

# A Guide for Accurately Reporting Information into ISIS Regarding Inclusion and FTE

## REPORTING INCLUSION IN ISIS SCREENS AND FULL TIME EQUIVALENT (FTE) FOR STUDENTS WITH DISABILITIES

The attached guide is provided to assist with accurately reporting information regarding inclusion and FTE for all students with disabilities, excluding students who are “gifted only”. Please disseminate this information to appropriate school personnel.

It is imperative that the ISIS screens are an accurate reflection of students with disabilities receiving special education services within the general education classrooms. Reporting accurately directly impacts this district’s compliance with the mandate from the Florida Department of Education regarding the percentage of special education students spending 80% or more of their week with non-disabled peers.

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**E L E M E N T A R Y   O N L Y** - *NARRATIVE DIRECTIONS*

***ISIS SCREENS FOR SPECIAL EDUCATION (SPED) STUDENTS RECEIVING  
SPED SERVICES IN THE GENERAL EDUCATION SETTING (INCLUSION)***

**IMPORTANT NOTE: Each student’s schedule in ISIS should reflect the information on his/her Individual Educational Plan (IEP).**

**FOR EACH INDIVIDUAL SUBJECT, the following should be inputted into the ISIS screens for a SPED student:**

- a. In a general ed class with **NO in-class or external SPED support**
  - i. PF1: **General ed** course code, general ed subject & general ed teacher
  - ii. PF4: **0 hours** reflected for any such course
  - iii. PF17: **“N”** for Consultation/Collaboration  
(If student receives Consultation/Collaboration services for any other subject, then PF17 will show **“Y.”**)
- b. In a general ed class with **external SPED support (Consultation** - see specific definition on attached page)
  - i. PF1: **General ed** course code, general ed subject & general ed teacher
  - ii. PF4: **0 hours** reflected for any such course
  - iii. PF17: **“Y”** for Consultation/Collaboration
- c. In a general ed class with **in-class SPED support (Support Facilitation or Co-teaching** - see specific definitions)
  - i. PF1: **General ed** course code & general ed subject & general ed teacher
    - a. **OPTIONAL:** General ed teacher’s name can be followed by a hyphen and the SPED teacher’s name
  - ii. PF4: **0 hours** reflected for any such course
  - iii. PF17: **“Y”** for Consultation/Collaboration
- d. In an SPED setting (such as a resource or self-contained setting) receiving **SPED services:**
  - i. PF1: **SPED** course code & SPED subject & SPED teacher
  - ii. PF4: Input time spent in **SPED** setting for SPED course(s) listed in PF1
  - iii. PF17: **“N”** for Consultation/Collaboration  
(If student receives Consultation/Collaboration services for any other subject, then PF17 will show **“Y.”**)

**NOTE:**

**Data entry technical assistance can be accessed at ITS Support Services: (305)995-3705.**

**ELEMENTARY ONLY** - DIRECTIONS IN CHART FORM:

***ISIS SCREENS FOR STUDENTS RECEIVING SPECIAL EDUCATION (SPED) SERVICES  
IN THE GENERAL EDUCATION SETTING (INCLUSION)***

**IMPORTANT NOTE:** Each student's schedule in ISIS should reflect the information on his/her Individual Educational Plan (IEP).

<b>IEP: LEVEL OF SPED SUPPORT</b>	<b>Student receives the following SPED Support: FOR EACH INDIVIDUAL SUBJECT IN A ↓</b>	<b>STUDENT SCHEDULE  PF1 SCREEN</b>	<b>SPED SERVICES/ SPED SETTING  PF4 SCREEN</b>	<b>“CONSULTATION/ COLLABORATION”  PF17 SCREEN</b>
<b>NONE</b>	<b>General ed class with NO in-class or external SPED support</b>	<b>General ed course code &amp; general ed subject &amp; general ed teacher</b>	<b>0 hours</b>	<b>“N” (If student receives Consult/Collab services for any other subject, then PF17 will show “Y.”)</b>
<b>EXTERNAL</b>	<b>General ed class with Consultation*</b>	<b>General ed course code &amp; general ed subject &amp; general ed teacher</b>	<b>0 hours</b>	<b>“Y”</b>
<b>IN-CLASS</b>	<b>General ed class with Support Facilitation* or Co-teaching*</b>	<b>General ed course code &amp; general ed subject &amp; general ed teacher. <u>OPTIONAL:</u> General ed teacher's name can be followed by a hyphen and the SPED teacher's name (set up in PF9).</b>	<b>0 hours</b>	<b>“Y”</b>
<b>SPED SETTING</b>	<b>SPED setting such as: Resource room or self-contained setting</b>	<b>SPED course code &amp; SPED subject &amp; SPED teacher</b>	<b>Time spent in SPED setting for SPED course(s) listed in PF1</b>	<b>“N” (If student receives Consult/Collab services for any other subject, then PF17 will show “Y.”)</b>

\*See specific definition for this model of support.

**NOTE: Data entry technical assistance can be accessed at ITS Support Services: (305)995-3705.**

**TEACHER CHECKLIST TO REPORT SPED SERVICES  
FOR DATA INPUT – ELEMENTARY**

Teacher: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Page \_\_\_ of \_\_\_

**SPED Teachers:** Please indicate the specific model of support services being delivered for each student per subject area on the chart below and return this to your data input specialist.

Student Name & ID#	Gr.	Subject (Check one service model→)	SPED services in general education setting* <i>If boxes in the general ed setting are checked, input general ed subject, general ed course code, and general ed teacher</i>			SPED services - SPED setting* <i>If boxes in the special ed setting are checked, input special ed subject, special ed course code, and special ed teacher</i>
			None	External	In-class	SPED setting
		Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** Services reported should reflect the student's IEP.

**\*Models of Support defined:**

**General ed setting: External support:** Teacher-to-teacher **consultation**, no direct SPED services to student.

**General ed setting: In-class support:** Direct SPED services to student for all (**co-teaching**) or part (**support facilitation**) of a subject period.

**SPED setting:** Direct SPED services to student in an alternate location, e.g., resource or self-contained classroom.

Teacher: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

Student Name & ID#	Gr.	Subject (Check one service model→)	SPED services - general education setting* <i>If boxes in the general ed setting are checked, input general ed subject, general ed course code, and general ed teacher</i>			SPED services - SPED setting* <i>If boxes in the special ed setting are checked, input special ed subject, special ed course code, and special ed teacher</i>
			None	External	In-class	SPED setting
		Reading Language Arts Math _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Reading Language Arts Math _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Reading Language Arts Math _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Reading Language Arts Math _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Reading Language Arts Math _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**NOTE:** Services reported should reflect the student's IEP.

6 General ed course code, general ed subject & general ed teacher **SAMPLE APPLICATIONS - ELEMENTARY**  
**ISIS SCREENS FOR INCLUSION** (p. 1 of 2)

STUDENT'S IEP INDICATES:	Model in Effect	PF1	PF 4	PF 17
Reading/Language Arts ... External SPED Support Math ..... External SPED Support Science/Soc. Studies..... No SPED Services Specials (Art/Music/PE).. No SPED Services	Consultation Consultation None None	<b>FOR ALL SUBJECTS:</b> General ed course code, gen ed subject & gen ed teacher	0 hours	"Y"
Reading/Language Arts ... In-class SPED Support Math ..... No SPED Services Science/Soc. Studies..... External SPED Support Spanish ..... External SPED Support Specials (Art/Music/PE).. No SPED Services Speech ..... SPED Setting Services	Co-teach None Consultation Consultation None SPED Setting	<b>FOR R/LA:</b> General ed course code, gen ed subject & gen ed teacher, <u><b>OPTIONAL:</b></u> Gen ed teacher's name can be followed by a hyphen and the SPED teacher's name <b>ALL OTHER SUBJECTS:</b> General ed course code, gen ed subject & gen ed teacher	Time in SPED setting for Speech (e.g. 1.0 hrs.)	"Y"
Reading/Language Arts ... In-class SPED Support Math ..... SPED Setting Services Science/Soc. Studies..... External SPED Support Specials (Art/Music/PE)... No SPED Services	Support Facilitation SPED Setting Consultation None	<b>FOR R/LA:</b> General ed course code, gen ed subject, gen ed teacher, <u><b>OPTIONAL:</b></u> General ed teacher's name can be followed by a hyphen and the SPED teacher's name <b>FOR MATH:</b> SPED course code, SPED subject & SPED teacher <b>ALL OTHER SUBJECTS:</b> General ed course code, gen ed subject & gen ed teacher	Time in SPED setting for Math (e.g. 3.75 – 5.0 hrs.)	"Y"

<b>SAMPLE APPLICATIONS – ELEMENTARY – Cont.</b>				<b>(p. 2 of 2)</b>
<b>STUDENT’S IEP INDICATES:</b>	<b>Model in Effect</b>	<b>PF1</b>	<b>PF4</b>	<b>PF 17</b>
Reading/Language Arts ... In-class SPED Support Math ..... In-class SPED Support Science/Soc. Studies..... In-class SPED Support Specials..... External SPED Support Spanish..... External SPED Support	Co-teach Co-teach Co-teach Consultation Consultation	<b>FOR R/LA/M/Sci/SS:</b> General ed course code, gen ed subject, gen ed teacher, <b>OPTIONAL:</b> General ed teacher’s name can be followed by a hyphen and the SPED teacher’s name <b>ALL OTHER SUBJECTS:</b> General ed course code, gen ed subject & gen ed teacher	0 hours	“Y”
Reading..... SPED Setting Services Language Arts..... In-class SPED Support Math..... In-class SPED Support Science/Soc. Studies..... External SPED Support Specials ..... No SPED Services	SPED Setting Co-teach Co-teach Consultation None	<b>FOR READING:</b> SPED course code, SPED subject & SPED teacher <b>FOR LA/MATH:</b> General ed course code, gen ed subject, gen ed teacher, <b>OPTIONAL:</b> General ed teacher’s name can be followed by a hyphen and the SPED teacher’s name <b>ALL OTHER SUBJECTS:</b> General ed course code, gen ed subject & gen ed teacher	Time in SPED setting for Reading (e.g. 5 hrs.)	“Y”
Reading/Language Arts ...SPED Setting Services Math .....SPED Setting Services Science/Soc. Studies..... In-class SPED Support Specials..... External SPED Support	SPED Setting SPED Setting Support Facilitation Consultation	<b>FOR R/LA/MATH:</b> SPED course code, SPED subject & SPED teacher <b>FOR SCIENCE/SS:</b> General ed course code, gen ed subject, gen ed teacher, <b>OPTIONAL:</b> General ed teacher’s name can be followed by a hyphen and the SPED teacher’s name <b>ALL OTHER SUBJECTS:</b> General ed course code, gen ed subject & gen ed teacher	Time in SPED setting for R/LA/Math (e.g. 10 – 15 hrs.)	“Y”

**SECONDARY ONLY** - *NARRATIVE DIRECTIONS*

***ISIS SCREENS FOR SPECIAL EDUCATION (SPED) STUDENTS RECEIVING  
SPED SERVICES IN THE GENERAL EDUCATION SETTING (INCLUSION)***

**IMPORTANT NOTE: Each student's schedule in ISIS should reflect the information on his/her Individual Educational Plan (IEP).**

**FOR EACH INDIVIDUAL SUBJECT, the following should be inputted into the ISIS screens for a SPED student:**

- e. In a general ed class with **no in-class or external SPED support**
  - i. PF1: **General ed** course code, general ed subject & general ed teacher
  - ii. PF4: **0 hours** reflected for any such course
  - iii. PF17: **"N"** for Consultation/Collaboration  
(If student receives Consultation/Collaboration services for any other subject, then PF17 will show **"Y."**)
- f. In a general ed class with **external SPED support (Consultation** - see specific definition on attached page)
  - i. PF1: **General ed** course code, general ed subject & general ed teacher
  - ii. PF4: **0 hours** reflected for any such course
  - iii. PF17: **"Y"** for Consultation/Collaboration
- g. In a general ed class with **in-class Support Facilitation** (see specific definition)
  - i. PF1: **General ed** course code, general ed subject & general ed teacher
  - ii. PF4: **0 hours** reflected for any such course
  - iii. PF17: **"Y"** for Consultation/Collaboration
- h. In a general ed class with **in-class Co-teaching** support (see specific definition)
  - i. PF1 **General ed** course code, general ed subject & general ed teacher (see attached reporting for class size reduction amendment)
  - ii. PF4: **0 hours** reflected for any such course
  - iii. PF17: **"Y"** for Consultation/Collaboration
- i. In a SPED setting (such as a Varying Exceptionalities (VE) classroom or a self-contained setting) receiving **SPED services**:
  - i. PF1: **SPED** course code, SPED subject & SPED teacher
  - ii. PF4: Time spent in **SPED setting** for SPED course listed in PF1 (automatically calculated for secondary schools)
  - iii. PF17: **"N"** for Consultation/Collaboration  
(If student receives Consultation/Collaboration services for any other subject, then PF17 will show **"Y."**)

**Data entry technical assistance can be accessed at ITS Support Services: (305)995-3705.**

**SECONDARY ONLY** - DIRECTIONS IN CHART FORM

***ISIS SCREENS FOR STUDENTS RECEIVING SPECIAL EDUCATION (SPED) SERVICES  
IN THE GENERAL EDUCATION SETTING (INCLUSION)***

**IMPORTANT NOTE: Each student's schedule in ISIS should reflect the information on his/her Individual Educational Plan (IEP).**

<b>IEP: LEVEL OF SPED SUPPORT</b>	<b>Student receives the following SPED support: FOR EACH INDIVIDUAL SUBJECT</b> ↓	<b>STUDENT SCHEDULE PF1 SCREEN</b>	<b>SPED SERVICES/ SPED SETTING PF4 SCREEN</b>	<b>"CONSULTATION/ COLLABORATION" PF17 SCREEN</b>
<b>NONE</b>	<b>General ed class with no in-class or external SPED support</b>	<b>General ed course code &amp; general ed subject &amp; general ed teacher</b>	<b>0 hours</b>	<b>"N" (If student receives Consult/Collab services for any other subject, then PF17 will show "Y")</b>
<b>EXTERNAL</b>	<b>General ed class with Consultation*</b>	<b>General ed course code &amp; general ed subject &amp; general ed teacher</b>	<b>0 hours</b>	<b>"Y"</b>
<b>IN-CLASS</b>	<b>General ed class with Support Facilitation*</b>	<b>General ed course code &amp; general ed subject &amp; general ed teacher</b>	<b>0 hours</b>	<b>"Y"</b>
	<b>General ed class with Co-teaching*</b>	<b>See attachment on cautions for reporting co-teaching for class size reduction</b>	<b>0 hours</b>	<b>"Y"</b>
<b>SPED SETTING</b>	<b>SPED setting such as: resource room or self-contained setting</b>	<b>SPED course code &amp; SPED subject &amp; SPED teacher</b>	<b>Time spent in SPED setting for SPED course(s) listed in PF1</b>	<b>"N" (If student receives Consult/Collab services for any other subject, then PF17 will show "Y")</b>

\*See specific definition for this model of support (attached).

**NOTE: Data entry technical assistance can be accessed at ITS Support Services: (305)995-3705.**

**SAMPLE APPLICATIONS – SECONDARY  
ISIS SCREENS FOR INCLUSION**

**( p. 1 of 2)**

STUDENT'S IEP INDICATES:	Model in Effect	PF1	PF 4	PF17
Reading..... External SPED Support Language Arts..... External SPED Support Math..... No SPED Services Science..... External SPED Support Social Studies..... External SPED Support Elective..... No SPED Services	Consultation Consultation None Consultation Consultation None	<b>FOR ALL SUBJECTS:</b> General ed course code, general ed subject & general ed teacher	0 hrs.	“Y”
Reading..... In-class SPED Support Language Arts..... In-class SPED Support Math..... External SPED Support Science..... External SPED Support Social Studies..... External SPED Support Elective..... SPED Setting Services	Support Facilitation Support Facilitation Consultation Consultation Consultation VE Class	<b>FOR ELECTIVE:</b> SPED course code, SPED subject & SPED teacher  <b>ALL OTHER SUBJECTS:</b> General ed course code, general ed subject & general ed teacher	Will reflect hrs. for Elective class in SPED Setting	“Y”
Reading..... In-class SPED Support Language Arts..... In-class SPED Support Math..... In-class SPED Support Science..... In-class SPED Support Social Studies..... In-class SPED Support Elective..... External SPED Support	Co-teach Co-teach Co-teach Support Facilitation Support Facilitation Consultation	<b>FOR R/LA/M:</b> General ed course code, general ed subject & general ed teacher <b>ALL OTHER SUBJECTS:</b> General ed course code, general ed subject & general ed teacher	0 hrs.	“Y”

STUDENT'S IEP INDICATES:	Model in Effect	PF1	PF 4	PF17
Reading..... SPED Setting Services Language Arts..... SPED Setting Services Math..... In-class SPED Support Science..... In-class SPED Support Social Studies..... SPED Setting Services Elective..... External SPED Support	VE Class VE Class Support Facilitation Co-teach VE Class Consultation	<b>FOR R/LA/SS:</b> SPED course code, SPED subject & SPED teacher <b>FOR SCIENCE:</b> General ed course code, general ed subject & general ed teacher <b>ALL OTHER SUBJECTS:</b> General ed course code, general ed subject & general ed teacher	Will reflect hrs. for R/LA/SS classes in SPED Setting	“Y”
Reading..... SPED Setting Services Language Arts..... SPED Setting Services Math..... SPED Setting Services Science..... SPED Setting Services Social Studies..... SPED Setting Services Elective..... In-class SPED Support	VE Class VE Class VE Class VE Class VE Class Consultation	<b>FOR ELECTIVE:</b> General ed course code, general ed subject & general ed teacher <b>ALL OTHER SUBJECTS:</b> SPED course code, SPED subject & SPED teacher	Will reflect hrs. for R/LA/M/ Sci/SS classes in SPED setting	“Y”
Reading..... SPED Setting Services Language Arts..... SPED Setting Services Math..... SPED Setting Services Science..... SPED Setting Services Social Studies..... SPED Setting Services Elective..... SPED Setting Services	Self-contained Self-contained VE Class Self-contained Self-contained VE Class	<b>ALL SUBJECTS:</b> SPED course code, SPED subject & SPED teacher	Will reflect hrs. for all classes in SPED setting	“N”

## **Inclusive Models of Support Defined**

**Consultation:** General education teachers, ESE teachers, and other support services personnel meet regularly to plan and monitor the instruction for students with disabilities in the general education classroom. Consultation is an *external* support model.

**Support Facilitation (IN-CLASS):** ESE teachers and other support services personnel provide *direct*, flexible support for students with disabilities in general education settings. Support facilitation is an *in-class* support model that is provided by ESE personnel during regularly scheduled intermittent or varying times of the day and/or week.

**Co-Teaching (IN-CLASS):** A general education and ESE teacher share equal responsibility for planning, delivering instruction, and assessment for *all* students (including students with disabilities) in the general education classroom. Co-teaching is an *in-class* support model that is provided during regularly scheduled classes for a *full period or block*.

*Common, regularly scheduled planning time among general education and ESE staff is a critical component of these inclusive service delivery models.*