

## Calculating Staff FTE (STAF & SECR)

The purpose of this document is to demonstrate how to accurately report data for school level data on calculating staff FTE (STAF & SECR) module. This document provides a walkthrough of the module along with instructions and illustrations on how to accurately complete each table. This document provides key definitions that are crucial to the module and frequently asked questions to assist data submitters.

This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- STAF-1: Teachers – FTE Count and Certification
- STAF-2: Teacher Certification in Specialized Areas
- STAF-3: Teacher Years of Experience
- STAF-4: Teacher Absenteeism
- STAF-5: Teacher Counts
- STAF-6: School Counselors Number FTE
- STAF-7: Support Services Staff Number FTE

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.

### Resource Links

[CRDC Resource Center Training Videos](#)

### Dates

Report a cumulative count based on the entire 2021-22 regular school year, not including intersession or summer.

### Skip Logic

**This module DOES NOT contain skip logic.** Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated.

### DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

#### NEW and OPTIONAL required for 2023-24

- **STAF-2** Teacher Certification in specialized Areas

#### REINTRODUCED and OPTIONAL required for 2023-24

- **STAF-3** Teacher Years of Experience
- **STAF-4** Teacher Absenteeism
- **STAF-5a** Current Year Teachers Count (revised)
- **STAF-5b** Teacher Retention Count

#### REVISED

**SECR-1: Security Staff**

**NEW**

for 2021-22 CRDC

## STAF-2: Teacher Certification in Specialized Areas – NEW AND OPTIONAL

All schools and justice facilities, preschool-grade 12, UG

For the regular 2021-2022 school year, not including intersession or summer, enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) who are certified/licensed/endorsed in the specified areas.

	FTE
Number of FTE teachers-mathematics:	<input type="text"/> <input type="text"/>
Number of FTE teachers-science:	<input type="text"/> <input type="text"/>
Number of FTE teachers-English as a Second Language:	<input type="text"/> <input type="text"/>
Number of FTE teachers-special education:	<input type="text"/> <input type="text"/>

Figure 1 STAF-2: Teacher Certification in Specialized Areas table.

- Enter the number of FTE teachers who are certified/licensed/endorsed (i.e., who meet all state licensing/certification/endorsement requirements) in the specified areas.
- Teachers working toward certification/licensure/endorsement by way of alternative routes, or teachers with an emergency, temporary, or provisional credential are not considered to have met state requirements.

## STAF-3: Teacher Years of Experience – REINTRODUCED AND OPTIONAL

All schools and justice facilities, preschool-grade 12, UG

For the regular 2021-2022 school year, not including intersession or summer, enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) who were in their first year and second year of teaching.

	FTE
Number of FTE teachers in their first year of teaching:	<input type="text"/> <input type="text"/>
Number of FTE teachers in their second year of teaching:	<input type="text"/> <input type="text"/>

Figure 2 STAF-3: Teacher Years of Experience table.

- **Year of teaching** refers to the number of year(s) of teaching experience, including the current year, but not including any student teaching or other similar preparation experiences. Experience includes teaching in any school, subject, or grade; it does not have to be in the school, subject, or grade that the teacher is presently teaching.

#### STAF-4: Teacher Absenteeism – REINTRODUCED AND OPTIONAL

All schools and justice facilities, preschool-grade 12, UG

For the regular 2021-2022 school year, not including intersession or summer, enter the number of full-time equivalent (FTE) teachers who were absent more than 10 school days.

	FTE
Number of FTE teachers who were absent more than 10 school days during the school year	<input type="text"/> <input type="text"/>

Figure 3 STAF-4: Teacher Absenteeism table.

- **A teacher was absent** if he or she was not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes absences for reasons other than sick leave. Administratively approved leave for professional development, field trips or other off-campus activities with students should not be included.

#### STAF-5a: Current Year Teachers Count – REINTRODUCED/REVISED AND OPTIONAL

All schools and justice facilities, preschool-grade 12, UG

For the regular 2021-2022 school year, not including intersession or summer, enter the number of teachers in preschool and grades K-12 (or the ungraded equivalent) who were employed at the school.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	0	0	0	0	0	0	0	0

Figure 4 STAF-5a: Current Year Teachers Count table.

- **Current school year teachers** are teachers employed at the school in the current school year. These teachers may include teachers employed at the school in the previous school year.

## STAF-5b: Teacher Retention Count – REINTRODUCED AND OPTIONAL

All schools and justice facilities, preschool-grade 12, UG

Enter the number of teachers in preschool and grades K-12 (or the ungraded equivalent) who were employed at this school during both the 2021-2022 regular school year and the 2020-2021 regular school year.

	Previous school year teachers	Total
Teachers Retention Count	<input type="text"/>	0
	<input type="text"/>	
	0	0

Figure 5 STAF-5b: Teacher Retention Count table

- Enter the number of teachers employed at the school during both the current school year and the previous school year.
- **Teacher retention count** is a subset of current year teachers count (i.e., the teachers who were reported in STAF-5a). Therefore, a teacher counted in the “teacher retention count” table should also be counted in the “current year teachers count” table.

## SECR-1: Security Staff – REVISED AND REQUIRED

A **law enforcement officer** includes a sworn or unsworn law enforcement officer. A sworn law enforcement officer is a person who is authorized to make arrests while acting within the scope of explicit legal authority. This officer is responsible for safety and crime prevention and may respond to calls for service and document incidents that occur within their jurisdiction. This officer may be a school resource officer (who has specialized training and is assigned to work in collaboration with school organizations). An unsworn law enforcement officer typically does not have arrest authority, but otherwise holds limited law enforcement powers and responsibilities as part of their regular duties. This officer’s law enforcement powers and responsibilities may include investigative and enforcement activities. A law enforcement officer may be employed by any entity (e.g., police department, school district or school). An officer’s duties may include: motor vehicle traffic control; security enforcement and patrol; maintaining student discipline; identifying problems in the school and proactively seeking solutions to those problems; training teachers and staff in school safety or crime prevention; mentoring students; teaching a law-related education course or training students (e.g., drug-related education, criminal law, or criminal prevention courses); recording or reporting discipline problems to school authorities; and providing information to school authorities about the legal definitions of behavior for record-keeping or reporting purposes (e.g., defining assault for school authorities).

## Special Guidance

Numbers of teachers and staff should be reported in full-time equivalency of assignment (FTE).

Include teachers and staff for preschool, grades K-12, and comparable ungraded levels, regardless of how staff were funded (i.e., federal, state, and/or local funds or funds from another entity).

FTE values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

All security staff should be reported in full-time equivalency of assignment (FTE).

Include staff for preschool, grades K-12, and comparable ungraded levels, regardless of how staff were funded (i.e., federal, state, and/or local funds or funds from another entity).

$$\frac{(\text{number of hours per day worked}) \times (\text{number of days worked})}{(\text{hours in school day}) \times (\text{total days in school year})}$$

### KEY DEFINITIONS

A **nurse** is a qualified health care professional who addresses the health needs of students. The provider meets the state standards and requirements for a nurse. Nurses include school nurses.

A **psychologist** evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems. A psychologist may diagnose and treat mental disorders and learning disabilities. A psychologist may also diagnose and treat cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. A psychologist is a licensed professional. Psychologists include school psychologists.

A **school counselor** is a professional staff member assigned specific duties and school time for any of the following activities: counseling with students and parents, consulting with other staff members on learning problems, evaluating student abilities, assisting students in making education and career choices, assisting students in personal and social development, providing referral assistance, and/or working with other staff members in planning and conducting guidance programs for students.

A **social worker** provides social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of the children. Typical responsibilities include: 1) preparing a social or developmental history on a student with disabilities; 2) group and individual counseling with a student and his or her family; 3) working with those problems in a student's living situation (home, school, and community) that affect adjustment in school; and 4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program. The provider of these services is certified, licensed, or otherwise a qualified professional. Social workers include school social workers.

**Teachers** provide instruction, learning experiences, and care to students during a particular time period or in a given discipline. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium, such as television, radio, computer, the Internet, multimedia, telephone, and correspondence that is delivered inside or outside the classroom or in other teacher-student settings. Teachers are staff whose activities are dealing directly with the interaction with students.



### KEY DEFINITIONS (CONTINUED)

**--Teachers INCLUDE:** Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–12.

**--Teachers EXCLUDE:** Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.

A **certified teacher** is a teacher who has met all applicable state teacher certification requirements for a standard certificate. A certified teacher has a regular/standard certificate/license/endorsement issued by the state. A beginning teacher who has met the standard teacher education requirements is considered to have met state requirements even if he or she has not completed a state-required probationary period. A teacher working towards certification by way of alternative routes, or a teacher with an emergency, temporary, or provisional credential is not considered to have met state requirements.

**Full-time equivalent (FTE)** is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts. FTE is used to measure a worker's service in a place (e.g., **school**). FTE is the number of total hours the person is expected to work divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 means that the person is equivalent to a full-time worker; while an FTE of 0.50 signals that the worker is only half-time

. A **security guard** is an individual who guards, patrols, and/or monitors the school premises to prevent theft, violence, and/or infractions of rules. A security guard may provide protection to individuals, and may operate x-ray and metal detector equipment. A security guard is not a sworn law enforcement officer.

A **law enforcement officer** **REVISED** includes a sworn or unsworn law enforcement officer. A sworn law enforcement officer is a person who is authorized to make arrests while acting within the scope of explicit legal authority. This officer is responsible for safety and crime prevention and may respond to calls for service and document incidents that occur within their jurisdiction. This officer may be a school resource officer (who has specialized training and is assigned to work in collaboration with school organizations). An unsworn law enforcement officer typically does not have arrest authority, but otherwise holds limited law enforcement powers and responsibilities as part of their regular duties. This officer's law enforcement powers and responsibilities may include investigative and enforcement activities. A law enforcement officer may be employed by any entity (e.g., police department, school district or school). An officer's duties may include: motor vehicle traffic control; security enforcement and patrol; maintaining student discipline; identifying problems in the school and proactively seeking solutions to those problems; training teachers and staff in school safety or crime prevention; mentoring students; teaching a law-related education course or training students (e.g., drug-related education, criminal law, or criminal prevention courses); recording or reporting discipline problems to school authorities; and providing information to school authorities about the legal definitions of behavior for record-keeping or reporting purposes (e.g., defining assault for school authorities).

## Common Scenarios

### FTE for staff who work at multiple schools

#### Example

School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 5 days per week—2 days in School A and 3 days in School B.

For School A, teacher works 6 hours per day (in a 6-hour school day) for 72 days of 180 days.

$$FTE = \frac{(6 \text{ hours per day worked}) \times (72 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.40$$

For School B, teacher works 6 hours per day (in a 6-hour school day) for 108 days of 180 days.

$$FTE = \frac{(6 \text{ hours per day worked}) \times (108 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.60$$

### FTE for staff who work less than a full day

#### Example

School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 3 hours per day, 5 days a week.

$$FTE = \frac{(3 \text{ hours per day worked}) \times (180 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.50$$

### FTE for staff who do not work a full school year

#### Example

School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 6 hours per day for 135 days.

$$FTE = \frac{(6 \text{ hours per day worked}) \times (135 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.75$$

### FTE for staff who work less than a full day for less than the full school year

#### Example

School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 3 hours per day for 90 days.

## DID YOU KNOW

FTEs of staffs who are assigned to LEA by a Boards of Cooperative Educational Services (BOCES) or Regional Educational Service Agency (RESA) should be reported by the LEA.

To determine FTEs, please refer to the FTE formulas

## DATA TIP

**Reporting the FTE of a Teacher who is located at a non-membership school.**

It will not be necessary to report a teacher who is located at a non-membership school, unless she or he teaches at a campus which is a membership school.

If this is the case, then their FTE would be reported for the campus that he or she teaches.



$$FTE = \frac{(3 \text{ hours per day worked}) \times (90 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.25$$

## FTE for staff who work in school with short hours

### Example

School year is defined as 180 days (5 days a week for 36 weeks), and school day is 3 hours long. Teacher works 3 hours per day for 180 days.

$$FTE = \frac{(3 \text{ hours per day worked}) \times (180 \text{ days worked})}{(3 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 1.00$$

### Reporting the Number of Other Staff

#### School Counselors

The number of school counselors should be reported in full-time equivalency of assignment.

#### Support Services Staff

The number of support services staff should be reported in full-time equivalency of assignment.

#### Security Staff

The number of security staff should be reported in full-time equivalency of assignment.

## Frequently Asked Questions

### 1. If a staff member was on PAID or UNPAID Leave - should their FTE be counted?

Yes, count the teachers if there on paid leave or unpaid leave. Staff are to be counted regardless of how they were funded (i.e., federal, state, and/or local funds).

### 2. What if my LEA had teachers that were employed by another entity?

If teachers were employed by another entity (i.e., supervisory union), but the teachers work full-time at the school, the school is still required to include these teachers in their FTE counts. For reporting purposes, it does not matter whether the school, LEA, or another entity is paying for the teachers.

### 3. When determining the number of any staff, should we use the Snapshot date (10/1/21) or totals as of the end of the 2021-22 school year?

For the regular 2021-22 school year, not including intersession or summer, enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) overall and by their certification status.

### 4. How should I count a teacher that teaches at multiple schools?

- Determine the FTE for the staff member in the LEA.
- Determine the percentage of time spent at each school.
- Multiply the total FTE in the LEA by the percent of total time in each school.



**5. Are the FTE school counselors, nurses, psychologists, etc. a SUBSET of the total number of FTE Teachers?**

The FTE school counselors, nurses, and psychologists are their own set of data for STAF-2 and STAF-3. Counselors, nurses, and psychologists are not considered in the FTE count and certification for teachers or STAF-1.

**6. Staff members for Distance Education - Should their FTE be counted if hired by a third-party?**

Include all courses under the control of the LEA. Distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.

**7. In CT, the schools were allowed to have 177 total days in school year and wondering if she must use the (180 total days in school year) to calculate FTE or can she use 177 total days in school year that was allowed due to COVID-19?**

**Note: School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long.**

You can use the 177 total days in school year that was allowed in your state instead of (180 total days in school year) when you are Calculating Staff FTE.

The general formula does not prohibit you from changing the default 180 days to any amount of days for your school as the formula for FTE asks for total days in school year.

**8. When I am reporting the number of FTE Teachers should I include Occupational Therapists, Speech & Language Therapists, Physical Therapists?**

No! Occupational Therapists, Speech & Language Therapists, Physical Therapists should be excluded.

See definition for 'Teachers 'above.

**9. I have errors with all schools in the staff category. It states we have too many teachers for the amount of children we have.**

Clear the errors, by clicking on the red X button under the error and then select a reason code, provide a comment, and click apply explanation.

### When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

### Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

### When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

### When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value



## RESOURCE DOCUMENT

"NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

### When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a [CRDC quick plan](#) or [CRDC action plan](#).

#### Partner Support Center

(855) 255-6901

[crdc@aemcorp.com](mailto:crdc@aemcorp.com)