

Intradistrict Communication

DATE: May 6, 2021

TO: Building Administrators

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Scott Festin, Consultant, Planning & Enrollment
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Reporting Hiring on the Enrollment Dashboard

In previous school years, building administrators submitted an “FTE Staffing Worksheet” form to Planning & Enrollment to report their hiring using 0050/FTE allocations. This form has been discontinued.

All administrators must report their hiring using 0050/FTE allocations on their Enrollment Dashboard. This report must be completed with current hiring by Friday, May 7, 2021. If changes in hiring or funding sources for staff are made, these changes should immediately be noted on the Enrollment Dashboard.

When entering hiring numbers, be sure to use the “2021-22” tab to enter all totals!

Elementary Schools: Enter hiring in rows 42-52. Use the correct columns (columns I through M) for the funding source used.

Middle Schools: Enter hiring using 0050 in rows 44-55. Enter hiring using alternative funding sources in rows 61-72. Please note that some rows require you to enter the number of individuals and some rows require you to enter the number of periods.

High Schools: Enter hiring using 0050 in rows 44-61. Enter hiring using alternative funding sources in rows 67-81. Please note that some rows require you to enter the number of individuals and some rows require you to enter the number of periods.

Again, building administrators should have their school’s hiring updated on the “2021-22” tab of the Enrollment Dashboard by Friday, May 7, 2021. Changes that take place after May 7 should be noted on the dashboard without delay. Thank you to all schools who have already completed their hiring updates.

Please contact Planning & Enrollment (x88183) with any questions or concerns.