Troubleshooting FTE Reports Part Two

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The Ohio Department of Education funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: Materials developed as part of the EMIS Alliance program must be provided at no cost to your training participants. If you utilize the EMIS Alliance training materials – in whole or in part – you must not charge participants a fee to attend the class where the materials are used. Likewise, you may not use the materials or any portion thereof in any event where a fee is charged to attend. Exceptions must be approved in writing by the Department of Education in advance of scheduling/promoting any event which may violate these restrictions.

Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

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Outline

- Accessing and Preparing Data Collector FTE Reports
- Reviewing FTE Summary Reports
- Understanding FTE Daily Summary Reports
- Understanding how FTE Reports align with payments

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FTE Reports

- Traditional, JVSDs, and ESCs
  - Beginning of Year Student collection
  - Midyear Student collection
  - End of Year Student collection
- Community schools and STEM schools
  - SOES Beginning of Year Student collection
  - SOES End of Year Student collection
- Collections must be processed by ODE for reports to be generated
- FTE Reports use data from the Calendar collections and can also use data from the Staff and Course collections

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Accessing and Preparing Data Collector FTE Reports

Level 2 Reports

FTE Reports are available in the Level 2 Reports link

Midyear Student Collection (FY23)

FY23-S-TRAD Mid: Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G...

Submissions: January 03, 2023 - April 28, 2023 (100 days till close)
Version: 1
Status: The collection was submitted yesterday at 01:44:37 PM by
Submission Status: Processing Completed (yesterday at 01:44:42 PM)
Submission Number: 1 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: Level 1 Validations
View submission 1 Data

SOES End of Year Student Collection (FY23)

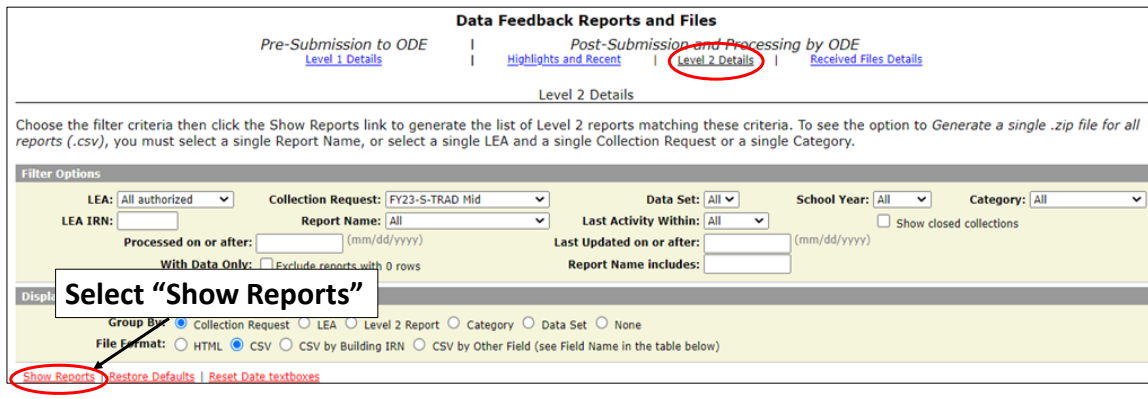
FY23-S-SOES Final: Collection required for all Community Schools. Source file(s) for GI, FS, FB, FD, FN, FE, FC, FL, FP, FT, GD, GE, GG, GJ, and GQ st...

Submissions: January 03, 2023 - July 19, 2023 (182 days till close)
Version: 1
Status: The collection was submitted January 12, 2023 at 12:22:09 PM by
Submission Status: Processing Completed (January 12, 2023 at 12:22:12 PM)
Submission Number: 2 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: Level 1 Validations
View submission 2 Data

Generate and Open Level 2 Reports



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FTE Level 2 Reports

Your LEA may not receive all reports listed on this slide based on your student enrollment situations

- (FTES-001) FTE Total by Fund Pattern
- (FTES-002) FTE Total by Student and Fund Pattern
- (FTES-003) FTE Total by Student
- (FTES-004) FTE Summary of Students with Adjustments
- (FTES-005) FTE Daily Summary Report – Students District is Educating
- (FTES-006) FTE Daily Summary Report – Students Initially Funded at District
- (FTES-007) FTE Daily Summary Report – Transfers
- (FTES-008) Enrolled ADM FTE Summary
- (FTES-009) FTE Subgroup Summary – Non-Transfers
- (FTES-010) FTE Subgroup Summary – Transfers

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Reviewing the FTE Summary Reports

Open the FTE Summary Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
Midyear Student Collection (FY23) (2023S2TRD)												(Count: 13)	
(FTED-001) FTE Detail		147	16	0	8992	9155	Funding Reports	S		01/31/23 17:16	02/01/23 04:29	4 on 01/25/23	Help
(FTED-003) FTE Adjustments		1	24	163	0	188	Funding Reports	S		01/31/23 17:16	02/01/23 04:36	4 on 01/25/23	Help
(FTED-006) Partial Enrollment Funded Gifted Student		0	0	0	228	228	Funding Reports	S		01/25/23 17:16	01/26/23 04:38	4 on 01/25/23	Help
(FTES-001) FTE Total by Fund Pattern													Help
(FTES-002) FTE Total by Student and Fund Pattern		0	0	0	8501	8501	Funding Reports	S		01/31/23 17:16	02/01/23 04:29	4 on 01/25/23	Help
(FTES-003) FTE Total by Student		0	0	0	8470	8470	Funding Reports	S		01/31/23 17:16	02/01/23 04:29	4 on 01/25/23	Help
(FTES-004) FTE Summary of Students with Adjustments		0	0	0	160	160	Funding Reports	S		01/31/23 17:16	02/01/23 04:29	4 on 01/25/23	Help
(FTES-005) FTE Daily Summary Report - Students District is Educating		0	0	9	192	201	Funding Reports	S		01/25/23 17:16	02/01/23 04:53	4 on 01/25/23	Help
(FTES-006) FTE Daily Summary Report - Students Initially Funded at District		0	0	0	204	204	Funding Reports	S		01/25/23 17:16	02/01/23 04:34	4 on 01/25/23	Help
(FTES-007) FTE Daily Summary Report - Transfers		0	0	0	3	3	Funding Reports	S		01/25/23 17:16	02/01/23 04:47	4 on 01/25/23	Help
(FTES-008) Enrolled ADM FTE Summary		0	0	0	4	4	Funding Reports	S		01/25/23 17:16	02/01/23 04:18	4 on 01/25/23	Help
(FTES-009) FTE Subgroup Summary - Non-Transfers		0	0	0	1	1	Funding Reports	S		01/25/23 17:16	02/01/23 04:18	4 on 01/25/23	Help
(FTES-010) FTE Subgroup Summary - Transfers		0	0	0	3	3	Funding Reports	S		01/25/23 17:16	01/06/23 04:04	4 on 01/25/23	Help

Most LEAs will receive these four summary reports

FTE Total by Fund Pattern (FTES-001)

Summary by fund pattern with summed original and summed adjusted FTEs (not by Inclusion Code)

	A	B	C
1	FTE FUND PTTRN COD	Summed ORIG FTE	Summed ADJSTD FTE
2	CTVC	15.15	15.15
3	NFRG	131.321422	0
4	OJVD	11.5	11.5
5	PSNR	3.364286	3.364286
6	PSRD	96.635713	96.635713
7	RGJV	7706.509439	7705.747071

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FTE Total by Student and Fund Pattern (FTES-002)

Summary by student and fund pattern with summed original and summed adjusted FTEs

	A	B	C	D	E	F	G	H	I
1	SSID	Emis ID	Last Name	First Name	Middle Nam	Bldg IRN	FTE FUND PTTRN CODE	Summed ORIG FTE	Summed ADJSTD FTE
2	AA1111111	J11111111	Last	First	Middle	123456	RGJV	0.5	0.5
3	AA2222222	J22222222	Last	First	Middle	123456	RGJV	1	1
4	AA3333333	J33333333	Last	First	Middle	123456	RGJV	1	1
5	AA4444444	J44444444	Last	First	Middle	123456	RGJV	1	1
6	AA5555555	J55555555	Last	First	Middle	123456	RGJV	1	1
7	AA6666666	J66666666	Last	First	Middle	123456	RGJV	1	1

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FTE Total by Student (FTES-003)

Summary by student with summed original and summed adjusted FTEs (regardless of FTE Fund Pattern Code)

	A	B	C	D	E	F	G	H
1	SSID	Emis ID	Last Name	First Name	Middle Name	Bldg IF	Summed ORIG FTI	Summed ADJSTD FTE
2	AA1111111	J11111111	Last	First	Middle	123456	0.5	0.5
3	AA2222222	J22222222	Last	First	Middle	123456	1	1
4	AA3333333	J33333333	Last	First	Middle	123456	1	1
5	AA4444444	J44444444	Last	First	Middle	123456	1	1
6	AA5555555	J55555555	Last	First	Middle	123456	0.678571	0
7	AA16666666	J66666666	Last	First	Middle	123456	1	1

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FTE Summary of Students with Adjustments (FTES-004)

Summary by student with adjustments with summed original and summed adjusted FTEs including the difference

	A	B	C	D	E	F	G	H	I
1	SSID	Emis ID	Last Name	First Name	Middle Name	Bldg IF	Summed ADJSTD FTI	Summed ORIG FTI	Differen
2	AA1111111	J11111111	Last	First	Middle	123456	0	0.678571	0.678571
3	AA2222222	J22222222	Last	First	Middle	123456	0	1	1
4	AA3333333	J33333333	Last	First	Middle	123456	0	1	1
5	AA4444444	J44444444	Last	First	Middle	123456	0	1	1
6	AA5555555	J55555555	Last	First	Middle	123456	0.835973	0.847458	0.011485
7	AA6666666	J66666666	Last	First	Middle	123456	0	1	1

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Quick Check

FTE Summary Reports can be used to provide a high-level view of student FTE data as well as multiple student level views. The reports can aid in data comparisons based on fund patterns, student totals, and student adjustments.

- Are you reviewing the FTE Summary Reports often?
- Have you tried saving the reports to compare to an updated set of reports?
- Are you sharing these reports with others in your district?

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Understanding the FTE Daily Summary Reports

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FTE Daily Summary Reports

- Contain student FTEs calculated from EMIS data that was processed at ten specific times
- Should be reviewed often to identify fluctuations in the number of FTEs being generated from specific submissions
- Contain result codes that are not an indication of an error but rather identify student education/funding situations
- Contain FTE totals separated by unique combinations of
  - Result Code
  - Grade Span Code
  - Economic Disadvantagement Flag
  - Special Education Category Code
  - English Learner Category
  - Gifted Identified Code

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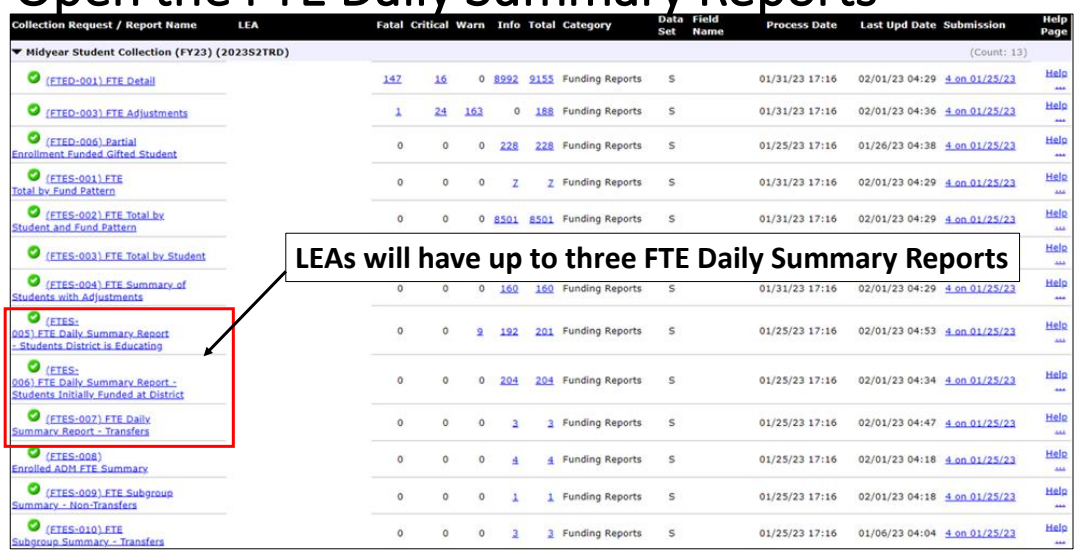
Open the FTE Daily Summary Reports



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(FTES-001) FTE Total by Fund Pattern		0	0	0	7	7	Funding Reports	S		01/31/23 17:16	02/01/23 04:29	4 on 01/25/23	Help
(FTES-002) FTE Total by Student and Fund Pattern		0	0	0	8501	8501	Funding Reports	S		01/31/23 17:16	02/01/23 04:29	4 on 01/25/23	Help
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(FTES-006) FTE Daily Summary Report - Students Initially Funded at District		0	0	0	204	204	Funding Reports	S		01/25/23 17:16	02/01/23 04:34	4 on 01/25/23	Help
(FTES-007) FTE Daily Summary Report - Transfers		0	0	0	3	3	Funding Reports	S		01/25/23 17:16	02/01/23 04:47	4 on 01/25/23	Help
(FTES-008) Enrolled ADM FTE Summary		0	0	0	4	4	Funding Reports	S		01/25/23 17:16	02/01/23 04:18	4 on 01/25/23	Help
(FTES-009) FTE Subgroup Summary - Non-Transfers		0	0	0	1	1	Funding Reports	S		01/25/23 17:16	02/01/23 04:18	4 on 01/25/23	Help
(FTES-010) FTE Subgroup Summary - Transfers		0	0	0	3	3	Funding Reports	S		01/25/23 17:16	01/06/23 04:04	4 on 01/25/23	Help

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FTE Daily Summary Reports, cont'd

- (FTES-005) FTE Daily Summary Report - Students District is Educating
  - Contains FTE totals for students the LEA receiving the report is educating
- (FTES-006) FTE Daily Summary Report - Students Initially Funded at District
  - Contains FTE totals for students the LEA receiving the report is initially funded
- (FTES-007) FTE Daily Summary Report – Transfers
  - Contains FTEs by student situation whose funding is transferred in and out from the LEA receiving the report

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FTE Run Dates

- All three Daily Summary Reports contain the same 10 Run Date columns
- Most recent FTEs are to the left and prior FTEs are to the right

O	P	Q	R	S	T	U	V	W	X
LATEST RUN DATE- 03/05/2023	PRIOR RUN DATE- 03/03/202	SEC PRIOR RUN DATE- 03/02/202	THIRD PRIOR RUN DATE- 03/01/202	FOURTH PRIOR RUN DATE- 02/28/202	WEEK PRIOR RUN DATE- 02/26/202	TWO WEEK PRIOR RUN DATE- 02/19/202	MONTH PRIOR RUN DATE- 02/03/202	TWO MONTH PRIOR RUN DATE- 01/04/2023	THIRTY DAY AVERAGE
56.256	106.737393	106.737393	107.155557	107.155557	106.742539	104.747393	106.749263	0	106.308167
24.41954	24.41954	24.41954	24.41954	24.41954	24.41954	24.41954	24.41954	0	24.41954
9.034461	9.034461	9.034461	9.034461	9.034461	9.034461	9.034461	9.034461	0	9.034461
2.994151	2.994151	2.994151	2.994151	2.994151	2.994151	2.994151	2.994151	0	2.994151
1	1	1	1	1	1	1	1	0	1
78.57684	78.57684	78.57684	78.57684	78.57684	78.57684	78.57684	78.57684	0	78.57684

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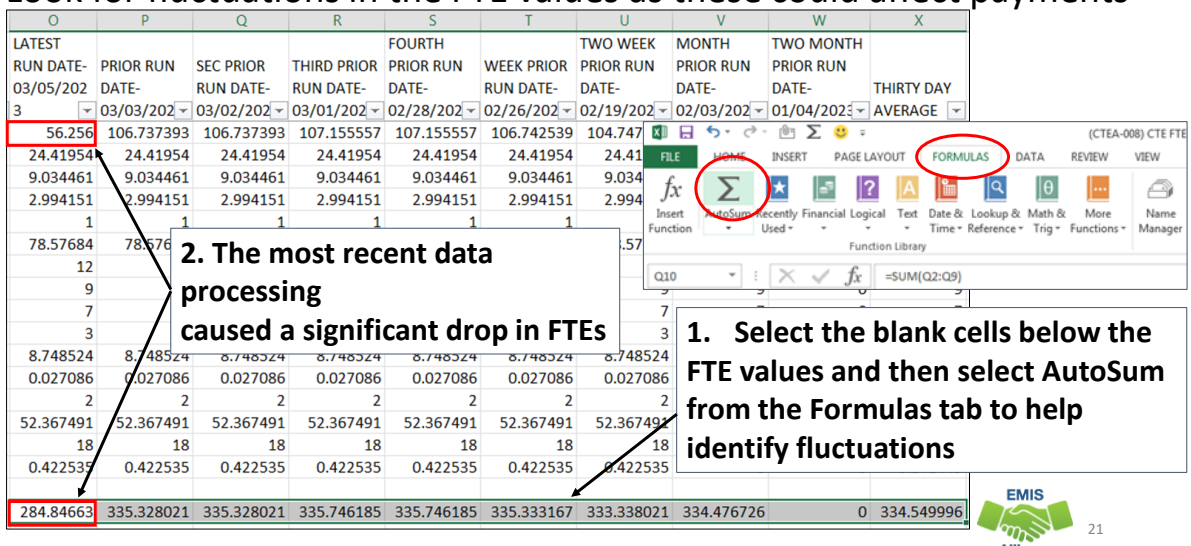
FTE Run Dates, cont'd

Look for fluctuations in the FTE values as these could affect payments



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Error Severity Codes

Error Severity looks at the Thirty Day Average value and compares it to the value from the Latest Run to draw attention to differences that may be of concern

- The Fatal (F) Error Severity Code indicates a drop from the Thirty Day Average value to zero
- Critical (C) indicates a decrease of 10% or more (but not to zero) in the Latest Run
- Warning (W) indicates a decrease of 5% to 10% but not to zero or an increase of 20% or more

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Error Severity Codes, cont'd

This example contains a Critical Error Severity Code due to a decrease in FTE between the latest run and the thirty-day average

O	P	Q	R	S	T	U	V	W	X
LATEST RUN DATE- 03/05/202 3	PRIOR RUN DATE- 03/03/202	SEC PRIOR RUN DATE- 03/02/202	THIRD PRIOR RUN DATE- 03/01/202	FOURTH PRIOR RUN DATE- 02/28/202	WEEK PRIOR RUN DATE- 02/26/202	TWO WEEK PRIOR RUN DATE- 02/19/202	MONTH PRIOR RUN DATE- 02/03/202	TWO MONTH PRIOR RUN DATE- 01/04/2023	THIRTY DAY AVERAGE
56.256	106.737393	106.737393	107.155557	107.155557	106.742539	104.747393	106.749263	0	106.308167
24.41954	24.41954	24.41954	24.41954	24.41954	24.41954	24.41954	24.41954	0	24.41954
9.034461	9.034461	9.034461	9.034461	9.034461	9.034461	9.034461	9.034461	0	9.034461
2.994151	2.994151	2.994151	2.994151	2.994151	2.994151	2.994151	2.994151	0	2.994151
1	1						1	0	1
78.57684	78.57684						78.57684	0	78.57684

Critical (C) indicates a decrease of 10% or more (but not to zero) in the Latest Run

FTES-005 Students District is Educating

- Includes FTEs for students the LEA is educating regardless if the district is initially funded or if the funding will transfer to another LEA
- Result Code is FT0100 – Students LEA is educating
  - This is the only result code on the FTES-005 Report
  - Can appear for any LEA type

FTES-006 Students Initially Funded at District

- Includes FTEs of students for which the LEA is initially funded
- Generated for traditional districts, JVSDs, Community Schools, and STEM Districts
- Contains up to seven different Result Codes indicating the LEA is initially funded and breaks down transfer information by student situation
  - Each row on the FTE Detail Report will count in only one result code
  - JVSDs, Community Schools, and STEM Districts receive only Result Code FT0110 on their report
- Displays FTEs as initially funded, positive amounts

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FTES-006 Initially Funded Result Codes

- FT0110 – Initially funded, no transfer
- FT0111 – Preschool students initially funded, transferred to the ESC
- FT0112 - Open Enrolled Preschool Students Initially Funded at the LEA and Funds Transferred to Another District
- FT0113 - Preschool Students Initially Funded at the LEA Transferred to a CBDD

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FTES-006 Initially Funded Result Codes

- FT0114 - Initially Funded at the LEA Transferred to a JVSD
  - Used for Contract Career Tech transfers from the sending district to the JVSD
- FT0116 - Initially Funded at the LEA Transferred to Another District
  - Used for special education cooperative students
- FT0119 – JVSD/Compact 20% counted in sending district's enrolled ADM
  - Appear on sending LEA's FTE Detail with inclusion code = PART

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FTES-007 Transfers

- Contains FTEs that will either transfer in or out from the LEA receiving the report
- Displays FTEs that transfer in as positive amounts and FTEs that transfer out as negative amounts
- Can be generated for any LEA type
- Includes FTEs for students who are
  - in preschool open enrollment situations
  - in specific non-open enrollment situations
  - preschool students attending an ESC

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FTES-007 Transfers Result Codes

- FT0150 – Preschool open enrolled in, initially funded elsewhere and funding transferred to educating LEA (positive amount)
- FT0160 – Preschool open enrolled out, initially funded then funding is transferred to the educating LEA (negative amount)
- FT0170 – Non open enrolled in, initially funded elsewhere then funding is transferred to educating LEA (positive amount)
- FT0180 – Non open enrolled out, initially funded then funding is transferred to the educating LEA (negative amount)

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FTES-007 Transfers Result Codes, cont'd

- FT0210 – ESC Preschool student received from the resident district or a non-open enrolled district that is not the resident district; funding is transferred to the ESC from the district (positive amount)
- FT0220 – Preschool students sent to an ESC from the resident district or from a non-open enrolled district that is not the resident district; funding is transferred from the district to the ESC (negative amount)

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Quick Check

FTE Daily Summary Reports are helpful to identify fluctuations in FTEs that could affect funding. They can also be used to follow the flow of FTE funding based on student situations.

- Are you checking the Daily Summary Reports often to avoid any negative impacts on FTE funding?
- Do the numbers of FTE generated for the various attending situations align with your population of students?
- Are you sharing these reports with others in your district?

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Understanding how FTE Reports Align with Payments

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FTE Reports Level 2 versus Archived

- LEAs receive FTE reports as Level 2 and Archived versions
- What is the difference?
  - Level 2 FTE reports in a closed collection contain the data last processed for that collection
  - Level 2 FTE reports in an open collection contain the most recently processed data
  - Archived reports are generated when data is pulled for payments

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FTE Reports Level 2 versus Archived, cont'd

How are the FTE reports used?

- Level 2 FTE reports in a closed collection can be used to provide a historical view of data for that collection
- Level 2 FTE reports in an open collection should be used to verify current data submissions in preparation for data to be pulled for a payment and in preparation for the close of the collection
- Archived FTE reports can be used to align data with historical and current payments
  - Aligning archived FTE reports to a current payment will be the focus of this section

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Archived FTE Reports that Align with Payments

- In this series of slides, we will demonstrate how reports from the Archive Tab align with payments for various LEA types
  - (FTED-001) FTE Detail Report
  - (FTES-008) Enrolled ADM FTE Summary
  - (FTES-009) FTE Subgroup Summary – Non-Transfers
  - (FTES-010) FTE Subgroup Summary – Transfers
  - (CTEA-000) CTE FTE Detail
- Your LEA may not have all FTE reports
- We will explain a very basic process that will provide an understanding of how the data is used for payments

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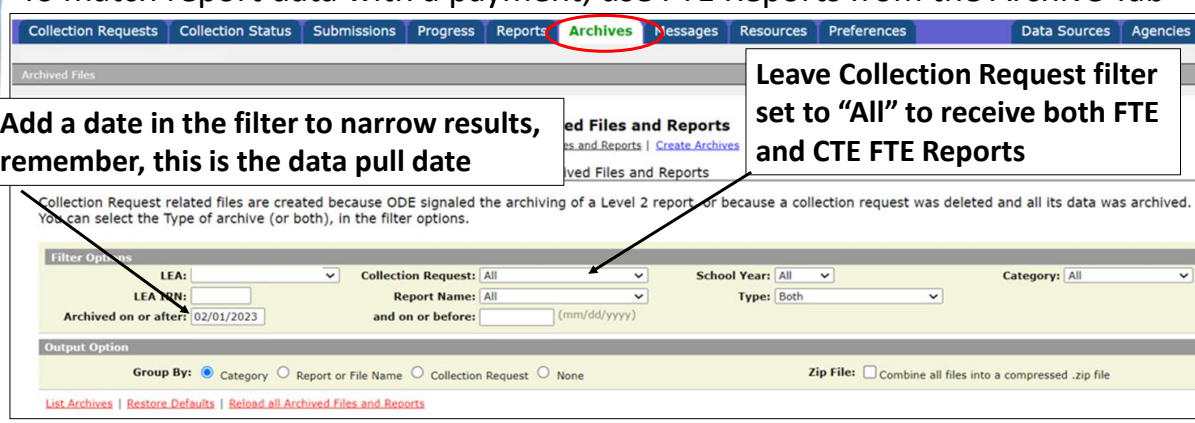
Archived FTE Reports Aligned with Payments

To match report data with a payment, use FTE Reports from the Archive Tab



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Archived Report Names

There can be other reports in the Archive with similar names, be careful to select the correct reports

- Traditional Districts and ESCs receive two payments per month
  - Month_FY##_No1_TRAD_Payment
  - Month_FY##_No2_TRAD_Payment
- Community Schools, STEM Districts
  - Month_FY##_CS_Payment
- JVSDs
  - Month_FY23_JVSD_Payment
- CTE FTE Reports, if your LEA has them will also be listed with the above names

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Archive Reports

FTE and CTE FTE Reports are placed in the Archive when data is pulled for payment (reports listed below will align with the February #2 payment)

- Typically, data is pulled two Mondays prior to payment
- Home > Finance & Funding > School Payment Reports
  - State Foundation Payment Dates by Fiscal Year

Category / Report or Archived File	Report Name	As of Date	LEA	Collection Request	File Size	Type
▼ CTE					(Count: 2)	
February_No2_TRAD_Payment	(CTEA-005) CTE FTE Summary by Category	02/06/2023 13:23:00		FY23-L-Stf Crs Init (2023L1STR)	1 kb	Level 2 report
February_No2_TRAD_Payment	(CTEA-000) CTE FTE Detail	02/06/2023 13:21:00		FY23-L-Stf Crs Init (2023L1STR)	48 kb	Level 2 report
▼ Funding						
February_No2_TRAD_Payment	(FTES-010) FTE Subgroup Summary - Transfers	02/06/2023 13:18:00				report
February_No2_TRAD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	02/06/2023 13:16:00				report
February_No2_TRAD_Payment	(FTES-008) Enrolled ADM FTE Summary	02/06/2023 13:15:00				report
February_No2_TRAD_Payment	(FTES-001) FTE Total by Fund Pattern	02/06/2023 13:14:00				report
February_No2_TRAD_Payment	(FTED-003) FTE Adjustments	02/06/2023 13:12:00				report
February_No2_TRAD_Payment	(FTED-001) FTE Detail	02/06/2023 13:10:00		FY23-S-TRAD Mid (2023S2TRD)	2,253 kb	Level 2 report

For February #2 payment, data was pulled February 6th, while the payment date was February 17th

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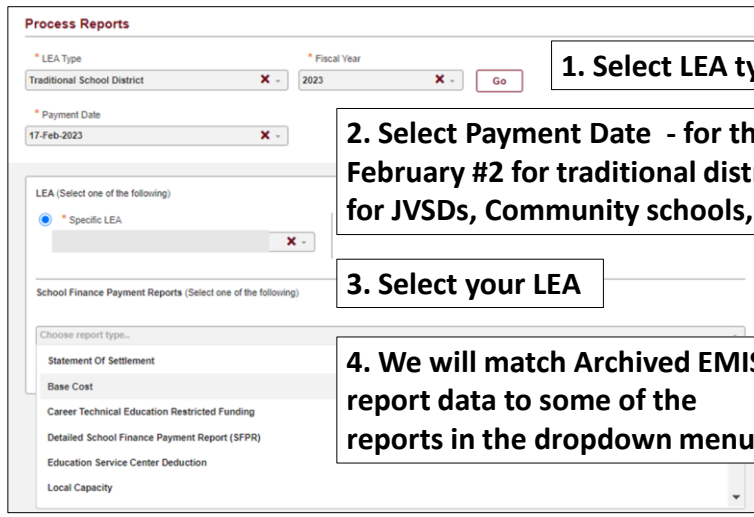
Payment Reports

https://reports.education.ohio.gov/finance/foundation-payment-report



1. Select LEA type, Fiscal Year and "Go"

2. Select Payment Date - for this demonstration we will use February #2 for traditional districts and ESCs, and February for JVSDs, Community schools, and STEM districts

3. Select your LEA

4. We will match Archived EMIS report data to some of the reports in the dropdown menu.

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Payment Reports Aligned with EMIS Reports

- Traditional Districts, Community/STEM Schools, JVSDs
  - Detailed School Funding Payment Report (SFPR)
  - Other Adjustments
  - Base Cost
- Traditional Districts and ESCs
  - Preschool Special Education
- Traditional Districts
  - Educational Service Center Deduction
- This is not a complete list of payment reports that contain EMIS data

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Current Year Data and Prior Year Data

Archived Reports for February 2023 Payment(s)

- (FTED-001) FTE Detail Report
  - Current year data
- (FTES-008) Enrolled ADM FTE Summary
  - Combination of three prior years data and the current year
- (FTES-009) FTE Subgroup Summary – Non-Transfers
  - Contains current year FTE data for students who are directly funded to the LEA, and is separated by subgroup
- (FTES-010) FTE Subgroup Summary – Transfers
  - Contains current year FTE data for students who are funded via a transfer, and is separated by subgroup
- (CTEA-000) CTE FTE Detail
  - Contains current year CTE FTEs

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Enrolled ADM

- What is Enrolled ADM?
  - A count of students that is adjusted based on attending situations
  - Can be verified using the Archived (FTED-001) FTE Detail Report for that payment
  - Can also be verified using the Archived (FTES-008) Enrolled ADM FTE Summary – Current year data row

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Detailed SFPR – Enrolled ADM and Special Education ADM

Fiscal Year: 2023

Ohio Department of Education
Office of Budget and School Funding
Detailed School Funding Payment Report (SFPR) - Traditional School District
February #2 Payment, Data as of 02/06/2023

Name: County:

Statewide Factors

s1	Average Base Cost Per-Pupil	$7,351.71
s2	Average Career-Technical Base Cost Per-Pupil	$8,891.03
s3	Economically Disadvantaged Percentage	48.798400%

District Factors

a	Enrolled ADM			5,279.28
	a1	Grades K-6 FTE	2,916.41	
b	Per-Pupil Amounts and State Share Percentage			
	b1	Local Capacity (see Line C7 on the Local Capacity Report)	$4,405.61	
	b2	Base Cost (see Line G on the Base Cost Report)	$7,276.40	
	b3	State Share of the Base Cost [if (b2-b1)>(b2*0.05) then (b2-b1) else (b2*0.05)]	$2,870.79	
	b4	State Share Percentage [b3/b2]	39.453440%	
c	Special Education ADM [c1+c2+c3+c4+c5+c6]			882.03
	c1	Category 1	75.07	
	c2	Category 2	605.33	
	c3	Category 3	30.82	
	c4	Category 4	5.54	
	c5	Category 5	43.54	
	c6	Category 6	121.72	

This example is for a Traditional district but is similar to a Community School, STEM District, and JVSD report

Using the "Archived FTE Detail to Detailed SFPR" workbook, you can view the students who are included in these numbers

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Enrolled ADM on Detailed SFPR – Traditional District

Using the Archived FTE Detail report, filter on each combination of Fund Pattern Code and Inclusion Code, then sum the Adjusted FTE and enter it (all decimals) into the appropriate cell

	A	B	C	D	E	F	G	H
1	**Table 1 : Traditional District - Enrolled ADM**							**LEA in bold is the entity who will see the Fund Pattern Code and Inclusion Code combination for the row.**
2	Fund Pattern		Inclusion Code		Sum the following	ADJUSTED FTE	Enrolled ADM	**(Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)**
3	**CTID**		**FULL**		ADJUSTED FTE * 120%		0.00	Resident of district A attends **district B** (not via OE) then on to a third district C or JVSD for CT
4	**CTOP**		**FULL**		ADJUSTED FTE * 120%		0.00	Student OE from one district to **another** (A to **B**) then on to a third district or JVSD for CT
5	**CTVC**		**FULL**		ADJUSTED FTE * 120%		0.00	Resident of **district A** and attends district B for CT
6					**Subtotal 1**		**0.00**	
7	**KGTO**		**FULL**		ADJUSTED FTE * 50%		0.00	OE KG student paying tuition for all day KG **(Educating District)**
8	**KGTU**		**FULL**		ADJUSTED FTE * 50%		0.00	Resident or Non-Resident (not OE) KG student paying tuition for all day KG **(Educating District)**
9					**Subtotal 2**		**0.00**	
10	**CTCR**		**FULL**		ADJUSTED FTE * 100%		0.00	Community school student to **DOR** for CT
11	**OPDD**		**FULL**		ADJUSTED FTE * 100%		0.00	Student OE in from another district **(Educating District)**
12	**RGJV**		**FULL**		ADJUSTED FTE * 100%		0.00	Resident and Non-Resident Students being educated at **traditional district** (Not OE or CT). Includes students reported by **DOR** as Sent to CE.
13	**SPCO**		**FULL**		ADJUSTED FTE * 100%		0.00	Students educated at another district's Special Education Cooperative **(DOR)**
14					**Subtotal 3**		**0.00**	
15	**JVNR**		**PART**		ADJUSTED FTE * 20%		0.00	Resident of District A, enrolled at **District B** (not OE) then to a JVSD
16	**OJVD**		**PART**		ADJUSTED FTE * 20%		0.00	Direct Enrollment to a Non-Jointure JVSD (OE) **(DOR)**
17	**OJVR**		**PART**		ADJUSTED FTE * 20%		0.00	Resident of District A, attending **District B** via OE then to a JVSD that is within the jointure of both A and B
18	**OPID**		**PART**		ADJUSTED FTE * 20%		0.00	Resident of District A, attending **District B** via OE then to a JVSD that is not within the jointure of either A or B
19	**RGJV**		**PART**		ADJUSTED FTE * 20%		0.00	Students educated by a JVSD (not OE or CT) **(DOR)**
20					**Subtotal 4**		**0.00**	
21	**Line a: Enrolled ADM**				**Total (Sum of Subtotals 1-4)**		**0.00**	

Result will be the Enrolled ADM

This screenshot is from the Traditional tab

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Special Education ADM on Detailed SFPR – Traditional

Using the Archived FTE Detail report, filter on each combination of Fund Pattern Code and Inclusion Code, then sum the Adjusted Special Education CAT FTE and enter it (all decimals) into the appropriate cell

23	Table 2: Traditional District - Special Education ADM			ADJ SPECED CAT FTE	Special Education ADM	LEA in bold is the entity who will see the Fund Pattern Code and Inclusion Code combination for the row. (Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)
24	Fund Pattern	Inclusion Code	Sum the following			
25	**CTID**	**FULL**	ADJ SPECED CAT FTE *100%		0.00	Resident of district A attends **district B** (not via OE) then on to a third district C or JVSD for CT
26	**CTOP**	**FULL**	ADJ SPECED CAT FTE *100%		0.00	Student OE from one district to **another** (A to **B**) then on to a third district or JVSD for CT
27	**CTVC**	**FULL**	ADJ SPECED CAT FTE *100%		0.00	Resident of **district A** and attends district B for CT
28	**CTCR**	**FULL**	ADJ SPECED CAT FTE *100%		0.00	Community school student to **DOR** for CT
29	**OPDD**	**FULL**	ADJ SPECED CAT FTE *100%		0.00	Student OE in from another district **(Educating District)**
30	**RGJV**	**FULL**	ADJ SPECED CAT FTE *100%		0.00	Resident and Non-Resident Students being educated at **traditional district** or **JVSD** (Not OE or CT). Includes students reported by **DOR** as Sent to CE.
31	**SPCO**	**FULL**	ADJ SPECED CAT FTE *100%		0.00	Students educated at another district's Special Education Cooperative **(DOR)**
32	**KGTO**	**FULL**	ADJ SPECED CAT FTE *50%		0.00	OE KG student paying tuition for all day KG **(Educating District)**
33	**KGTU**	**FULL**	ADJ SPECED CAT FTE *50%		0.00	Resident or Non-Resident (not OE) KG student paying tuition for all day KG **(Educating District)**
34	**Line c: Special Education ADM**		**Total**		**0.00**	

Result will be the Special Education ADM

This screenshot is from the Traditional tab

This can also be broken down by special education category by filtering on each category

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Multiple ADMs on Detailed SFPR – COMM/STEM

Using the Archived FTE Detail report, filter on each combination of Fund Pattern Code and Inclusion Code, then sum the Adjusted FTE or Adjusted Special Education FTE and enter it into the appropriate cell

	A	B	C	D	E	F	G	H
1	**Table 3: Community School/STEM District**							
2	**Fund Pattern**		**Inclusion Code**		**Sum the following**	**ADJUSTED FTE**	**Enrolled ADM**	**LEA in bold is the entity who will see the Fund Pattern Code and Inclusion Code combination for the row. (Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)**
3	**COMM**		**FULL**		ADJUSTED FTE * 100%		0.00	Student educated at a **Community School**
4	**STEM**		**FULL**		ADJUSTED FTE * 100%		0.00	Student educated at a **STEM District**
5					**Subtotal 1**		**0.00**	
6	**KGTU**		**FULL**		ADJUSTED FTE * 50%		0.00	KG student educated by a **Community school** or STEM district who is paying tuition for all day KG
7					**Subtotal 2**		**0.00**	
8	**Line a: Enrolled ADM**				**Total (Sum of subtotals 1 and 2)**		**0.00**	
9								
10								
11	**Table 4: Community School/STEM District - CTE at JVSD or CTPD**							
12								**LEA in bold is the entity who will see the Fund Pattern Code and Inclusion Code combination for the row. (Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)**
13	**Fund Pattern**		**Inclusion Code**		**Sum the following**	**ADJUSTED FTE**	**Enrolled ADM**	
14	**CTCR**		**PART**		ADJUSTED FTE * 100%		0.00	**Community School** Student to DOR for CT
15	**CTCS**		**PART**		ADJUSTED FTE * 100%		0.00	**Community School** Student attending a JVSD for CT
16	**Line f: Career-Tech Students Educated at JVSD or CTPD**				**Total**		**0.00**	
17								
18								
19	**Table 5: Community School/STEM District - Special Education ADM**							
20	**Fund Pattern**		**Inclusion Code**		**Sum the following**	**ADJ SPECED CAT FTE**	**Enrolled ADM**	**LEA in bold is the entity who will see the Fund Pattern Code and Inclusion Code combination for the row. (Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)**
21	**COMM**		**FULL**		ADJ SPECED CAT FTE * 100%		0.00	Student educated at a **Community School**
22	**STEM**		**FULL**		ADJ SPECED CAT FTE * 100%		0.00	Student educated at a **STEM District**
23	**KGTU**		**FULL**		ADJ SPECED CAT FTE * 50%		0.00	KG student educated by a **Community school** or STEM district who is paying tuition for all day KG
24	**Line b: Special Education ADM**				**Total**		**0.00**	

Result will be the Enrolled ADM, Career Tech at JVSD or CTPD, and Special Education ADM

This screenshot is from the COMM STEM tab

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Multiple ADMs on Detailed SFPR – JVSD

Using the Archived FTE Detail report, filter on each combination of Fund Pattern Code and Inclusion Code, then sum the Adjusted FTE or Adjusted Special Education FTE and enter it into the appropriate cell

Table 6: JVSD - Enrolled ADM					LEA in bold is the entity who will see the Fund Pattern Code and Inclusion Code combination for
Fund Pattern	**Inclusion Code**	**Sum the following**	**ADJUSTED FTE**	**Enrolled ADM**	**the row. (Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)**
CTCS	**FULL**	ADJUSTED FTE * 100%		0.00	Community School Student attending a **JVSD** for CT
JVNR	**FULL**	ADJUSTED FTE * 100%		0.00	Resident of District A, attending District B (not OE) then to a **JVSD**
OJVD	**FULL**	ADJUSTED FTE * 100%		0.00	Direct Enrollment to a Non-Jointure **JVSD** (OE)
OJVR	**FULL**	ADJUSTED FTE * 100%		0.00	Resident of District A, attending District B via OE then to a **JVSD** that is within the jointure of both A and B
OPID	**FULL**	ADJUSTED FTE * 100%		0.00	Resident of District A, attending District B via OE then to a **JVSD** that is not within the jointure of either A or B
RGJV	**FULL**	ADJUSTED FTE * 100%		0.00	Students educated at a jointure **JVSD** (not OE or CT)
Line a: Enrolled ADM		**Total**		**0.00**	

Table 7: JVSD - Special Education ADM					LEA in bold is the entity who will see the Fund Pattern Code and Inclusion Code combination for
Fund Pattern	**Inclusion Code**	**Sum the following**	**ADJUSTED FTE**	**Enrolled ADM**	**the row. (Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)**
CTCS	**FULL**	ADJUSTED SPECED CAT FTE * 100%		0.00	Community School Student attending a **JVSD** for CT
JVNR	**FULL**	ADJUSTED SPECED CAT FTE * 100%		0.00	Resident of District A, attending District B (not via OE) then to a **JVSD**
OJVD	**FULL**	ADJUSTED SPECED CAT FTE * 100%		0.00	Direct Enrollment to a Non-Jointure **JVSD** (OE)
OJVR	**FULL**	ADJUSTED SPECED CAT FTE * 100%		0.00	Resident of District A, attending District B via OE then to a **JVSD** that is within the jointure of both A and B
OPID	**FULL**	ADJUSTED SPECED CAT FTE * 100%		0.00	Resident of District A, attending District B via OE then to a **JVSD** that is not within the jointure of either A or B
RGJV	**FULL**	ADJUSTED SPECED CAT FTE * 100%		0.00	Students educated at a jointure **JVSD** (not OE or CT)
Line b: Special Education ADM		**Total**		**0.00**	

Result will be the Enrolled ADM and Special Education ADM

This screenshot is from the JVSD tab

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Archived (FTES-008) Enrolled ADM FTE Summary

	A	B	C	D	E	F	G
1	RPT DEST IRN	FISCAL YEAR	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	ERR SEV CODE
2	Trad IRN	2020	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
3	Trad IRN	2021	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
4	Trad IRN	2022	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
5	Trad IRN	2023	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I

Report contains 4 fiscal year's data. We will use a formula to calculate Enrolled ADM on all four rows

Q2 =H2+I2*0.5+J2+K2+L2+M2+N2*0.2+O2*0.2

Enrolled ADM Formula for Traditional Districts

Enter the formula into cell Q2 and copy down

	H	I	J	K	L	M	N	O	P	Q
1	KG ENRL ADM FTE	KG TUITION ENRL ADM FTE	GRADE 1-3 ENRL ADM FTE	GRADE 4-8 NON-CTE ENRL ADM FTE	GRADE 9-12 NON-CTE ENRL ADM FTE	GRADE 4-12 ENRL ADM CTE FTE	GRADE 4-8 JVSD FTE	GRADE 9-12 JVSD FTE	GRADE 9-12 ENRL ADM FTE	
2	434.82299	2	1256.079774	2105.852614	1526.588718	3.852315	13.10622	156.089979	1530.385477	5362.035651
3	397.187861	0.525046	1196.417863	2043.556358	1503.39032	2.32407	10.273407	138.61726	1505.71439	5172.917128
4	447.397316	1	1191.404681	2022.608431	1538.469514	4.74541	14.44269	171.663002	1543.214924	5242.34649
5	385.123478	4.132657	1273.671681	2038.794117	1537.525229	3.376713	13.411582	180.2244	1540.901942	5279.284743

COPY THIS FORMULA INTO YOUR FTES-008 Report
=H2+I2*0.5+J2+K2+L2+M2+N2*0.2+O2*0.2
For JVSD, COMM, and STEM use
=H2+I2*0.5+J2+K2+L2+M2

Enrolled ADM for February #2 on slide 43

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Detailed SFPR Continued

For these factors we will use the FTES-009 and FTES-010 on the next two slides

d	Disadvantaged Pupil Impact Aid (DPIA) Data			
	d1	Economically Disadvantaged ADM	1,366.89	
	d2	Economically Disadvantaged Percentage [d1/a]	25.891614%	
	d3	Economically Disadvantaged Index [(d2/s3) ^2]	0.28151859	
e	English Learners ADM [e1+e2+e3]			178.10
	e1	Category 1	25.55	
	e2	Category 2	126.98	
	e3	Category 3	25.57	
f	Gifted [f1+f2]			1,042.80
	f1	Grade K-8 FTE	649.62	
	f2	Grade 9-12 FTE	393.18	
g	Career Technical Education FTE [g1+g2+g3+g4+g5]			3.38
	g1	Category 1	0.50	
	g2	Category 2	0.00	
	g3	Category 3	0.00	
	g4	Category 4	0.11	
	g5	Category 5	2.77	
h	Open Enrollment Data			
	h1	Prior Year Open Enrollment In	124.84	
	h2	Current Year Open Enrollment In	121.16	

Filter Archived FTE Detail Report on Fund Pattern Code OPDD and Sum Adjusted FTE

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(FTES-009) FTE Subgroup Summary – Non-Transfers

	A	B	C	D	E	F	G	H	I	J
1	RPT DEST IRN	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	FTE GRADE SPAN CODE	FTE GRADE SPAN DESCR	ERR SEV CODE	FTE TYPE NAME	TOTAL ADJSTD FTE
2	Trad IRN	FTES-009	FTE Subgroup Total - Non-Transfers	FT0240	Non-transfers	NA	Grade Span Not Applicable	I	Direct	5238.768073

Columns K through Z will align with lines e-h on the Detailed SFPR

Note: If your LEA has an FTES-010 Transfers report, you must include "Out" values – See next slide

K	L	M	N	O
ECON DISADV FTE	GIFTED FTE	ENGLISH LEARNER CAT 1 FTE	ENGLISH LEARNER CAT 2 FTE	ENGLISH LEARNER CAT 3 FTE
1366.102539	1042.801075	25.551275	126.978878	25.568325

P	Q	R	S	T	U	V	W	X	Y	Z
SPECED CAT 1 FTE	SPECED CAT 2 FTE	SPECED CAT 3 FTE	SPECED CAT 4 FTE	SPECED CAT 5 FTE	SPECED CAT 6 FTE	CTE FUND CAT 1 FTE	CTE FUND CAT 2 FTE	CTE FUND CAT 3 FTE	CTE FUND CAT 4 FTE	CTE FUND CAT 5 FTE
75.074515	605.333589	30.034166	5.542124	43.542044	121.718006	0	0	0	0	2.770231

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(FTES-010) FTE Subgroup Summary – Transfers

Report includes students who are enrolled in Contract Career Tech or Special Education Cooperative Programs with FTEs transferred in or out

	A	B	C	D	E	F	G	H	I	J	K
1	RPT DEST IRN	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	TRNSFR TO IRN	TRNSFR FROM IRN	RESULT DESCR	FTE GRADE SPAN CODE	FTE GRADE SPAN DESCR	ERR SEV CODE	FTE TYPE NAME
2	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Transf IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE
3	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0244	Transf IRN	------	Special education cooperative transfer-out	KG	Kindergarten	I	SpecEdCo

Other Results Codes Include:
FT0241 Contract vocational transfers in
FT0243 Special Education transfers in

L	M	N	O	P	Q
TOTAL ADJSTD FTE	ECON DISADV FTE	GIFTED FTE	ENGLISH LEARNER CAT 1 FTE	ENGLISH LEARNER CAT 2 FTE	ENGLISH LEARNER CAT 3 FTE
1	0	0	0	0	0
0.7895	0.78947	0	0	0	0

Include "out" FTEs from this report with those from prior slide

R	S	T	U	V	W	X	Y	Z	AA	AB
SPECED CAT 1 FTE	SPECED CAT 2 FTE	SPECED CAT 3 FTE	SPECED CAT 4 FTE	SPECED CAT 5 FTE	SPECED CAT 6 FTE	CTE FUND CAT 1	CTE FUND CAT 2	CTE FUND CAT 3	CTE FUND CAT 4	CTE FUND CAT 5
0	0	0	0	0	0	0.49537	0	0	0.11111	0
0	0	0.78947	0	0	0	0	0	0	0	0

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Combining the FTED-009 and FTED-010 FTEs

1. Using CTEs, combine CTE FUND CAT 1 from both reports to match to line g1 on the Detailed SFPR

FTES-009 Report

I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
FTE TYPE NAME	TOTAL ADJSTD FTE	ECON DISADV FTE	GIFTED FTE	ENGLISH LEARNER CAT 1 FTE	ENGLISH LEARNER CAT 2 FTE	ENGLISH LEARNER CAT 3 FTE	SPECED CAT 1 FTE	SPECED CAT 2 FTE	SPECED CAT 3 FTE	SPECED CAT 4 FTE	SPECED CAT 5 FTE	SPECED CAT 6 FTE	CTE FUND CAT 1 FT	CTE FUND CAT 2 F	CTE FUND CAT 3 F	CTE FUND CAT 4 F	CTE FUND CAT 5 FT
Direct	5238.768073	1366.102539	1042.801075	25.551275	126.978878	25.568325	75.074515	605.333589	30.034166	5.542124	43.542044	21.718006	0	0	0	0	2.770231

FTES-010 Report

Include only transfers out

D	E	F	G	H	I	J	K	L	M	N
RESULT CODE	TRNSFR TO IRN	TRNSFR FROM IR	RESULT DESCR	FTE GRADE SPAN CODE	FTE GRADE SPAN DESC	ERR SEV CODE	FTE TYPE NAME	TOTAL ADJSTD FTE	ECON DISADV FTE	GIFTED FTE
FT0242	Transf IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	1	0	0
FT0244	Transf IRN	------	Special education cooperative transfer-out	KG	Kindergarten	I	SpecEdCo	0.789474	0.789474	0

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
ENGLISH LEARNER CAT 1 F	ENGLISH LEARNER CAT 2 F	ENGLISH LEARNER CAT 3 F	SPECED CAT 1 F	SPECED CAT 2 F	SPECED CAT 3 FT	SPECED CAT 4 F	SPECED CAT 5 F	SPECED CAT 6 F	CTE FUND CAT 1 FT	CTE FUND CAT 2 F	CTE FUND CAT 3 F	CTE FUND CAT 4 FT	CTE FUND CAT 5 F
0	0	0	0	0	0	0	0	0	0.495371	0	0	0.111111	0
0	0	0	0	0	0.789474	0	0	0	0	0	0	0	0

2. Go back to slide 49 to match the FTEs

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Base Cost

- Base Cost Enrolled ADM
  - Uses the larger of the prior year or trailing 3-year average
  - Can be verified using the Archived (FTES-008) Enrolled ADM FTE Summary – Prior three years data rows
- Archived (FTES-008) Enrolled ADM FTE Summary
  - Combination of three prior years data and the current year
  - Contains FTE data that is divided into categories
  - First three rows contain prior three years data
  - Last row contains current year data at the time data was pulled for the payment

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Base Cost Report – Using FY22 Data

Fiscal Year: 2023

Ohio Department of Education
Office of Budget and School Funding
Base Cost - Traditional School District
February #2 Payment, Data as of 02/06/2023

This district's Base Cost uses FY22 Enrolled ADM since it is larger than the trailing three-year average

District Factors

a	Number of School Buildings		25
b	Base Cost Enrolled ADM [greater of ((b1+b2+b3)/3) and b3]		21,332.82
	b1 Enrolled ADM FY20	20,781.68	
	b2 Enrolled ADM FY21	20,932.24	
	b3 Enrolled ADM FY22	21,332.82	
	b4 Kindergarten FTE	754.34	
	b5 Grade 1-3 FTE	4,974.84	
	b6 Grade 4-8 FTE not in CTE Program	8,723.65	
	b7 Grade 9-12 FTE not in CTE Program	6,661.28	
	b8 FTE Enrolled in Career Technical Education (CTE) Program	218.72	
	b9 Grade 9-12 FTE	6,831.61	

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FTES-008 –Calculate Base Cost Using FY22 Data

We already added the formula to column Q on slide 48

Q4 =H4+I4*0.5+J4+K4+L4+M4+N4*0.2+O4*0.2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	RPT DEST IRN	FISCAL YEAR	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	ERR SEV CODE	KG ENRL ADM FTE	KG TUITION ENRL ADM F	GRADE 1-3 ENRL ADM FTE	GRADE 4-8 NON-CTE ENRL ADM FTE	GRADE 9-12 NON-CTE ENRL ADM FTE	GRADE 4-12 ENRL ADM CTE FTE	GRADE 4-8 JVSD FTE	GRADE 9-12 JVSD FTE	GRADE 9-12 ENRL ADM FTE	
2	Trad IRN	2020	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	778.457913	0	4923.949122	8396.950331	6417.648186	227.838063	0	184.176754	6645.486249	20781.68
3	Trad IRN	2021	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	697.645795	0	4912.803166	8512.611301	6595.141465	173.707457	0	201.656235	6768.848922	20932.24
4	Trad IRN	2022	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	754.335759	0	4974.836754	8723.649343	6612.89066	218.723986	0	241.930593	6831.614646	21332.82
5	Trad IRN	2023	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	770.789542	0	5181.255838	8885.342682	6744.298898	191.024662	0	256.208923	6993.32356	21823.95

This district's Base Cost uses FY22 data on row 4

Base Cost Report – Using FY22 Data

Fiscal Year: 2023

Ohio Department of Education
Office of Budget and School Funding
Base Cost - Traditional School District
February #2 Payment, Data as of 02/06/2023

This is the same district that is using the FY22 Enrolled ADM to determine Base Cost

District Factors

a	Number of School Buildings		
b	Base Cost Enrolled ADM [greater of ((b1+b2+b3)/3) and b3]		21,332.82
b1	Enrolled ADM FY20	20,781.68	
b2	Enrolled ADM FY21	20,932.24	
b3	Enrolled ADM FY22	21,332.82	
b4	Kindergarten FTE	754.34	
b5	Grade 1-3 FTE	4,974.84	
b6	Grade 4-8 FTE not in CTE Program	8,723.65	
b7	Grade 9-12 FTE not in CTE Program	6,661.28	
b8	FTE Enrolled in Career Technical Education (CTE) Program	218.72	
b9	Grade 9-12 FTE	6,831.61	

Archived FTES-008 report data from the FY22 row aligns to b4-b9 on the Base Cost Report

FTES-008 –Calculate Base Cost Using FY22 Data

Archived FTES-008 report data from the FY22 row aligns to b4-b9 on the Base Cost Report

Q4 =H4+I4*0.5+J4+K4+L4+M4+N4*0.2+O4*0.2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	RPT DEST IRN	FISCAL YEAR	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	ERR SEV CODE	KG ENRL ADM FTE	KG TUITION ENRL ADM FTE	GRADE 1-3 ENRL ADM FTE	GRADE 4-8 NON-CTE ENRL ADM FTE	GRADE 9-12 NON-CTE ENRL ADM FTE	GRADE 4-12 ENRL ADM CTE FTE	GRADE 4-8 JVSD ENRL ADM FTE	GRADE 9-12 JVSD FTE	GRADE 9-12 ENRL ADM FTE	
2	Trad IRN	2020	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	778.457913	0	4923.949122	8396.950331	6417.648186	227.838063	0	184.176754	6645.486249	20781.68
3	Trad IRN	2021	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	697.645795	0	4912.803166	8512.611301	6595.141465	173.707457	0	201.656235	6768.848922	20932.24
4	Trad IRN	2022	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	754.335759	0	4974.836754	8723.649343	6612.89066	218.723986	0	241.930593	6831.614646	21332.82
5	Trad IRN	2023	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	770.789542	0	5181.255838	8885.342682	6744.298898	191.024662	0	256.208923	6935.32356	21823.95

b4	Kindergarten FTE ← For b4 multiply cell I4 by .50 then add to cell H4	754.34
b5	Grade 1-3 FTE	4,974.84
b6	Grade 4-8 FTE not in CTE Program ← For b6 multiply cell N4 x .20 then add to cell K4	8,723.65
b7	Grade 9-12 FTE not in CTE Program ← For b7 multiply cell O4 x .20 then add to cell L4	6,661.28
b8	FTE Enrolled in Career Technical Education (CTE) Program	218.72
b9	Grade 9-12 FTE	6,831.61

This section of the Base Cost is from the prior slide

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Base Cost – Payment Report using Average

This district uses the trailing three-year average since it's higher than the FY22 Enrolled ADM

Fiscal Year: 2023

Ohio Department of Education
Office of Budget and School Funding
Base Cost - Traditional School District
February #2 Payment, Data as of 02/06/2023

District Factors

a	Number of School Buildings		7
b	Base Cost Enrolled ADM [greater of ((b1+b2+b3)/3) and b3]		5,259.10
b1	Enrolled ADM FY20	5,362.04	
b2	Enrolled ADM FY21	5,172.92	
b3	Enrolled ADM FY22	5,242.35	
b4	Kindergarten FTE	427.06	
b5	Grade 1-3 FTE	1,214.63	
b6	Grade 4-8 FTE not in CTE Program	2,059.86	
b7	Grade 9-12 FTE not in CTE Program	1,553.91	
b8	FTE Enrolled in Career Technical Education (CTE) Program	3.64	
b9	Grade 9-12 FTE	1,526.44	

Average these three numbers

The next slide will demonstrate the average on the FTED-008 report

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Archived (FTES-008) Enrolled ADM FTE Summary

	A	B	C	D	E	F	G
1	RPT DEST IRN	FISCAL YEAR	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	ERR SEV CODE
2	Trad IRN	2020	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
3	Trad IRN	2021	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
4	Trad IRN	2022	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
5	Trad IRN	2023	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I

Q7 =AVERAGE(Q2:Q4)

Average the Enrolled ADM for the three prior years

	H	I	J	K	L	M	N	O	P	Q
1	KG ENRL ADM FTE	KG TUITION ENRL ADM FTE	GRADE 1-3 ENRL ADM FTE	GRADE 4-8 NON-CTE ENRL ADM FTE	GRADE 9-12 NON-CTE ENRL ADM FTE	GRADE 4-12 ENRL ADM CTE FTE	GRADE 4-8 JVSD FTE	GRADE 9-12 JVSD FTE	GRADE 9-12 ENRL ADM FTE	
2	434.82299	2	1256.079774	2105.852614	1526.588718	3.852315	13.10622	156.089979	1530.385477	5362.035651
3	397.187861	0.525046	1196.417863	2043.556358	1503.39032	2.32407	10.273407	138.61726	1505.71439	5172.917128
4	447.397316	1	1191.404681	2022.608431	1538.469514	4.74541	14.44269	171.663002	1543.214924	5242.34649
5	385.123478	4.132657	1273.671681	2038.794117	1537.525229	3.376713	13.411582	180.2244	1540.901942	5279.284743
6										
7										5259.099757

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Base Cost – Payment Report – More Averages

Fiscal Year: 2023

Ohio Department of Education
Office of Budget and School Funding
Base Cost - Traditional School District
February #2 Payment, Data as of 02/06/2023

District Factors

a	Number of School Buildings		7
b	Base Cost Enrolled ADM [greater of ((b1+b2+b3)/3) and b3]		5,259.10
b1	Enrolled ADM FY20	5,362.04	
b2	Enrolled ADM FY21	5,172.92	
b3	Enrolled ADM FY22	5,242.35	
b4	Kindergarten FTE	427.06	
b5	Grade 1-3 FTE	1,214.63	
b6	Grade 4-8 FTE not in CTE Program	2,059.86	
b7	Grade 9-12 FTE not in CTE Program	1,553.91	
b8	FTE Enrolled in Career Technical Education (CTE) Program	3.64	
b9	Grade 9-12 FTE	1,526.44	

Average these three numbers

For this LEA, since the average is used, an average will also be used to align to the data in b4 – b9. The next slide will demonstrate the average on the FTES-008 report

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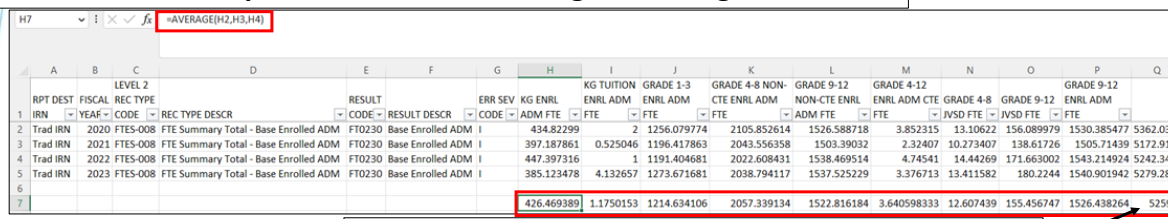
Base Cost – Payment Report – More Averages, cont'd

Archived FTES-008 report data from the averaged row aligns to b4-b9.



H7 =AVERAGE(H2,H3,H4)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	RPT DEST IRN	FISCAL YEAR	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	ERR SEV CODE	KG ENRL ADM FTE	KG TUITION ENRL ADM FTE	GRADE 1-3 ENRL ADM FTE	GRADE 4-8 NON-CTE ENRL ADM FTE	GRADE 9-12 NON-CTE ENRL ADM FTE	GRADE 4-12 ENRL ADM CTE FTE	GRADE 4-8 JVSD FTE	GRADE 9-12 JVSD FTE	GRADE 9-12 ENRL ADM FTE	
2	Trad IRN	2020	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	434.82299	2	1256.079774	2105.852614	1526.588718	3.852315	13.10622	156.089979	1530.385477	5362.036
3	Trad IRN	2021	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	397.187861	0.525046	1196.417863	2043.556358	1503.39032	2.32407	10.273407	138.61726	1505.71439	5172.917
4	Trad IRN	2022	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	447.397316	1	1191.404681	2022.608431	1538.469514	4.74541	14.44269	171.663002	1543.214924	5242.346
5	Trad IRN	2023	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I	385.123478	4.132657	1273.671681	2038.794117	1537.525229	3.376713	13.411582	180.2244	1540.901942	5279.285
6																	
7								426.469389	1.1750153	1214.634106	2057.339134	1522.816184	3.640598333	12.607439	155.456747	1526.438264	5259.1

Drag the formula from cell Q7 to the left, to cell H7

b4	Kindergarten FTE	For b4 multiply cell I7 by .50 then add to cell H7	427.06
b5	Grade 1-3 FTE		1,214.63
b6	Grade 4-8 FTE not in CTE Program	For b6 multiply cell N7 x .20 then add to cell K7	2,059.86
b7	Grade 9-12 FTE not in CTE Program	For b7 multiply cell O7 x .20 then add to cell L7	1,553.91
b8	FTE Enrolled in Career Technical Education (CTE) Program		3.64
b9	Grade 9-12 FTE		1,526.44

This section of the Base Cost report is from the prior slide

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Other Adjustments Report

Fiscal Year: 2023

Ohio Department of Edu
Office of Budget and School
Other Adjustments - Traditional
February #2 Payment, Data as of 02/06/2023

To match to the Archived FTE Detail, filter to each combination of CTXX and SPCO with Inclusion Codes FULL and NONE

1. Filter Archived FTE Detail - CTXX/NONE and SPCO/NONE match to Positive FTEs

Positive FTE and Funding Amount (USAS 12)**

IRN	District	Enrolled FTE	CTE 1	CTE 2	CTE 3	CTE 4	CTE 5	SpEd 1	SpEd 2	SpEd 3	SpEd 4	SpEd 5	SpEd 6	Total
			0.6230	0.5905	0.2154	0.1830	0.1570	0.2435	0.6179	1.4845	1.9812	2.6830	3.9554	N/A
N/A	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Total FTE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Total Adjustment		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Negative FTE and Funding Amount (USAS 47*)

IRN	District	Enrolled FTE	CTE 1	CTE 2	CTE 3	CTE 4	CTE 5	SpEd 1	SpEd 2	SpEd 3	SpEd 4	SpEd 5	SpEd 6	Total
			0.6230	0.5905	0.2154	0.1830	0.1570	0.2435	0.6179	1.4845	1.9812	2.6830	3.9554	N/A
		-0.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.79	0.00	0.00	0.00	N/A
		-1.00	-0.50	0.00	0.00	-0.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
		-1.79	-0.50	0.00	0.00	-0.11	0.00	0.00	0.00	-0.79	0.00	0.00	0.00	N/A
Total Adjustment		$-13,155.69	$-2,743.92	$0.00	$0.00	$-180.78	$0.00	$0.00	$0.00	$-8,616.01	$0.00	$0.00	$0.00	$-24,696.40

2. Filter Archived FTE Detail - CTXX/FULL and SPCO/FULL match to Negative FTEs

Note - the "Enrolled FTE" column would include the ADJSTD FTE minus the ADJSTED SPECED CAT FTE for CTXX and SPCO students

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(FTES-010) FTE Subgroup Summary – Transfers

Report includes students who are enrolled in Contract Career Tech or Special Education Cooperative Programs with FTEs transferred in or out

	A	B	C	D	E	F	G	H	I	J	K
1	RPT DEST IRN	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	TRNSFR TO IRN	TRNSFR FROM IRN	RESULT DESCR	FTE GRADE SPAN CODE	FTE GRADE SPAN DESCR	ERR SEV CODE	FTE TYPE NAME
2	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Transf IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE
3	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0244	Transf IRN	------	Special education cooperative transfer-out	KG	Kindergarten	I	SpecEdCo

Other Results Codes Include:
FT0241 Contract vocational transfers in
FT0243 Special Education transfers in

L	M	N	O	P	Q
TOTAL ADJSTD FTE	ECON DISADV FTE	GIFTED FTE	ENGLISH LEARNER CAT 1 FTE	ENGLISH LEARNER CAT 2 FTE	ENGLISH LEARNER CAT 3 FTE
1	0	0	0	0	0
0.7895	0.78947	0	0	0	0

R	S	T	U	V	W	X	Y	Z	AA	AB
SPECED CAT 1 FTE	SPECED CAT 2 FTE	SPECED CAT 3 FTE	SPECED CAT 4 FTE	SPECED CAT 5 FTE	SPECED CAT 6 FTE	CTE FUND CAT 1	CTE FUND CAT 2	CTE FUND CAT 3	CTE FUND CAT 4	CTE FUND CAT 5
0	0	0	0	0	0	0.49537	0	0	0.11111	0
0	0	0.78947	0	0	0	0	0	0	0	0

CTE and Spec Ed are in opposite positions on FTES-010 versus the Other Adjustments Report

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Other Adjustments Report and Archived FTE Detail

C Preschool Special Education to CBDD (USAS 47*)

[(($4,000 * PreK SpEd FTE) + Each of (PreK SpEd Category FTE * Corresponding Weight * s1 * c * 0.5)) *-1]

IRN	District	PreK SpEd FTE	SpEd 1	SpEd 2	SpEd 3	SpEd 4	SpEd 5	SpEd 6	Total
			0.2435	0.6179	1.4845	1.9812	2.6830	3.9554	N/A
N/A	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Total Adjustment		0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Filter on Fund Pattern code PBDD on the FTE Detail Report

D Net Open Enrollment Preschool Special Education $-2,000.00

($4,000 * OE PreK SpEd FTE)

District to district preschool open enrollment

Positive FTE and Funding Amount (USAS 1227)

IRN	District	OE PreK SpEd FTE	Total
		0.50	$2,000.00
Total		0.50	$2,000.00

1. On the FTE Detail Report, Filter on Fund Pattern Code PSOP

Negative FTE and Funding Amount (USAS 477)

IRN	District	OE PreK SpEd FTE	Total
		-1.00	$-4,000.00
Total		-1.00	$-4,000.00

2. Filter on Inclusion Code NONE for Open Enrolled In – Positive FTEs

3. Filter on Inclusion Code FULL for Open Enrolled Out – Negative FTEs

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Preschool Special Education Report - Trad

Fiscal Year: 2023

Ohio Department of Education
Office of Budget and School Funding
Preschool Special Education - Traditional School District
February #2 Payment, Data as of 02/06/2023

Filter Archived FTE Detail Report to included only Grade level PS and Inclusion Code FULL. Sum the Adjusted FTE

Detailed Calculation
Funding Formula: [(($4,000 * FTE) + (FTE by Category * Applicable Category Weight * Statewide Average Base Cost Per-Pupil * District State Share Percentage * 0.5)) * Proration Factor]

IRN	School District	County	Special Ed Category	Base Amount	FTE	Special Ed Weight	Statewide Average Base Cost Per-Pupil	District State Share Percentage	Proration Factor	Funding
			1	$4,000	53.13	0.2435	$7,351.71	39.453440%	1.00000000	$231,298.68
			2	$4,000	28.65	0.6179	$7,351.71	39.453440%	1.00000000	$140,297.71
			3	$4,000	1.00	1.4845	$7,351.71	39.453440%	1.00000000	$6,152.90
			4	$4,000	1.95	1.9812	$7,351.71	39.453440%	1.00000000	$13,435.82
			5	$4,000	1.22	2.6830	$7,351.71	39.453440%	1.00000000	$9,613.71
			6	$4,000	19.33	3.9554	$7,351.71	39.453440%	1.00000000	$188,212.75
Total					**105.29**					**$589,011.57**

Filter by special education category as needed

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Educational Service Center Deduction – Trad

This report shows special education PS students where both the ESC and district have reported to EMIS that they agree to transfer funds to the ESC

Detailed Calculation

A District Per-Pupil [(b * c)*-1]

B Preschool Special Education

[(($4,000 * PreK SpEd FTE) + Each of (PreK SpEd Category FTE * Corresponding Weight * s1 * a * 0.5))* Proration Factor * -1]

IRN	District	PreK SpEd FTE	SpEd 1	SpEd 2	SpEd 3	SpEd 4	SpEd 5	SpEd 6	Total
			0.2435	0.6179	1.4845	1.9812	2.6830	3.9554	N/A
		13.05	9.74	2.18	0.00	0.00	1.00	0.12	N/A

C Open Enrollment Preschool Special Education

[($4,000 * OE PreK SpEd FTE)*-1]

Negative FTE and Funding Amount

IRN	District	OE PreK SpEd FTE	Total
		0.94	$-3,746.84

Filter traditional district's archived FTE Detail report on PSET/FULL and PSIT/FULL

Filter traditional district's archived FTE Detail report on PSOT

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Preschool Special Education – ESC

Fiscal Year: 2023

Ohio Department of Education
Office of Budget and School Funding
Preschool Special Education - Educational Service Center
February #2 Payment, Data as of 02/06/2023

Summary	FTE	Funding
Preschool Special Education	131.42	$832,859.31
Preschool Special Education Open Enrollment	1.00	$4,000.00
Total	**132.42**	**$836,859.31**

Detailed Calculation
Preschool Special Education
Funding Formula: [(($4,000 * FTE) + (FTE by Category * Applicable Category Weight * Statewide Average Base Cost Per-Pupil * District State Share Percentage * 0.5)) * Proration factor]

IRN	School District	County	Special Ed Category	Base Amount	FTE	Special Ed Weight	Statewide Average Base Cost Per-Pupil	District State Share Percentage	Proration Factor	Funding
			1	$4,000	5.46					
			2	$4,000	7.34					
			3	$4,000	0.00					
			4	$4,000	0.00					
			5	$4,000	0.00					
			6	$4,000	2.95					
	Total for District				**15.74**					

This report only shows special education PS students where both the ESC and district have reported to EMIS that they agree to automatically transfer funds to the ESC

Filter ESC Archived FTE Detail Report on Fund Pattern Codes PSET and PSIT

District name(s) will appear here

This section contains one of many districts for this ESC. Add filters to Archived FTE Detail to drill down to individual students

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Preschool Special Education – ESC , cont'd

Preschool Special Education Open Enrollment

Funding Formula: [($4,000 * FTE) * Proration factor]

IRN	School District	County	Base Amount	FTE	Proration Factor	Funding
			$4,000	1.00	1.00000000	$4,000.00

Note: This report only shows transfer to an ESC for situations where the Resident school district has agreed with the ESC to transfer each student's state formula amount. If the school district is paying the ESC a different negotiated amount, those totals will not be included in this report.

Filter ESC Archived FTE Detail Report on Fund Pattern Code PSOT to see individual students

District names will appear on the report

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Quick Check

Archived FTE Summary Reports contain data that align with School Finance Payment Reports (SFPR). It's important for EMIS staff to understand how EMIS data is being used in the funding process.

- Are you reviewing the Level 2 versions of the FTE Summary Reports prior to data being pulled for payments?
- Are you reviewing the Archived FTE Summary Reports to verify that all students are included as expected?
- Are the reports being compared to payments to verify students are being funded correctly?

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Resources

- Current EMIS Manual
  - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
- Level 2 Report Explanations
  - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
    - FTE Report Explanations (multiple)
- School Payment Reports
  - Home > Finance & Funding > School Payment Reports
- Your ITC
- Your Area Coordinator

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Questions?

If you would like a certificate of attendance for this training, you must complete the below feedback form within 5 business days of this training

https://tinyurl.com/EA-District-Feedback

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