

ENROLLMENT & FTE TRAINING

KEY POINTS

Thank you to all administrators who attended the Enrollment and FTE Training held on June 14th and 15th at the District Office.

10 KEY points discussed in the training:

1. Enrollment numbers are calculated using multiple data points to provide you with the best and most accurate information.
2. Planning and Student Services works with you, charter schools, and cities to calculate projections.
3. Student enrollment is available to you anytime through Skyward.
 - a. Student information needs to be in Skyward in a timely manner.
 - b. Permit decisions are made locally at the school. Appeals should go through your Administrator of Schools. Planning and Student Services can provide the legal interpretation and other data.
4. 1.0 projections are not used for any staffing (Feb. 15)
5. 2.0 projections are given to HR who then calculates 2.0 allocations (March 15)
 - a. 2.0 allocations are used for Hiring.
 - b. Always be *conservative* when hiring – remember, 2.0 allocations are projections.
 - c. It is always wise to staff your school under your 2.0 allocations even if you think your enrollment will be higher than your 2.0 allocation.
6. Staffing decisions are based off of 2.0., **any** adjustments or variations to your 2.0 allocation must be approved through your Administrator of Schools.
 - a. i.e. – your 2.0 allocation is 30, but your enrollment would support 31 – you may only hire additional FTE (beyond 2.0) if approved.
 - b. Hiring beyond your 2.0, even when enrollment supports it, can result in having to let new hires go.
 - c. FTE approvals will come from 1) your Administrator of Schools **and** 2) a memo from HR.
7. **ALWAYS** communicate your needs to your Administrator of Schools.
 - a. Staffing, enrollment, permits and related questions should always be discussed with your Administrator of Schools.
8. 3.0 projections come out after the majority of charter schools have reported their enrollment.
9. Both Enrollment and FTE Excel documents are for your ongoing use.
 - a. Documents attached to e-mail need to be saved to your computer PRIOR to use.
 - b. Working with documents in your internet browser will not save nor work appropriately.
10. Use enrollment data monthly to know and understand trends and patterns of your school's enrollment to help you plan and make staffing decisions.

As a reminder, there will be one more training held on July 11th @ 10:30am in room 129 at the District Office.