

**Bulletin # 4**

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The views and perspectives shared in "illuminate insights" do not necessarily reflect those of the Berrien Regional Education Service Agency, affiliated schools, staff or board members.

To receive "illuminate insights" electronically, please visit [www.berrienresa.org](http://www.berrienresa.org) and visit the Communication page. Additional newsletters are also available.

*illuminate™ insights is an archived bulletin of information aimed toward users of the Berrien Regional Education Service Agency illuminate™ Special Education System. It is designed to be an ongoing support communication tool to expand user knowledge of the system and to disseminate information as to system updates/changes.*

**Understanding FTE's in illuminate™**

The illuminate™ Special Education system not only collects data for placement on a student's Individual Education Program (IEP), but collects the data to determine the Full Time Equivalency (FTE) for state reporting purposes. This is to clarify the interaction of data entry in illuminate™ and resulting reporting.

Program Code:	Select Program/Service Placement
Site:	Select Site
Provider:	Select Service Provider
Time/Frequency:	Specify Time and/or Frequency

This information is collected and included in the IEP document. The time/frequency that you select will be the district's obligation relative to the IEP (eg. 4-5 hours per week; 5 hours per week; 1 hour a day; 2-3 times per week for 15-20 minutes).

What is the minimum hours per week the student will participate in this placement?

What is the maximum hours per week the student will participate in this placement?

In these boxes you will enter the bottom and top of the range you entered in the time/frequency box above. If you did not enter a range the number will be the same in each box.

What is the actual (average) hours per week the student will participate in this placement?

Whatever is entered in this box will be the basis for the FTE calculation for the program or services selected earlier. Even if you are a service enter, a number that corresponds to the time/frequency entered earlier. illuminate™ will deal with all count requirements.

FTE Formula = Hours per week X weeks of instruction / total building instructional hours.

What is the number of hours per week this student will be away from his/her non-disabled peers for this placement?

This number will be used to calculate information for the State Performance Plan reporting relative to LRE or percentage of time a student is removed from non-disabled peers.