Troubleshooting FTE Reports Part One

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Overview

- FTE Reports
  - generated using EMIS data from traditional districts, JVSDs, ESCs, community schools and STEM schools
  - contain student annualized full-time equivalent enrollment (FTE) figures
  - cross-checked against EMIS data from other local education agencies (LEAs)
  - contain adjustments to FTEs
- This presentation will focus on troubleshooting the FTE Reports in order to resolve data reporting issues and verify data for accuracy and completeness

Outline

- Accessing and Preparing Data Collector FTE Reports
- Troubleshooting the FTE Adjustment Report
- Understanding the FTE Detail Report
  - Integrating the Partial Enrollment Funded Gifted Student Report
- Reviewing the Resident Students Educated Elsewhere Report

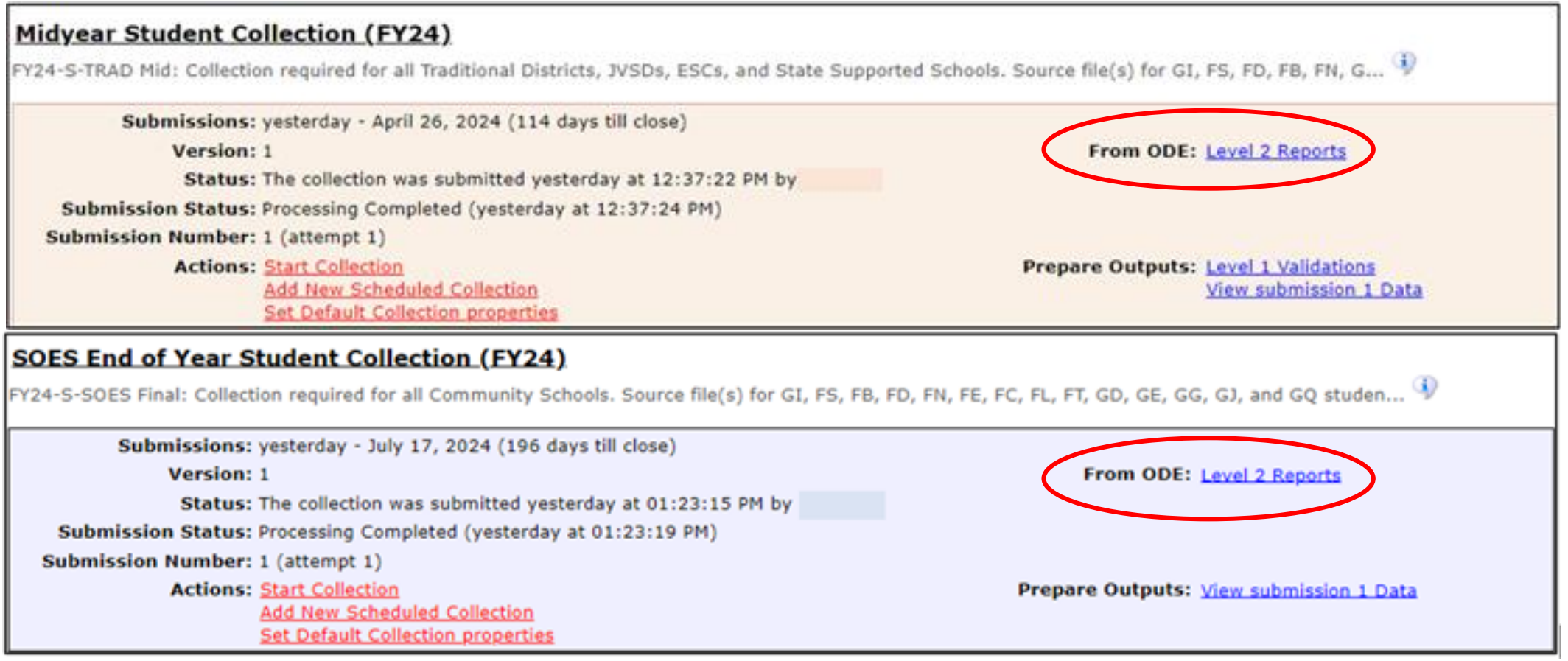
FTE Reports

- 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
- All LEAs should submit data through the Student Cross Reference(SCR) Collection when the above Student collections are processed
- Collections must be processed by DEW for reports to be generated
- FTE Reports use data from the Calendar collections and can also use data from the Staff and Course collections

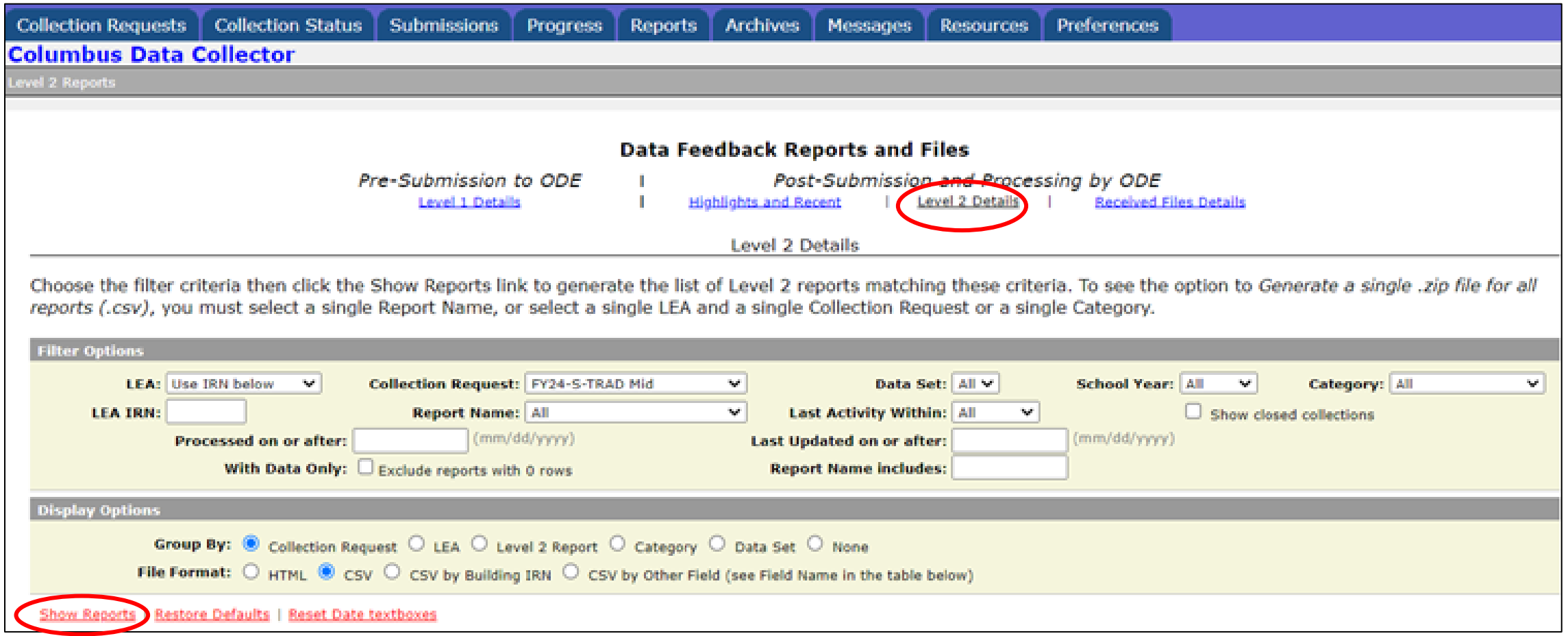
Accessing and Preparing Data Collector FTE Reports

Level 2 Reports

FTE Reports are available in the Level 2 Reports link



Generate and Open Level 2 Reports



Select "Show Reports"

Generate and Open Level 2 Reports, cont'd

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name
▼ Midyear Student Collection (FY24) (2024S2TRD)									
(CCPL-001) CCP Non-Payment		0	0	13	0	13	Colg Crdt Plus	S	
(CCPL-003) CCP Split Payment		0	2	1	0	3	Colg Crdt Plus	S	
(CCPL-101) CCP Projected Payment		0	0	0	163	163	Colg Crdt Plus	S	
(ENRL-001) Resident Students Educated Elsewhere									
(ENRL-003) Student English Learner Status		0	13	1	0	14	Student Reports	S	
(FLCS-001) FLICS Student Enrollment		0	1	0	10	11	Student Reports	S	
(FTED-001) FTE Detail		13	12	0	2934	2959	Funding Reports	S	
(FTED-003) FTE Adjustments		1	64	22	0	87	Funding Reports	S	
(FTED-006) Partial Enrollment Funded Gifted Student		0	0	0	71	71	Funding Reports	S	

Part 1 of this presentation will cover four reports

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Level 2 Report Dates (and notes)

- Process date – when DEW successfully processed the data used in the report for the entire state
- Last Updated date – when report was updated with data that added, changed or removed rows. If no rows changed then the date remains unchanged
- Submission – when LEA submitted data

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission
▼ Midyear Student Collection (FY24) (2024S2TRD)												(Count: 23)
(CCPL-001) CCP Non-Payment		0	0	13	0	13	Colg Crdt Plus	S		01/02/24 17:16	12/27/23 22:33	1 Unknown
(CCPL-003) CCP Split Payment		0	2	1	0	3	Colg Crdt Plus	S		01/02/24 22:27	12/27/23 22:29	1 Unknown
(CCPL-101) CCP Projected Payment		0	0	0	163	163	Colg Crdt Plus	S		01/02/24 17:16	01/02/24 22:30	1 Unknown
(ENRL-001) Resident Students Educated Elsewhere		0	0	0	51	51	Student Reports	S		01/02/24 17:16	01/03/24 03:44	1 Unknown

FTE Report Error Categories

Fatal rows are those where the Adjusted FTE is zero or where the Fund Pattern Code indicates that this is a non-fundable student

Critical rows are those where the Adjusted FTE is greater than zero, but less than the Original FTE

All other rows are classified as Warning or Informational

It is recommended to view the entire report and not just focus on errors

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ Midyear Student Collection (FY24) (2024S2TRD)								
(CCPL-001) CCP Non-Payment		0	0	13	0	13	Colg Crdt Plus	S
(CCPL-003) CCP Split Payment		0	2	1	0	3	Colg Crdt Plus	S
(CCPL-101) CCP Projected Payment		0	0	0	163	163	Colg Crdt Plus	S
(ENRL-001) Resident Students Educated Elsewhere		0	0	0	51	51	Student Reports	S
(ENRL-003) Student English Learner Status		0	13	1	0	14	Student Reports	S

Troubleshooting the FTE Adjustment Report

Open and Prepare the FTE Adjustment Report

- Select Header Row and Wrap Text
- Freeze Top Row
- Justify column width
- Apply Filters
- Better yet, use a macro!

FTE Adjustment Report

Subset of the FTE Detail Report

- Contains students who have an adjusted FTE
- Result Codes and descriptions indicate an issue causing an adjustment
- Adjustment start and end dates help to identify the timeframe of the adjustment

I	J	K	L	M	N	O	P	Q	R	S	T
LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRN	ORIG F	ADJSTD F	ADJSMNT START DAT	ADJSMNT END DATE
Trad IRN	FTED-003	FT0002	Overlapping Dates	RGJV	08/17/2023	08/22/2023	Trad IRN		-0.011429	08/21/2023	08/22/2023
Trad IRN	FTED-003	FT0032	Not Eligible for Funding	NFER	08/17/2023	12/31/2500	Trad IRN		-1	07/01/2023	12/31/2500
Trad IRN	FTED-003	FT0002	Overlapping Dates	RGJV	08/17/2023	08/27/2023	Trad IRN		-0.023256	08/22/2023	08/27/2023
BDD IRN	FTED-003	FT0001	Over One FTE	SBDD	08/23/2023	12/31/2500	Trad IRN		-0.004209	08/23/2023	12/31/2500
Trad IRN	FTED-003	FT0032	Not Eligible for Funding	NFER	08/17/2023	12/31/2500	Trad IRN		-1	07/01/2023	12/31/2500
Trad IRN	FTED-003	FT0031	Withdrawal No Attendance	RGJV	08/17/2023	09/10/2023	Trad IRN		-0.091429	07/01/2023	09/10/2023
Trad IRN	FTED-003	FT0032	Not Eligible for Funding	NFRG	12/01/2023	12/31/2500	Trad IRN		-0.617143	12/01/2023	12/31/2500
Trad IRN	FTED-003	FT0031	Withdrawal No Attendance	RGJV	08/17/2023	09/10/2023	Trad IRN		-0.091429	07/01/2023	09/10/2023

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FTE Adjustments and FTE Detail

Review the FTE Adjustment Report and FTE Detail Report together to see the complete picture for a specific student

- FTE Detail Report contains the FTE that will be funded “ADJSTD FTE”
- FTE Adjustment Report contains the amount being adjusted “ADJSTD FTE”

FTE Detail Report ADJSTD FTE is the amount of FTE generated

F	G	H	I	J	K	L	M	N	O	P	Q	R
Last Name	First Name	Middle Name	LEA IR	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FTI	ADJSTD FTE	ADJSTD SPECED CAT FTE
Student One	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail	RGJV	08/17/2023	10/04/2023	0.186047	0.186047	0.186047
Student One	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail	RGJV	10/05/2023	12/31/2500	0.813953	0.813953	0.005813
Student Two	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail	RGJV	08/17/2023	08/27/2023	0.040698	0.017442	0.017442

FTE Adjustment Report ADJSTD FTE is the amount of FTE that is reduced

F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Last Name	First Name	Middle Name	LEA IRI	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESC	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IR	ORIG F	ADJSTD F	ADJSMNT START DAT	ADJSMNT END DATE
Student One	First	Middle	Trad IRN	FTED-003	FT0005	Disability - no IEP	RGJV	10/05/2023	12/31/2500	Trad IRN		-0.80814	10/06/2023	05/24/2024
Student One	First	Middle	Trad IRN	FTED-003	FT0002	Overlapping Dates	RGJV	08/17/2023	08/27/2023	Trad IRN		-0.023256	08/22/2023	08/27/2023

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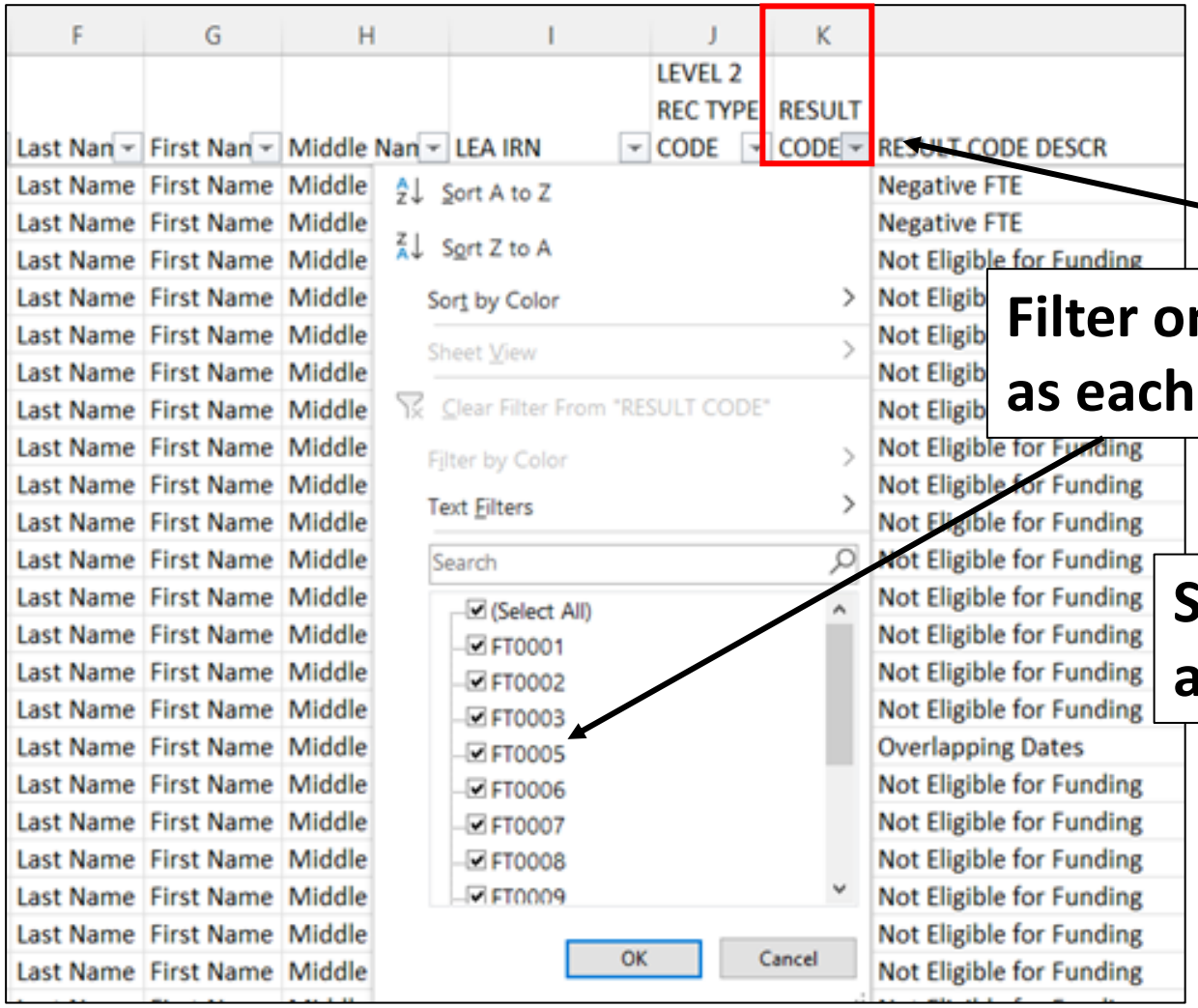
FTE Adjustments

The next slides will review each adjustment and possible resolutions



Filter on the Result Code column as each adjustment is discussed

Some adjustments are not fixable and will remain on the report

Adjustment Over One FTE

Filter on FTE Adjustment Result Code FT0001 (Warning)

- When multiple districts report enrollment for a student (subsequent enrollment) and there are no overlapping enrollment dates, if the total FTE is greater than one, an adjustment is made to the student's FTE for the district reporting the latest enrollment date
- Review data in ODDEX SOES, Records, and SCR for enrollment dates
- Note that districts cannot see how much of a student's total FTE has been used by each entity

Over One FTE Example

A full-time student is enrolled at district A from the start of their school year, then withdraws and subsequently enrolls at district B

- District A: based on enrollment dates will receive part of the student's one FTE for the school year
- District B: based on enrollment dates will receive no more than the remainder of the student's one FTE for the school year
- A district can "use-up" a disproportionate amount of the student's one FTE prior to enrolling at a subsequent district
- An adjustment will be made to district B's FTE in the case where the enrollment periods are generating more than one FTE

Over One FTE Example, cont'd

This adjustment can also occur within the same district

- Student is enrolled in Building A, then leaves Building A to attend Building B
- Building A's calendar has a different start and/or end dates than Building B's calendar
- This situation could generate an FT0001 adjustment
- Verify that enrollment and calendar data
  - If incorrect, make corrections
  - If correct, then ignore the adjustment

Adjustment Overlapping Dates

Filter on FTE Adjustment Result Code FT0002 (Warning, Critical or Fatal depending on amount of adjustment)

- Occurs when a student is enrolled in two districts at the same time (invalid concurrent enrollment) or when How Received or Sent To codes are being reported incorrectly
- For days that overlap, the student's percent of time is set to zero and the FTE is recalculated
- Review data in ODDEX SOES, SCR, and Records for overlapping enrollment dates or incorrect coding, and work with the other LEA to resolve the issue

Overlapping Dates Example

Student was enrolled at district A from August 12 to March 23. Then enrolled at district B on March 18, which created a 5 day overlap in enrollment

- For the 5 overlapping days, neither district will be funded and both districts will see an adjustment to their FTE
- FTEs for both entities are reduced for the span of the overlap; correcting this overlap will adjust the FTE values to fund the student for the appropriate amount of time

Adjustment Percent of Time on Overlapping Dates

Filter on FTE Adjustment Result Code FT0003 (Critical)

- Occurs when a student is enrolled at multiple entities and the percent of time exceeds 100% (valid concurrent enrollment)
- An adjustment is made for the excess percent of time reported
- The percent of time will be reduced at the reporting entities for the portion that exceeds 100%
- Often occurs when there are changes to enrollments between districts and JVSD's at the change of the course term
- Look in ODDEX Records and SCR for the percent of time reported by each entity; consult the other LEA to reconcile the data

Percent of Time on Overlapping Dates Example

Student was reported by the resident district and the JVSD as educating the student at the same time; the JVSD reports the student as 20% of time, while the sending district reports the student as 86% of time

- Both entities will see an adjustment to the student's FTE for the excess percent of time, that brings the student's total funded FTE to one
- In this example one or both entities should adjust their percent of time so that it does not exceed 100%

Adjustment Disability Not Funded

Filter on FTE Adjustment Result Code FT0005 (Critical)

- Occurs when a student with a disability is reported without an active IEP in place
- Impacts special education weighted funding and not the base FTE
- JVSDs and ESCs are dependent on the District of Residence or sending district to report the special education events
- Be sure all students with disabilities have active IEPs in place that are reported to EMIS
- Report an NIEP special education event if the situation qualifies

Adjustment Disability Not Funded, cont'd

Filter on FTE Adjustment Result Code FT0005 (Critical)

- Impacts special education weighted funding and not the base FTE

FT0005 Adjustment appears in ADJSTD FTE Column and reduces the ADJSTD SPECED CAT FTE

FTE Adjustment Report

E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Emis ID	Last Name	First Name	Middle Name	LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESC	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRN	ORIG FTE	ADJSTD FTE
E07612025	Student One	First	Middle	Trad IRN	FTED-003	FT0005	Disability - no IEP	RGJV	10/05/2023	12/31/2500	Trad IRN		-0.80814

FTE Detail Report

F	G	H	I	J	K	L	M	N	O	P	Q	R
Last Name	First Name	Middle Name	LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE
Student One	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail	RGJV	10/05/2023	12/31/2500	0.813953	0.813953	0.005813

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Adjustment Student 22 or older

Filter on FTE Adjustment Result Code FT0007 (Warning)

- If a student is age 22 or older on the effective start date, admission date, or school year start date (whichever is later), the student is not eligible to be funded
- An FTE adjustment will occur that reduces the FTE for the student to zero
- Verify the student's age and enrollment dates
- If the data is accurate, the error is informational, and no FTE will be generated for this student

Adjustment Negative FTE Adjustment

Filter on FTE Adjustment Result Code FT0009 (Informational)

- When multiple FTE adjustments for a student result in a negative total FTE, an adjustment is generated that brings the total FTE to zero
- If the student data is being reported correctly, this adjustment is informational
- Example: A student has more than one flag. There may be two adjustments for -1 and then a Negative FTE adjustment of 1 to bring the total FTE to zero. The Negative FTE adjustment is always a positive value as it brings a negative FTE to zero.

Adjustment Preschooler at DOR and ESC

Filter on FTE Adjustment Result Code FT0014 (Informational)

- Adjustment for preschoolers who attend two different entities (concurrent enrollment)
- For DOR/ESC situations when the following is reported:
  - District of Residence reports the Preschool student as Sent to = ES and
  - Both DOR and ESC report the Preschool student as educated >0% and
  - Both DOR and ESC report the DN record TFRPSESCYS element (indicated Yes, funds should be transferred to the ESC)
  - Corrects the transferred amount for both the DOR and the ESC
- Adjustment is also created for preschoolers who attend two different traditional districts, or who attend both an ESC and a County Board of Developmental Disabilities

Adjustment Scholarship Program

Filter on FTE Adjustment Result Code FT0030 (Warning, Critical or Fatal depending on amount of adjustment)

- Adjustment for overlapping dates with scholarship program
- The adjustment report will show the student's enrollment at the district with no reference to the scholarship provider
- Districts may need to contact the scholarship program to resolve the issue
- If the issue cannot be resolved, then submit an EMIS helpdesk ticket

Adjustment Withdrawal No Attendance

Filter on FTE Adjustment Result Code FT0031 (Warning)

- Occurs when a student is withdrawn during the school year with no attending hours
- Not applicable to students withdrawn with a code of 81 - Student Reported in Error
- Verify the student's withdrawal situation and attendance are correct
- Remember that a newly enrolled student cannot be absent before they attend at least one day

Adjustment Not Eligible for Funding

Filter on FTE Adjustment Result Code FT0032 (Warning)

- Adjustment occurs when the student is not eligible for funding
  - Most common occurrence is for a preschool student without a disability which will result in a Fund Pattern Code that is non-fundable (NFRG)
  - Could occur when a student is incorrectly coded which will result in a Fund Pattern Code that is non-fundable (NFER)
  - Can occur when a student is court/foster placed from out of state (DOR = 999999)
- Verify that preschool students with this adjustment do not have a disability
- If student is school-aged, use ODDEX Records to verify the student's Student Standing (FS) coding is correct between LEAs

Adjustment JVSD Students Grade 5 and Below

Filter on FTE Adjustment Result Code FT0033 (Fatal)

- New FTE adjustment (FT0033) for JVSD students in grades 5 and below
- Can also appear as an adjustment for district of residence/sending district
- Verify the student's grade level and if grade 5 or below, the adjustment should be ignored
- Preschool students at a JVSD will only generate the FT0033 adjustment if the student does not have a disability
  - Otherwise, the student will generate FTE....fund pattern will be PSNR

Adjustment Board of Developmental Disabilities

Resident districts sending students to a Board of Developmental Disabilities (BDD) must report the Sent to Reason of MR. BDDs also submit data to DEW that is compared to data submitted to EMIS by districts. An FTE adjustment may result if the district and BDD data do not match.

- If both entities are reporting that they are educating, the “over 1 FTE” adjustment would apply (FT0001)
- In situations where student is being educated part-time at BDD and part-time at JVS or traditional district, if total percent of time adds up to more than 100%, the “percent of time on overlapping dates” adjustment would apply (FT0003)

FTE Adjustments Community School Students

- While the previous adjustments could occur with any student, the following adjustments only occur with community school students
- Community school student adjustments will no longer appear on the district of residence FTE Reports
- These students will appear on the (ENRL-001) Resident Students Educated Elsewhere report for districts of residence

Adjustment E-School Cap

Filter on FTE Adjustment Result Code FT0004 (Warning)

- Total funding e-schools receive is capped based on the prior year's enrollment, and the cap amount could vary from school to school and from year to year
- If the e-school reports FTEs in excess of their cap amount, then the FTE for each student is reduced to bring the school's total FTE back to their capped amount
- This adjustment does not impact special education weighted funding
- This adjustment is made after any other adjustments have already been made to the student FTEs

Adjustment 72 Hour Rule

Filter on FTE Adjustment Result Code FT0006 (Warning)

- When a student is reported with a Withdrawal Reason of 76 (72 hours of continuous unexcused absences) along with zero excused absences and zero days of attendance, the student's FTE will be set to zero
- Verify that the student was withdrawn with a code of 76 and that the student had no attending days or excused absences
- If the data is accurate, the error is informational, and no FTE will be generated for this student

Adjustment Age 5 KG No Early Entrance Policy Adjustment

Filter on FTE Adjustment Result Code FT0008 (Critical)

- Adjustment for kindergarten students at community schools who are under the age of 5 on the date by which a student must be 5 years old in order to enroll and the community school has no early entrance policy reported
- Verify the student's age
- Check the Organization – General Information (DN) Record
  - C_STUEEPOL Student early entrance policy flag (Yes or No)
  - STUKGBRDAY Date student is required to be 5 years old to be admitted into kindergarten (August 1 or September 30)

Adjustment DEW Override Reduction FTE Review Percent or Amount Reduction

Filter on FTE Adjustment Result Codes FT0011 and FT0012 (Informational)

- Adjustment applied to individual students after a community school FTE review by an Area Coordinator
- Primarily for DEW purposes regarding how the adjustment was applied; a percentage of the school's FTE across all students, or a reduction for an individual student

Adjustment CS Invalid Grade Level

Filter on FTE Adjustment Result Code FT0021 (Fatal)

- For community school students who are reported with a grade level for which the community school has not been approved
- Verify that the student grade level is being reported correctly
- If the data is correct, then the adjustment is informational

Adjustment DEW Override Adjustment

Filter on FTE Adjustment Result Code FT0023 and FT0024 (Informational)

- FT0023 percent reduction due to Open/Close dates
- FT0024 FTE reduction due to Open/Close dates
  - Pertains to community schools and is not a common occurrence
  - This adjustment backs out all or part of student FTEs when a community school
    - closed but never withdrew the students
    - never opened but had reported some enrollment
    - didn’t have enough enrollment to be eligible for funding until a specific date sometime after the school year had been set to start

New Adjustment - ICO Courses at DORP School

Filter on FTE Adjustment Result Code FT0035 (Informational)

- Adjustment for students who take Industry Credential Only (ICO) courses at a DORP school
- This adjustment will bring them up to full-time FTE during the time they are enrolled in the ICO courses
- Some DORP schools will not see this adjustment because they are already reporting full time industry credential courses
  - Those who have students that are less than full time may see an increase in funding through this adjustment

New Adjustment – CTE at Ohio Technical Center

Filter on FTE Adjustment Result Code FT0034 (Informational)

- Could occur for any LEA type that reports students in this situation
- Adjustment for students who take career tech courses at an OTC that pushes the student beyond full time status
- Sent to Percent of Time reported with the TC sent reason will not get included in the Base FTE calculation
- This FTE will be added as a positive FTE adjustment
- Watch for additional information on this adjustment

Future FTE Adjustment – All LEA Types

The 30-Day Adjustment is for situations where a student is not reported to EMIS through the Student Cross Reference Collection within 30 days of enrollment or withdrawal

- The district will only be funded for the 30-day window and will not be funded for any days beyond the 30 days when the enrollment or withdrawal is not reported
- It is very important to submit the Student Cross Reference Collection frequently and regularly to avoid the 30-day adjustment if or when it is turned on.

Quick Check

The FTE Adjustment Report contains codes that indicate an adjustment to a student's FTE. Some codes indicate situations that could be corrected which can result in an increased FTE. Some situations cannot be corrected.

- Are any adjustments correctable?
- Some adjustments can occur based on another reporting entity's data. Do you need to contact another LEA?
- FTE Adjustment Reports should be checked regularly and frequently even when your data hasn't changed.

Understanding the FTE Detail Report and Integrating the Partial Enrollment Funded Gifted Student Report

Open and Prepare the FTE Detail Report

- Select Header Row and Wrap Text
- Freeze Top Row
- Justify column width
- Apply Filters
- Better yet, use your macro!

FTE Detail Report

Contains student FTE data with related EMIS data

- All FTE Detail Report data should be reviewed for accuracy
- Data issues can exist that do not generate errors
  - When a student has no FTE adjustment, their base FTE, weighted funding elements, or other data could still be incorrect
- In the upcoming slides we will discuss the data elements contained in the report and suggest ways to verify the data
- We will also briefly discuss the (FTED-006) Partial Enrollment Funded Gifted Report in this section

FTE Report Row by Row

Students can have multiple dated rows on the FTE Reports because of changes to their EMIS data

- Additional rows for a student can be generated for changes such as,
  - Enrollment
  - Weighted factors
  - Attending situation
  - Calendar
  - Grade level
  - Building
- A Base FTE is calculated for each row of data that contains a specific start and end date (see Columns N and O), and an FTE Fund Pattern Code is assigned to each row
- FTE Adjustments can be made to any specific row of data

ENRL START DATE is the latest of the FS/FD effective start date, FS admission date, and calendar start date

N	O
ENRL START DATE	ENRL END DATE
11/17/2023	12/31/2500
08/17/2023	12/31/2500
10/02/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
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08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/14/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500
08/17/2023	12/31/2500

FTE Detail Report Column by Column (A-L)

IRNs of LEA receiving the report

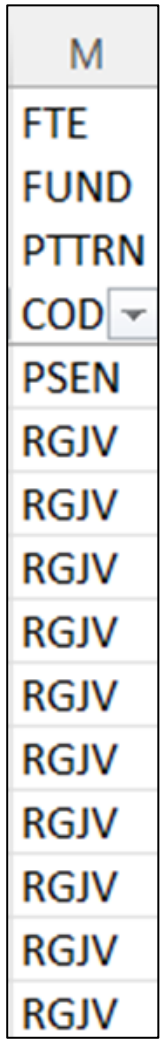
"Not Available" can appear for students your LEA is not reporting to EMIS but whose funding flows through your district

	A	B	C	D	E	F	G	H	I	J	K	L
1	RPT DEST IRN	Bldg IR	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Nan	LEA IRI	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR
2	Trad IRN	Bldg IRN	I	XJ3037154	Not Available	Not Available	Not Available	Not Available	JVS IRN	FTED-001	FT0000	FTE Detail
3	Trad IRN	Bldg IRN	I	PL8818747	EMIS ID	Last	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail
4	Trad IRN	Bldg IRN	I	NJ7248813	EMIS ID	Last	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail
5	Trad IRN	Bldg IRN	I	VB2902637	EMIS ID	Last	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail
6	Trad IRN	Bldg IRN	I	VR3624406	EMIS ID	Last	First	Middle	Trad IRN	FTED-001	FT0000	FTE Detail
7	Trad IRN	Bldg IRN	I	VD7203539	EMIS ID	Last	First	Middle	Trad IRN			

Severity Code (See FTE Adjustment report for C and F)
I – Informational
C – Critical – Adjusted FTE is reduced but not to zero
F – Fatal – Adjusted FTE is reduced to zero

LEA IRN is the IRN of the educating entity

FTE Fund Pattern Codes – Column M



- EMIS data as reported or as derived are used in determining the FTE Fund Pattern Code which indicates the flow of funding for that specific row of data
  - Another LEAs data can be used for students appearing on your report
- It is possible for one student to have more than one FTE Fund Pattern Code assignment when that student has multiple rows
- In the current funding model, certain situations allow funding to flow directly to the educating entity, some FTE Fund Pattern Codes may no longer appear on your report such as open enrolled out students

DOR and Inclusion Codes – Columns V and AG

V	AG
LEGAL DIST OF RES IRI	FTE INCL CODE
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	PART
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	FULL
Trad IRN	NONE
Trad IRN	FULL
Trad IRN	FULL

- District of Residence as reported to EMIS (Column V)
- Inclusion Code – Column AG
  - FULL – The full FTE is included in the ADM of the district receiving the report
  - PART – A portion of the FTE is included in the ADM of the district receiving the report (Resident Student at JVS)
  - NONE – None of the FTE is included in the ADM of the district receiving the report
  - Example - SPCO – Special Education Cooperative Student
    - SPCO FULL at District of Residence
    - SPCO NONE at Educating Entity (see LEA IRN Column I)

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Base (aka Original) FTE and Adjusted FTE

- The Adjusted FTE will be the ORIG FTE minus adjustments from the FTE Adjustment Report
- The Adjusted Special Education CAT FTE will indicate state weighted FTEs for students with disabilities minus any FT0005 Adjustments from the FTE Adjustment Report

N	O	P	Q	R
ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE
08/14/2023	12/31/2500	1	1	
08/17/2023	12/31/2500	0.57	0.57	
08/17/2023	12/31/2500	0.43	0.43	
08/17/2023	12/31/2500	1	1	
08/17/2023	12/31/2500	1	1	

We will explain the ORIG FTE on the next few slides

Base FTE Calculation

- The Base FTE (ORIG FTE column)
  - Numerator is the student's total enrolled hours multiplied by the student's percent of time
  - Denominator is the total instructional hours on the assigned calendar
  - Is calculated for each row on the report
- If the student is not withdrawn, the Base FTE is calculated as though they will be enrolled through the last day of their calendar
  - When a student is reported as withdrawn prior to the last day of their calendar, their Base FTE is recalculated

Calculating the Base FTE for Grades KG - 23

(Hours Enrolled x Percent of Time) ÷ Hours on Calendar = FTE

- Full time student enrolled all year
  - (1030 hours x 100%) ÷ 1030 hours = 1.00 FTE
- Half time student enrolled all year
  - (1030 hours x 50%) ÷ 1030 hours = 0.50 FTE
- Full time student withdraws prior to the end of the school year
  - (950 hours x 100%) ÷ 1030 hours = 0.92233

Calculating the Base FTE for Grade PS

The numerator is based on the student's calculated enrollment days (percent of time is not applied)

- Preschool students without a disability are not funded
  - FTE Fund Pattern Code NFRG
- Enrolled days/Calendar days = Base FTE
  - PS Base FTE Example: Enrolled 178 days ÷ 178 calendar days = 1.00
  - PS Base FTE Example: Enrolled 89 days ÷ 178 calendar days = 0.50
  - PS Base FTE Example: Enrolled 40 days ÷ 178 calendar days = 0.224719

Percent of Time and Sent To Percent of Time (W-AA)

Percent of time is a critical element in the calculation of the Base FTE

- Verify percent of time values are calculated and reported correctly

W	X	Y	Z	AA
STDNT PCT OF TIME	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT
0	NP	100	-	
100	-		-	
100	-		-	
100	-		-	
100	-		-	
86	PS	14	-	
100	-		-	

Sent to Percent of time values are included on the FTE Detail report when included in the Base FTE

- **NP – Non-public placement at district expense**
- **PI – Proprietary Institution Program Placement**
- **PS – College Credit Plus Program Participant**
- **EX – Expelled with a Sent to % greater than 0 (district relationship = 1)**

Percent of Time - Hours per Day Calculation

Calculate a student's percent of time by dividing the number of hours per day the student attends by the number of hours per day on the student's calendar

- Full time student
  - 6.5 hours per day on the student's calendar
  - Student attends 6.5 hours per day
  - Percent of time = 100%
- Half time student
  - 6.5 hours per day on the student's calendar
  - Student attends 3.25 hours per day
  - Percent of time = 50%

Percent of Time – Five Credit Rule

- A high school student (grade 9 and above) who is attempting five credits for the school year can be reported with a percent of time of 100%
- High School student is attempting at least 5 credits for the school year
  - 5 Credits/5 Credits = 100%
- High School student is attempting 4 credits for the school year
  - 4 Credits/5 Credits = 80%

Percent of Time Calculation

- Hours per day or attempted credits
  - Students in grades PS through 8 should be calculated using the “Hours per Day” calculation
  - High school percent of time can be calculated using the method that generates the highest percent of time
- Note that community schools cannot use the attempted credits method to calculate percent of time
  - Detailed instructions on percent of time calculations for community school students can be found in the Community School Full Time Equivalency (FTE) Review Manual on the DEW website

Sent to Percent of Time for CCP

College Credit Plus Participants

- Will have a
  - Sent to of PS – College Credit Plus Program Participant
  - Sent to Percent of Time that represents the time spent participating in College Credit Plus
- Physical location of the CCP course and the teacher of the course should have no impact on the Sent to Percent reported
- Combined total Percent of Time and Sent to Percent of Time must not exceed 100
- If Sent to Percent is 100%, report a district relationship of 1
- The reported Sent to Percent of Time does not send funding to the post secondary institution

Calendar and Hours/Days

- Student's calendar per Calendar Determination Process is contained in Columns AH – AK
- Calendar enrollment and totals can be found in columns AM and AN

AH	AI	AJ	AK	AL	AM	AN
CAL DIST IRN	CAL BLDG IRN	CAL GRADE LEVE	CAL ATTENDANCE PATTER	LEA TYI	Total Enroll For This Rec	Total For This Ca
Trad IRN	Bldg IRN	**	**	Regular	1006.25	1006.25
ESC IRN	ESC IRN	PS	B1	Regular	173	173
Trad IRN	Bldg IRN	**	**	Regular	1006.25	1006.25
Trad IRN	Bldg IRN	**	**	Regular	1006.25	1006.25
999999	999999	**	**	Regular	164	167
Trad IRN	Bldg IRN	**	**	Regular	1006.25	1006.25
Trad IRN	Bldg IRN	**	**	Regular	175	175
Trad IRN	Bldg IRN	**	**	Regular	1006.25	1006.25
Trad IRN	Bldg IRN	**	**	Regular	1006.25	1006.25

Educating entity's LEA Type can be found in Column AL

Preschool students will show days in columns AM and AN while all others will show hours

EMIS Calendars

- Used as the denominator in the calculation of student FTEs
- Reported in a separate collection from student data
- Meet student data on the FTE Report
- Can be assigned to a student when an exact match is not found
  - See “Calendar Determination” in the FTE Report Explanation
- If the FY24 State Calendar is assigned,
  - Appears as 999999-999999-**-**
  - Began on 8/17/2023 and ends on 5/20/2024
  - Has 1002 hours of instruction (6 hours per day, 167 days)

Reporting Incorrect EMIS Calendar Example

Incorrect calendar data can negatively impact student FTE calculations

- Example, seniors attend three days less than other high school students
  - Seniors are placed on the default calendar (1080 hours) and withdrawn on their last day, which is three days before the end of the default calendar (1062 hours)
    - (1062 x 100%) divided by 1080 = Student FTE 0.98
  - Seniors are placed on a calendar that represents attendance days for their attending situation (1062 hours)
    - (1062 x 100%) divided by 1062 = Student FTE 1.00

New Adjusted Gifted FTE Column (S)

Adjusted Gifted FTE is generated for students who are reported as identified in any number of areas of giftedness

- Adjusted Gifted FTE uses the first day of the month they are identified in the current year
- Students identified in a prior year will begin generating Adjusted Gifted FTE from their first day of school (continue reporting as identified gifted)

N	O	P	Q	R	S	T	U	V	W	X	Y
ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	ADJUSTED GIFTED FTE	ENROLLED ADM ADJUSTED BASE FTE	ENROLLED ADM CTE FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON 1	SENT REASON 1 PCT
11/17/2023	12/31/2500	0.66474	0.66474	0				Trad IRN	48	-	
08/17/2023	12/31/2500	1	1		1	1	0	Trad IRN	100	-	
10/02/2023	12/31/2500	0.834286	0.834286		0	0.834286	0	Trad IRN	100	-	
08/17/2023	12/31/2500	1	1		1	1	0	Trad IRN	43	PS	57
08/17/2023	12/31/2500	1	1	1	0	1	0	Trad IRN	100	-	
08/17/2023	12/31/2500	1	1		0	1	0	Trad IRN	100	-	
08/17/2023	12/31/2500	1	1		1	1	0	Trad IRN	57	PS	43
08/17/2023	12/31/2500	1	1		0	1	0	Trad IRN	100	-	

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(FTED-006) Partial Enrollment Funded Gifted Report

- Contains only students who are identified for the first time in the current school year - based on enrollment versus date identified as gifted
- Students can have multiple rows that align with the FTE Detail report and this report shows the gifted FTE per row

First row student is gifted after the enrollment dates on this row and is not funded as gifted for this row

Second row student is identified as gifted after the start date of the row, so student generates a partial gifted FTE for this row

K	L	M	N	O	P	Q
RESULT CODE	RESULT CODE DESCR	ENRL START DATE	ENRL END DATE	GIFTED START DATE	ADJSTD FTE	GIFTED FTE
FT0245	Gifted Not Funded	2023-07-01 00:00:00.0	2023-09-08 00:00:00.0	2023-10-01 00:00:00.0	0.091429	0
FT0246	Gifted Partially Funded	2023-09-09 00:00:00.0	2500-12-31 00:00:00.0	2023-10-01 00:00:00.0	0.908571	0.834285
FT0247	Gifted Fully Funded	2023-10-24 00:00:00.0	2500-12-31 00:00:00.0	2023-09-01 00:00:00.0	0.648686	0.648686

Third row student is reported as identified gifted during the entire timespan of this row and is fully funded as gifted for this row

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Enrolled ADM Columns (T&U)

- Enrolled ADM Adjusted Base FTE
- Enrolled ADM CTE FTE

We will discuss these columns on the next slide

N	O	P	Q	R	S	T	U	V	W
ENRL START DATE	ENRL END DATE	ORIG FTI	ADJSTD FTE	ADJSTD SPECED CAT FTE	ADJUSTED GIFTED FTE	ENROLLED ADM ADJUSTED BASE FTI	ENROLLED ADM CTE FTE	LEGAL DIST OF RES IRI	STDNT PCT OF TIME
11/17/2023	12/31/2500	0.66474	0.66474	0				Trad IRN	48
08/17/2023	12/31/2500	1	1		1	1	0	Trad IRN	100
10/02/2023	12/31/2500	0.834286	0.834286		0	0.834286	0	Trad IRN	100
08/17/2023	12/31/2500	1	1		1	1	0	Trad IRN	43
08/17/2023	12/31/2500	1	1	1	0	1	0	Trad IRN	100
08/17/2023	12/31/2500	1	1		0	1	0	Trad IRN	100
08/17/2023	12/31/2500	1	1		1	1	0	Trad IRN	57
08/17/2023	12/31/2500	1	1		0	1	0	Trad IRN	100

New Enrolled ADM Columns

The Adjusted FTE for students in grades 4-12 from the FTE Detail Report is compared to the Adjusted CTE FTE from the CTE FTE Detail Report (excluding any CTE FTE for Senior-Only Credential programs) and split into a non-CTE and a CTE amount

- Enrolled ADM Adjusted Base FTE
  - The non-CTE portion of the Adjusted FTE
- Enrolled ADM CTE FTE
  - The CTE portion of the Adjusted FTE
- Enrolled ADM Adjusted Base FTE + Enrolled ADM CTE FTE = Adjusted FTE
- Students are still funded for CTE FTEs as in year's past
  - See the CTE FTE Detail Report for CTE weighted FTE data

Student Attributes - FD

- Verify EMIS elements that generate additional funding on FTE Reports
  - Special Education Disability Conditions/Categories
  - Economic Disadvantgement
  - English Learner
- Changes in FD attributes result in additional lines of data on the FTE Detail Report for the same student
- Weighted EMIS elements should be reported accurately as they affect funding and accountability

FD Attributes – Columns AB - AF

Verify student data and effective dates on the FTE Detail Report for each (FD) Record attribute element

AB	AC	AD	AE	AF
STATE EQUIV GRADE LEVE	DISAB CNDTN CODE	SPECED CAT CODE	ECON DISADV FLAG	EL FUND CAT NUMBI
10	**	*	N	1
12	15	2	N	2
11	**	*	N	0
12	**	*	N	0
12	01	5	N	0

English Learner Category

- **If student became proficient in English more than two years prior to the current school year, then EL FUND CAT NUMBER = 0**
- **If student became proficient in English in the two school years prior to the current school year, then EL FUND CAT NUMBER = 3**

Otherwise-

- **If LEP CODE = 'L' then EL FUND CAT NUMBER = 1**
- **If LEP CODE = 'Y' or 'S' then EL FUND CAT NUMBER = 2**
- **If LEP CODE = 'N' then EL FUND CAT NUMBER = 0**

Quick Check

The FTE Detail Report contains a great deal of data that should be verified for accuracy and completeness. Much of the data on this report can be incorrect and generate no error.

- Are all students appearing on the report as expected?
- Are student Base FTE's being calculated correctly?
- Are student attributes, and Gifted FTE values correct?

Reviewing the Resident Students Educated Elsewhere Report

Residents Educated Elsewhere Result Codes

- EN0001 - Open enrolled to another district
- EN0002 - Open enrolled to another district and attending a JVSD
- EN0003 - Open enrolled to a non-Jointure JVSD (not in DORs jointure)
- EN0004 - Enrolled into a Community School
- EN0005 - Enrolled into a STEM District
- EN0006 – Resident student enrolled in the Autism Scholarship Program
- EN0007 – Resident student enrolled in the Jon Peterson Scholarship Program

Residents Educated Elsewhere Columns

- Names will populate if the student was reported to EMIS within your ITC during the current fiscal year
- Students can often be found in Records or SOES in ODDEX

A	B	C	D	E	F	G	H
RPT DEST IRN	SEVERITY CODE	SSID	LAST NAME	FIRST NAM	MIDDLE NAME	LEVEL 2 REC TYPE CODE	REC TYPE DESCR
Trad IRN	I	BX8940401	Not Available	Not Available	Not Available	ENRL-001	Resident Students Educated Elsewhere Report
Trad IRN	I	FF3071580	Not Available	Not Available	Not Available	ENRL-001	Resident Students Educated Elsewhere Report
Trad IRN	I	PD9974925	Not Available	Not Available	Not Available	ENRL-001	Resident Students Educated Elsewhere Report
Trad IRN	I	TF8545990	Last	First	Middle	ENRL-001	Resident Students Educated Elsewhere Report
Trad IRN	I	NN6741498	Last	First	Middle	ENRL-001	Resident Students Educated Elsewhere Report
Trad IRN	I	ND7592875	Last	First	Middle	ENRL-001	Resident Students Educated Elsewhere Report

All Severity Codes are Informational

Report name

Residents Educated Elsewhere Columns, cont'd

Result codes are assigned based on where and how the students are attending elsewhere

IRN and name of educating LEA

Indicates students with disabilities

I	J	K	L	M	N	O	P
RESULT CODE	RESULT CODE DESCR	REPORTING IRN	Reporting LEA Name	FTE START DATE	FTE END DATE	ADJSTD FTE	STUDENT WITH DISABILITY FLAG
EN0004	Resident student enrolled in a community school	Comm IRN	Community School	2023-08-25 00:00:00.0	2500-12-31 00:00:00.0	0.977654	N
EN0001	Resident student open enrolled in another traditional district	Trad IRN	Traditional District	2023-08-16 00:00:00.0	2500-12-31 00:00:00.0	1	N
EN0001	Resident student open enrolled in another traditional district	Trad IRN	Traditional District	2023-08-30 00:00:00.0	2500-12-31 00:00:00.0	1	N
EN0006	Resident student enrolled in the Autism Scholarship Program	ATSM Prov	Not Available	2023-08-17 00:00:00.0	2024-06-30 00:00:00.0	1	Y
EN0007	Resident student enrolled in the Jon Peterson Scholarship program	Private IRN	Private School	2023-11-30 00:00:00.0	2024-06-30 00:00:00.0	0.622754	Y
EN0005	Resident student enrolled in a STEM district	STEM IRN	STEM School	2023-09-07 00:00:00.0	2500-12-31 00:00:00.0	1	N

FTE start and end at the educating LEA along with their adjusted FTE

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Quick Check

The Resident Students Educated Elsewhere report included many students that used to appear on the FTE Detail Report. It can be useful tool to communicate these students to district staff.

- Are all students appearing on the report as expected?
- Are you reporting open enrollment students as appropriate?
- Are you seeing the community school and STEM students in ODDEX SOES?

Resources

- Current EMIS Manual
  - DEW Home > Topics > Data > EMIS > Documentation > EMIS Manual
- Level 2 Report Explanations
  - DW Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
    - FTE Report Explanations (multiple)
- Your ITC
- Your Area Coordinator

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