

FY2004 Pupil-Teacher Ratio Explanation

I. K-4 Pupil-Teacher Ratio = K-4 Pupils / K-4 Teachers

A. K-4 Teachers

Total K-4 Teachers - The total number of teachers who instruct students in grades K-4. Position code must be equal to '205' (regular teaching assignment) and student enrollment in these classes must be in grades K-4, using the state equivalent grade level. The following funding sources are excluded: A, F, G, N, O, P. [Note: As per Administrative Rule 3301-35-05 (3), and O.R.C. 3317.023(B)(1)]. Regular and temporary position types are included. Type of appointment must be certificated, internship, six-hour lay or Veteran (per ORC 3319.283) teacher. Teachers whose position status was reported as "leave of absence" or "no longer employed" were excluded. Contract personnel are included.

B. K-4 Pupils

Total K-4 Pupils - Total Funded FTE in grades 1-4 plus one-half of the kindergarten head count. Includes only students without disabilities or with speech only ("05") disability condition. Use the state equivalent grade level. Source: ADM_INFO_2004K.RMS

II. Pupil-ESP Ratio = (ESP Staff / Regular Student Population) X 1000. Ohio Administrative Code 3301-35-05

- A. ESP Staff - Total number of Educational Service Personnel staff (Position code 202, 203, 211, 320, 323 or 330). If the Position code is 211, the assignment area must be 999050, 999418 or 999570. The following funding sources are excluded: D,F,G,P,O,A. Regular and temporary position types are included. Type of appointment must be certificated, internship or six-hour lay teacher. Teachers whose position status was reported as "leave of absence" or "no longer employed" were excluded. Contract personnel are included.

ESP Position assignment codes:

202 - Counseling Assignment
203 - Librarian/Media assignment
211 - With Assignment Area="999050" ESP Teacher-Art
211 - With Assignment Area="999418" ESP Teacher-PE
211 - With Assignment Area="999570" ESP Teacher-Music
320 - Registered Nursing Assignment
323 - Social Work Assignment
330 - Visiting Teacher Assignment

- B. Regular Student Population = Line 25C of the SF3

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III. K-12 Pupil-Teacher Ratio = Regular Student Population / Total K-12 Teachers

A. Total K-12 Teachers

The total number of teachers who instruct students in grades K-12. Position code must be equal to '205' (regular teaching assignment). The following funding sources are excluded: A,F,G,N,O,P. Regular and temporary position types are included. Type of appointment must be certificated, internship or six-hour lay teacher. Teachers whose position status was reported as "leave of absence" or "no longer employed" were excluded. Contract personnel are included.

B. Pupils - Regular Student Population from Line 25C of the SF-3

IV. Error Detection and Correction

If the K Thru 4 or K Thru 12 Pupil-Teacher Ratio is greater than 25:1 or the Pupil-ESP Ratio is less than 5, it first must be determined if the problem rests with the pupil or staff count. The pupil count can be checked for reasonableness by using ADM reports which compare the FY2004 counts to those submitted in FY2003. If the ADM counts compare favorably, then the staff data should be checked.

Staff counts need to be verified if the student data seems reasonable. If the number of ESP Staff appears low, verify that all persons have been coded properly, utilizing definitions provided above along with staff reports. In particular, check to be sure that elementary art, music and physical education teachers have been coded with a position code of 211 and a proper assignment area.

If the number of K-12 Teachers appears low, the problem may be an incorrect position code for a K-12 staff member.

If the number of Net K-4 Teachers appears low, the problem may be:

- a. An incorrect position code for a K-4 staff member.
- b. No course master record for the K-4 staff member.
- c. An incorrect subject code on the course master record of the K-4 staff members.
- d. The local classroom codes on the student course records do not match the local classroom codes of the K-4 teachers. In some cases districts that do not schedule elementary buildings have not added any local classroom codes to the student course records.
- e. Grade levels on student demographic records are incorrect.
- f. Incorrect funding source, position type, appointment type or position status.

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An additional report has been generated to assist in determining if the Teacher data was submitted correctly. It lists every teacher with a position code of 205 and groups the teachers by kindergarten, grades 1-4 and grades 5-12 with subtotals by group. Enrollment counts are provided for each teacher by grade ranges; kindergarten, grades K-4 and grades K-12. If the enrollment for either the kindergarten or K-4 grade range was greater than zero, the teacher was included in the K-4 Teacher count. Therefore, districts whose Net K-4 Teacher counts are low, should check the teachers for whom the enrollment for grades K-4 is low, especially those where no K-4 enrollment was indicated. All teachers in the 5-12 grade group have an K-4 enrollment of zero.

The FTE USED field (FTE = full-time equivalency) was computed by dividing the number of K-4 students by the number of K-12 students and multiplying that result by the position FTE (POS FTE), as received on the employment record. This allows for the proper calculation if a teacher instructs students in K-4 and other grades. The total FTE for each group is provided and includes all every teacher in the group whether or not the full FTE was used in the calculation of the teacher count. If the funding source, position type, or appointment type is one which is not included in the counts a notation is made between the K-12 enrollment count and the FTE. An '*' appears if no course master record was received for the teacher. Please contact the area coordinators for copies of your district's report.

If errors are discovered, the EMIS data must be corrected and re-submitted to the designated data acquisition site so that it can be validated, re-aggregated and forwarded to the Ohio Department of Education.