Appendix b. Abbreviations and Glossary of Terms

**Adequate Public Facilities Ordinance (APFO)** – a Baltimore County legislation requiring annual review of overcrowded (high utilization) schools, and relief measures in process to mitigate. If a school has a utilization rate of 115% (enrollment is 15% above its SRC), it is deemed overcrowded by the Baltimore County Adequate Public Facilities Ordinance.

**Baltimore County Public Schools (BCPS)** – our public school system

**Birth to Kindergarten Ratio (BTK)** – an enrollment projection method using Baltimore County live birth data to calculate kindergarten enrollment.

**Cohort Survival Ratio (CSR)** – an enrollment projection method that makes use of historical data that capture the average progression of students from one grade to the next.

**Fiscal Year (FY)** - a fiscal year is July 1 through June 30, and references the calendar year it completes.

**Full Time Equivalent Enrollment (FTE)** - full time equivalent (FTE) enrollment is an adjustment made to a school’s total enrollment for comparing enrollment to a school’s official capacity. FTE enrollment factors 100% of students in Kindergarten through Grade 5, and 50% of students in half-day prekindergarten and preschool programs. No FTE conversion is required at secondary schools. In cases where schools are piloting full-day Prekindergarten, 100% of Prekindergarten students count towards FTE.

**Grade levels** – BCPS Non-numbered grade levels for enrollment include:

- **Preschool (PS)** – typically 3-year-old students
- **Prekindergarten (PK)** – typically 4-year-old students
- **Kindergarten (KG)** – typically 5-year-old students

**Headcount Enrollment (HC)** – a traditional enrollment headcount of students. Each student counts as one, regardless of their full-day or half-day status.

**Maryland Department of Planning (MDP)** – a state office, associated with updating SRC.

**Maryland State Department of Education (MSDE)** – a state agency

**Planning Areas** – for planning purposes, BCPS identifies five geographic areas of Baltimore County:

- **Southwest Area (SW)**
- **Northwest Area (NW)**
- **Central Area (C)**
- **Northeast Area (NE)**
- **Southeast Area (SE)**
Appendix b. Abbreviations and Glossary of Terms, continued

School, Center, and Program Types – BCPS identifies its schools, centers, and programs by the following categories:

- Elementary Schools (ES)
- Middle Schools (MS)
- High Schools (HS)
- Other Schools
- Special Education Schools
- Centers
- Programs

School Year (SY) – an academic calendar year

State-Rated Capacity (SRC) – SRC is defined by MSDE and is calculated based on the number of teaching stations (classrooms) in the school and their utilization. SRC applies to the permanent building only and does not include relocatable units.

Utilization – utilization compares the FTE enrollment (elementary) or student headcount enrollment (middle and high) to the school’s SRC.

Number of Students +/- Capacity = FTE Enrollment – SRC

Positive numbers indicate the amount enrolled over State-Rated Capacity. Negative numbers indicate the amount enrolled under State-Rated Capacity.

Percent Utilization = FTE Enrollment divided by SRC

A school with a utilization of 100% is enrolled at capacity. Utilization less than 100% is under capacity, and utilization over 100% is over capacity. The tables and maps in this report use the following color shading scale to show the percent utilization for September 30, 2018:

| Percent Utilization Shading Key: | 0-60% | 60%-80% | 80%-100% | 100%-115% | 115%-130% | 130%-150% | >150% |