

ADMINISTRATOR TO TEACHER RATIO WORKSHEET
 CALIFORNIA DEPARTMENT OF EDUCATION
 SCHOOL FISCAL SERVICES DIVISION
 December 2020



This worksheet summarizes school district certificated staffing data for annual monitoring of the district's administrator to teacher ratio as required by *Education Code (EC)* sections 41400-41407. The ratio is included in the district's annual audit required by *EC* Section 41020. Do not submit this worksheet to the California Department of Education. Retain the worksheet and present the data upon request of the school district's independent auditor. (Note: county offices of education and charter schools are not subject to the requirements of *EC* sections 41400 – 41407.)

District: _____

Fiscal Year: _____ Data Compiled as of: _____

Contact Name: _____ Phone Number: _____

Title: _____ Email: _____

Signature: _____ Date Signed: _____

PART I: NUMBER OF CERTIFICATED EMPLOYEES

Full-time equivalents (FTE) calculated to two decimal places, to include full-time, part-time, and prorated positions.

A.	Administrative FTE	
B.	Exempt Administrative FTE	
C.	Net Administrative FTE (Line A minus Line B)	
D.	Teacher FTE	
E.	Pupil Services FTE	

PART II: MAXIMUM NUMBER OF ADMINISTRATIVE EMPLOYEES

A.	Allowed Ratio (Enter .08 for unified, .07 for high school, or .09 for elementary school districts)	
B.	Maximum Administrator FTE (Ratio from Part II, Line A x Teacher FTE from Part I, Line D. Calculated to two decimals)	

PART III: EXCESS ADMINISTRATOR FTE

A.	Actual Excess FTE (Part I, Line C minus Part II, Line B. If zero or negative, result is 0. Calculated to two decimals)	
B.	Rounded Excess FTE (Rounded to nearest whole number, e.g. 0.49 or less rounds to 0, 0.50 or above rounds to 1)	

ADMINISTRATOR TO TEACHER RATIO WORKSHEET

CALIFORNIA DEPARTMENT OF EDUCATION

December 2020

If Part III, Line B is zero or Part I, Line A shows one or fewer FTE, stop here. The district is in compliance with, or is exempt from, the employee ratio limitations imposed by EC Section 41402.

If Part III, Line B is greater than zero, continue to complete the remainder of this worksheet.

PART IV: PENALTY FOR EXCESS ADMINISTRATOR FTE

A.	District's Total State Revenue (Prior Year Unaudited Actual Financial Report)	
B.	District's Total Revenue and Other Financing Sources (Prior Year Unaudited Financial Report)	
C.	Portion of State Revenue in Total Revenue (Part IV, Line A divided by Part IV, Line B. Calculated to two decimals)	
D.	Total Annual Salaries of Administrative FTE reported on Part I, Line A	
E.	Average Administrator Salary (Part IV, Line D divided by FTE from Part I, Line A. Rounded to nearest whole number)	
F.	State Funded Share of Administrator Salary (Part IV, Line E x Part IV, Line C. Rounded to nearest whole number)	
G.	Penalty (Part IV, Line F x Part III, Line B)	