Advanced Learning Programs
FTE Manual for
Gifted Lead Teachers

Advanced Learning Programs
Cobb County School District
2012-2013
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Introduction

Gifted FTE counts are conducted twice each year. The first FTE count is on the first Tuesday of October and the second count is on the first Thursday in March. Students receiving gifted services earn funding at a higher rate than general education students. Please share all FTE information with your data entry clerk and administration.

<table>
<thead>
<tr>
<th>Grade</th>
<th>General Education Funding Weight</th>
<th>Gifted Education Funding Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>1.2865000</td>
<td>1.6694000</td>
</tr>
<tr>
<td>4-5</td>
<td>1.0327000</td>
<td>1.6694000</td>
</tr>
<tr>
<td>6-8</td>
<td>1.0165000</td>
<td>1.6694000</td>
</tr>
<tr>
<td>9-12</td>
<td>1.000000</td>
<td>1.6694000</td>
</tr>
</tbody>
</table>

Maximizing Your FTE

Elementary Schools:

- Schedule the gifted resource class so that students receive the services they require.
- Document any cluster groups taught by a gifted endorsed teacher. ONLY 2 segments can be claimed for a cluster group. Documentation of the differentiation occurring must be kept.
- Compare Target class rosters to the list of students that can be generated through On Track (SSP4400 report) and have data entry clerks make the necessary adjustments. Be sure that all gifted identified students are coded correctly in CSIS (Student Services – Gifted). Students who have been discontinued from services must be un-coded in CSIS.
- Identify any twice-exceptional students and begin communication with special education personnel
- Ensure that each student served receives five segments of gifted service
- Provide data entry clerks with GF 13E (Class Roster FTE) and GF 14E (Cluster FTE Roster: if applicable) for those students receiving services on the FTE day. Be sure that all student numbers, service models and special education services are correctly noted on these forms. Send a copy of the GF 13 and GF 14 to the ALP office.
- Collaborate and oversee that gifted endorsed general education teachers are documenting differentiation occurring in cluster groups so that segments may be claimed.
- **Twice Exceptional Students:** Students who are identified as Gifted and Special Services may have conflicts occasionally on FTE. Please contact The ALP office for information regarding twice exceptional students if there are conflicts on FTE.
Middle Schools and High Schools

In order for a student to count as gifted for FTE purposes there are several important steps that must be followed.

Student Information:
- Locate gifted student folders
- Have your School max clerk run the SSP4400 report and then compare folders to SSP4400 report
- Make sure each gifted student has at least one ‘counted course’
- Work with scheduler to change student schedules as needed

Scheduling:
- Work with the scheduler to make a list of all gifted certified teachers and AP teachers who have completed the 10 hour AP Teacher Gifted Instructional Training professional development course
- Be familiar with what is considered an Advance Content, AP, Honors level course
- Ensure that correct course numbers are used (MS: No .2 #s)
- Work with the scheduler to ensure that gifted certified teachers are teaching advanced content/honors/AP/courses
- HS: Use Gifted Elective courses as alternative courses for students who need service or to balance an A/B schedule (These are the only courses that use the .2 numbers)
- The lead ALP teacher may work with the scheduler to hand schedule and level classes to ensure maximum service for gifted students. Some schools give the ALP lead School Max rights to actually change schedules while other schools have the lead work schedules out on paper. This is a school based decision.
- The ALP lead needs to make sure that all gifted students receive service (counted course) Minimum requirements: Traditional: 1 course each semester, Block: 1 block per year
- Have clerk code all courses meeting state cap requirements
- Twice Exceptional Students: Students who are identified as Gifted and Special Services may have conflicts occasionally on FTE. Twice exceptions students should be coded for the service they are receiving on the Count Day

Requirements for Counted Courses
- Must be an honors level class or above (or elementary resource class)
- Counted courses must be at or below the state class size cap.
- The course must be taught by a teacher with the Gifted Endorsement on his/her certificate (or AP training + AP Teacher Gifted Instructional Training professional development course: this is only for the specified AP course)
- Instruction must be differentiated
Specific Courses That May Be Eligible for Gifted FTE Funding

**Courses must have a .0 or a .2 to be eligible for Gifted FTE Funding:** The first digit after the decimal point is an indicator of a specific type of class. Gifted Electives at the high school level are always a .2 and most regular course numbers are a .0. The regular AP Computer Science has a .4 number. If your AP Computer Science class has multiple gifted students and the teacher has the appropriate certification you will need to contact Shirley Scaff’s office for a different number to earn gifted FTE. Do Not code a .4 course.

**Elementary School:**
- Resource / Pull out Model capped at the state cap size for the current school year (Gifted students may receive no more than ten segments per week of resource class service.)

**Middle School Courses:**
- Math 6/7, Math 7/8, Advanced Math 6, Advanced Math 7, Advanced Math 8, CCGPS Coordinate Algebra, CCGPS Coordinate Algebra/Analytic Geometry A
- AC English
- AC Science
- AC Social Studies
- Foreign Language

**High School Courses:**
- Honors English, Honors/Accelerated Math, Honors Science, Honors Social Studies
- Foreign Languages year 3 and above
- All AP Courses (Computer Science earns weighted Tech credit, contact student reporting for a gifted count course number if you have multiple gifted students in this course)
- Advanced Magnet Courses
- Honor’s level and above IB
- Gifted Elective Courses* (these .2 courses are ONLY for students with a gifted eligibility)
- Please ask if you are not sure about a specific course

*High school students cannot receive more than ten segments per week of resource class service (gifted electives.)
Coding

How Does the Clerk Know What to Code?

The gifted lead needs to communicate with the scheduler and the data entry clerk throughout the FTE process. Elementary schools code individual students for FTE. Gifted leads are to give the data clerk the GF 13 and GF14 to facilitate FTE coding. Middle and High schools usually code entire course sections for FTE. Data entry clerks do not know who or what to code unless they are given a list of eligible courses and section numbers. There are several ways to compile such a list. Two examples are listed below:

Middle School and High School:

Example 1:

- Have data clerk print out the SP4540 report
- Check to see what courses / coding is missing by comparing it to your master schedule
- Have data clerk code any courses not on the list

Example 2:

- Highlight all AC/ H/ AP etc. courses on a copy of the master schedule in yellow
- Cross out all courses NOT taught by a gifted teacher
- Use class screen to make sure that class caps are not exceeded
- Cross out all courses above the state cap
- Give this master schedule to data entry clerk to code

Elementary School:

Provide your data entry clerk with the GH 294 and GF 296 (if applicable) for the class that meets on FTE day.
Middle School and High School Coding Directions

The district receives additional state funding for teacher salaries in order to permit smaller classes for gifted students. These instructions are to assist staff at the local schools to correctly code all gifted students. When you access an individual section for a course, you can change the FTE weight using Teach Mode Override field. Remember you must code the gifted delivery model and content area for all class sections that are providing gifted services. There is a dropdown menu to select the appropriate code. Gifted courses are “I”

<table>
<thead>
<tr>
<th>CODES:</th>
<th>Advanced Content / Honors</th>
<th>New this year</th>
<th>New this year</th>
<th>Gifted Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AP</td>
<td>IB: Campbell HS Only</td>
<td>101 Gifted Elective (HS)</td>
</tr>
<tr>
<td>207</td>
<td>Advanced Content English</td>
<td>807 AP English</td>
<td>907 IB English</td>
<td></td>
</tr>
<tr>
<td>209</td>
<td>Advanced Content/Social Studies</td>
<td>809 AP Social Studies</td>
<td>909 IB Social Studies</td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>Advanced Content/Science</td>
<td>810 AP Science</td>
<td>910 IB Science</td>
<td></td>
</tr>
<tr>
<td>211</td>
<td>Advanced Content/Math</td>
<td>811 AP Math</td>
<td>911 IB Math</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td>812 AP Fine Arts</td>
<td>912 IB Fine Arts</td>
<td></td>
</tr>
<tr>
<td>213</td>
<td>Advanced Content/Foreign Language</td>
<td>813 AP Foreign Language</td>
<td>913 IB Foreign Language</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td>814 AP Computer Science</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

Remember to click on the Save button after corrections have been made.
Elementary School Coding Directions

Please view the Segment Overrides video for coding directions.


Reviewing Your FTE Reports

The gifted lead needs to work with the data clerk and the school FTE administrator to ensure the gifted FTE reports are correct. All FTE reports will be available through the portal under State Reporting. State reporting pages are available to data entry clerks.

Student Reporting Contacts

Student reporting oversees all aspects of the FTE process. Each area has a contact that can provide FTE information and assistance:

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chris Metcalf</td>
<td>Email</td>
<td>770-429-5883</td>
</tr>
<tr>
<td>2</td>
<td>Gina Wheeler</td>
<td>Email</td>
<td>770-420-4955</td>
</tr>
<tr>
<td>3</td>
<td>Shirley Scaff</td>
<td>Email</td>
<td>770-420-4961</td>
</tr>
<tr>
<td>4</td>
<td>Sherri Griffith</td>
<td>Email</td>
<td>770-426-3554</td>
</tr>
<tr>
<td>5</td>
<td>Cindy Barker</td>
<td>Email</td>
<td>770-426-3347</td>
</tr>
<tr>
<td>6</td>
<td>Pam Brown</td>
<td>Email</td>
<td>770-426-3356</td>
</tr>
</tbody>
</table>
Generating Reports
SSP4400: Generating a List of Gifted Students

See directions for Gifted Student Query for generating a list of students with full student information.

- Log on to the Academic Portal
- On the left side of the page, Click On Track

- Mouse over Reports
- Mouse over General
- Click on Student Services
Select Gifted as the Service ID (pull down menu)
Select your school
Select Service Date (choose today’s date and it will give you the list of students in your school as of today, or use the FTE date)
Click on View Report

To Export:
- Select CSV
- Click on the word Export
- Save the file and then you can sort the information if needed
Gifted Student Query: Generating a List of Gifted Students at Your School

This report is similar to the SSP4400. The list generated contains more information than the SSP440 (Ethnicity, Sp Ed, ELL, parent name, contact #s, etc.)

Log on to the Academic Portal

On the left side of the page, Click On Track

At the top of the page Mouse over Queries: By mousing over General, a sub-menu appears allowing users to run several queries related to Students. You can then CLICK on Student Roster

You will then be given another screen or window. This is the Grids view. In the Grids view, the school name should default to the user’s home school. Once the school has been selected, click Submit.
After clicking **SUBMIT**, the list of students enrolled at the selected school will display. This is a “window within a window”, so be sure to use the horizontal and vertical scroll bars inside the outer window to scroll back and forth through the file. Each field (column) in this view has a funnel icon (filter) next to it. You will use the funnel (filter) later. This icon allows users to filter the results by entering criteria in one or many fields.

Once you have the list of students for your school, you will use the scroll bar at the bottom to scroll to the right until you see Gifted. You will then type the word YES into the box under the word gifted and next to the funnel / filter sign. **CLICK** on the filter sign. (Helpful Hint: In the filter sub-menu click on the word that Contains and it will limit the info) After clicking on the filter button you will be given a list of all gifted students at your school.

Click on the Green Excel box to export this data to Excel. Save the data to your computer.

*Note: You can hide columns in the portal view and / or in Excel to make the spreadsheet easier to navigate.*
Generating a List of Rising Gifted Students From Your Feeder Schools

- Log on to the Academic Portal
- On the left side of the page, Click On Track

- At the top of the page Mouse over Queries
- Mouse over General
- Click on Student Roster for Feeder Students

- Select your school
- Click Submit
- A list of ALL students from your feeder school will be generated
• Once you have the list of students for your school, you will use the scroll bar at the bottom to scroll to the right until you see Gifted.

• You will then type the word YES into the box under the word gifted and next to the funnel / filter sign.

• CLICK on the filter sign and select ‘Contains’ then type the word YES in the box. Click on the EXCEL sign at the bottom.

You may then open or save the spreadsheet and sort as needed.
Generating Your Student Segment Report

- Log on to the Academic Portal
- Click on State Reporting
- You may not have access to state report: share these directions with your data clerk

- Mouse over Reports
- Mouse over FTE Reports
- Click on Student Services by Program

- Choose your School
- Choose Gifted
- Click on View Report
- To Export: Select CSB from the drop down
- Click on Export
- Save the file
- You may now sort the data as needed