

Rationales and Criteria for Staffing Appeals – E-CAST 2026

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 2026, your school's final resource allocations for 2026-27 will be made by Budget Services based on your school's actual 2026 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 2026 Staffing Appeals Module, by **Wednesday, 12/10/25, 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 are too low (over the last two years): for both the current and prior years were lower than each corresponding year's official Norm Day total enrollment, as recorded in the official E-CAST "Enrollment Forecast vs. Norm Day Comparison" variance reports that are 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 SY2025-26 or will open prior to August 2026.
 - 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 changes to educational legislation at the District, State or National level have occurred that are substantial enough to affect your school's enrollment forecast. Details must be provided. TK expansion is fully implemented as of 2025-26, therefore, all children who will have their fourth birthday by September 1st are eligible for Transitional Kindergarten.
- H. Changes to your school's grade configuration and/or calendar have occurred that were not already accounted-for when your school's enrollment forecast was made. Details must be provided.
- I. If you believe that your enrollment forecast is too high, you are invited to give reasons for your belief, and to tell us what you think your lower forecast should be.
- 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) Evidence, via TE/TK enrollment counts from your school's classification report, indicating that your school's TE/TK enrollment forecasts have been too low. Details must be provided. TK expansion is fully implemented as of SY 25-26. For the 2025-26 school year, all children who will have their fourth birthday by September 1st are eligible for Transitional Kindergarten.