

## How to Read the PTF Report

1. **Sending Report** - This report will give you a list of students projected to leave your school for 2008-2009. You will be able to see the Projected School number with the student's demographic information from IC.

PTF Detail Report																		
Sending School - 246 - Gust Elementary School																		
Proj Sch	Pupil ID	Last name	First Name	Middle Name	Birth Date	Proj Grade	Gen	Eth	Res Sch	Proj Res Sch	Aprv rsn	Prg Code	SpEd	Address	City	Zip		
418					10/07/1994	06	F	05	227	409	A	25			Denver	80219		
					03/22/1995	06	M	04	246	418			04		Denver	80219		
					06/01/1995	06	M	04	246	418					Denver	80219		
					05/04/1995	06	M	04	246	418					Denver	80219		
					12/31/1994	06	M	04	246	418					Denver	80236		
					01/17/1995	06	F	04	246	418					Denver	80219		
					01/03/1995	06	M	04	249	409	A	25			Denver	80219		
					09/25/1994	06	M	04	246	418					Denver	80219		
Total for Receiving School:		418		Henry Middle School				49										
900					10/18/2000	01	F	02							Aurora	80018		
					03/17/1999	02	F	04										
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NO ADDRESS

### **Reasons why a student might be projected out of your school:**

- **Projected School 900** – Verify the student's address in IC. Does the student have an address? Was it entered correctly? You may make corrections to the student's address if need be; change Avenue to Ave, correct spelling errors – Filmore to Fillmore etc. If the student is still listed on the Sending Report after the next Roll Forward (MOST Tuesday and Thursday evenings), please contact the DoTS Hotline.
- **Projected School other than the student's current school** –
  - Address has been changed in IC which falls in another Denver Public School's boundary.
  - The student does not have a current SOC application on file to remain at the current school.
  - SOC students may show projected back to their address (home) school. If the student has submitted a SOC application he/she will show on your Sending Report until the SOC application has been approved.
  - The student has been placed in a Special Education, ELA or other program.
  - The student has been projected to a grade level not taught at your school, i.e. 6<sup>th</sup> grade to middle school, 8<sup>th</sup> grade to high school.

2. **Receiving Report** – This report will give you a list of students projected to your school for 2009-2010.

Denver Public Schools  
 FTE Detail Report  
 Receiving School - 246 - East Elementary School

Cur Sch	Pupil ID	Lastname	First Name	Middle Name	Birth Date	Proj Grade	Gen	Eth	Res Sch	Proj Res Sch	Aprv Rsn	Prg Code	SpEd	Address	City	Zip
198	663767				04/27/2001	00	M	04	246	246					Denver	80219
	646156				07/24/2001	00	M	04	246	246					Denver	80236
	662542				07/03/2001	00	F	04	246	246					Denver	80236
	646253				03/07/2001	00	F	04	246	246					Denver	80219
	651147				01/29/2001	00	F	04	246	246					Denver	80219
	670719				03/27/2001	00	M	04	246	246					Denver	80219
Total for Sending School:		198		Early Education		6										

**Reasons why a student might be projected to your school:**

- **Current School (column heading "Cur Sch") 901** – School 901 is the Pre-Enroll school. The students listed will be students not currently attending a Denver Public School but have registered for the 2008-09 school year. The address entered for the student in School 901 is a valid address within your school’s boundaries.
- **Current School (column heading "Cur Sch") Other Denver Public School numbers listed** –
  - Address has been changed in IC which falls in your school’s boundaries.
  - The student may show projected back to your school - their address (home) school- until their SOC application has been approved.
  - When the SOC applications are approved, students choosing to your school will show on your Receiving Report and you will see a letter code under the column heading "Aprv Rsn" (Approval Reason).
  - The student has been placed in a Special Education, ELA or other program at your school. You will see a program code under the column heading "Prg Code" or "SpEd".
  - The student has been projected to a grade level at your school, i.e. 6<sup>th</sup> grade to middle school, 8<sup>th</sup> grade to high school. See grade level column – heading "Proj Grade".

**Procedures for Student Cumulative Record Folder and Health Jackets for Students Projected to Another DPS School for 2008-2009**

- All cumulative record folders and health jackets for students who are projected to another DPS school should be sent to the projected school before staff leave for summer break.
- Use your projected lists from DoTS (attached) to help you determine where to send the records. Please send a list to the receiving school and keep a copy for yourself of the cumulative records folders you are sending to them. If you have a large amount of folders it is best to hand-carry them to the receiving school instead of sending them in school mail.
- **NOTE:** Each cumulative record folder must contain a current report card or transcript and the health jacket from the Nurse’s Office.

If you have further questions, please do not hesitate to contact the DoTS Hotline:

Phone: 720-423-3888

E-Mail: [Hotline, DoTS](#)