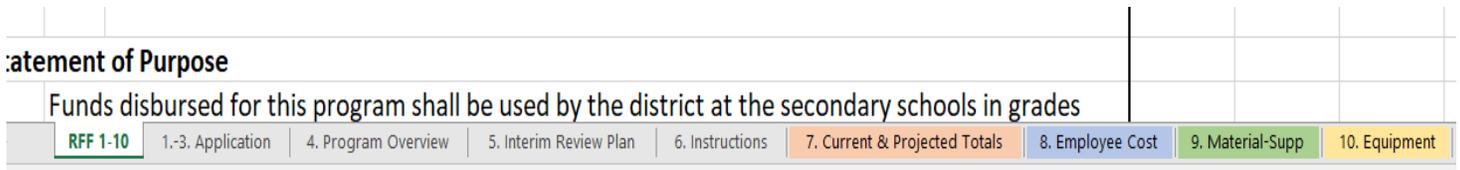


RFF FY18 Instructions:

Please note: All images are snapshots of information found in RFF FY18 (final). Please refer to actual documents for further information.

1. In the email there are 3 documents. **Download and save** all three attachments to your computer/hard drive for easy access and to enable editing. **Change LEA to your LEA Name.**
 - a. LEA.RFF FY18
 - b. LEA.RFF FY18 Signature
 - c. RFF FY18 Instructions

2. RFF FY18 (final) Excel Spreadsheet
 - a. There are 9 tabs in this spreadsheet. To complete the RFF, you will need to complete **all** 9 tabs as described in the instructions in tabs labeled “RFF 1-10” and “6. Instructions”



- b. “Tab1.-3. Application” please complete all contact information

- c. “Tab 4. Program Overview” (see example below)
 - i. List all schools (designate new schools with an *) *see example Starview High School
 - ii. Calculate the ratio for each school. Paid full time interns count as .5 FTE (Only count those as indicated in Cactus for grades 7-12)
 - iii. Indicate review process used for 2016-17 (F=formal review, I=interim review, S=Self-Evaluation)
 - iv. Include dates for next Formal and Interim Reviews
 - v. Indicate Complete or Incomplete Data Projects for current year.

*New School 2017-18	Name of School:	Ratio by School 2016-17	Review 2016-17 (F=formal review, I=interim review, S=Self-Evaluation)	Next Formal	Next Interim	Data Project 2016-17 ((C) Completed or (I) Incomplete)
*	Starview High School	1:372		17-18	20-21	
	Ridgeview High School	1:329	I/S	19-20	22-23	C
	Plainview High School	1:413	I/S	19-20	22-23	I

- d. “Tab 5. Interim Review Plan” only needed for those schools completing interim review 2017-18.

e. "Tab 7 Current & Projected Totals"

- i. Only enter 2016-17 Allocation – as you enter other information on subsequent tabs, calculations will automatically populate. (If unsure of 2016-17 Allocation, use link found in document [CTE Allocation Funding 2016-17](#))

Current 2016-17 School Year			Projected 2017-18 School Year		
Enter CTE Allocation Funding 2016-17 in cell B5			Please remember estimated allocation is an estimate.		
Allocation is based on total number of approved schools and student enrollment.			Allocation is based on total number of approved schools and student enrollment.		
	2016-17 Allocation	Amount Remaining		2016-17 Allocation	Amount Remaining
		\$ -		\$ -	\$ -
Salaries	\$ -		Salaries	\$ -	
PD	\$ -		PD	\$ -	
Travel	\$ -		Travel	\$ -	
Membership	\$ -		Membership	\$ -	
Materials/Supplies	\$ -		Materials/Supplies	\$ -	
Equipment	\$ -		Equipment	\$ -	

- f. Complete Employee Cost, Material-Supplies and Equipment Tabs as outlined in RFF FY18 (final) document, completing 2016-17 expenditures and 2017-18 Projected Expenditures. Refer to information in actual RFF FY18 spreadsheet for details.

*****No funding can be used for incentives or food*****

Current 2016-17 Employee Expenditures -							Projected 2017-18 Employee Expenditures -								
<small>ONLY include the LEA's allocated CTE add-on funding received from USBE FALL 2018 for school counseling programs. (Example: If an LEA is allocated \$20,059 from CTE add-on state funding for school counseling programs, this report's total 2016-17 expenditures CANNOT EXCEED the \$20,059 allocated amount.)</small> <small>Input the expenditure in each of the cells according to the specified category. The spreadsheet will auto-calculate the figures to give totals by employee, by category, and the grand total.</small> <small>R277-462-6: (B) LEAs shall use funds for students in grades 7-12. (expenditures shall not include middle schools with 6th grade students) (E) LEAs may use funds for personnel costs including clerical positions that support the Plan for College and Career Readiness process. (G) LEAs may use funds for professional development for personnel involved in the Comprehensive School Counseling Program. (H) LEAs may use funds for the expenses of extended days or years which are required to run the Program. (I) LEAs may use funds to pay for at least one secondary school counselor, per school, per year for membership in the American School Counselor Association (ASCA) to facilitate accessing research and resources for effective Program implementation and effective student interventions and outcomes. (K) LEAs shall not use funds to supplant current or existing personnel or programs. District Leadership Expenditures are reported below line #50.</small>							<small>The estimated allocation for this report comes from the prior year's allotment. ONLY include the LEA's projected expenditures from CTE add-on funding for school counseling programs. (Example: If the estimated LEA allocation is \$20,059 from CTE add-on state funding for school counseling programs, this report's total expenditures CANNOT EXCEED the estimated \$20,059 allocated amount.)</small> <small>Input the expenditure in each of the cells according to the specified category. The spreadsheet will auto-calculate the figures to give totals by employee, by category, and the grand total.</small> <small>R277-462-6: (E) LEAs may use funds for personnel costs including clerical positions that support the Plan for College and Career Readiness process. (G) LEAs may use funds for professional development for personnel involved in the Comprehensive School Counseling Program. (H) LEAs may use funds for the expenses of extended days or years which are required to run the Program. (I) LEAs may use funds to pay for at least one secondary school counselor, per school, per year for membership in the American School Counselor Association (ASCA) to facilitate accessing research and resources for effective Program implementation and effective student interventions and outcomes. (K) LEAs shall not use funds to supplant current or existing personnel or programs. District Leadership Expenditures are reported below line #50.</small>								
Total Amount Spent							Total Amount Projected								
Employee Name	Job Title	School Name	Salary/Benefits	Professional Dev	Travel	Association Membership	Grand Total	Employee Name	Job Title	School Name	Salary/Benefits	Professional Dev	Travel	Association Membership	Grand Total
EXAMPLE: Adam Anderson	Secretary	American Fork HS	17000	50	0	100	17150	EXAMPLE: Adam Anderson	Secretary	Ameri					

- g. Save completed LEA.RFF FY18 document and **upload in Sharepoint.**

(<https://extranet.schools.utah.gov> under FY18. CTE directors are the only individuals with access to upload documents within Sharepoint. For login / password information, please contact TC Tomlin at Theresa.tomlin@schools.utah.gov or 801-538-7875). (Charter Schools send completed RFF, with signature page, to Holly Todd at holly.todd@schools.utah.gov)

3. After your RFF FY18 spreadsheet is uploaded in Sharepoint, please complete the signature page (digital signatures and/or hard signatures) and **email this page** (Subject: FY18 RFF LEA name) to Holly Todd at Holly.todd@schools.utah.gov.

Due date: June 1, 2017