

Intradistrict Communication

DATE: August 3, 2017

TO: All Principals

FROM: Administrators of Schools
Anthony Godfrey, Associate Superintendent
Travis Hamblin, Planning and Student Services

SUBJECT: FTE and Enrollment Counts

FTE and staffing enrollment counts for the 2017-18 school year will occur on the dates listed below. As a reminder, student enrollment will be taken from Skyward and manual student counts are not needed for this process.

- 1st Day A, B, C Tracks Wednesday, July 26, 2017
 - 10th Day A, B, C Tracks Monday, August 8, 2017
 - 1st Day D Track (A,B,C included) Wednesday, August 16, 2017
 - 1st Day High School Tuesday, August 22, 2017
 - 6th Day D Track (A,B,C included),
1st Day Traditional (Elem. & MS) Wednesday, August 23, 2017
 - 14th Day Traditional (all schools) Tuesday, September 12, 2017
- All 10 day/no shows must be entered in by this date.**
- October 2, 2017
 - January 3, 2018

If there have been any changes to your FTE Staffing and Enrollment spreadsheet, please send an updated spreadsheet to Travis Hamblin in Planning and Student Services. Your staffing report and attendance combine to determine your FTE eligibility.

Questions regarding FTE and/or enrollment should be directed to Travis Hamblin or your Administrator of Schools.

Please staff conservatively.