

# Troubleshooting FTE Reports

## Part Two



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*The Ohio Department of Education and Workforce 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 Ohio Department of Education and Workforce 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](mailto: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
- Reviewing Your Student Attending Situations and 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
- 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



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# Accessing and Preparing Data Collector FTE Reports



## Level 2 Reports

FTE Reports are available in the Level 2 Reports link

<b>Midyear Student Collection (FY24)</b>	
FY24-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...	
<b>Submissions:</b> yesterday - April 26, 2024 (114 days till close) <b>Version:</b> 1 <b>Status:</b> The collection was submitted yesterday at 12:37:22 PM by <b>Submission Status:</b> Processing Completed (yesterday at 12:37:24 PM) <b>Submission Number:</b> 1 (attempt 1) <b>Actions:</b> <a href="#">Start Collection</a> <a href="#">Add New Scheduled Collection</a> <a href="#">Set Default Collection properties</a>	<b>From ODE:</b> <a href="#">Level 2 Reports</a>  <b>Prepare Outputs:</b> <a href="#">Level 1 Validations</a> <a href="#">View submission 1 Data</a>
<b>SOES End of Year Student Collection (FY24)</b>	
FY24-S-SOES Final: Collection required for all Community Schools. Source file(s) for GI, FS, FB, FD, FN, FE, FC, FL, FT, GD, GE, GG, GJ, and GQ studen...	
<b>Submissions:</b> yesterday - July 17, 2024 (196 days till close) <b>Version:</b> 1 <b>Status:</b> The collection was submitted yesterday at 01:23:15 PM by <b>Submission Status:</b> Processing Completed (yesterday at 01:23:19 PM) <b>Submission Number:</b> 1 (attempt 1) <b>Actions:</b> <a href="#">Start Collection</a> <a href="#">Add New Scheduled Collection</a> <a href="#">Set Default Collection properties</a>	<b>From ODE:</b> <a href="#">Level 2 Reports</a>  <b>Prepare Outputs:</b> <a href="#">View submission 1 Data</a>



## Generate and Open Level 2 Reports

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences | Data Sources | Agencies

**Marion Data Collector**

Level 2 Reports

**Data Feedback Reports and Files**

Pre-Submission to ODE | Post-Submission and Processing by ODE

[Level 1 Details](#) | [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

**Filter Options**

LEA: Use IRN below | Collection Request: FY24-S-TRAD Mid | Data Set: All | School Years: All | Category: All

LEA IRN: | Report Name: All | Last Activity Within: All |  Show closed collections

Processed on or after: (mm/dd/yyyy) | Last Updated on or after: (mm/dd/yyyy)

With Data Only:  Exclude reports with 0 rows | Report Name includes: FTE

**Display Options**

Group By:  Collection Request  LEA  Level 2 Report  Category  Data Set  None

File Format:  HTML  CSV  CSV by Building IRN  CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

Add a filter to see only FTE Reports

Select "Show Reports"



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## FTE Level 2 Reports

- (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

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



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# 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)													
✓ (FTE-001) FTE Detail		147	16	0	8992	9155	Funding Rep						Help
✓ (FTE-002) FTE Adjustments		1	24	163	0	188	Funding Rep						Help
✓ (FTE-006) Partial Enrollment Funded Gifted Student		0	0	0	228	228	Funding Rep						Help
✓ (FTE-001) FTE Total by Fund Pattern		0	0	0	2	2	Funding Rep						Help
✓ (FTE-002) FTE Total by Student and Fund Pattern		0	0	0	8501	8501	Funding Rep						Help
✓ (FTE-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
✓ (FTE-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
✓ (FTE-005) FTE Daily Summary Report - Students District is Educating												3 4 on 01/25/23	Help
✓ (FTE-006) FTE Daily Summary Report - Students Initially Funded at District												4 4 on 01/25/23	Help
✓ (FTE-007) FTE Daily Summary Report - Transfers												7 4 on 01/25/23	Help
✓ (FTE-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
✓ (FTE-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
✓ (FTE-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

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

We are going to review the FTE Summary Reports and Daily Summary Reports in the upcoming slides



# Reviewing the FTE 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
	FTE FUND	Summed ORIG	Summed
1	PTRN COD	FTE	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
	SSID	Emis ID	Last Name	First Name	Middle Nam	Bldg IRN	FTE FUND	Summed	Summed
1	SSID	Emis ID	Last Name	First Name	Middle Nam	Bldg IRN	PTRN CODE	ORIG FTE	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
	SSID	Emis ID	Last Name	First Name	Middle Name	Bldg IR	Summed ORIG FTI	Summed ADJSTD FTE
1	AA1111111	J11111111	Last	First	Middle	123456	0.5	0.5
2	AA2222222	J22222222	Last	First	Middle	123456	1	1
3	AA3333333	J33333333	Last	First	Middle	123456	1	1
4	AA4444444	J44444444	Last	First	Middle	123456	1	1
5	AA5555555	J55555555	Last	First	Middle	123456	0.678571	0
6	AA1666666	J66666666	Last	First	Middle	123456	1	1



## 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
	SSID	Emis ID	Last Name	First Name	Middle Name	Bldg IR	Summed ADJSTD FTI	Summed ORIG FTI	Difference
1	AA1111111	J11111111	Last	First	Middle	123456	0	0.678571	0.678571
2	AA2222222	J22222222	Last	First	Middle	123456	0	1	1
3	AA3333333	J33333333	Last	First	Middle	123456	0	1	1
4	AA4444444	J44444444	Last	First	Middle	123456	0	1	1
5	AA5555555	J55555555	Last	First	Middle	123456	0.835973	0.847458	0.011485
6	AA6666666	J66666666	Last	First	Middle	123456	0	1	1



## 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 Disadvantage Flag
  - Special Education Category Code
  - English Learner Category
  - Gifted Identified Code



# Open the FTE Daily 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 (FY24) (2024S2TRD) (Count: 13)													
<a href="#">(FTE-001) FTE Detail</a>		121	28	0	7478	7627	Funding Reports	S		01/04/24 17:16	01/05/24 04:33	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-003) FTE Adjustments</a>		9	108	140	0	257	Funding Reports	S		01/04/24 17:16	01/05/24 04:34	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-006) Partial Enrollment Funded Gifted Student</a>		0	0	0	8	8	Funding Reports	S		01/03/24 17:16	01/04/24 04:19	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-001) FTE Total by Fund Pattern</a>		0	0	0	9	9	Funding Reports	S		01/04/24 17:16	01/05/24 04:33	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-002) FTE Total by Student and Fund Pattern</a>		0	0	0	7308	7308	Funding Reports	S		01/04/24 17:16	01/05/24 04:33	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-003) FTE Total by Student</a>		0	0	0	7141	7141	Funding Reports	S		01/04/24 17:16	01/05/24 04:33	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-004) FTE Summary of Students with Adjustments</a>		0	0	0	0	0	Funding Reports	S		01/04/24 17:16	01/05/24 04:33	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-005) FTE Daily Summary Report - Students District is Educating</a>		0	1	13	119	133	Funding Reports	S		01/03/24 17:16	01/05/24 04:52	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-006) FTE Daily Summary Report - Students Initially Funded at District</a>		0	0	0	144	144	Funding Reports	S		01/03/24 17:16	01/05/24 04:36	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-007) FTE Daily Summary Report - Transfers</a>		0	0	0	35	35	Funding Reports	S		01/03/24 17:16	01/05/24 04:40	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-008) Enrolled ADM FTE Summary</a>		0	0	0	4	4	Funding Reports	S		01/03/24 17:16	01/05/24 04:25	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-009) FTE Subgroup Summary - Non-Transfers</a>		0	0	0	1	1	Funding Reports	S		01/03/24 17:16	01/04/24 04:18	1 Unknown	<a href="#">Help</a>
<a href="#">(FTE-010) FTE Subgroup Summary - Transfers</a>		0	0	0	18	18	Funding Reports	S		01/03/24 17:16	01/05/24 04:25	1 Unknown	<a href="#">Help</a>

LEAs will have up to three FTE Daily Summary Reports



## 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



## 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
- Run columns can contain zeros at the beginning of a collection
- Thirty-day averages can sometimes populate incorrectly while more data is processed

O	P	Q	R	S	T	U	V	W	X
LATEST RUN DATE-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WEEK PRIOR RUN DATE-	TWO WEEK PRIOR RUN DATE-	MONTH PRIOR RUN DATE-	TWO MONTH PRIOR RUN DATE-	THIRTY DAY AVERAGE
01/05/2024	01/04/2024	01/03/2024	01/02/2024	12/29/2023	12/29/2023	12/22/2023	12/06/2023	11/05/2023	
4.878613	4.878613	4.878613	4.878613	4.878613	0	0	0	0	5.681503
722.921602	792.719521	792.719521	792.719521	792.719521	0	0	0	0	794.558421
6.09561	6.09561	6.09561	6.09561	6.09561	0	0	0	0	6.331585
197.116267	197.116267	197.116267	197.116267	197.116267	0	0	0	0	197.521285
1	1	1	1	1	0	0	0	0	1
21.566474	21.566474	21.566474	21.566474	21.566474	0	0	0	0	21.508382



## FTE Run Dates, cont'd

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

O	P	Q	R	S	T	U	V	W	X
LATEST RUN DATE-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WEEK PRIOR RUN DATE-	TWO WEEK PRIOR RUN DATE-	MONTH PRIOR RUN DATE-	TWO MONTH PRIOR RUN DATE-	THIRTY DAY AVERAGE
01/05/2024	01/04/2024	01/03/2024	01/02/2024	12/29/2023	12/29/2023	12/22/2023	12/05/2023	11/05/2023	
4.878613	4.878613	4.878613	4.878613	4.878613	0	0	0	0	
722.921602	792.719521	792.719521	792.719521	792.719521	0	0	0	0	
6.09561	6.09561	6.09561	6.09561	6.09561	0	0	0	0	
197.116267	197.116267	197.116267	197.116267	197.116267	0	0	0	0	
1					0	0	0	0	
21.566474	21.5664				0	0	0	0	
1					0	0	0	0	
275.260115	275.2601				0	0	0	0	
1					0	0	0	0	
2					0	0	0	0	
9.258136	9.2581				0	0	0	0	
387.627282	387.6272				0	0	0	0	
2.83526	2.83526	2.83526	2.83526	2.83526	0	0	0	0	
1.578947	1.578947	1.578947	1.578947	1.578947	0	0	0	0	
1.352601	1.352601	1.352601	1.352601	1.352601	0	0	0	0	
0.959538	0.959538	0.959538	0.959538	0.959538	0	0	0	0	
7.815029	7.815029	7.815029	7.815029	7.815029	0	0	0	0	8.254335
3	3	3	3	3	0	0	0	0	2.412139
1647.26547	1717.06339	1717.06339	1717.06339	1717.06339	0	0	0	0	1719.80808

2. The most recent data processing caused a significant drop in FTEs

1. Select the blank cells below the FTE values and then select AutoSum from the Formulas tab to help identify fluctuations

## 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

## 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

- Remember that the thirty-day averages can be incorrect at the beginning of a collection until enough data has been submitted

	A	B	C	O	P	Q	R	S	T	U	V	W	X
	MNIFST	RPTING	ERR SEV	LATEST RUN	PRIOR RUN	SEC PRIOR	THIRD PRIOR	FOURTH	WEEK PRIOR	TWO WEEK	MONTH	TWO MONTH	THIRTY DAY
1	CODE	DEST IRN	CODE	DATE-	DATE-	RUN DATE-	RUN DATE-	DATE-	RUN DATE-	DATE-	DATE-	DATE-	AVERAGE
2	2024S2TRD	Trad IRN	C	4.878613	4.878613	4.878613	4.878613	4.878613	0	0	0	0	5.681503
3	2024S2TRD	Trad IRN	C	722.921602	792.719521	792.719521	792.719521	792.719521	0	0	0	0	794.558421
4	2024S2TRD	Trad IRN	W	6.09561	6.09561	6.09561	6.09561	6.09561	0	0	0	0	6.331585
5	2024S2TRD	Trad IRN	I	197.116267	197.116267	197.116267	197.116267	197.116267	0	0	0	0	197.521285
6	2024S2TRD	Trad IRN	I	1	1	1	1	1	0	0	0	0	1

**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 and contract career-tech 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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## Reviewing Your Student Data While Aligning FTE Reports with Payments



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## FTE Reports Level 2 Open, Closed, Archived

- Level 2 FTE reports in a closed collection contain the data that was last processed for that collection
  - Can be used to provide a historical view of data as of the close of that collection
- Level 2 FTE reports in an open collection contain the most recently processed data
  - Should be used to verify current data in preparation for data to be pulled for a payment and in preparation for the close of the collection
- Archived reports are generated when data is pulled for payments
  - Can be used to align data with payments



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## Important

- Payments issued early in the fiscal year can use prior year data to generate the payment
  - Archived EMIS reports aligned with a specific payment will not align with that payment when prior year data is used
- Payment reports and archived EMIS reports sometimes do not match perfectly due to
  - Data being pulled for payment and EMIS reports being archived on different dates
  - Rounding from six decimal places in EMIS reports to two decimal places on payment reports



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# Accessing Archived FTE Reports

Select the Archive Tab to access Archived FTE Reports



# Archive Reports

FTE and CTE FTE Reports are captured in the Archive when data is pulled for 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
<b>CTE</b>		
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(CTEA-005) CTE FTE Summary by Category	01/09/2024
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(CTEA-000) CTE FTE Detail	01/09/2024 16:22:00
<b>Funding</b>		
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(FTES-010) FTE Subgroup Summary - Transfers	01/09/2024 16:20:00
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(FTES-009) FTE Subgroup Summary - Non-Transfers	01/09/2024 16:19:00
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(FTES-008) Enrolled ADM FTE Summary	01/09/2024 16:18:00
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(FTES-001) FTE Total by Fund Pattern	01/09/2024 16:17:00
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(FTED-003) FTE Adjustments	01/09/2024 16:16:00
<a href="#">Jan_No2_FY24_TRAD_Payment</a>	(FTED-001) FTE Detail	01/09/2024 16:15:00

CTE Reports - JVSDs and Traditional districts use the “TRAD” report and Community Schools use the “CS”

January #2 payment data was pulled January 9<sup>th</sup>, while the January #2 payment date was January 19<sup>th</sup>



## 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 (Current year data including preschool)
  - (FTES-008) Enrolled ADM FTE Summary (Current year and three prior, no preschool)
  - (FTES-009) FTE Subgroup Summary – Non-Transfers (Current year data, no preschool)
  - (FTES-010) FTE Subgroup Summary – Transfers (Current year data, no preschool)
  - (CTEA-000) CTE FTE Detail (Current year CTE data)
- This is an effective way to get to know your data and to verify students are being properly FTE funded



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## Payment Reports

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

**Process Reports**

\* LEA Type: Traditional School District  x -      \* Fiscal Year: 2024  x -            **1. Select LEA type, Fiscal Year and "Go"**

\* Payment Date: January #2 (Jan 19, 2024)  x -      **2. Select Payment Date - for this demonstration we will use January #2 for traditional districts and ESCs, and January for JVSDs, Community schools, and STEM districts**

LEA (Select one of the following)

\* Specific LEA

Choose...

**3. Select your LEA**

School Finance Payment Reports (Select one of the following)

Choose report type--

- Statement Of Settlement
- Payment Comparison
- Summary School Finance Payment Report (SFPR)
- Detailed School Finance Payment Report (SFPR)
- Base Cost
- Local Capacity

**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 (K-23) Current Year Data
  - Base Cost (K-23) Prior 3 Years Data
  - Other Adjustments (PS-23) Current Year Data
- Traditional Districts and ESCs
  - Preschool Special Education (PS) Current Year Data
- Traditional Districts
  - Educational Service Center Deduction (PS) Current Year Data
- This is not a complete list of payment reports that contain EMIS data
- We will begin with the Detailed SFPR



# Enrolled ADM and Special Education ADM

Fiscal Year: 2024  
 Ohio Department of Education and Workforce  
 Office of Budget and School Funding  
**Detailed School Funding Payment Report (SFPR)** Traditional School District  
 January #2 Payment, Data as of 01/09/2024

Name: \_\_\_\_\_ County: \_\_\_\_\_

Use the "Archived FTE Detail to Detailed SFPR Workbook", to view the students who make up Enrolled ADM and Special Education ADM

**Statewide Factors**

- s1 Average Base Cost Per-Pupil
- s2 Average Career-Technical Base Cost Per-Pupil
- s3 Economically Disadvantaged Percentage

**District Factors**

a	Enrolled ADM		1,651.15
a1	Grades K-6 FTE	902.24	
b	Per-Pupil Amounts and State Share Percentage		
b1	Local Capacity (see Line C7 on the Local Capacity Report)	\$2,770.21	
b2	Base Cost (see Line G on the Base Cost Report)	\$8,102.80	
b3	State Share of the Base Cost [if (b2-b1)>(b2*0.1) then (b2-b1) else (b2*0.1)]	\$5,332.59	
b4	State Share Percentage [b3/b2]	65.811690%	
c	Special Education ADM [c1+c2+c3+c4+c5+c6]		271.56
c1	Category 1	41.73	
c2	Category 2	175.62	
c3	Category 3	10.57	
c4	Category 4	0.01	
c5	Category 5	9.97	
c6	Category 6	33.66	



# What is Enrolled ADM?

- FTEs of students that are adjusted, based on attending situations, and is used in determining Base Cost
- The current year’s Enrolled ADM will be demonstrated in two ways
  - Archived (FTED-001) FTE Detail Report contains individual students that can be filtered to determine the current year Enrolled ADM
  - Current and prior years Enrolled ADM has been added to the Archived (FTES-008) Enrolled ADM FTE Summary Report
    - \*NEW\* Column H - TOTAL ENRL ADM FTE
- In the next series of slides, we will filter and sum student FTEs on the Archived (FTED-001) FTE Detail Report and add them to the FY24 Archived FTE Detail to Detailed SFPR Workbook to identify the Enrolled ADM and Special Education ADM



# 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	<b>Table 1 : Traditional District - Enrolled ADM</b>							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	<b>(Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)</b>	
3	CTID	FULL		ADJUSTED FTE * 120%		0.00	Resident of district A attends <b>district B</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 <b>another</b> (A to B) then on to a third district or JVSD for CT	
5	CTVC	FULL		ADJUSTED FTE * 120%		0.00	Resident of <b>district A</b> and attends district B for CT	
6	<b>Subtotal 1</b>					<b>0.00</b>		
7	KGTO	FULL		ADJUSTED FTE * 50%		0.00	OE KG student paying tuition for all day KG ( <b>Educating District</b> )	
8	KGTU	FULL		ADJUSTED FTE * 50%		0.00	Resident or Non-Resident (not OE) KG student paying tuition for all day KG ( <b>Educating District</b> )	
9	<b>Subtotal 2</b>					<b>0.00</b>		
10	CTCR	FULL		ADJUSTED FTE * 100%		0.00	Community school student to <b>DOR</b> for CT	
11	OPDD	FULL		ADJUSTED FTE * 100%		0.00	Student OE in from another district ( <b>Educating District</b> )	
12	RGJV	FULL		ADJUSTED FTE * 100%		0.00	Resident and Non-Resident Students being educated at <b>traditional district</b> (Not OE or CT). Includes students reported by <b>DOR</b> as Sent to CE.	
13	SPCO	FULL		ADJUSTED FTE * 100%		0.00	Students educated at another district’s Special Education Cooperative ( <b>DOR</b> )	
14	<b>Subtotal 3</b>					<b>0.00</b>		
15	JVNR	PART		ADJUSTED FTE * 20%		0.00	Resident of District A, enrolled at <b>District B</b> (not OE) then to a JVSD	
16	OJVD	PART		ADJUSTED FTE * 20%		0.00	Direct Enrollment to a Non-Jointure JVSD (OE) ( <b>DOR</b> )	
17	OJVR	PART		ADJUSTED FTE * 20%		0.00	Resident of District A, attending <b>District B</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 <b>District B</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) ( <b>DOR</b> )	
20	<b>Subtotal 4</b>					<b>0.00</b>		
21	Line a: Enrolled ADM				Total (Sum of Subtotals 1-4)		<b>0.00</b>	

Traditional tab

Result will be the Enrolled ADM - Match Enrolled ADM to the Detailed SFPR Slide 40



# 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

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)
23	Fund Pattern	Inclusion Code	Sum the following		
24	CTID	FULL	ADJ SPECED CAT FTE *100%		0.00 Resident of district A attends <b>district B</b> (not via OE) then on to a third district C or JVSD for CT
25	CTOP	FULL	ADJ SPECED CAT FTE *100%		0.00 Student OE from one district to <b>another (A to B)</b> then on to a third district or JVSD for CT
26	CTVC	FULL	ADJ SPECED CAT FTE *100%		0.00 Resident of <b>district A</b> and attends district B for CT
27	CTCR	FULL	ADJ SPECED CAT FTE *100%		0.00 Community school student to <b>DOR</b> for CT
28	OPDD	FULL	ADJ SPECED CAT FTE *100%		0.00 Student OE in from another district ( <b>Educating District</b> )
29					0.00 Resident and Non-Resident Students being educated at <b>traditional district</b> or <b>JVSD</b> (Not OE or CT). Includes students reported by <b>DOR</b> as Sent to CE.
30	RGJV	FULL	ADJ SPECED CAT FTE *100%		0.00 Students educated at another district's Special Education Cooperative ( <b>DOR</b> )
31	SPCO	FULL	ADJ SPECED CAT FTE *100%		0.00 OE KG student paying tuition for all day KG ( <b>Educating District</b> )
32	KGTV	FULL	ADJ SPECED CAT FTE *50%		0.00 Resident or Non-Resident (not OE) KG student paying tuition for all day KG ( <b>Educating District</b> )
33	KGTV	FULL	ADJ SPECED CAT FTE *50%		0.00 Resident or Non-Resident (not OE) KG student paying tuition for all day KG ( <b>Educating District</b> )
34	Line c: Special Education ADM		Total		0.00

Traditional tab

Result will be the Special Education ADM – Match to Detailed SFPR on Slide 40

Can also be broken down by special education category by filtering on each category



# 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

Table 3: Community School/STEM District - CTE at JVSD or CTPD				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)
1	Fund Pattern	Inclusion Code	Sum the following			
2	COMM	FULL	ADJUSTED FTE * 100%		0.00	Student educated at a Community School
3	STEM	FULL	ADJUSTED FTE * 100%		0.00	Student educated at a STEM District
4	Subtotal 1				0.00	
5	KGTV	FULL	ADJUSTED FTE * 50%		0.00	KG student educated by a <b>Community school</b> or STEM district who is paying tuition for all day KG
6	Subtotal 2				0.00	
7	Line a: Enrolled ADM			Total (Sum of subtotals 1 and 2)		0.00
8	Table 4: Community School/STEM District - Career-Tech Students Educated at JVSD or CTPD					
9	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)
10	CTCR	PART	ADJUSTED FTE * 100%		0.00	Community School Student to DOR for CT
11	CTCS	PART	ADJUSTED FTE * 100%		0.00	Community School Student attending a JVSD for CT
12	Line f: Career-Tech Students Educated at JVSD or CTPD			Total		0.00
13	Table 5: Community School/STEM District - Special Education ADM			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)
14	Fund Pattern	Inclusion Code	Sum the following			
15	COMM	FULL	ADJ SPECED CAT FTE * 100%		0.00	Student educated at a Community School
16	STEM	FULL	ADJ SPECED CAT FTE * 100%		0.00	Student educated at a STEM District
17	KGTV	FULL	ADJ SPECED CAT FTE * 50%		0.00	KG student educated by a <b>Community school</b> or STEM district who is paying tuition for all day KG
18	Line b: Special Education ADM			Total		0.00

COMM STEM tab

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



# 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 the row. (Open Enrollment = OE, Contract Career Tech = CT, District of Residence = DOR)
Fund Pattern	Inclusion Code	Sum the following	ADJUSTED FTE	Enrolled ADM
CTCS	FULL	ADJUSTED FTE * 100%		0.00
JVNR	FULL	ADJUSTED FTE * 100%		0.00
OJVD	FULL	ADJUSTED FTE * 100%		0.00
OJVR	FULL	ADJUSTED FTE * 100%		0.00
OPID	FULL	ADJUSTED FTE * 100%		0.00
RGJV	FULL	ADJUSTED FTE * 100%		0.00
Line a: Enrolled ADM			<b>Total</b>	<b>0.00</b>

  

Table 7: JVSD - 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)
Fund Pattern	Inclusion Code	Sum the following	ADJUSTED FTE	Enrolled ADM
CTCS	FULL	ADJUSTED SPECED CAT FTE * 100%		0.00
JVNR	FULL	ADJUSTED SPECED CAT FTE * 100%		0.00
OJVD	FULL	ADJUSTED SPECED CAT FTE * 100%		0.00
OJVR	FULL	ADJUSTED SPECED CAT FTE * 100%		0.00
OPID	FULL	ADJUSTED SPECED CAT FTE * 100%		0.00
RGJV	FULL	ADJUSTED SPECED CAT FTE * 100%		0.00
Line b: Special Education ADM			<b>Total</b>	<b>0.00</b>

JVSD tab

Result will be the Enrolled ADM and Special Education ADM



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# Detailed SFPR – Additional Values

d	Disadvantaged Pupil Impact Aid (DPIA) Data		
d1	Economically Disadvantaged ADM		1,447.08
d2	Economically Disadvantaged Percentage [d1/a]		87.640905%
d3	Economically Disadvantaged Index [(d2/s3) ^2]		2.68482268
e	English Learners ADM [e1+e2+e3]		4.26
e1	Category 1		4.26
e2	Category 2		0.00
e3	Category 3		0.00
f	Gifted [f1+f2]		199.08
f1	Grade K-8 FTE		76.99
f2	Grade 9-12 FTE		122.10
g	Career Technical Education FTE [g1+g2+g3+g4+g5]		12.83
g1	Category 1		0.00
g2	Category 2		0.45
g3	Category 3		0.00
g4	Category 4		0.33
g5	Category 5		12.04
h	Open Enrollment Data		
h1	Prior Year Open Enrollment In		206.18
h2	Current Year Open Enrollment In		221.44

Filters added to the Archived FTE and CTE FTE reports and will match to most of these values



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# Filter Archived FTE Detail Report

- Filter out (and keep them filtered out as additional filters are selected)
  - State Equivalent Grade Level = Preschool
  - Fund Pattern Codes = NONE and PART
- Set the below filters and remove before moving to the next bullet
  - Filter Economic Disadvantage = Y, then Sum Adjusted FTE
  - Filter English Learner Fund Category = 1, 2, 3 (separate or together), then Sum Adjusted FTE
  - Gifted - Sum Adjusted Gifted FTE, also, could filter grade levels K-8 and 9-12
  - Career Technical Education - Sum Enrolled ADM CTE FTE for total CTE FTE
    - or filter Archived CTE FTE report by category (1,2,3,4,5) and sum Adjusted FTE
  - Current Year Open Enrolled in – Filter on OPDD, then sum Adjusted FTE
- These numbers can also be found on the FTES-009 and FTES-010 reports which will be reviewed on the next slides



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

A	B	C	D	E	F	G	H	I	J	
LEVEL 2	RPT DEST	REC TYPE	RESULT	RESULT	FTE GRADE		ERR SEV	FTE TYPE	TOTAL	
1	IRN	CODE	REC TYPE DESCR	CODE	DESCR	SPAN CO	FTE GRADE SPAN DESCR	CODE	NAME	ADJSTD FTE
2	Trad IRN	FTES-009	FTE Subgroup Total - Non-Transfers	FT0240	Non-transfers	NA	Grade Span Not Applicable	I	Direct	1621.47643

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

**Important 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		ENGLISH LEARNER	ENGLISH LEARNER	ENGLISH LEARNER
FTE	GIFTED FT	CAT 1 FT	CAT 2 FT	CAT 3 FT
1446.078772	199.08456	4.258095	0	0

P	Q	R	S	T	U	V	W	X	Y	Z
SPECED CAT	SPECED CAT	SPECED	SPECED	SPECED	SPECED CAT	CTE FUND	CTE FUND	CTE FUND	CTE FUND	CTE FUND
1 FTE	2 FTE	CAT 3 FT	CAT 4 FT	CAT 5 FT	6 FTE	CAT 1 FT	CAT 2 FT	CAT 3 FT	CAT 4 FT	CAT 5 FT
41.734842	175.396836	9.835286	0.005525	9.965119	33.655825	0	0	0	0	12.039604



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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	LEVEL 2									
2	IRN	CODE	REC TYPE DESCR	CODE	TO IRN	FROM IF	RESULT DESCR	FTE GRADE	FTE GRADE	ERR SEV	FTE TYPE
2	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	JVSD IRN	-----	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE
3	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0244	Trad IRN	-----	Special education cooperative transfer-out	LE	Grade 01-03	I	SpecEdCo

L	M	N	O	P	Q
TOTAL	ECON	ENGLISH	ENGLISH	ENGLISH	
ADJSTD	DISADV	GIFTED	LEARNER	LEARNER	LEARNER
FTE	FTE	FTE	CAT 1 F	CAT 2 F	CAT 3 F
0.965909	1	0	0	0	0
	0	0	0	0	0

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

R	S	T	U	V	W	X	Y	Z	AA	AB
SPECED	SPECED	SPECED	SPECED	SPECED	SPECED	CTE FUND	CTE FUND	CTE FUND	CTE FUND	CTE FUND
CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F	CAT 6 F	CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F
0	0	0	0	0	0	0	0.453704	0	0.333334	0
0	0.227273	0.738636	0	0	0	0	0	0	0	0

**Include "Out" FTEs from this report with those from prior slide**



# Combining the FTES-009 and FTES-010 FTEs

**1. Add together values in SPECED and CTE Columns from the FTES-009 with the same columns on the FTES-010 transfers out only**

**FTES-009 Report**

K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
ECON	DISADV	ENGLISH	ENGLISH	ENGLISH	SPECED	SPECED	SPECED	SPECED	SPECED	SPECED	CTE FUND	CTE FUND	CTE FUND	CTE FUND	CTE FUND
FTE	GIFTED	LEARNER	LEARNER	LEARNER	CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F	CAT 6 F	CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F
1446.078772	199.08456	4.258095	0	0	41.734842	175.396836	9.835286	0.005525	9.965119	33.655825	0	0	0	0	12.039604

**FTES-010 Report**

D	E	F	G	H	I	J	K	L	M	N
RESULT	TRNSFR	TRNSFR	RESULT DESCR	FTE GRADE	FTE GRADE	ERR SEV	FTE TYPE	TOTAL	ECON	
CODE	TO IRN	FROM IF	RESULT DESCR	SPAN COE	SPAN DESC	CODE	NAME	ADJSTD	DISADV	GIFTED
FT0242	JVSD IRN	-----	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	1	1	0
FT0244	Trad IRN	-----	Special education cooperative transfer-out	LE	Grade 01-03	I	SpecEdCo	0.965909	0	0

  

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
ENGLISH	ENGLISH	ENGLISH	SPECED	SPECED	SPECED	SPECED	SPECED	SPECED	CTE FUND	CTE FUND	CTE FUND	CTE FUND	CTE FUND
LEARNER	LEARNER	LEARNER	CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F	CAT 6 F	CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F
0	0	0	0	0	0	0	0	0	0	0.453704	0	0.333334	0
0	0	0	0	0.227273	0.738636	0	0	0	0	0	0	0	0

**Include only transfers out**

**2. Match to values on Slide 46**



# What is Base Cost Enrolled ADM?

- Uses Enrolled ADM
  - Contains FTE data that is divided into specific categories
  - Is 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
  - First three rows contain prior three years data
  - Last row contains current year data at the time data was pulled for the payment



# Archived (FTES-008) Enrolled ADM FTE Summary

Contains 4 fiscal year's data, we will use 2024 to match to the Detailed SFPR and the prior three years for Base Cost Enrolled ADM

	A	B	C	D	E	F	G
	RPT DEST	FISCAL	REC TYPE		RESULT		ERR SEV
1	IRN	YEAR	CODE	REC TYPE DESCR	CODE	RESULT DESCR	CODE
2	Trad IRN	2021	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
3	Trad IRN	2022	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
4	Trad IRN	2023	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
5	Trad IRN	2024	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I

Columns I-Q - Specific categories in current funding model

New Enrolled ADM column

Enrolled ADM for FY24 January #2 on slide 40

H	I	J	K	L	M	N	O	P	Q
TOTAL ENRL ADM FTE	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 8 JVSD FTE	GRADE 4-8 JVSD FTE	GRADE 9-12 ENRL ADM FTE	GRADE 9-12 ENRL ADM FTE
1752.511667	105.7455	0	398.059117	725.369364	468.624864	29.36892	0	126.719511	497.993784
1710.229306	137.735873	0	385.439773	679.424296	462.607944	16.358426	0	143.31497	478.96637
1681.182991	132.728361	0	375.356641	657.534198	462.716968	26.832442	0	130.071903	487.475566
1651.145393	122.629732	0	414.233482	632.863038	440.889445	12.826642	0	138.515269	451.66637

The calculation for Total Enrolled ADM FTE in Column H for FY24 is =I5+J5\*0.5+K5+L5+M5+N5+O5\*0.2+P5\*0.2 for traditional districts, and =I5+J5\*0.5+K5+L5+M5+N5 for JVSD, COMM, and STEM



# Base Cost Report - Average or FY23?

Fiscal Year: 2024

Ohio Department of Education and Workforce  
Office of Budget and School Funding  
Base Cost - Traditional School District  
January #2 Payment, Data as of 01/09/2024

**This district's Base Cost uses the average since it's larger than FY23**

## District Factors

a	Number of School Buildings	
b	Base Cost Enrolled ADM [greater of ((b1+b2+b3)/3) and b3]	1,714.64
b1	Enrolled ADM FY21	1,752.51
b2	Enrolled ADM FY22	1,710.23
b3	Enrolled ADM FY23	1,681.18
b4	Kindergarten FTE	125.40
b5	Grade 1-3 FTE	386.29
b6	Grade 4-8 FTE not in CTE Program	687.44
b7	Grade 9-12 FTE not in CTE Program	491.32
b8	FTE Enrolled in Career Technical Education (CTE) Program	24.19
b9	Grade 9-12 FTE	488.15

**If FY23 (b3) was higher than the average, it would have been used for Base Cost Enrolled ADM (b)**

To calculate values b4-b9, use the Enrolled ADM average or FY23 amount along with the formula from the FTES-008 (slide 52)



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# Other Adjustments Report

Fiscal Year: 2024

Ohio Department of Education and Workforce  
Office of Budget and School Funding  
Other Adjustments - Traditional School District  
January #2 Payment, Data as of 01/09/2024

**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
		-0.97	0.00	0.00	0.00	0.00	0.00	0.00	-0.23	-0.74	0.00	0.00	0.00	N/A
		-1.00	0.00	-0.45	0.00	-0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Total FTE		-1.97	0.00	-0.45	0.00	-0.33	0.00	0.00	-0.23	-0.74	0.00	0.00	0.00	N/A
Total Adjustment		\$-16,202.26	\$0.00	\$-2,640.44	\$0.00	\$-601.19	\$0.00	\$0.00	\$-1,157.39	\$-9,036.97	\$0.00	\$0.00	\$0.00	\$-29,638.25

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



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# (FTES-010) FTE Subgroup Summary – Transfers

Data for students who are enrolled in Contract Career Tech or Special Education Cooperative Programs with FTEs transferred in or out on this report matches to the Other Adjustments report on the prior slide

A	B	C	D	E	F	G	H	I	J	K	
LEVEL 2											
RPT DEST	REC TYPE		RESULT	TRNSFR	TRNSFR		FTE GRADE	FTE GRADE	ERR SEV	FTE TYPE	
1	IRN	CODE	REC TYPE DESCR	CODE	TO IRN	FROM IF	RESULT DESCR	SPAN CO	SPAN DES	CODE	NAME
2	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	JVSD IRN	-----	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE
3	Trad IRN	FTES-010	FTE Subgroup Total - Transfers	FT0244	Trad IRN	-----	Special education cooperative transfer-out	LE	Grade 01-03	I	SpecEdCo

L	M	N	O	P	Q
TOTAL	ECON	ENGLISH	ENGLISH	ENGLISH	
ADJSTD	DISADV	GIFTED	LEARNER	LEARNER	LEARNER
FTE	FTE	FTE	CAT 1 F	CAT 2 F	CAT 3 F
1	1	0	0	0	0
0.965909	0	0	0	0	0

Both result codes on this example are transfers out and will appear in the Negative section of the Other Adjustments Reports

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

R	S	T	U	V	W	X	Y	Z	AA	
SPECED	SPECED	SPECED	SPECED	SPECED	SPECED	CTE FUND	CTE FUND	CTE FUND	CTE FUND	
CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F	CAT 6 F	CAT 1 F	CAT 2 F	CAT 3 F	CAT 4 F	CAT 5 F
0	0	0	0	0	0	0	0.453704	0	0.333334	0
0	0.227273	0.738636	0	0	0	0	0	0	0	0



# Other Adjustments Report and Archived FTE Detail

## C Preschool Special Education to CBDD (USAS 47\*)

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

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

$$(\$4,000 * \text{OE PreK SpEd FTE})$$

District to district preschool open enrollment

### Positive FTE and Funding Amount (USAS 1227)

IRN	District	OE PreK SpEd FTE	Total
		0.70	\$2,748.95
Total		0.70	\$2,748.95

1. Archived FTE Detail Report, Filter on Fund Pattern Code PSOP and PSOT

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

### Negative FTE and Funding Amount (USAS 477)

IRN	District	OE PreK SpEd FTE	Total
		-1.00	\$-3,930.14
Total		-1.00	\$-3,930.14

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



# Preschool Special Education Report - Trad

Fiscal Year: 2024

Ohio Department of Education  
Office of Budget and School Funding  
**Preschool Special Education** Traditional School District  
January #2 Payment, Data as of 01/09/2024

**Filter Archived FTE Detail Report to Grade level PS and Inclusion Code FULL, sum the Adjusted FTE**

**Detailed Calculation**

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

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	8.08	0.2435	\$8,241.61	65.811690%	0.98253377	\$36,983.46
			2	\$4,000	7.79	0.6179	\$8,241.61	65.811690%	0.98253377	\$43,413.85
			3	\$4,000	0.00	1.4845	\$8,241.61	65.811690%	0.98253377	\$0.00
			4	\$4,000	0.00	1.9812	\$8,241.61	65.811690%	0.98253377	\$0.00
			5	\$4,000	0.00	2.6830	\$8,241.61	65.811690%	0.98253377	\$0.00
			6	\$4,000	1.00	3.9554	\$8,241.61	65.811690%	0.98253377	\$14,469.71
<b>Total</b>										<b>\$94,867.02</b>

**Our DEMO file and example are short by 1.0 FTE (15.86)**

**Filter by special education category as needed**



# Educational Service Center Deduction – Trad

Fiscal Year: 2024

Ohio Department of Education and Workforce  
Office of Budget and School Funding  
**Educational Service Center Deduction - Traditional School District**  
January #2 Payment, Data as of 01/09/2024

**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**

**B Preschool Special Education**

$[(\$4,000 * \text{PreK SpEd FTE}) + \text{Each of (PreK SpEd Category FTE} * \text{Corresponding Weight} *$

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
		14.07	5.34	7.73	0.00	0.00	0.00	1.00	N/A

**C Open Enrollment Preschool Special Education**

$[(\$4,000 * \text{OE PreK SpEd FTE}) * -1]$

**Negative FTE and Funding Amount**

IRN	District	OE PreK SpEd FTE	Total
N/A	N/A	0.00	\$0.00

**Filter traditional district's archived FTE Detail report on PSET/FULL and PSIT/FULL, sum Adjusted FTE**

**Filter on traditional district's archived FTE Detail report on PSOT/NONE to see which students count here**



# Preschool Special Education – ESC

Fiscal Year: 2024

Ohio Department of Education  
Office of Budget and School Funding  
**Preschool Special Education - Educational Service Center**  
January #2 Payment, Data as of 01/09/2024

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

District name(s) will appear here

District

1	\$4,000	5.34	0.2435	\$8,241.61	65.811690%	0.98253377	\$24,450.42
2	\$4,000	7.73	0.6179	\$8,241.61	65.811690%	0.98253377	\$43,114.04
3	\$4,000	0.00	1.4845	\$8,241.61	65.811690%	0.98253377	\$0.00
4	\$4,000	0.00	1.9812	\$8,241.61	65.811690%	0.98253377	\$0.00
5	\$4,000	0.00	2.6830	\$8,241.61	65.811690%	0.98253377	\$0.00
6	\$4,000	1.00	3.9554	\$8,241.61	65.811690%	0.98253377	\$14,469.71
		14.07					\$82,034.17

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

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



# 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	0.98253377	\$3,930.14

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



## Quick Check

Archived FTE 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 Reports prior to data being pulled for payments?
- Are you reviewing the Archived FTE 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
  - DEW Home > Topics > Data > EMIS > Documentation > EMIS Manual
- Level 2 Report Explanations
  - DEW 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>

