

How to Calculate High School FTE

Presented by
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FTE Three Components

- ▶ To report a 1.0 FTE, ALL three specific requirements must be met pursuant to A.R.S. § 15-901:
 1. **AT LEAST** 4 courses;
 2. **EACH** of which must meet for **AT LEAST** 123 hours; AND
 3. **AT LEAST** 720 total instructional hours.

If ALL three requirements are not met, the student may not be reported as a 1.0 FTE.

5 FTE Increments

FTE	Total Hours	Courses	Requirement
.00	<180 instructional hours	1 course	≥123 instructional hours per course
.25	≥180 instructional hours	≥1 course	≥123 instructional hours per course
.50	≥360 instructional hours	≥2 courses	≥123 instructional hours per course
.75	≥540 instructional hours	≥3 courses	≥123 instructional hours per course
1.00	≥720 instructional hours	≥4 courses	≥123 instructional hours per course

Bell Schedules and Calendars

Step 1: BELL SCHEDULES

Includes regular, early release, parent/teacher conference, half-days, late start/snow days, snow replacement days if not regular schedule, etc.

2013-2014 Bell Schedule

First Lunch Schedule

Period 1 7:45-8:40 (55 min)

Period 2 8:45-9:40 (55 min)

Period 3 9:45-10:45 (55 min)

+ 5min for announcements

Lunch 10:45-11:15 (30 min)

Period 5 11:20-12:15 (55 min)

Period 6 12:20-1:15 (55 min)

Period 7 1:20-2:15 (55 min)

Second Lunch Schedule

Period 1 7:45-8:40 (55 min)

Period 2 8:45-9:40 (55 min)

Period 3 9:45-10:45 (55 min)

+ 5min for announcements

Period 4 10:50-11:45 (55 min)

Lunch 11:45-12:15 (30 min)

Period 6 12:20-1:15 (55 min)

Period 7 1:20-2:15 (55 min)

Early Release Bell Schedule

Period 1 7:45 - 8:13

Period 2 8:18 - 8:46

Period 3 8:51 - 9:21

Period 4/5 9:26 - 9:54

Period 6 9:59 - 10:27

Period 7 10:32 - 11:00

Calendar

CALENDAR—

Must be an original,
do not provide the
common logon
version—Must provide
what actually
occurred, not what
was adopted

2013-2014 District Calendar

JULY						
S	M	T	W	T	F	S
			2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jul 4 - Independence Day
 Jul 5 - District Closed
 Jul 28 - 10 Month Employees

AUGUST						
S	M	T	W	T	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 6 - New Teachers
 Aug 7 - Continuing Teachers
 Aug 8 - 9 Month Employees
 Aug 12 - First Day to Students
 Aug 23 - Half Day - Early Release

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep 2 - Labor Day - No School
 Sep 15 - Staff Dev - Early Release

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 4 - Half Day - Early Release
 Oct 14 - Fall 8 am Day - No School
 Oct 16 - 10 Month Teacher Conf. (K-12)
 Oct 18 - 11 Month Teacher Early Release
 Oct 19 - Carry Over from K-12
 Oct 24 - MS HS Teacher 11:15-12:15
 Oct 24 - MS HS Teacher 11:15-12:15
 Oct 24 - MS HS Teacher 11:15-12:15

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 1 - Staff Dev - Early Release
 Nov 11 - Veterans Day - No School
 Nov 25 - Thanksgiving Holiday

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 6 - Staff Dev - Early Release
 Dec 19-20 - Early Release (K-12) for Snow
 Dec 23 - Early Release (K-12)
 Dec 29-Jan 3 - Winter Break

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 21-Jan 3 - Winter Break
 Jan 7 - New Year Day
 Jan 10 - Staff Dev - Early Release
 Jan 21 - Martin Luther King - No School

FEBRUARY						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 5 - Student Release Day (K-12)
 Feb 19-20 - Professional Development
 Feb 19 - HS A MS 10-12 Staffing
 Feb 21 - HS A MS 10-12 Staffing

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mar 7 - Staff Dev - Early Release
 Mar 10-14 - Parent-Teacher Conf. (K-12)
 Mar 12 - Kindergarten Early Release
 Mar 13-14 - Early Release (K-12)
 Mar 17-21 - Spring Break

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 4 - Staff Dev - Early Release
 Apr 5 - SAT (K-12) Grade
 Apr 6 - MS HS 10-12 Math
 Apr 9 - MS HS 10-12 Science
 Apr 14 - MS HS 10-12 Grades 5-7
 Apr 15-16 - MS HS 10-12 Grades 5-7
 Apr 16-17 - SAT (K-12) Grade
 Apr 18-19 - MS HS 10-12 Math
 Apr 18 - Spring Break Day (No School)

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2 - Staff Dev - Early Release
 May 21-22 - MS HS 10-12 Science
 May 21 - Staff Dev - Early Release
 May 21 - Last Day Students
 May 21 - Staff Dev (K-12)
 May 22 - MS HS 10-12 Science
 May 22 - Last Day Teachers
 May 23 - Memorial Day - Offices Closed
 May 30 - MS HS 10-12 Science

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 Weeks - 180 days
 1st Quarter October 11 (44)
 2nd Quarter December 20 (46)
 3rd Quarter March 7 (42)
 4th Quarter May 22 (48)

Teacher Contract Days 185
 Student Contract Days 181
 12 - no class days 18
 10 - no class days 20
 10 - no class days 21
 8 - no class days 23
 4th Day - December 7
 18th Day - January 17

Adopted 2.29.12
 REVISED 4.12.13

Bell Schedules in Excel

- ▶ Step 2: Data input into Excel spreadsheet

Class Schedule—9th Grade

Mon, Wed, Thurs & Fri				Tuesday			
Start Time	End Time	Min	Class Name	Start Time	End Time	Min	Class Name
7:45 AM	8:45 AM	60	Period 1	7:45 AM	8:18 AM	33	Period 1
8:45 AM	9:45 AM	60	Period 2	8:18 AM	8:51 AM	33	Period 2
9:45 AM	10:45 AM	60	Period 3	8:51 AM	9:26 AM	35	Period 3
10:45 AM	11:20 AM	35	Lunch	9:26 AM	9:59 AM	33	Period 4/5
11:20 AM	12:20 PM	60	Period 5	9:59 AM	10:32 AM	33	Period 6
12:20 PM	1:20 PM	60	Period 6	10:32 AM	11:00 AM	28	Period 7
1:20 PM	2:15 PM	55	Period 7				

Instructional Hours Results

- ▶ Step 3: Calculate total actual instructional hours to ensure at least 720 provided

Grade	Regular Days	Early Release	Total Minutes	Total Hours	Minimum Hours	Met
9	57865	3315	61180	1,019.667	720	YES
10	57865	3315	61180	1,019.667	720	YES
11	57865	3315	61180	1,019.667	720	YES
12	57865	3315	61180	1,019.667	720	YES

Hours Per Course For FTE

- ▶ Step 4: Calculate actual instructional hours per qualifying course (123 instructional hours or more per GE-18)

Period	Annual Hours
1	172.35
2	172.35
3	172.92
4	172.35
5	172.35
<u>6</u>	<u>157.35</u>
AVG	169.94

How Many Courses for 1.0 FTE?

- ▶ Step 5: Calculate number of courses required to meet 720 instructional hours

Courses	Annual Hours	Actual FTE
1	169.94	-
2	339.89	0.25
3	509.83	0.50
4	679.78	0.75
5	849.72	1.00
6	1019.67	1.00

Full vs. Part Time Examples

1.0	.75	.50	.25
Course/Hours/Total ≥4/≥123 each/≥720	Course/Hours/Total ≥3/≥123 each/≥540	Course/Hours/Total ≥2/≥123 each/≥360	Course/Hours/Total ≥1/≥123 each/≥180

Period	Annual Hours
1	283.50
2	253.75
3	268.75
4	268.50
AVG	268.63

District A—School 1
Only 4 courses offered,
each course meets at
least 123 hours

ALL 4 courses required
to achieve 720 total
instructional hours for a
1.0 FTE

Courses	Annual Hours	Actual FTE
1	268.63	0.25
2	537.25	0.50
3	805.88	0.75
4	1074.50	1.00

Full vs. Part Time Examples

1.0	.75	.50	.25
Course/Hours/Total ≥4/≥123 each/≥720	Course/Hours/Total ≥3/≥123 each/≥540	Course/Hours/Total ≥2/≥123 each/≥360	Course/Hours/Total ≥1/≥123 each/≥180

Period	Annual Hours
1	167.50
2	149.50
3	161.33
4	145.92
5	154.42
6	155.83
7	186.00
AVG	155.75

District A—School 2
Each course meets
for at least 123
hours

5 courses required to
achieve 720 total
instructional hours
for a 1.0 FTE

Courses	Total Hours	Actual FTE
1	155.75	-
2	311.50	0.25
3	467.25	0.50
4	623.00	0.75
5	778.75	1.00
6	934.50	1.00
7	1090.25	1.00

Full vs. Part Time Examples

1.0	.75	.50	.25
Course/Hours/Total ≥4/≥123 each/≥720	Course/Hours/Total ≥3/≥123 each/≥540	Course/Hours/Total ≥2/≥123 each/≥360	Course/Hours/Total ≥1/≥123 each/≥180

Period	Annual Hours
1	141.42
2	137.00
3	135.50
4	134.50
5	141.75
6	140.58
AVG	138.46

Each course meets at least 123 hours

6 courses required to achieve 720 total instructional hours for a 1.0 FTE

Courses	Annual Hours	Actual FTE
1	138.46	-
2	276.92	0.25
3	415.38	0.50
4	553.83	0.75
5	692.29	0.75
6	830.75	1.00

Full vs. Part Time Examples

1.0	.75	.50	.25
Course/Hours/Total ≥4/≥123 each/≥720	Course/Hours/Total ≥3/≥123 each/≥540	Course/Hours/Total ≥2/≥123 each/≥360	Course/Hours/Total ≥1/≥123 each/≥180

Period	Annual Hours
1	150.87
2	114.37
3	116.80
4	109.50
5	114.37
6	143.57
AVG	147.22

Only 2 courses met for at least 123 instructional hours—
Average only two eligible courses

5 courses required to achieve 720 instructional hours for a 1.0 FTE

Courses	Total Hours	Actual FTE
1	147.22	-
2	294.43	0.25
3	441.65	0.50
4	588.87	0.75
5	736.08	1.00
6	883.30	1.00

Contact

Arizona Department of Education



Please contact your School Finance Unit Account Analyst
with any questions

www.azed.gov/finance