

FTE/Class Size SIS Operator Check List

Begin: 2/23/10 Complete By: 03/04/10
Bring w/ Reports to Work Session On: 03/09/10

FTE Preparation Steps Completed

EIP Eligibility (ELEM) ----

GA_EIP=Y;grade_level=(insert grade level)

EIP Coded in Segments (Code 5 segments for self-contained) ----

Make sure Program in Section screen is set to EIP

Gifted Eligibility Verified ----

GA_GiftedProgram=Y

Social Security Number Verified ----

SSN=(space)

Birth Date Verified ----

Select ALL, Functions, List Students, Fields: lastfirst, DOB (look for blanks and odd years)

ESOL/ELL Eligibility ----

GA_ESOL=Y, Functions, List Students, Fields: lastfirst, home_room, ga_esol, lep, ell_monitor_year

Ethnic Code Verified ----

Select ALL, Functions, List Students, Fields: lastfirst, ga_hispanic, ga_white, ga_africanamerican, ga_asian, ga_americanindian, ga_hawaiianpacificislander (Make sure hispanic has additional race checked)

Special Education Verif 1 (Primary Area) ----

GA_sped_pae#(space) Function List Students Fields: lastfirst, ga_sped_pae, ga_sec_sped_pae

Inclusion/Collaboration Search ----

Search for all special education: ga_sped_pae# (space) then Functions, List Students, Fields: lastfirst, home_room, ga_trans_seg1 (4Para), ga_trans_seg2 (5Interpreter), ga_trans_seg3 (6JobCoach), ga_trans_seg4 (7Other), ga_trans_seg5 (8Cert Teacher), ga_trans_seg6 (9SpEd Teacher)

Supplemental Speech Search ----

Search for all special education: ga_sped_pae# (space) then Functions, List Students, Fields: lastfirst, home_room, ga_sss (suppl speech segments)

Spec Ed Transported Search ----

Search for all special education: ga_sped_pae# (space) then Functions, List Students, Fields: lastfirst, home_room, ga_transeg (transported segments)

Entry Codes ----

Select ALL, Functions, List Students, Fields: lastfirst, EntryCode, EntryDate

Class Size Preparation Steps Completed

Teacher SSN's Accurate ----

Start Page, Staff on menu screen, teachers under browse, Functions, List Staff Members, Fields: lastfirst, SSN

Long-term Sub SSN's Accurate ----

Code Paras in Section screen under Number of Paraprofessionals in the Classroom ----

Code Delivery Model (Gifted) in Sections screen under Gifted Delivery Model ----

Principal's Signature

Date
