

Rationales and Criteria for Staffing Appeals – E-CAST 2025

The E-CAST Staffing Appeals process is designed to align with Budget Services' 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. ***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.***

To receive consideration, your appeal must 1.) include the selection of a rationale that best justifies your request for additional FTEs, 2.) include a detailed explanation of how your appeal meets the criteria required by that rationale, and 3.) be submitted online, using the E-CAST 2025 Staffing Appeals Module, by ***Friday, December 13, 2024, at 11:59pm.***

Rationales deemed appropriate for requesting additional FTEs through the E-CAST Staffing Appeals process are:

- A. Your school's total enrollment forecasts for both SY2023-24 and SY2024-25 were significantly lower than each corresponding year's official Norm Day total enrollment, as recorded in the "E-CAST vs. Norm Day COMPARISON" reports posted on the E-CAST website.
- B. Your school opened in the current forecast year (and therefore has no historical year-to-year trend data), and you have reasonable month-to-month enrollment evidence to date to suggest that your resident enrollment forecast will be too low.
- C. Your school underwent a boundary change in the current forecast year, and you have reasonable evidence to suggest that your resident enrollment forecast will be too low.
- D. There has been/will be a change to residential housing in your school's attendance area within the affected time frame that will substantially increase your school's resident enrollment, and:
 - i. The development must have opened in SY2024-25 or will open prior to August 2025.
 - ii. The development must have a total of at least 25 units, with 2-or-more bedrooms/unit.
 - iii. The address of the development must be provided.
- E. A charter, private or parochial school within/near your school's attendance area has closed, or will close within the affected time frame, and its students can reasonably be expected to attend your school. The name and address of the closing school must be provided.
- F. Evidence, via enrollment counts from your school's classification report, indicates that a serious error in data preparation, data collection, data coding, and/or underlying analytical assumptions has been made that can reasonably be expected to compromise the accuracy of MPD's resident forecast for your school.
- G. Changes to your school's programming, traveler and/or permit policies, and/or educational legislation, either at the District, State or National level, have occurred that are substantial enough to affect your school's resident enrollment forecast. ***Please note that an increase in TK eligibility due to an additional two months of birth dates has been incorporated into E-CAST's TK enrollment forecasts. There will be no forecast for TE in E-CAST 2025. All four -year olds will be eligible to enroll in TK.***
- H. Changes to your school's grade configuration and/or calendar have occurred that were not already accounted-for when your school's resident enrollment forecast was made.
- J. (MAGNETS ONLY) Changes are occurring at your Magnet Center / Magnet School that are expected to result in increased magnet enrollment not already accounted-for in your forecast.

- K. (MAGNETS with non-magnet TK/K enrollments ONLY) Changes are occurring in your Magnet's non-magnet enrollments at grades TK/K that are expected to result in increased non-magnet enrollment not already accounted-for in your forecast.