



**SWALLOW SCHOOL DISTRICT**  
**INSPIRING EXCELLENCE SINCE 1844**

April 9, 2018

Department of Public Instruction

Attn: Michelle Jones

125 S. Webster Street

Madison, WI 53703

RE: 2016-2017 Administrator FTE

Dear Ms. Jones,

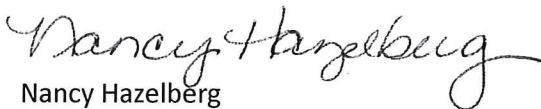
In reviewing our previous year's administration FTE data and gaining a better understanding of the DPI reporting requirements, the following error has been found. The FTE for Administration was incorrectly reported during the 2016-2017 school year. It should have been reported as 3.18, with the breakdown as follows:

- 1.00 - District Administrator
- 1.00 - Business Manager
- 1.00 - School Principal
- 0.15 - Special Ed Director
- 0.03 - Reading Specialist

Prior to the 2016-2017 school year, our Business Manager did not have an Administrator classification.

If you have any questions or need additional information, please contact me at (262)-367-2000 ext. 124.

Sincerely,

  
Nancy Hazelberg

Swallow School District Data Specialist

[district@swallowschool.org](mailto:district@swallowschool.org)