

FTE Report/New Student Information Instructions

Field Name	Instructions for Field
Start Date	First date that student receives services in Seward . For move ins their first day of school.
Full Name	First name, middle initial, last name
	Date of Birth
Sex	Check Male or Female
Building	School Age: List building where student attends school PreK: List one of the following choices-Homebased, Centerbased, or Regular Nursery/Day Care Center
Non-Public	Check if student is attending a non-public school
Grade	List appropriate grade level
Caseload Manager	Person responsible for paperwork <ul style="list-style-type: none"> • Usually the resource teacher unless speech is the only service then the speech therapist is the caseload manager • If there are two resource teachers assigned to the student, then the resource teacher who sees the student the most, is the caseload manager
Resource &/or Related Service	Circle all that apply here. List names of staff
Current Services	Check all that apply here - Only services that an FTE is accounted for are listed here.
Minutes/Week	Record the corresponding minutes/week for each service checked. (should match current IEP unless noted on progress report and in the comments box)
Monitor/Consult	Check box if the corresponding service is only a monitor or

	consult. (10/week is suggested for monitor)
Comments	List Other Comments Here
Total Minutes in School Week	See Attached Building FTE Total Minutes in School Week page.
FTE:SPED w/reg.ed	This FTE is figured by taking the total <i>Minutes/week SPED w/reg. ed</i> and dividing it by the <i>Total Minutes in School Week</i> (should match current IEP unless noted on progress report and in the comments box)
FTE:SPED notw/reg.ed	This FTE is figured by taking the total <i>Minutes/Week SPED notw/reg.ed</i> and dividing it by the <i>Total Minutes in School Week</i> . (should match current IEP unless noted on progress report and in the comments box)
FTE: Reg. Ed.	This FTE is figured by adding the FTE:SPED not w/reg. ed and FTE:SPED w/reg. ed then subtracting that total from 1. (should match current IEP unless noted on progress report and in the comments box)
MDT Date	Current Seward MDT Date
IEP/IFSP Date	List most recent IEP/IFSP Date
Primary HC	List primary handicapping condition
Secondary HC	List secondary handicapping condition, if applicable
Extended School Year	Please check the appropriate box
DSS State Ward	Check appropriate box(es)