

Frequently Asked Questions – E-CAST Staffing Appeals Process

What is the E-CAST Staffing Appeals Process?

The purpose of E-CAST's Staffing Appeals process is to ensure alignment with Budget Services' Local District Special Approval Allocation Process. The Staffing Appeals process is available to Principals who believe there is a significant error or omission to their school's forecast and want to make an appeal for additional FTEs to be allocated to their school in advance of receiving their school's final resource allocations on Norm Day. For an appeal to receive consideration, it must meet specific criteria, and must be submitted online using the E-CAST 2019 Staffing Appeals Module by 11:59pm on **Wednesday, February 20, 2019**.

Who is eligible to submit an online Staffing Appeal?

A Principal or authorized representative of any school for which Master Planning and Demographics has developed a Resident & Permit forecast may submit an online appeal if they believe there is a significant error or omission to that forecast, provided they have already completed and submitted their regular E-CAST 2019 online application and their case meets specific criteria.

How do I submit an online Staffing Appeal?

You must complete and submit your regular E-CAST application before you may make a Staffing Appeal. Once you've submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2019 Staffing Appeals Module from your E-CAST Dashboard. Once you are in the Staffing Appeals Module, simply complete the required activities on each screen and submit your appeal.

What must be included in an online Staffing Appeal?

To receive consideration, your appeal must 1.) include the selection of a rationale that best justifies your request for additional FTEs, 2.) include an explanation of how your appeal meets the criteria required by its rationale, and 3.) be submitted online, using the E-CAST 2019 Staffing Appeals Module, by 11:59pm on **Wednesday, February 20, 2019**.

What are the rationales that are allowed and criteria that are required when requesting additional FTEs through the online Staffing Appeals process?

There are nine rationales that are deemed appropriate justifications for requesting additional FTEs through the E-CAST Staffing Appeals process. These include, but are not limited to: two years' significant difference between forecast and actual Norm Day enrollments; significant growth in month-to-month enrollment for new schools without enrollment histories; new residential construction in a school's attendance area; and the closing of a charter / private / parochial school in a school's attendance area. Each rationale has its own specific criteria that are required, and these criteria must be met in order for the Staffing Appeal to received consideration. In the Staffing Appeals module, you must provide an explanation of how your appeal meets the criteria that are required by the rationale you have selected. A detailed list of E-CAST's acceptable rationales and the specific criteria they require is posted on the E-CAST website.

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Can I make my Staffing Appeal by fax, email, phone, or postal mail?

NO. To receive consideration, a Staffing Appeal must be made through E-CAST's online Staffing Appeals Module.

Do I have to submit a regular online E-CAST application before I can make a Staffing Appeal?

YES. You must complete and submit your regular E-CAST application before you may make a Staffing Appeal. Once you've submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2019 Staffing Appeals Module from your E-CAST Dashboard. Once you are in the Staffing Appeals Module, simply complete the required activities on each screen and submit your appeal.

What happens to my Staffing Appeal once I've submitted it?

Once your Staffing Appeal has been submitted, it is reviewed and evaluated by staff from the Master Planning and Demographics Unit (MPD) and/or the Office of Student Integration. These staff will make preliminary recommendations to your Administrator of Operations (AOO). Your appeal, along with any recommendations from MPD/Student Integration, are then reviewed and evaluated by your AOO, who makes the final decision about whether or not to allocate any additional FTEs to your school. You will be notified of the AOO's decision by your Budget Fiscal Services Manager. *Please note that even if your Staffing Appeal is approved during E-CAST 2019, your school's final resource allocations for SY2019-20 will be made by Budget Services based on your school's actual 2019 Norm Day enrollment.*

Who decides whether my Staffing Appeal will be approved?

Your Administrator of Operations will make the final decision on whether to approve any additional FTEs for your school. *Please note that even if your Staffing Appeal is approved during E-CAST 2019, your school's final resource allocations for SY2019-20 will be made by Budget Services based on your school's actual 2019 Norm Day enrollment.*