 4)
Pace (#81)	June 7 – August 4 (No school June 19 and July 4)
AMIKids (#185)	June 7 – August 4 (No school July 4)
SURVEY 4 – JUNE SURVEY TIMELINE	

**Wednesday,
June 7
through
Friday, June
16**

JUNE 2023 (SURVEY 4) FTE SURVEY ATTENDANCE WINDOW for DJJ Facilities, Pace, and AMIKids

A student must be in membership (i.e., enrolled in extended school year) at least one day, during

FTE TIMELINE FOR SUMMER EDUCATION PROGRAMS 2023

When notified by Budget	Available in FOCUS school folders on the Survey 4 website. (The below reports are based on an initial run and have not yet been accepted by the State. All reports created after these will reflect any nulled FTE due to state report errors) • Student Funding Record • Student Funding Record (Second School) • Funding Lost to Other Schools • Funding Gained from Other Schools • FTE Summary • Individual Student Schedules by Home and Second School ❖ It is critical that these reports are used to correct the FTE information. All errors and discrepancies in these reports must be resolved. ❖ Normal procedures should be resumed for all schools. Changes may be made to all student data within the Production Focus website without affecting FTE data on the Survey 4 website.
--------------------------------	--

**Monday,
June 19
through
noon on
Wednesday,
June 28**

FTE CORRECTIONS

- During this time, Budget will notify schools when a new set of reports are available. These reports should be utilized to validate FTE data and make corrections within the FOCUS Survey 4 website.
- DOE Data Verification Reports should be continuously monitored. All errors should be corrected. (Tabs that will potentially impact FTE reported in Survey 4 are Student Demographic, Prior School/Attendance, ELL, Exceptional Student, Student Course Schedule, and Teacher Course.)
- Any corrections that impact Survey 4 made on the Production Focus website will need to also be made within the Survey 4 website.

If help is needed to determine how to correct data, please enter a ticket online or by call 348-5200. Normal procedures should be resumed for all schools.

FTE TIMELINE FOR SUMMER EDUCATION PROGRAMS 2023

SURVEY 1 – JULY SURVEY TIMELINE

Thursday,
June 29
through
Friday, July
7

JULY (SURVEY 1) FTE PREPARATION

Specific questions concerning the cleanup of data should be directed to the FOCUS help desk at 348-5200.

The following reports should be utilized to clean up and validate data prior to survey week.

- ELL report-FOCUS menu Students>Student Info>more search options>ELL
 - Within English Language Learner box, click drop down and select LY and LP, and then click search. Use this list to validate ELL /ESOL schedules.
- ESE Discrepancies in Service and Support Level Discrepancy 2 reports - FOCUS menu Reports>District Reports>Exceptional Student.
 - Errors should be addressed for each student.
- Exceptional Ed. Alpha report with IEP data - FOCUS menu Reports>District Reports>Exceptional Student.
 - Out of compliance IEP dates should be addressed by correcting in FOCUS and Matrix numbers verified and corrected, as needed.
- Weekly Minutes - Use weekly minutes provided in the Focus Summer Training document.
- U31sr o p004 ohjTT2 1 Tf0.452 28 (do)1.9 (c)26.9 (um)-160 Tw 20.32T.6 (o) Td[a.16.5 (e)5.2 (nu)TJ-0.00-[U

FTE TIMELINE FOR SUMMER EDUCATION PROGRAMS 2023

	- o Run a membership report at the end of the day. In FOCUS menu-Students>Student Breakdown; select grade level in the dropdown and click on the list tab. • Master Schedule Report –Focus Menu>Scheduling>Master Schedule Report. This report should be retained for audit. • Attendance- FOCUS automatically determines eligibility based on attendance information within FOCUS.
--	--

When notified by Budget	Available in FOCUS school folders on the Survey 1 website. (The below reports are based on an initial run and have not yet been accepted by the State. All reports created after these will reflect any nulled FTE due to state report errors). • Student Funding Record • Student Funding Record (Second School) • Funding Lost to Other Schools • Funding Gained from Other Schools • FTE Summary • Individual Student Schedules by Home and Second School ❖ It is critical that these reports are used to correct the FTE information. All errors and discrepancies must be resolved in these reports. ❖ Normal procedures should be resumed for all schools. Changes may be made to all student data within the Production Focus website without affecting FTE data on the Survey 1 website.
---------------------------------------	--

Through Noon on Thursday, July 13	FTE CORRECTIONS • During this time, Budget will notify schools when a new set of reports are available. These reports should be utilized to validate FTE data and make corrections within the FOCUS
---	---

5817 (e)-7.83 (i)-0.8 Vuti-5.8 (ES)-1.6 (9 (ns)-5(y)-7.7 ((e)5.2 -0.0

