GUIDELINES FOR CALCULATING RELATED SERVICE FTE

1) FTE is rounded to two decimal places.

2) **Figure out the total time you are hiring this person**, using one of these methods.
   - **By hours per week**: If you are paying this person for preparation time and travel time per week, in addition to direct service time, include this in your total. Divide this total by the LEA workweek for teachers. This is the **total FTE** for this person.
   - **By total days:** Figure out the total number of days you are hiring this person for a year. Divide by the total number of days in a typical teacher contract. This is the **total FTE** for this person.
   - **By total hours**: Figure out the total numbers of hours you are hiring this person for a year. Divide by the total number of hours in a typical teacher contract. This is the **total FTE** for this person.

3) If this person is seeing any students as a caseload teacher (that is, if this person is the child's only special education teacher) this person will have a **caseload FTE**.

   FTE for A-level service = $\frac{\text{\# of students}}{60}$ (position code 95)

   FTE for B-level service = $\frac{\text{\# of students}}{35}$ (position code 95)

   FTE for 3Y/4Y/5Y itinerant* service = $\frac{\text{\# of hours spent with these students}}{\text{LEA work week}}$ (position code 96)

   *FTE for 3Y/4Y/5Y service for a teacher at a center-based program on the public school campus is not audited. Instead, we audit the adult-to-student ratio as required by state regulations.

   Add them together. This is the **caseload FTE** for this person.

4) Finally, figure related service FTE.
   - If the remainder of this person's service is only students who are five or older prior to September 1, then do the following:

     Total FTE minus caseload FTE = **related service FTE**

   - If the remainder of this person's service includes some 3Y/4Y/5Y students, then do the following:

     $\frac{\text{time for 3Y/4Y/5Y related service}}{\text{LEA work week}}$ = 3Y/4Y/5Y related service FTE (unfunded)

   Total FTE minus caseload FTE minus 3Y/4Y/5Y rel serv FTE = **related service FTE**

If you have any questions, please call Adolpho Vasquez, SEB Fiscal & Data Manager, at 505-827-3599.