

## Frequently Asked Questions – E-CAST Staffing Appeals Process

### What is the E-CAST Staffing Appeals Process?

The purpose of E-CAST's Staffing Appeals process is to ensure alignment with Budget Services' Region 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. For an appeal to receive consideration, it must meet specific criteria and must be submitted online using the E-CAST 2025 Staffing Appeals Module by **Friday, December 13, 2024 at 11:59pm**.

### Who is eligible to submit an online Staffing Appeal?

A Principal, Assistant Principal or other authorized representative of any school for which School Management Services - Master Planning and Demographics (SMS-MPD) has developed a non-magnet enrollment forecast, and/or for which Student Integration has developed a Magnet enrollment forecast, may submit an online appeal if they believe there is a significant error or omission to their school's forecast, provided they have already completed and submitted their regular E-CAST 2025 online application and their case meets specific criteria.

### **My school is a Magnet Center / Magnet School. We don't have any non-magnet enrollment, but our magnet enrollment is growing. Can we be considered for an allocation of additional FTEs?**

YES. If there are changes occurring at your magnet that are expected to result in increased magnet enrollment that has not already been accounted-for in your forecast, and you want your magnet to be considered for an allocation of additional FTEs, you may submit a Staffing Appeal. Such a situation would typically pertain to a magnet school undergoing an expansion, a school that is converting an SLC to a magnet, or an entire school that is converting to a magnet. In the Staffing Appeals module, you would use "Rationale J" for Magnet Centers and Magnet Schools and enter your explanation into the required text box. For your appeal to receive consideration, must meet these criteria, and it must be submitted online using the E-CAST 2025 Staffing Appeals module by **Friday, December 13, 2024 at 11:59pm**.

### **My Elementary Stand-Alone Magnet has non-magnet TK/K enrollment that is growing. Can we be considered for an allocation of additional FTEs?**

YES. If there are changes occurring at your elementary stand-alone Magnet's non-magnet TK/K grade levels that are expected to result in increased TK/K enrollment that has not already been accounted-for in your forecast, and you want your school to be considered for an allocation of additional FTEs, you may submit a Staffing Appeal. In the Staffing Appeals module, you would use "Rationale K" for Magnets with Non-Magnet TK/K and enter your explanation into the required text box. For your appeal to receive consideration, it must meet these criteria, and it must be submitted online using the E-CAST 2025 Staffing Appeals module by **Friday, December 12, 2025 at 11:59pm**.

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### **How do I submit an online Staffing Appeal?**

You must complete and submit your regular E-CAST application before you make a Staffing Appeal. Once you've submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2026 Staffing Appeals Module from your E-CAST Dashboard. Once you are in the Staffing Appeals Module, simply complete the required activities on each screen and submit your appeal.

### **What must be included in an online Staffing Appeal?**

To receive consideration, your appeal must 1.) include the selection of a rationale that best justifies your request for additional FTEs, 2.) include an explanation of how your appeal meets the criteria required by its rationale, and 3.) be submitted online, using the E-CAST 2026 Staffing Appeals Module, by **Friday, December 12, 2025 at 11:59pm**.

### **What are the rationales that are allowed and criteria that are required when requesting additional FTEs through the online Staffing Appeals process?**

There are ten rationales that are deemed appropriate justifications for requesting additional FTEs through the E-CAST Staffing Appeals process. These include, but are not limited to: A - two years' significant difference between forecast and actual Norm Day enrollments; B - significant growth in month-to-month enrollment for new schools without enrollment histories; D - new residential construction in a school's attendance area; and E - the closing of a charter / private / parochial school in a school's attendance area. Each of the ten rationales has its own specific criteria that are required, and these criteria must be met in order for the Staffing Appeal to receive consideration. A detailed list of E-CAST's acceptable rationales and the specific criteria they require is posted on the E-CAST website.

### **Can I make my Staffing Appeal by fax, email, phone, or postal mail?**

NO. To receive consideration, a Staffing Appeal must be made through E-CAST's online Staffing Appeals Module.

### **Do I have to submit a regular online E-CAST application before I can make a Staffing Appeal?**

YES. You must complete and submit your regular E-CAST application before you may make a Staffing Appeal. Once you've submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2026 Staffing Appeals Module from your E-CAST Dashboard. Once you are in the Staffing Appeals Module, simply complete the required activities on each screen and submit your appeal.

### **What happens to my Staffing Appeal once I've submitted it?**

Once your Staffing Appeal has been submitted, it is reviewed and evaluated by staff from the SMS-MPD and/or the Office of Student Integration. These staff will make preliminary recommendations to your Administrator of Operations (AOO). Your appeal, along with any recommendations from SMS-MPD/Student Integration, are then reviewed and evaluated by your AOO, who makes the final decision about whether to allocate any additional FTEs to your school. You will be notified of the AOO's decision by your Budget Fiscal Services

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Manager. ***Please note that even if your Staffing Appeal is approved during E-CAST 2026, your school's final resource allocations for SY2026-27 will be made by Budget Services based on your school's actual 2025 Norm Day enrollment.***

### **Who decides whether my Staffing Appeal will be approved?**

Your Administrator of Operations (AOO) will make the final decision on whether to approve any additional FTEs for your school. ***Please note that even if your Staffing Appeal is approved during E-CAST 2025, your school's final resource allocations for SY2025-26 will be made by Budget Services based on your school's actual 2025 Norm Day enrollment.***