

## INFORMATION SYSTEMS FIC REPORTING PROCESS TIMETABLE - 2010-2011

<b>DATE</b>	<b>ACTION</b>
AUGUST 5	Schools will receive materials to update student information. This update of student information will be for use in the FIC process, to record bus numbers and transportation status changes for the 2010-2011 school year, and prepare for the various state fall reports. Exceptional student lists will also be sent to schools to verify.
AUGUST 31	Schools complete all changes from the Student FIC Update Sheets and Exceptional Student Lists. Exceptional Student lists should be verified. All changes must be completed by 4:00 pm on Tuesday, August 31 <sup>st</sup> .
SEPTEMBER 3	Schools receive Parent-Pupil Cards (FIC Cards), preliminary FIC Verification Printouts AND updated Exceptional Student Lists. A second set of reports will be generated on September 7 <sup>th</sup> and sent to schools on September 9 <sup>th</sup> .
SEPTEMBER 7	<b>FIC COUNT DAY (DO NOT SEND FIC CARDS HOME BEFORE THE 7<sup>th</sup>). Data Processing, per auditor recommendation, will produce a second set of FIC Verification Printouts and Exceptional Student Lists for teachers to verify.</b>
SEPTEMBER 7	FIC Cards sent home by schools to parents for information not filled in by Data Processing. Information must include <b>EMPLOYER'S NAME and ADDRESS ON ALL CIVILIAN CARDS. CARDS MUST BE SIGNED ON SEPTEMBER 7<sup>th</sup> OR AFTER THIS DATE. CARDS MUST NOT BE SIGNED BEFORE SEPTEMBER 7<sup>th</sup>.</b>
SEPTEMBER 9	Schools will receive a second set of FIC Verification Printouts and Exceptional Student Lists. This will reflect data as of the actual FIC count Day. <b>Teachers will need to verify and sign the FIC Verification Printout and the Exceptional Student Lists dated September 7<sup>th</sup></b> and return them to the front office. Finance has requested that schools make a copy of the signed reports and return all originals with your school's FIC cards.
SEPTEMBER 24	FIC cards returned to school with information filled in by parents, <b>EMPLOYER'S NAME AND ADDRESS ON ALL CIVILIAN CARDS, AND PARENT'S SIGNATURE.</b>
SEPTEMBER 24 TO OCTOBER 7	Changes in information received from parents on FIC Cards that would affect the Student's FIC status are entered at the school via their terminal <b>IMMEDIATELY.</b>
SEPTEMBER 24 TO OCTOBER 7	FIC Cards are processed by schools for transmittal to Ms. Debbie Stone at the Bay Area Office.
OCTOBER 14	FIC Cards and signed FIC Verification and Exceptional Student Reports dated September 7 <sup>th</sup> are sent to the Bay Area Office. Attention: Ms. Debbie Stone. =====

### FIC REPORTING PROCESS

The FIC Reporting Process is a system whereby Okaloosa County schools can determine and report the correct number of students by the proper categories to receive FIC funding. The following is a step-by-step process that schools can follow to complete this process. If changes occur that will alter this process, we will immediately update this information.

### **STEP 1 - FIC REPORTING TIME TABLE IS SENT TO SCHOOLS**

Time: By July 30<sup>th</sup>

Purpose: This timetable will establish the exact dates that schools can expect to complete each step in the FIC Reporting Process.

### **STEP 2 - STUDENT INFORMATION IS VERIFIED**

Time: FIC update sheets sent to schools by August 5<sup>th</sup>.

Materials Received:

- A. FIC Update Sheets
- B. Exceptional Student Lists for Verification
- C. Transportation Roster

Method:

- A. Student will receive FIC Update Sheet to verify the information below. This may be done by sending the sheet home to parents.
  - 1. Student information to be verified by parent:
    - a. Legal Name
    - b. Date of Birth
    - c. School Attending
    - d. Grade of Student
    - e. Homeroom Teacher Information
    - f. Address (Street & City)
    - g. Home Phone
    - h. Business Phone
    - i. Parent Name
    - j. Bus Number
    - k. Transportation
    - l. FIC Status Information
- B. Schools will use Panels S313, 314,315,316, and 317 to record changes in information received from parents on the Students Update Sheets. In addition, schools should review and make changes on any other data they feel necessary.

- C. Exceptional Student Lists will be printed by Data Processing so Exceptional Education Teachers can verify this information. Any changes that need to be made as a result of an error on this list (such as additions or deletions students, corrections to Special Program Data, course information changes, etc.) should be made on appropriate panels. REMINDER: THE TERM "SPEC ED" COVERS ALL EXCEPTIONALITIES EXCEPT GIFTED. GIFTED IS NOT REGARDED AS "SPEC ED" FOR FIC. Any change in FIC status has to be updated on Panel S316. **VERY IMPORTANT!** The Exceptional Student Lists must be verified. Updated Exceptional Student Lists will be sent with the FIC CARDS for verification, signing and filing.

### **STEP 3 - SCHOOLS COMPLETE INFORMATION CHANGES**

- Time: Changes from the student FIC Update Sheets completed by August 31<sup>st</sup>.
- Method: All student information changes and additions or deletions of student to Exceptional Education classes will be completed in the AS/400. Student FIC Update Sheets should **not** be sent to MIS.

### **STEP 4 - SCHOOLS RECEIVE PARENT-PUPIL CARDS (FIC CARDS), LIST OF STUDENTS BY HOMEROOM AND FIC CATEGORY AND UPDATED EXCEPTIONAL STUDENT LISTS**

Time: September 3<sup>rd</sup>

Materials Received:

- A. Parent-Pupil Cards (FIC cards)
- B. List of students by Homeroom and FIC category, (FIC Verification Printout)
- C. Updated Exceptional Student Lists
- D. Blank FIC Cards (for school use)

Method:

- A. Parent-Pupil Cards (FIC cards) will be printed and sent to each school. Cards will be separated, before you receive them, into homeroom groups for schools. The cards will be pre-printed with the following information:
  - 1. Number of Students in FIC Category which he/she falls into (for your school). This number will be found after the notation "Seq. No." on the upper left-hand side of the card.
  - 2. Number of Students in FIC Category he falls into (county wide). This number will be in the upper right-hand side of the card.
  - 3. FIC Category
  - 4. Pupil Name

- |                                       |                        |
|---------------------------------------|------------------------|
| 5. Date of Birth                      | 6. School              |
| 7. Grade                              | 8. Homeroom            |
| 9. Street Address                     | 10. City and State     |
| 11. Home Telephone                    | 12. Business Telephone |
| 13. Florida Student Number Identifier |                        |

B. A list of students sorted by homeroom and category (FIC Verification Printout) will be printed by Data Processing and sent to the schools. This printout will be multipurpose. This list will enable:

1. Teachers to check off if the FIC card was sent home to the parents.
2. Teachers to check off that the FIC card was returned and completed properly.
3. Teachers to alert the office by verifying that information was changed on the FIC card when it was returned. Teachers will **sign** the printout and return to the school office.
4. The office staff to check off that the change on the student's FIC card was updated on the Data Base.
5. The school to show compliance in the event of an audit.

**Copies of the FIC Verification Printout and Exceptional Student Lists will be kept at the school site for audit purposes (5 year retention). Originals should be sent to Debbie Stone at the BAO.**

C. **VERY IMPORTANT!** The Exceptional Student List must be verified and signed by the ESE teacher and on file in the principal's office. The FIC Verification Printout must be verified and signed by the homeroom teacher and on file in the principal's office.

D. Blank FIC Cards - To use for students who did not receive a card through error, loss of the original card, and entry on FIC Count Day.

**STEP 5 - SCHOOLS ADD OR DELETE STUDENTS THAT DID NOT SHOW CORRECTLY ON THEIR FIC CATEGORY LIST**

Time: Step begins immediately after FIC Cards are received on Sept. 3<sup>rd</sup>.

Method:

A. The cards and lists you received in Step 4 reflect a "captured" student file for your school as of two days before the FIC Count Day. In order for the student file to reflect new entries on the two days before the FIC Count Day, and to delete students who should not have been there, or withdrew on the day before FIC Count Day, please follow the procedures below:

B. WHEN TO USE A BLANK FIC CARD:

1. The following situations may assist you with the correct process.
  - a. A student in school but no card printed - immediately enter this student on Panel S316 Basic Record (PK-12) with his correct FIC Code in the area marked "FIC". If you need assistance contact MIS.
  - b. New student who entered on the day previous to FIC Count Day and the day of FIC count and he was given an FIC Code at this time. No further entry must be made, the student simply entered after the cards were printed. Fill in a blank FIC card using the information provided by the student upon registration. Homeroom teacher should add student's name to their FIC Verification Printout.
  - c. A student informs the office "I lost my FIC card." If a student loses his/her preprinted FIC card, the office staff should fill in a blank FIC card from information found on Panels S313, S314, S315, S316, S318.
2. Use a blank FIC Card to make a card for the students mentioned in 1a - 1c above. Be sure to place the card alphabetically in the proper category.

C. TO DELETE STUDENTS FROM YOUR FIC CARDS:

1. The following situations may assist you with the correct process:
  - a. Student who has a preprinted FIC card, but has yet to attend school, write in **BOLD** print across the card **NOT COUNTED IN FIC COUNT** and place the card in alphabetical order in the ineligible category. **Please be careful.**
  - b. Student who withdrew on the day previous or on FIC Count Day, write in **BOLD** print across the card **NOT COUNTED IN FIC COUNT, W/D** and the **withdrawal date**. Place the card in alphabetical order in the ineligible category. **Please be careful.**

2. To correct the problems mentioned in 1a and 1b above, write in **BOLD** print across the card: **NOT COUNTED IN FIC COUNT** and place the card in the correct alphabetic sequence in the ineligible category.

## **STEP 6 - SCHOOLS SEND FIC CARDS HOME TO PARENTS FOR SIGNATURE**

Time: **DO NOT SEND HOME BEFORE SEPTEMBER 7<sup>th</sup>.**

Method:

- A. Encourage each student to have the information that is not verified on the card corrected, to get his/her parent's signature on the card, and return the card to the teacher as soon as possible. (Caution the teacher to refrain from making any coercive remarks to students about bringing these cards back to school.)
- B. The **EMPLOYER** must be filled in where shown in **PART D, PARENT AND EMPLOYMENT DATA**, on all civilian cards.
- C. Parent's Signature.
  1. The card should be signed by the eligible parent. If the eligible parent is unable to sign the card, then the other parent should **sign**.
- D. The card **MUST** be signed on the FIC Count Date, or a day after this date.

## **STEP 7 – SCHOOLS RECEIVE SECOND SET OF FIC VERIFICATION AND EXCEPTIONAL STUDENT LISTS**

Time: By September 9<sup>th</sup>

Method:

- A. Data Processing, at the recommendation of auditors, will generate a second set of FIC Verification and Exceptional Student Lists on the official FIC County Date (September 7<sup>th</sup>).
- B. This second set of reports will assist schools in identifying newly enrolled students or changes to students' FIC or special program status.
- C. Finance has requested that teachers verify and sign the second set of reports which will be dated September 7<sup>th</sup>.
- D. Schools should make a copy of these reports to keep on file and return all signed originals to Finance with your school's FIC cards.

## **STEP 8 - FIC CARDS ARE RETURNED TO SCHOOLS**

Time: By September 24<sup>th</sup>

## **STEP 9 - CHANGES IN INFORMATION RECEIVED FROM PARENTS ON FIC CARDS THAT WOULD AFFECT THE STUDENT'S FIC STATUS IS UPDATED ON PANEL S316.**

Time: By OCTOBER 7<sup>th</sup>

Method:

- A. Examples of some changes that would affect a student's FIC Status are:
1. Parent listed as being in the Military Service but actually retired before FIC Count Day.
  2. Parent listed as living on base but actually moved off base before FIC Count Day.
  3. Parent listed as working on Federal Property but actually was not employed on Federal Property on FIC Count Day.
  4. Parent listed as ineligible but actually in Military Service or working on Federal Property.
  5. Parent listed as being in Military Service with student who is an Exceptional Student but student actually is not in Exceptional Education classes.

## **STEP 10 - FIC CARDS ARE PROCESSED BY SCHOOLS FOR TRANSMITTAL TO MS. DEBBIE STONE AT THE BAY AREA OFFICE.**

Time: September 24<sup>th</sup> and to be completed by October 14<sup>th</sup>

Method:

- A. Teachers should check each card for completion, parent's signature, and name of employer, in Part D, for civilians only.
- B. Teacher should initial in the appropriate space at the top right-hand corner of the card, signifying that they have personally checked the card.

- C. Any changes to the FIC Survey Card supplied by parents that would affect a student's FIC status should be corrected on the appropriate panels by office personnel immediately.
- D. Schools should enter, when applicable, the Low Rent Housing Information. Low Rent Housing Codes are shown on page 10 and 11. If Low Rent Housing codes are placed on S316 before the cards are printed they will print on the card.
- E. FIC Cards should be alphabetized by schools according to FIC Category.
- F. Any NEW FIC Card (one not printed by Data Processing) or card that has a changed FIC status should be added alphabetically in the correct category for that particular card.
- G. FIC Categories are on page 9.
- H. The individual who has the responsibility for checking the cards should put her initials in the top right hand corner of the card.
- I. All schools will submit cards and reports to Ms. Debbie Stone, Bay Area Office.
- J. **PLEASE REMOVE ALL STAPLES FROM ALL CARDS**

**STEP 11 - SCHOOLS SEND CARDS TO MS. DEBBIE STONE AT BAO FINANCE.**

Time: October 14<sup>th</sup> or **earlier** if the schools have collected all the cards and completed the process.

Method: See discussion in Step 10.

**STEP 12 - MS. DEBBIE STONE ARRANGES DISTRICT FIC CARDS BY FIC CATEGORIES.**

Time: Begin October 15<sup>th</sup>

**LET US ALL MAKE A MAXIMUM EFFORT TO GET AS MANY ELIGIBLE CARDS AS POSSIBLE.**



## LIST OF FIC CATEGORIES

### RESIDES ON FEDERAL PROPERTY

- A -- The student resides on Federal Property and the parent is employed on Federal Property and the parent is **NOT** in the Uniformed Services the U.S.
- B -- The student resides in Low Rent Housing and the parent is employed on Low Rent Housing or other Federal Property and the parent is **NOT** in the Uniformed Services of the U.S.
- C -- The student resides on Federal Property and the parent is on Active Duty in the Uniformed Services of the U.S.
- D -- The student resides in Low Rent Housing and the parent is on Active Duty in the Uniformed Services of the U.S.
- E -- The student resides on Indian Lands.
- F -- The student is a Special Education Student who resides on Federal Property and has a parent on active duty in the Uniformed Services of the U.S.
- G -- The student is a Special Education Student who resides in Low Rent Housing and has a parent on active duty in the Uniformed Services of the U.S.
- H -- The student is a Special Education (Handicapped) Student who resides on Indian Lands.
- I -- The student resides on Federal Property and the parent is **NOT** employed on Federal Property.
- J -- The student resides in Low Rent Housing and the parent is **NOT** employed on Federal Property.

### RESIDES ON NON-FEDERAL PROPERTY

- K -- The student resides on Non-Federal Property with a parent employed on Federal Property situated in whole or in part in the county in which the school district is located.
- L -- The student resides on Non-Federal Property with a parent Employed on Low Rent Housing situated in whole or in part in the county in which the school district is located.
- M -- The student resides on Non-Federal Property with a parent employed on Federal Property situated in whole or in part within the state in which the school district is located.
- N -- The student resides on Non-Federal Property with a parent employed on Low Rent Housing situated in whole or in part within the state in which the school district is located.
- O -- The student resides on Non-Federal Property and has a parent on Active Duty in the Uniformed Services of the U.S.
- P -- The student is a Special Education Student who resides on Non-Federal

Property and has a parent on Active Duty in the Uniformed Services of the  
U.S.  
Z -- Ineligible.

## LOW RENT HOUSING CODES

### FORT WALTON BEACH AREA:

CODE	DESCRIPTION
1	<b>Fla. 69-1</b> Ed Brown Street (33-41 odd), 42-89, (91-97 odd), (98-111), 113,115 & (117-125) Dowdell Street (70-77) Buchanan Court (22-47) (49-69 odd)

### NICEVILLE AREA:

CODE	DESCRIPTION
3	<b>Fla. 52-1</b> Azalea Drive (101,102,104,105,106,108,109,110,113) (103,107,111,112,115,117) A&B Camelia Place (200-206 A & B units) and 207 Niceville Avenue (312, 314, 318, 320 A & B) 27th Street (507,509,511,513,515,517,521,523) (401,403,501,503,505,519) A&B
3	<b>Fla. 52-2</b> Al's Drive (1300-1330 even), (1339&1341) Boyd Circle (501-513), 515, 517 & 519 Cedar Street (801,803) (A & B) South Cedar Street (1204 A& B) Ellis Ave. (208 & 210) (A & B) Kendrick Lane (601,603,609,611,613,615)

## LOW RENT HOUSING CODES CONTINUED

### CRESTVIEW AREA:

CODE	DESCRIPTION
4	<b>Fla. 46-1</b> Edgewater Lane (101,103, 105-111) (112-128 even) Kennedy Place/Drive (102,104,106-110,112-116) Lakeview Drive (101-115 odd) (116-119 & 121) (201,203-205), (207-213), (218-226) & 228 North Street (403-409 odd) Pandora Drive (108-114 even)
4	<b>Fla. 46-2</b> Lincoln Street South (502, 504) (506-514) School Avenue (212 and 214) Washington Street (184,186-199)
4	<b>Fla. 46-3</b> Barr Street/Place (201-218) (220-228 even) Bay Street (601-611 odd) Edney Ave. (405,407) Kennedy Place/Drive (201-214), (216-227), & 229 McCallum Ave. (301-320) Randolph Court (101-129 odd) School Avenue (201-204) (206-210 even)
4	<b>Fla. 46-5</b> Hickory Avenue (101-111 odd) Laurel Oak Terrace (102-124 even) Live Oak Terrace (101-115 odd) Lloyd Street (101,103) Pine Avenue (252-264 even) Spring Street (502-516 even) Virginia Court (301-320) (322-340 even)

