Data Elements

- System
- School
- First name
- Middle name
- Last name
- Gender
- Race
- Ethnicity
- Highest Degree
- Contract Length
- Cert Experience This System
- Cert Experience Other AL System
- Cert Experience Other Public System
- Support Experience This System
- Private Experience
- Employment Date
- Function Code
- Object Code
- Cost Center
- Fund Source
- Program Code
- FTE
- Salary
- Position Tenure
- Hours Worked

What is LEAPS?

- Local Education Agency Personnel System
- All school and system personnel
- Funding piece and a teacher schedule piece
- System, School, Demographics, Funding, Experience, etc.
- System, School, Subject, Class, Students
LEAPS Process

- Financial data is uploaded through the LEA Accounting portal
- Record count to verify import
- Monthly Files

Schools.alsde.edu

Application and Role

- APP Evaluation - Site Coordinator
- APPS - OAP - Program Manager
- APPS - OAP - Suspension
- APPS - LTP - Coordinator
- APPS - LTP - Director
- APPS - LEAP - Analyst
- APPS - AP - Finance Officer
- APPS - AP - Finance Officer - Transportation
- APPS - AP - Finance Officer - Transportation
- APPS - AP - Finance Officer - Transportation
- APPS - AP - Finance Officer - Transportation
- APPS - AP - Finance Officer - Transportation
LEAPS usage

- Main source of School Funding
- Source of all personnel reports submitted by the State Department
- Main source of data for Teacher Cert and the determination of Out of Field and HQT
- Analysis of source of funds used and personnel coded to those funds - Local, State and Federal

Yearly Reports - Internal and External

- **Common Reports**
  - FTE comparison by year
  - Teacher Experience by System, School
  - Teacher Degree By System, School
  - Count by Gender and Ethnicity
  - Certified FTE and Salary by Fund Source
  - Support FTE and Salary by Fund Source
  - Earned Units and FTE by School
  - Average Salary by object code
  - CHF FTE and Salary
  - Transportation FTE and Salary

- **Common Reports**
  - First Year Teachers
  - Number Instructional FTE and Salary
  - Central Office Staff Counts
  - NEA data reports
  - Class Size Analysis
  - Student Teacher Ratio
  - Management Reports
  - Federal Programs - Supplement not Supplant
  - Career Tech O and M Allocation
Why Accurate LEAPS data is Important!!!

There are $500,000 reasons WHY!
Correct Submission

LEAPS Coding Issues
- Your financial data reported is your FUNDING
- Fund sources codes correct for Matrix and OCE
- Degree and Years Experience
- SSN link to TCERT for Higher Degree for Pay Purpose
- Correct FTE’s
- School codes in order to be funded - Career Tech(6000)/Alt School
- ADM and FTE = $$
- 0000 - Superintendent and Central Office
- Units earned vs. FTE plotted
- Transportation coding is essential - $$
- Virtual School Funding
- ADM

LEAPS usage for Funding
- Salaries
- OCE
- Transportation Operations
- Career Tech O and M
20 Days After Labor Day ADM

- “System ADM” (Average Daily Membership) represents the total, average daily enrollment for your system during the first 20 school days after Labor Day as reported to the State Department of Education (SDE) by your system. This ADM information is collected from your district’s student database (STI) school.

- Pupil Days for the 20 school days after Labor Day / 20 = ADM

- Pupil Days for the 20 school days after Labor Day – Absence Days for the 20 school days after Labor Day / 20 = ADA

- Includes the Residential Facilities Bed Counts
Foundation Program
Teacher Units

- 1st 20 school days after Labor Day ADM by school and grade
- Funding Divisors (FY 2015)
  - K – 3 = 14.25
  - 4 – 6 = 21.85
  - 7 – 8 = 20.20
  - 9 – 12 = 18.45

**Example:**
A school with grades K thru 3 has an ADM total of 225.50.

\[
\frac{225.50}{14.25} = 15.82
\]

(Tchr. Units Earned)
Special Ed and Career Tech Units

**Average Middle School**

- ADM Grade 6 - 200.33 / 21.85 = 9.17 Teacher Units
- ADM Grade 7 - 208.49 / 20.45 = 10.20 Teacher Units
- ADM Grade 8 - 196.80 / 20.45 = 9.62 Teacher Units

**Special Ed:**
- Grade 6 - 200.33 * 5% = 10.02 * 2.5 = 25.05 / 21.85 = 1.15
- Grade 7-8 - 405.29 * 5% = 20.26 * 2.5 = 50.66 / 20.20 = 2.51

**Career Tech:**
- Grade 7-8 - 405.29 * 7.4% = 29.99 * 1.40 = 42.99 / 10.20 = 4.21

Total Teachers = 28.99
- Regular Program = 23.25
- Special Education = 3.66
- Career Tech = 2.08

**Special Ed and Career Tech Units**

**Average High School**

- ADM Grade 9 - 227.17 / 18.45 = 12.31 Teacher Units
- ADM Grade 10 - 191.74 / 18.45 = 10.39 Teacher Units
- ADM Grade 11 - 168.11 / 18.45 = 9.11 Teacher Units
- ADM Grade 12 - 153.07 / 18.45 = 8.30 Teacher Units

**Special Ed:**
- Grade 9-12 - 740.09 * 5% = 37.00 * 2.5 = 92.51 / 18.45 = 5.01

**Career Tech:**
- Grade 9-12 - 740.09 * 16.5% = 122.11 * 2.0 = 244.23 / 18.45 = 13.24

Total Teachers = 40.11
- Regular Program = 21.86
- Special Education = 5.01
- Career Tech = 13.24

**AdvancED Standards**

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<tr>
<th>Objective</th>
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<tr>
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</tr>
<tr>
<td>Education</td>
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<td>1.00</td>
</tr>
</tbody>
</table>
Other Current Expense (OCE)

- All State funded support personnel FTE and Salary (excluding Transportation)
- All CNP personnel FTE and Salary
- The Base Amount from the Prior year is the starting point and any Fringe benefit change or pay raise will increase or decrease the total allocation.
- Allocated on a per State Earned Unit basis