

## Rationales and Criteria for Staffing Appeals – E-CAST 2019

The E-CAST Staffing Appeals process is designed to align with Budget Services' 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. ***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.***

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

Rationales deemed appropriate for requesting additional FTEs through the E-CAST Staffing Appeals process are:

- A. Your school's total enrollment forecasts for both SY17-18 and SY18-19 were lower than each corresponding year's official Norm Day total enrollment by at least 25 students, *and* your school's resident enrollment forecasts for the same years were also lower than each corresponding year's official Norm Day resident enrollment by at least 20 students, as recorded in the "E-CAST vs. Norm Day COMPARISON" reports posted on the E-CAST website.
- B. Your school opened in the current forecast year (and therefore has no historical year-to-year trend data) and you have reasonable month-to-month enrollment evidence to date to suggest that your resident enrollment forecast will be too low.
- C. Your school underwent a boundary change in the current forecast year and you have reasonable evidence to suggest that your resident enrollment forecast will be too low.
- D. There has been/will be a change to residential housing in your school's attendance area within the affected time frame that will substantially increase your school's resident enrollment, and:
  - i. The development must have opened in 2018-19, or will open prior to August, 2019.
  - ii. The development must have a total of at least 25 units, with 2-or-more bedrooms/unit.
  - iii. The address of the development must be provided.
- E. A charter, private or parochial school within/near your school's attendance area has closed, or will close within the affected time frame, and its students can reasonably be expected to attend your school. The name and address of the closing school must be provided.
- F. Evidence, via enrollment counts from your school's classification report, indicates that a serious error in data preparation, data collection, data coding, and/or underlying analytical assumptions has been made that can reasonably be expected to compromise the accuracy of MPD's resident forecast for your school.
- G. Changes to your school's programming, traveler and/or permit policies, and/or educational legislation, either at the District, State or National level, have occurred that are substantial enough to affect your school's resident enrollment forecast.
- H. Changes to your school's grade configuration and/or calendar have occurred that were not already accounted-for when your school's resident enrollment forecast was made.
- J. (MAGNETS ONLY) Changes are occurring at your Magnet Center / Magnet School that are expected to result in increased magnet enrollment not already accounted-for in your forecast.