



DISTRICT OFFICE

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June 21, 2018

Department of Public Instruction
Attn: Michelle Jones
125 Webster Street
Madison, WI 53707

RE: 2017-18 WISEstaff Data Report

Dear Michelle,

Upon reviewing our FTE summary reports for the 2015-16 and 2016-17 school years, we found that we over-reported the FTE for our paraprofessionals due to the way the District's personnel management software calculated the FTE. Please allow this letter to serve as the request for the following changes:

2015-16 we reported the FTE of 58.00 and it should be 37.49.

2016-17 we reported the FTE of 64.80 and it should be 41.12.

If there are any questions, please feel free to contact me at (262) 968-6300 x5300.

Sincerely,


Michelle McGeoghegan Gilmore
Employee Services Assistant