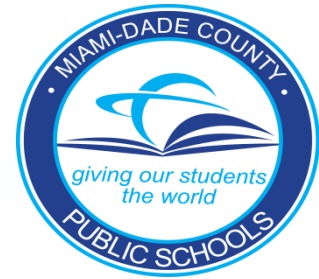


FTE/ESOL COMPLIANCE

**Federal and State Compliance Office
(FASCO)**



2016-2017
FLORIDA
EDUCATION
FINANCE PROGRAM
AUDIT YEAR

ENGLISH LEARNER STUDENTS (ELs)

- ❖ Share the PK-12 FTE simulation report with the ESOL chairperson/teachers.
- ❖ Update the 'J' screen as needed to reflect the appropriate assessment date/entry date.
- ❖ Semesterize ESOL courses and update schedules for ESOL secondary students who exited the ESOL program as applicable.
- ❖ For elementary students, you must change the Elementary School Academic Program (ESAP) number that does not include ESOL for students exited from the program.
- ❖ Assess students with **3 or more years for Extension of Services** (Refer to Bilingual Department Opening of School W.B. for timeline).
- ❖ Convene ELL committee meetings for students with **3 or more years** (6+ semesters) **on/before** FTE Thursday.
- ❖ Update WLEP **before** FTE survey week.

DATE ENTERED U.S. SCHOOL

- ❖ Date Entered U.S. School (DEUSS) is the date a student entered a United States school (**not** the date they entered the U.S.).
- ❖ Mandated lock out field for **ALL** new students in DSIS on PF19 has been lifted. Schools are now able to enter the DEUSS date.
- ❖ See upcoming briefing ID# 19925 regarding DEUSS date. Schools may “enter” DEUSS at initial registration for new KG students that field isn’t prepopulated. **However**, after initial registration, schools must submit a heat ticket to the data specialist at FASCO for corrections.

HOME LANGUAGE SURVEY

MIAMI-DADE COUNTY PUBLIC SCHOOLS
HOME LANGUAGE SURVEY
 To Be Completed By Parent or Guardian Student I.D. No. _____

Student Name _____
 Last _____ First _____ Middle _____

Date of Birth _____ / _____ / _____ Grade _____ Parent Language _____ Student Language _____
 Month Day Year

Date Entered U.S. School: _____ / _____ / _____ Ethnic Hispanic _____ (Y/N) (Check all that apply) Race: White Black Asian
 Month Day Year American Indian Native Pacific Islander

If the answer is "YES" to any of these questions, the student must be tested for English proficiency.

1. Is a language other than English used in the home? Yes No

2. Did the student have a first language other than English? Yes No

3. Does the student most frequently speak a language other than English? Yes No

School _____ Date _____ Parent/Guardian Signature _____

ESCUELAS PUBLICAS DEL CONDADO DE MIAMI-DADE
ENCUESTA SOBRE EL IDIOMA HABLADO EN EL HOGAR
 Debe ser completado por el/la padre/madre o tutor/a No. De I.D. _____

Nombre del Estudiante _____
 Apellido _____ Nombre _____ Inicial _____

Fecha de Nacimiento _____ / _____ / _____ Grado _____ Lengua Paterna _____ Idioma del Estudiante _____
 Mes Dia Año

Fecha de Entrada a la Escuela de los Estados Unidos: _____ / _____ / _____ Origen Etnico _____ (Marque todo lo pertinente) Raza: Blanco Negro
 Mes Dia Año Asiático Indígena de los EEUU Orundo de las Islas del Pacífico

Si responde "SI" a alguna de estas preguntas, el estudiante debe tomar un examen para saber cual es su conocimiento del Inglés.

1. ¿Usan en su casa algún otro idioma que no sea el Inglés? Si No

2. ¿Tuvo el estudiante una lengua materna distinta al Inglés? Si No

3. ¿Habla el estudiante frecuentemente otro idioma que no sea el Inglés? Si No

Escuela _____ Fecha _____ Firma del Padre/Madre _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SONDAJ SOU KI LANG TIMOUN NAN PALE
 Pou paran oubyen moun ki responsab timoun nan ranpli No. I.D. Elèv La _____

Non Elèv la _____
 Non fanmi _____ Non _____

Dat Fèt li _____ / _____ / _____ Klas _____ Lang paran Yo _____ Lang Elèv La _____
 Mwa Jou Ane Etnisite _____ (Tcheke tout sa ki aplike) Ras: Blan Nwa Azyatik
 Dat ou Antre U.S. Lekòl: _____ / _____ / _____ Espayòl _____ (W/N) Amriken Endyen Natif Il Pasifik

Si repons lan se "WI" pou nenpòt nan kesyon anba yo, elèv la dwe pran yon tès Anglè.

1. Eske yo sèvi ak yon lang ki pa Anglè lakay li? Wi Non

2. Eske elèv la te genyen yon premye lang anvan Anglè? Wi Non

3. Eske elèv la abitye pale yon lang ki pa Anglè? Wi Non

Lekòl _____ Dat _____ Siyat Paran _____

CC: FILE IN CUMULATIVE FOLDER
 TO STAFF FOR TESTING

FM-5196ESH Rev. (05-16)

- FM5196 - Must be completed by parent, keep the original in student cum.
- Student language is the first language spoken at home by the student.
- If parent responds "Yes" to any question; the student must be tested with English Language Proficiency test.
- Provide **a copy** of HLS to the ELL chair for testing and placement into ESOL program if applicable.

FTE SURVEY WEEKS 2016-2017

- ❖ Survey 1 July 11-15, 2016
- ❖ Survey 2 October 10-14, 2016
- ❖ Survey 3 February 6-10, 2017
- ❖ Survey 4 June 12-16, 2017

COMMON ELL FTE ERROR CODES

ERROR CODE	ERROR MESSAGE
SW-14	Student is missing or not classified for LEP service.
	On the "J" (LIMITED ENGLISH PROFICIENCY COURSES) screen verify that student is eligible for ESOL and update missing elements.
SI-7	Student is LEP and teacher is META qualified; FEFP program number changed to ESOL
	This is an informational message that can be disregarded . It simply means that the student is ESOL and teacher is META qualified.



FTE AUDIT TRAIL

ENGLISH LANGUAGE LEARNERS (ELL) ESOL PROGRAM (LEP FOLDER)

- ❖ Home Language Survey (HLS), signed and dated by parent/guardian.
- ❖ HLS must have one of the survey questions answered with a "Yes".
- ❖ Testing instruments used to place student into the ESOL program must be available.
- ❖ Notice to Parents/Guardians of ELL Students Notification Letter must be in the LEP folder (FM6576 Elem./FM6577 Sec.). Must be signed, dated and sent home upon entry into the ESOL program, annually, and every time ESOL level changes. Keep a copy in the LEP folder.
- ❖ Copy of student's schedule (secondary students only). Copies of previous years and programmatic schedule changes must be kept in ESOL Program folder.
- ❖ Individual Student WLEP Plan.
- ❖ EL Committee Parent Invitation letters (if applicable), meeting minutes and signed WLEP Plan.
- ❖ Post Program Reviews (if applicable).

FTE SELF-REVIEW

Tips to conduct a school FTE self-review

- ❖ Obtain ESOL Special Program Rosters from the Final FTE Report
 - a. Compare students' records, against data reported in DECO during each FTE survey period;
 - b. Verify that all documents are completed, signed, dated and meet program requirements.

(Refer to Self-Monitoring Forms on Bilingual Department website.)

SCHOOL [REDACTED]

FISCAL YEAR - 16 17 SURVEY CODE - 2

FTE LINE	CPS ID	STUDENT NAME	GR	HR	FTE-EARNED	CPS ID	STUDENT NAME	GR	HR	FTE-EARNED
112	0409958	CASTRO DARIANNA	M	07-GRE	.0917	0464323	PEREZ STEPHANIE	M	07-GRE	.1834
	0464510	PEREZ JULIANNE	M	07-GRE	.1834	0411229	RAMIREZ DAVID	E	06-ECC	.1834
					TOTAL STUDENTS - 004		TOTAL FTE EARNED -		.6419	

130	[REDACTED]	IAN	D	06-SCI	.4585	[REDACTED]	NOAH		07-SPV	.4585
	[REDACTED]	IVANNA	T	07-ROH	.4585	[REDACTED]	JOHN	B	07-ROH	.4585
	[REDACTED]	GREGORY	N	06-CAS	.4585	[REDACTED]	NICKOLAS		06-NUN	.4585
	[REDACTED]	KATHERINE		08-CAS	.4585	[REDACTED]	NICOLAS		06-CAS	.4585
	[REDACTED]	GUILHERME	P	07-CAS	.4585	[REDACTED]	ADRIAN	N	07-BAC	.4585
	[REDACTED]	ELIANYS		07-SPV	.4585	[REDACTED]	JESLY	B	07-ROH	.4585
	[REDACTED]	OSMAR	U	07-SPV	.4585	[REDACTED]	ALEXA		06-CAS	.4585
	[REDACTED]	OSCAR		08-CAS	.4585	[REDACTED]	YABDIEL	B	06-CAS	.4585
	[REDACTED]	SARA	I	08-ALD	.4585	[REDACTED]	FABIOLA	N	06-SCI	.4585
	[REDACTED]	JULIO	C	07-CAS	.4585	[REDACTED]	DIEGO		06-SPV	.4585
	[REDACTED]	BARBARA	V	06-SCI	.4585	[REDACTED]	HUAN	I	08-ALD	.5502
	[REDACTED]	DELIO	J	06-CAL	.4585	[REDACTED]	HIE	T	07-ROH	.4585
	[REDACTED]	ALEJANDRO	E	08-ALD	.4585	[REDACTED]	DANIELA	A	08-CAS	.4585
	[REDACTED]	ADRIAN	N	07-BAC	.4585	[REDACTED]	DAVID	S	06-SPV	.4585
	[REDACTED]	ABRAHAN	F	07-CAS	.4585	[REDACTED]	KYRYLO		08-CAS	.4585
	[REDACTED]	JOSE	A	08-DUN	.4585	[REDACTED]	DANIEL	D	08-CAS	.4585
	[REDACTED]	ANA	S	06-SPV	.4585	[REDACTED]	HANNAH		07-CAS	.4585
	[REDACTED]	OSVALDO		08-ALD	.4585	[REDACTED]	LIAIZA	N	08-WIL	.4585
	[REDACTED]	JUAN	S	08-CAR	.4585	[REDACTED]	ANGIE	S	07-CAS	.4585
	[REDACTED]	ARIADNA		07-BAC	.4585	[REDACTED]	BENJAMIN	A	07-CAR	.4585
	[REDACTED]	DANIELA	V	06-RIC	.4585	[REDACTED]	BIANCA		06-SPV	.4585
	[REDACTED]	GEOVAR		08-ALD	.4585	[REDACTED]	JOGAN	A	07-BAC	.4585
	[REDACTED]	PATRICIA	M	08-CAR	.4585	[REDACTED]	ANA	P	07-CAS	.4585
	[REDACTED]	SEBASTIAN	R	08-BEN	.4585	[REDACTED]	MAIDELIS		06-SPV	.4585
	[REDACTED]	DANIEL	J	08-CAS	.3668	[REDACTED]	ISABELA		08-HER	.4585
	[REDACTED]	DIEGO	F	06-CAS	.4585	TOTAL STUDENTS - 051 TOTAL FTE EARNED - 23.3835				

AVOID FREQUENT FTE AUDIT EXCEPTIONS

- ❖ Missing documents, missing ESOL folders.
- ❖ Incomplete documents, not dated, not signed.
- ❖ Student exited from ESOL and scheduled as ESOL during FTE survey period(s).
- ❖ EL Committee Meetings not held within timeline, or not held at all, for students with 3 or more years in ESOL program.

**For assistance, send
a HEAT ticket to your
FTE Specialist.**

Questions

**Miami-Dade County Public Schools
FEDERAL AND STATE COMPLIANCE OFFICE**

Charlene Burks, Administrative Director
Jennifer Andreu, Administrative Director
(305) 883-5323

FTE SUPPORT TEAM

Betsy McCray, Student Funding Specialist

Area of Responsibility	FTE Support Specialist
North Region Schools	Lili Quesada
Central Region Schools	Tessie Mackey
South Region Schools	Elizabeth "Liz" Ferreiro
Charter Schools	Dulce Castro
Alternative Ed & Outreach Centers	Tessie Mackey
Specialized Centers	Elizabeth "Liz" Ferreiro
District Instructional Centers	Tessie Mackey
McKay Scholarship Program	Rosa Roman