

Intradistrict Communication

DATE: July 17, 2018

TO: All Principals

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

SUBJECT: FTE and Enrollment Counts

FTE and staffing enrollment counts for the 2018-19 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 25, 2018
 - 10th Day A, B, C Tracks Wednesday, August 8, 2018
 - 1st Day D Track (A,B,C included) Monday, August 13, 2018
 - 1st Day High School Tuesday, August 21, 2018
 - 6th Day D Track (A,B,C included),
1st Day Traditional (Elem. & MS) Wednesday, August 22, 2018
 - 14th Day Traditional (all schools) Tuesday, September 11, 2018
- All 10 day/no shows must be entered in by this date.**
- October 1, 2018
 - January 2, 2019

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.