

FTE Report/New Student Information Instructions

Field Name	Instructions for Field
Start Date	First date that student receives services in Seward
Full Name	First name, middle initial, last name
D.O.B.	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	<p>Person responsible for paperwork</p> <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)