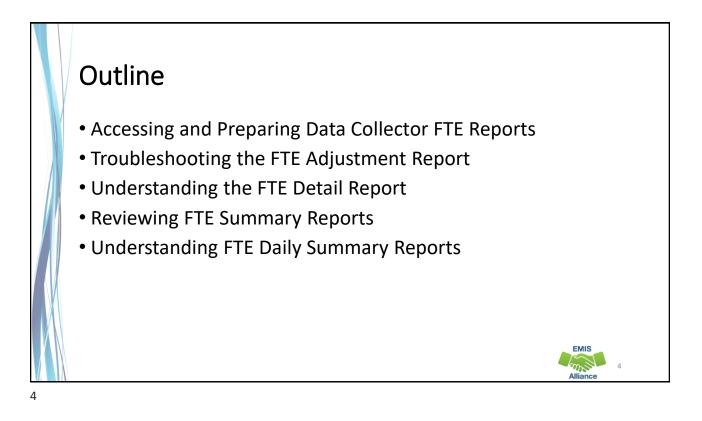# Troubleshooting FTE Reports

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

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

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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

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Outline

- Accessing and Preparing Data Collector FTE Reports
- Troubleshooting the FTE Adjustment Report
- Understanding the FTE Detail Report
- Reviewing FTE Summary Reports
- Understanding FTE Daily Summary Reports

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Accessing and Preparing Data Collector FTE Reports

FTE Reports

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

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Level 2 Report Dates

- Process date – when ODE 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

Category	Data Set	Process Date	Last Upd Date	Submission
Funding Reports	S	02/08/20 17:16	02/09/20 04:26	4 Unknown
Funding Reports	S	02/08/20 17:16	02/09/20 04:29	4 Unknown
Funding Reports	S	02/08/20 17:16	02/09/20 04:26	4 Unknown

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FTE Report Error Categories

Fatal	Critical	Warn	Info	Total
3	9	0	423	435
3	11	1	0	15
0	0	0	1	1
0	0	0	416	416
0	0	0	416	416
0	0	0	12	12

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

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Troubleshooting the FTE Adjustment Report

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Open the FTE Adjustment Report

Name	Type	Compressed size	Password ...
(FTED-001) FTE Detail048...	Microsoft Excel Comma S...	64 KB	No
(FTED-003) FTE Adjustme...	Microsoft Excel Comma S...	2 KB	No
(FTES-001) FTE Total by F...	Microsoft Excel Comma S...	1 KB	No
(FTES-002) FTE Total by S...	Microsoft Excel Comma S...	45 KB	No
(FTES-003) FTE Total by S...	Microsoft Excel Comma S...	43 KB	No
(FTES-004) FTE Summary ...	Microsoft Excel Comma S...	1 KB	No
(FTES-005) FTE Daily Sum...	Microsoft Excel Comma S...	1 KB	No
(FTES-006) FTE Daily Sum...	Microsoft Excel Comma S...	2 KB	No
(FTES-007) FTE Daily Sum...	Microsoft Excel Comma S...	2 KB	No

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Prepare the FTE Adjustment Report

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

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FTE Adjustment Report

Is a 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 FT	ADJSTD FTI	ADJSMNT START DAT	ADJSMNT END DATE
	COMM IRN D	FTED-003	FT0021	Invalid Grade Level	COMM	08/01/2019	12/31/2500	COMM IRN D		-1	08/01/2018	12/31/2500
	COMM IRN D	FTED-003	FT0021	Invalid Grade Level	COMM	07/01/2019	12/31/2500	COMM IRN D		-1	07/01/2018	12/31/2500
	COMM IRN D	FTED-003	FT0016	SOES Flag - Graduated	COMM	09/26/2019	12/31/2500	COMM IRN D		-0.89759	09/26/2018	12/31/2500
	COMM IRN D	FTED-003	FT0016	SOES Flag - Graduated	COMM	07/01/2019	09/25/2018	COMM IRN D		-0.10241	07/01/2018	09/25/2018
	TRAD IRN A	FTED-003	FT0010	Rounding	RGJV	09/12/2019	12/31/2500	TRAD IRN A		-0.01	09/12/2019	12/31/2500
	ESC IRN A	FTED-003	FT0014	ODE Override - FTE Amount due to Preschool 50%	PSOT	11/25/2019	12/31/2500	TRAD IRN A		0.161972	11/25/2019	12/31/2500
	TRAD IRN J	FTED-003	FT0014	ODE Override - FTE Amount due to Preschool 50%	PSOP	11/23/2019	12/31/2500	TRAD IRN A		-0.161972	11/23/2019	12/31/2500
	TRAD IRN A	FTED-003	FT0010	Rounding	OPDD	11/18/2019	12/31/2500	TRAD IRN G		-0.01	11/18/2019	12/31/2500
	CTC IRN C	FTED-003	FT0010	Rounding	OPID	09/01/2019	12/31/2500	TRAD IRN A		-0.01	09/01/2019	12/31/2500
	TRAD IRN I	FTED-003	FT0010	Rounding	OPDD	01/22/2020	12/31/2500	TRAD IRN A		-0.01	01/22/2020	12/31/2500
	TRAD IRN A	FTED-003	FT0001	Over One FTE	RGJV	09/12/2019	12/31/2500	TRAD IRN A		-0.02924	09/12/2019	12/31/2500

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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

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON	SENT REASON 1	SENT REASON 2	SENT REASON 2 PCT	STATE EQUIV GRADE LEVEL CODE	DISAB CNDTN CODE	SPECED CAT CODE
RGJV	07/01/2019	12/31/2500	1	0.523747	0.523747	TRAD IRN A	100	-		-		10	15	2
COMM	01/21/2020	12/31/2500	0.281143	0	0	TRAD IRN A	60	-		-		10		2

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

I	J	K	L	M	N	O	P	Q	R	S
LEA IRN	LEVEL 2 REC TYPE COD	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CO	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRN	ORIG F	ADJSTD F	ADJSMNT START DA
TRAD IRN A	FTED-003	FT0002	Overlapping Dates	RGJV	07/01/2019	12/31/2500	TRAD IRN A		-0.476253	01/21/2020
COMM IRN D	FTED-003	FT0002	Overlapping Dates	COMM	01/21/2020	12/31/2500	TRAD IRN A		-0.281143	01/21/2020

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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

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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 that has been used by each entity

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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

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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

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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

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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%
- Look in ODDEX Records and SCR for the percent of time reported by each entity; consult the other LEA to reconcile the data

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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%

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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

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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

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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 community school 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.

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Adjustment Rounding

Filter on FTE Adjustment Result Code FT0010 (Informational)

- Student FTEs are generated using six decimal places; the data is rounded to two decimal places for payments
- When the result is an FTE greater than one, an adjustment is created that brings the FTE down to one
- Typically the adjustment is very small
- If the student data is being reported correctly, this adjustment is informational

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Adjustment Preschooler at DOR and ESC

Filter on FTE Adjustment Result Code FT0013 and FT00014 (Informational)

- FT0013 Adjustment for ODE Override - Preschool 50% at both Resident District and ESC, percent reduction or FTE reduction
- FT0014 Adjustment for preschoolers who attend 50% at the ESC and 50% at the resident district AND there are DN records from both indicating that funds should be transferred to the ESC
- Corrects the transferred amount for a 50/50 situation
- Used when both entities are reporting 50%
- When one entity is reporting 60% and one reports 50%, the "over 1 FTE" adjustment would apply

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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 an FTE Fund Pattern Code of a scholarship situation and the LEA Type will be SCHLRSHP
- Districts may need to contact the scholarship program to resolve the issue. If the issue cannot be resolved, then submit an EMIS helpdesk ticket

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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

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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)
- 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

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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

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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 ODE 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)

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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 appear on both the community school FTE Report and the district of residence FTE Report
- Some of these students will appear with no name on the FTE Reports for the district of residence when they are not reporting the student to EMIS

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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

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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

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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)

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Adjustment ODE 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 ODE purposes regarding how the adjustment was applied; a percentage of the school's FTE across all students, or a reduction for an individual student

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Adjustment SOES Flag Documented Challenge

Filter on FTE Adjustment Result Code FT0015 (Fatal)

- Occurs when the resident district has documentation that a student's address is not within the territory of the district or that the parent is not residing in the district
- The resident district applies the SOES flag for a documented challenge
- The community school should work with the other district to resolve this issue and can involve the Area Coordinator as needed

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Adjustment SOES Flag Graduated Student

Filter on FTE Adjustment Result Code FT0016 (Fatal)

- Occurs when the resident district believes that a student has already graduated from high school and applies the Graduated Student flag
- Contact the resident district to verify the student's graduation status and to confirm the accuracy of the SSID being reported

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Adjustment SOES Flag Guardianship Challenge

Filter on FTE Adjustment Result Code FT0017 (Fatal)

- Occurs when the resident district applies the Guardianship Challenge flag
- Flag is used if the student is in a guardianship situation and the resident district reported by the community school is not the correct district where the parent resides or resided per Ohio law (Ohio Revised Code 3313.64 (C) or 3323.01(M)) or in accordance with a court order concerning responsibility for educational costs
- Contact the district who applied the flag to determine the correct responsible district

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Adjustment SOES Flag Homeless Challenge

Filter on FTE Adjustment Result Code FT0018 (Fatal)
- Occurs when the district of residence reported on a community school student applies the Homeless Challenge flag to indicate that the district of residence is being reporting incorrectly
- Communicate with entities involved to determine the correct district of residence to report

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Adjustment SOES Flag SSID Mismatch

Filter on FTE Adjustment Result Code FT0019 (Fatal)
- Occurs when the SSID reported by the community school and the resident district are different
- Prevents the same student with two different SSID numbers from generating funding twice
- If both SSIDs are valid, it is recommended that the SSID that was created first be used by both entities and the other deactivated in the SSID system

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Adjustment Missing SOES Address

Filter on FTE Adjustment Result Code FT0020 (Fatal)
- For community/STEM school students who do not have an address reported
- Verify that the contact information for the student is correctly reported to EMIS so that the address updates correctly in SOES
- Contact your ITC for assistance if the address does not properly update

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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

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Adjustment SOES ODE Placed Flag

Filter on FTE Adjustment Result Code FT0022 (Informational)

- Occurs when a flag is placed by ODE indicating that the student should not be funded
- This could be the result of an appeal; in such cases a flag is placed in SOES indicating that the student should not be funded

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Adjustment ODE 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
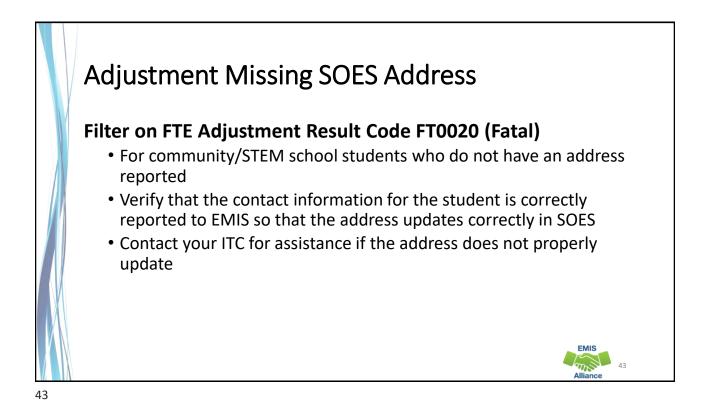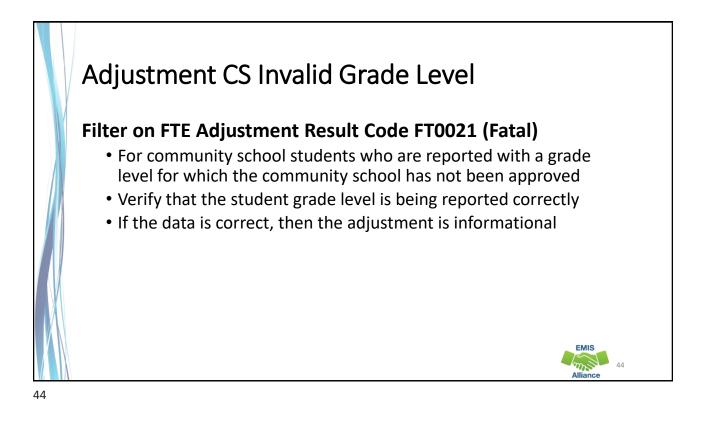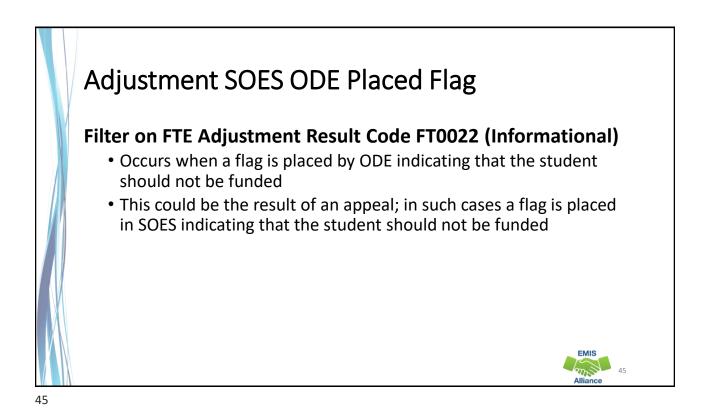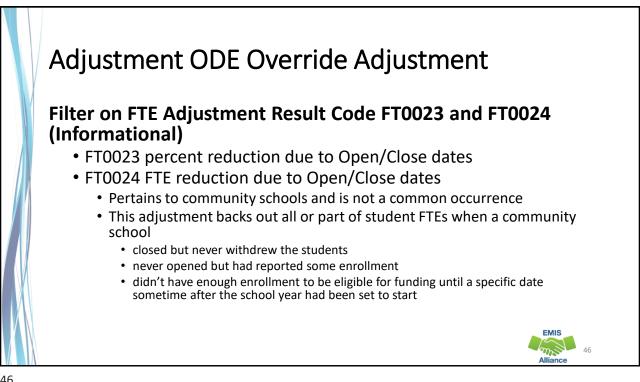
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Future FTE Adjustment

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
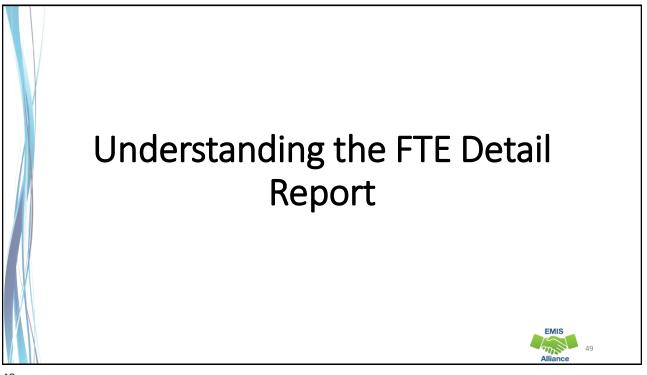
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Quick Check

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
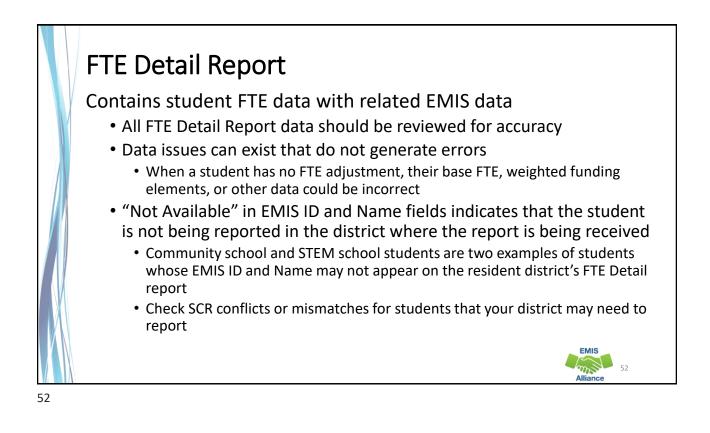
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Understanding the FTE Detail Report

Open the FTE Detail Report

Name	Type	Compressed size	Password p...	Size	Ratio
(FTED-001) FTE Detail143610-2019...	Microsoft Excel Comma S...	15 KB	No	122 KB	89%
(FTED-003) FTE Adjustment143610...	Microsoft Excel Comma S...	1 KB	No	3 KB	72%
(FTES-001) FTE Total by F143610-2...	Microsoft Excel Comma S...	1 KB	No	1 KB	11%
(FTES-002) FTE Total by S143610-2...	Microsoft Excel Comma S...	11 KB	No	36 KB	72%
(FTES-003) FTE Total by S143610-2...	Microsoft Excel Comma S...	11 KB	No	34 KB	70%
(FTES-004) FTE Summary of143610...	Microsoft Excel Comma S...	1 KB	No	1 KB	47%
(FTES-005) FTE Daily Summ143610...	Microsoft Excel Comma S...	1 KB	No	4 KB	84%
(FTES-007) FTE Daily Summ143610...	Microsoft Excel Comma S...	2 KB	No	14 KB	93%

Prepare the FTE Detail Report

- Select Header Row and Wrap Text
- Freeze Top Row
- Justify column width
- Apply Filters

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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 be incorrect
- "Not Available" in EMIS ID and Name fields indicates that the student is not being reported in the district where the report is being received
  - Community school and STEM school students are two examples of students whose EMIS ID and Name may not appear on the resident district's FTE Detail report
  - Check SCR conflicts or mismatches for students that your district may need to report

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FTE Detail Report Data

Verification of FTE Detail Report data is important because
some data issues will not generate any type of error message
- Percent of Time versus FTE
- EMIS Calendars
- Enrollment and Withdrawal Dates
- Base FTE Calculation
- FD Attributes
- FTE Fund Pattern Code Assignments

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FTE Report Rows

Students can have multiple rows on the FTE Reports because of
changes to Student Standing (FS) or Student Attributes (FD) Records
- A Base FTE is calculated for each row of data and an FTE Fund Pattern Code
  is assigned to each row
- FTE Adjustments can be made to each row of data
- Some examples of data element changes that can generate multiple rows
  are
  - Disability Condition
  - Economic Disadvantgement
  - Limited English Proficiency Status
  - State Equivalent Grade Level

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Percent of Time Versus FTE

A student's percent of time and a student's FTE are two separate calculations
- Percent of time is the value reported on the Student Standing (FS) Record
- Student FTE is the value calculated for funding purposes
  - (Total Enrolled Hours x Total Percent of Time) divided by Calendar Hours

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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 FY19 Community School Full Time Equivalency (FTE) Review Manual on the ODE website

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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%

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Calculating Percent of Time, Hours Versus Credits

- A high school student is enrolled in 5 courses for a total of 4.5 credits for the year. The student is at the high school for 5 hours out of a possible 6.5 hours per day.
  - "Hours per Day" calculation (6.5 hours out of 6.5 hours per day = 100%)
    - 5 hours divided by 6.5 hours = 77%
  - "Attempted Credits" calculation (5 or more credits = 100%)
    - 4.5 divided by 5 = 90%
- In this example, the district should use the Attempted Credits calculation and report 90%

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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

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Filter on Percent of Time Column

Verify student Percent of Time. Incorrect values may not generate any type of error, especially when the value is underreported

Remember that some students can have multiple lines of data

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Quick Check

Student Percent of Time is used to calculate student FTEs for funding. There are adjustments and errors for students reported in excess of 100% however, there are no errors when a student is reported with less than a full Percent of Time.
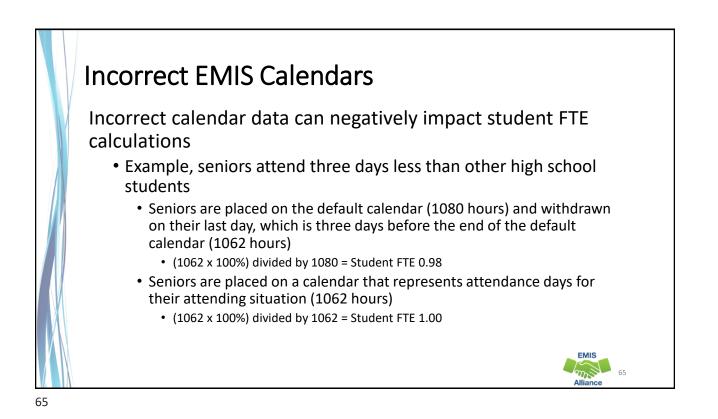
- Are all student Percent of Time calculations accurate?
- Are all Sent To Percent of Time calculations accurate?
- Are students with changes to Percent of Time reported correctly on multiple Student Standing (FS) Records?
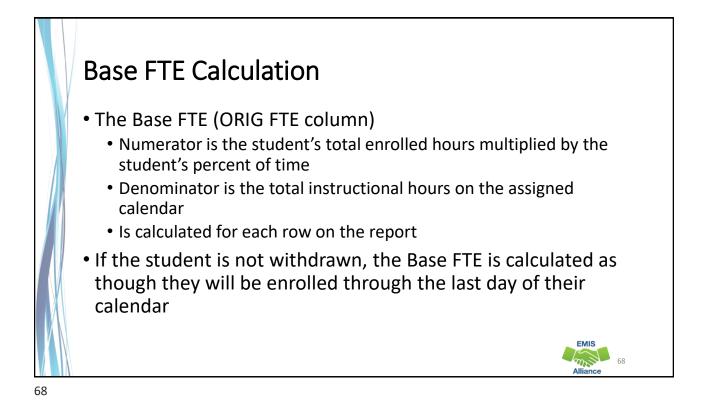
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EMIS Calendars

- Used to create 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

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Calendar Determination

District IRN, Building IRN, Grade Level, and Attendance Pattern
are used to make determination

- In the case of JVSDs and ESCs, the process can also look at
  calendars from entities listed as Location IRNs on courses
- Process looks for the most specific match possible
- When no match on all four elements is found, the process drops
  the attendance pattern, then the grade level, and so on
- If no match is found, the state calendar is used
  - 999999-999999-**-**

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State Calendar

FY20 State Calendar

- Began on 8/21/2019 and ends on 5/28/2020
- Has 1038 hours of instruction
- Appears as 999999-999999-**-**
- Sometimes correctly generates the FTE
- Sometimes incorrectly generates the FTE based on
  - Enrollment dates
  - Hours of instruction

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Incorrect EMIS Calendars

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

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Filter on Calendar Columns

	V	W	X	Y	Z	AA	AB	AC	AD	
	ECON DISADV FLAG	LEP COD	FTE INCL CODE	CAL DIST IRN	CAL BLDG IRN	CAL GRADE LEVEL	CAL ATTENDA NCE		Total Enroll For This	To
	N	N	FULL	999999	999999	**				
	N	N	FULL	999999	999999	**				
	Y	N	FULL	133333	133333	**				
	Y	N	FULL	133333	133333	**	**	E-School	50.9	
	N	N	FULL	000444	000444	**				
	N	N	FULL	149888	149888	11				
	N	N	FULL	149888	149888	10				
	Y	N	FULL	051555	014444	12	SR	Regular	568	
	Y	N	FULL	999999	999999	**	**	Regular	7.68	
	N	N	FULL	999999	999999	**	**	SCHLRSHP	1092	
	N	N	FULL	999999	999999	**	**	SCHLRSHP	1092	
	Y	N	PART	051555	014444	11	JR	Regular	1136	
	N	N	PART	040404	042222	09	**	Regular	142.48	1

Look for instances of unexpected IRNs or 999999

Students can have multiple lines of data due to calendar assignment changes
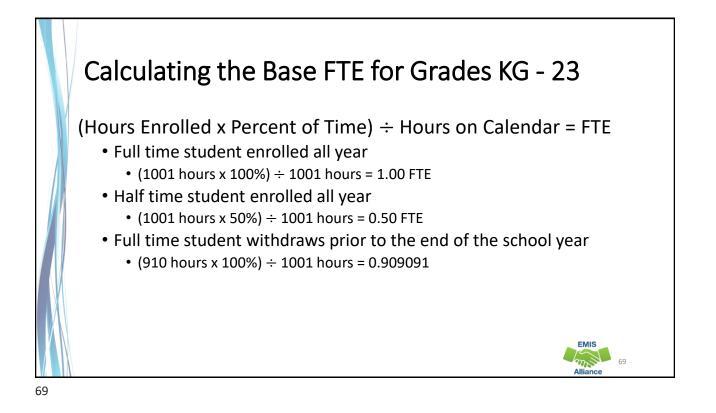
EMIS
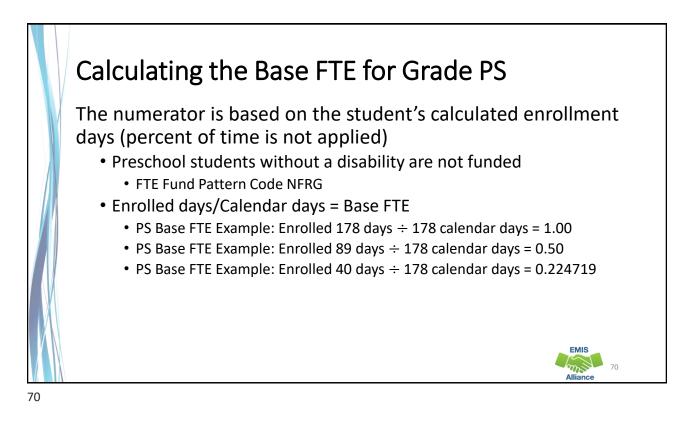Alliance 66

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Quick Check

Calendar data is used as the denominator of the student FTE calculation. Incorrect calendar data can prevent students from being fully funded.

- Are all students being reported on correct calendars?
- Are all calendars being reported in the Calendar Collection?
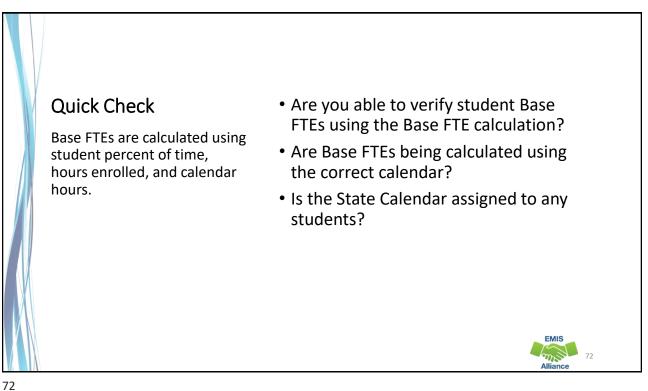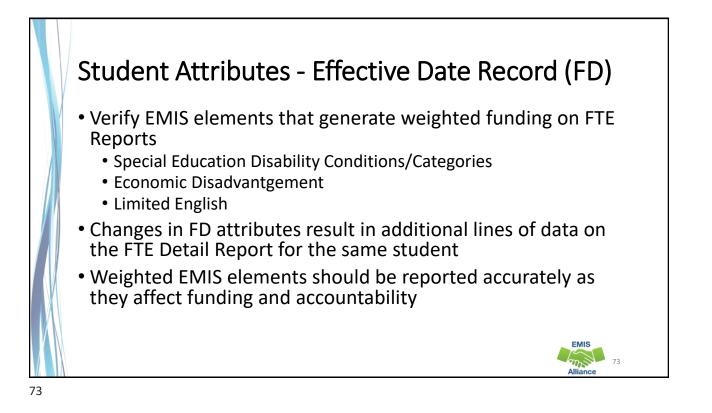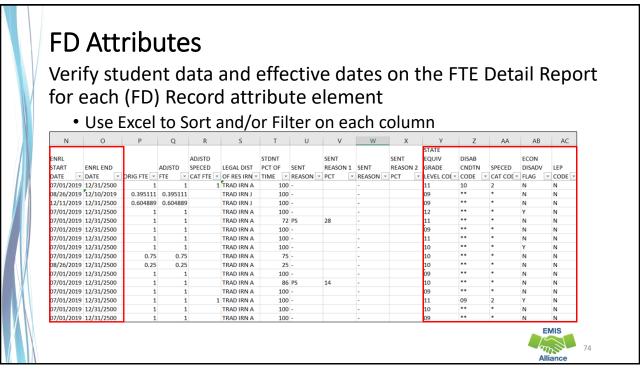- Are calendars being reported to EMIS and determined correctly on the FTE Report?

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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

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Calculating the Base FTE for Grades KG - 23

(Hours Enrolled x Percent of Time) ÷ Hours on Calendar = FTE
- Full time student enrolled all year
  - (1001 hours x 100%) ÷ 1001 hours = 1.00 FTE
- Half time student enrolled all year
  - (1001 hours x 50%) ÷ 1001 hours = 0.50 FTE
- Full time student withdraws prior to the end of the school year
  - (910 hours x 100%) ÷ 1001 hours = 0.909091

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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

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Filter on Original FTE Column

Look for Base FTEs that are less than 1.00
- Add Base FTEs together for students with multiple lines
- Use the FTE Summary Report – FTE Total by Student to see the Summed Original FTE

G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
First Nam	Middle Nam	LEA IRN	LEVEL 2 REC TYPE COD	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON	SENT REASON 1 PCT	SENT REASON	SENT REASON 2 PCT	STATE EQUIV GRADE LEVEL
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	08/26/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		KG
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		04
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	07/01/2019	09/12/2019	0.073706	0.073706		TRAD IRN A	100	-		-		01
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	OPDD	01/06/2020	12/31/2500	0.549958	0.549958		TRAD IRN H	100	-		-		01
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	09/13/2019	01/05/2020	0.376336	0.376336		TRAD IRN A	100	-		-		01
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		02
First Name	Middle Name	TRAD IRN I	FTED-001	FT0000	FTE Detail	OPDD	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		03
First Name	Middle Name	TRAD IRN I	FTED-001	FT0000	FTE Detail	OPDD	08/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		KG
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	07/01/2019	12/31/2500	1	1	1	TRAD IRN A	100	-		-		04
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	07/01/2019	12/31/2500	1	1	1	TRAD IRN A	100	-		-		02
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	08/26/2019	09/09/2019	0.051318	0.051318		TRAD IRN A	100	-		-		KG
First Name	Middle Name	TRAD IRN A	FTED-001	FT0000	FTE Detail	RGJV	09/10/2019	12/31/2500	0.948682	0.948682		TRAD IRN A	100	-		-		KG
First Name	Middle Name	TRAD IRN I	FTED-001	FT0000	FTE Detail	OPDD	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		01

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Quick Check

Base FTEs are calculated using student percent of time, hours enrolled, and calendar hours.

- Are you able to verify student Base FTEs using the Base FTE calculation?
- Are Base FTEs being calculated using the correct calendar?
- Is the State Calendar assigned to any students?

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Student Attributes - Effective Date Record (FD)

- Verify EMIS elements that generate weighted funding on FTE Reports
  - Special Education Disability Conditions/Categories
  - Economic Disadvantgement
  - Limited English
- 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

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FD Attributes

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

- Use Excel to Sort and/or Filter on each column

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON	SENT REASON 1 PCT	SENT REASON	SENT REASON 2 PCT	STATE EQUIV GRADE LEVEL CODE	DISAB CNDTN CODE	SPECED CAT CODE	ECON DISADV FLAG	LEP CODE
	07/01/2019	12/31/2500	1	1	1	TRAD IRN A	100	-		-		11	10	2	N	N
	08/26/2019	12/10/2019	0.395111	0.395111		TRAD IRN J	100	-		-		09	**	*	N	N
	12/11/2019	12/31/2500	0.604889	0.604889		TRAD IRN J	100	-		-		09	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		12	**	*	Y	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	72	PS	28	-		11	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		09	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		11	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		10	**	*	Y	N
	07/01/2019	12/31/2500	0.75	0.75		TRAD IRN A	75	-		-		10	**	*	N	N
	08/26/2019	12/31/2500	0.25	0.25		TRAD IRN A	25	-		-		10	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		09	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	86	PS	14	-		10	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		09	**	*	N	N
	07/01/2019	12/31/2500	1	1	1	TRAD IRN A	100	-		-		11	09	2	Y	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		10	**	*	N	N
	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		09	**	*	N	N

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Quick Check

FD Attributes can generate weighted funding. Students who are identified as special education, economically disadvantaged, and/or limited English should be coded and dated accurately.

- Are all special education students coded with a correct disability condition using the correct dates?
- Are all economically disadvantaged students reported with a correct disadvantgement code using the correct dates?
- Are all Limited English Students reported with appropriate LEP codes using the correct dates?

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FTE Fund Pattern Codes

- Determine how funding will flow for students
- EMIS data as reported or as derived from the reported data are used in determining the FTE Fund Pattern Code
  - Another LEAs data can be used for students appearing on your report
- Since student EMIS coding can change, it is possible for one student to have more than one FTE Fund Pattern Code assignment

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FTE Fund Pattern Codes, cont'd

There are currently 34 Fund Pattern Codes

FTE Fund Pattern Code	FTE Fund Pattern Code Description	Detailed FTE Fund Pattern Code Description
ATSM	Autism Scholarship Program participant	Students enrolled in the Autism Scholarship Program
CLEV	Cleveland Scholarship Program participant	Students enrolled in the Cleveland Sch...
COMM	Community School Student	Most Students reported by a communi...
CTCR	Contract Career Tech - Community School to Resident District	Community school students that are returning to the resident district to take a vocational program at the resident district.
CTVC	Contract Career Tech - JVSD and District to District	Contract Career Tech students. This includes community school students going to a JVSD, district to district contract vocational, and district to JVSD contract vocational situations.
CTOP	Contract Career Tech – District via Open Enrolled District	Resident of District A who open enrolls to District B then goes to District C or to a JVSD for Contract Career Tech.
CTID	Contract Career Tech – District via Intermediate District	Resident of District A who is sent to District B through some means other than open enrollment (i.e. court placement) then goes to District C or to a JVSD for Contract Career Tech.

This is a small section of FTE Fund Patterns from the FTE Report Explanation

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FTE Fund Pattern Codes, cont'd

To learn how Fund Pattern codes are assigned, see Appendix 2 - FTE Fund Pattern Code Lookup Table in the FTE Report Explanation

- Combinations of How Received, Organization Type, and Grade Span are used as well as if the reporting LEA is the legal district of residence, in or out of jointure if reported by a JVSD, if the ESC transfer is indicated on the DN Record, or if tuition is being paid

How Received	LDR Flag	Jointure Flag	Organization Type	Grade Span	PS Transfer Flag	KG Tuition Flag	FTE Fund Pattern Code
C	N	Y	4	AN	N	N	JVNR
C	Y	N	1	AN	N	N	RGJV
C	Y	N	4	AN	N	N	NFER
C	Y	Y	4	AN	N	N	RGJV
C				KG	N	N	RGJV
C				KG	N		GTU
C				KG	N		GJV
C				KG	N		GTU

Each line will indicate the fund pattern code that will be assigned

Organization Type
1 – Regular District
4 – JVSD

Grade Span
AN – Grades 4 - 23
KG – Kindergarten

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Inclusion Codes

Indicate the portion of the student's FTE that is included for that district

- 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
- NONE – None of the FTE is included in the ADM of the district receiving the report

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Move Inclusion Code Column

Move the Inclusion Code column next to the FTE Fund Pattern column as the two elements are used together

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	STATE EQUIV GRADE LEVEL CODE	DISAB CNDTN CODE	SPECED CAT COD	ECON DISAD V FLA	LEP CODE	FTE INCL CODE
OPDD	08/26/2019	08/26/2019	0.005702	0.005702		TRAD IRN G	100	-		-		KG	**	*	N	N	NONE
OPDD	08/27/2019	12/31/2500	0.994298	0.994298		TRAD IRN G	100	-		-		KG	**	*	Y	N	NONE
RGJV	07/01/2019	12/31/2500	1	1	1	TRAD IRN A	100	-		-		04	10	2	N	N	FULL
OPDD	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		03	**	*	N	N	FULL
RGJV	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		02	**	*	N	N	FULL
OPDD	07/01/2019	10/28/2019	0.277903	0.277903		TRAD IRN A	100	-		-		01	**	*	N	N	FULL
OPDD	10/29/2019	12/31/2500	0.722097	0.722097		TRAD IRN A	100	-		-		01	**	*	Y	N	FULL
RGJV	08/26/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		KG	**	*	N	N	FULL
RGJV	08/26/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		KG	**	*	N	N	FULL
PSEN	07/01/2019	12/31/2500	1	1	1	TRAD IRN A	50	-		-		PS	01	5	N	N	FULL
RGJV	07/01/2019	12/20/2019	0.433032	0.433032		TRAD IRN A	100	-		-		04	**	*	Y	N	FULL
RGJV	08/26/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		04	**	*	N	N	FULL
RGJV	08/26/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		01	**	*	N	N	FULL
RGJV	07/01/2019	12/31/2500	1	1		TRAD IRN A	100	-		-		02	**	*	Y	N	FULL
OPDD	07/01/2019	12/31/2500	1	1	1	TRAD IRN A	100	-		-		03	10	2	Y	N	FULL

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FTE Fund Pattern Codes and Inclusion Codes

Must be used together

- OPDD – Student open enrolled from their district of residence, A to district B
- OPDD and Full – Student will appear on FTE Detail Report of district A
- OPDD and None – Student will appear on FTE Detail Report of district B
- See the Open Enrollment Transfer on the School Finance Payment Report (SFPR)

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FTE Payment Reports

New for FY20 – Payment reports can be found on the Archives tab. Use filters to narrow results. Reports will be under the "Funding" category

The FY20 Payment Schedule can be found by LEA type at education.ohio.gov and Home > Finance & Funding > School Payment Reports > State Funding For Schools

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FY20 SFPR Line by Line

- To understand which fiscal year's FTE data is used to generate the SFPR please refer to the FY20 SFPR Line by Line document
  - http://education.ohio.gov/getattachment/Topics/Finance-and-Funding/School-Payment-Reports/State-Funding-For-Schools/Traditional-School-Districts/FY20-SFPR-Funding-Form-Line-by-Line.pdf.aspx?lang=en-US

While it may not be the EMIS Coordinator's responsibility, the Line by Line Explanation can provide guidance as to which data is used from a prior year and which data is used from the current year

#EachChildOurFuture

FY20 School Finance Payment Report (SFPR)
Line by Line Explanation
BASED ON PROVISIONS OF AM. SUB. H. B. 166 OF THE 133ʳᵈ GENERAL ASSEMBLY

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Quick Check

FTE Fund Patterns are determined based on EMIS coding. Incorrect student coding can result in unexpected FTE Fund Pattern assignments and potential loss of funding.

- Are all FTE Fund Pattern codes correct?
- Are there any unfunded FTE Fund Pattern codes on your FTE Detail Report (NFER, NFRG, NFST)?
- Are there any FTE Fund Pattern Codes of **** on your FTE Detail Report?

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Reviewing the FTE Summary Reports

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Open the FTE Summary Reports

Each LEA will have four FTE Summary Reports

Name	Type
(FTED-001) FTE Detail046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTED-003) FTE Adjustment046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTES-001) FTE Total by F046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTES-002) FTE Total by S046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTES-003) FTE Total by S046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTES-004) FTE Summary of046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTES-005) FTE Daily Summ046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTES-006) FTE Daily Summ046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File
(FTES-007) FTE Daily Summ046623-2020S2TRDv1-4-All2020-02-10.csv	Microsoft Excel Comma Separated Values File

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FTE Total by Fund Pattern (FTES-001)

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

FTE FUND PTTRN CODE	Summed ORIG FTE	Summed ADJSTD FTE
COMM	76.040838	75.735329
JVNR	3.61542	3.606552
OJVD	3.991276	3.991276
OJVR	5.798663	5.798663
OPDD	295.402845	295.401241
OPID	3.294211	3.294211
PBDD	0.631016	0.631016
PSEN	76.321988	76.321988
RGJV	4248.780177	4245.299463
STEM	1	1

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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

SSID	Emis ID	Last Name	First Name	Bldg IRN	FTE FUND PTTRN CODE	Summed ORIG FTE	Summed ADJSTD FTE
AA1111111	BB1111111	RODGERS	AMY	123456	RGJV	1	1
AA2222222	BB2222222	SMITH	DANE	123456	RGJV	1	1
AA3333333	BB3333333	MAY	EMILIE	123456	RGJV	1	1
AA4444444	BB4444444	GRAFTON	BILLY	123456	RGJV	1	1
AA5555555	BB5555555	LOCATE	ELIJAH	123456	RGJV	0.5	0.5
AA6666666	BB6666666	LLOYD	GABBY	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)

SSID	Emis ID	Last Name	First Name	Bldg IRN	Summed ORIG FTE	Summed ADJSTD FTE
AA1111111	BB1111111	RODGERS	AMY	123456	1	1
AA2222222	BB2222222	SMITH	DANE	123456	1	1
AA3333333	BB3333333	MAY	EMILIE	123456	1	1
AA4444444	BB4444444	GRAFTON	BILLY	123456	1	1
AA5555555	BB5555555	LOCATE	ELIJAH	123456	0.5	0.5

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FTE Summary of Students with Adjustments (FTES-004)

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

SSID	Emis ID	Last Name	First Name	Bldg IRN	Summed ADJSTD FTE	Summed ORIG FTE	Difference
AA1111111	BB1111111	READY	GAVIN	123456	0.068397	0.07	0.001603
AA2222222	BB2222222	SHUTTER	TYLER	123456	0.136795	0.14	0.003205
AA3333333	BB3333333	WEGNER	JEFFREY	123456	0.480093	0.480094	0.000001
AA4444444	BB4444444	JEETLY	NATHANAEL	123456	0.067214	0.07	0.002786
AA5555555	BB5555555	SMITH	MAKAYLA	123456	0.395779	0.405726	0.009947

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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 amount of FTEs being generated from specific submissions
- Are separated by educating/funding situations which can be tied back to the FTE Detail Report
- Contain result codes that are not an indication of an error but rather identify student education/funding situations

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FTE Daily Summary Reports, cont'd

Contain FTE totals separated by unique combinations of
- Result Code
- Grade Span Code
- Economic Disadvantgement Code
- LEP Code
- Special Education Category Code

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FTE Daily Summary Reports, cont'd

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

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FTE Run Dates

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

N	O	P	Q	R	S	T	U	V	W
LATEST RUN DATE-02/11/202	PRIOR RUN DATE-02/09/202	SEC PRIOR RUN DATE-02/07/202	THIRD PRIOR RUN DATE-02/06/202	FOURTH PRIOR RUN DATE-02/05/202	WEEK PRIOR RUN DATE-02/04/202	WEEK PRIOR RUN DATE-	PRIOR RUN DATE-01/12/	MONTH PRIOR RUN DATE-	THIRTY DAY AVERAGE
15.560489	15.054644	15.054644	15.563119	15.563119	15.563119	0	0	0	25.331485
1.603449	1.603449	1.603449	1.603449	1.603449	1.603449	0	0	0	2.62809
1	1	1	1	1	1	0	0	0	1.4
404.564303	404.564303	404.564303	404.051221	404.059605	404.059605	0	0	0	563.397009
3.391468	3.391468	3.391468	3.391468	3.391468	3.391468	0	0	0	4.938221
86.560342	86.560342	86.560342	87.506519	87.506519	87.506519	0	0	0	123.115693

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FTE Run Dates, cont'd

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

The most recent data processing caused a significant drop in FTE funding

Select the blank cells below the FTE values and select AutoSum from the Formulas tab to more easily find fluctuations

	N	O	P	Q	R	S
	LATEST RUN DATE- 02/11/202	PRIOR RUN DATE- 02/09/202	SEC PRIOR RUN DATE- 02/07/202	THIRD PRIOR RUN DATE- 02/06/202	FOURTH PRIOR RUN DATE- 02/05/202	WEEK PRIOR RUN DATE- 02/04/202
	15.560489	15.054644	15.054644	15.563119	15.563119	15.563119
	1.603449	1.603449	1.603449	1.603449	1.603449	1.603449
	1	1	1	1	1	1
	178.579846	404.564303	404.564303	404.051221	404.059605	404.059605
	3.391468	3.391468	3.391468	3.391468	3.391468	3.391468
	86.560342	86.560342	86.560342	87.506519	87.506519	87.506519
	7.276836	7.276836	7.276836	7.276836	7.276836	7.276836
	3	3	3	3	3	3
	296.97243	522.451042	522.451042	523.392612	523.400996	523.400996

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Error Severity Codes

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

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

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Error Severity Codes, cont'd

This example contains multiple Critical Error Severity Codes due to decreases in FTE between the latest run and the thirty day average

C	O	P	Q	R	S	T	U	V	W	X
				THIRD	FOURTH	WEEK	TWO WEEK PRIOR RUN	MONTH PRIOR RUN	TWO MONTH PRIOR RUN	
ERR SEV CODE	LATEST RUN DATE- 02/11/20	PRIOR RUN DATE- 02/09/20	SEC PRIOR RUN DATE- 02/07/20	PRIOR RUN DATE- 02/06/20	PRIOR RUN DATE- 02/05/20	PRIOR RUN DATE- 02/04/20	DATE- 01/28/20 20	DATE- 01/12/20 20	DATE- 12/13/20 19	THIRTY DAY AVERAGE
C	-0.91837	-0.91837	-0.91837	-0.91837	-0.91837	-0.91837	0	0	0	-1.036798
C	-1.235355	-1.235355	-1.235355	-1.235355	-1.235355	-1.235355	0	0	0	-1.482426
C	-7.042076	-7.042076	-7.042076	-7.042076	-7.042076	-7.042076	0	0	0	-7.837268
C	-0.445652	-0.5	-0.5	-0.5	-1	-1	0	0	0	-1.002627
C	-1								0	-1.1375
C	-1								0	-1.266667
C	-2.994414	-2.994							0	-3.992552
C	-4								0	-5.333333
C	-3.614525	-3.614525	-3.614525	-3.614525	-3.614525	-3.614525	0	0	0	-4.819367

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

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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
  - Sum the FTEs in the Latest Run column
- Match the data to the FTED-001 FTE Detail Report to identify the students as part of a troubleshooting process
  - Filter on LEA IRN (educating) = IRN of entity receiving the report
  - Sum the Adjusted FTE column

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Filter the FTED-001 FTE Detail Report

FTED-001 FTE Detail Report

LEA IRN column, select educating IRN. For this demonstration 040404 is the educating IRN.

Select the cells in the Adjusted FTE column and AutoSum, or view the SUM value at the bottom of the Excel screen

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Match to the FTES-005 FTE Daily Summary Report

FTES-005 FTE Daily Summary Report – Student District is Educating

Select the cells in the Latest Run Date column and AutoSum, or view the SUM value at the bottom of the Excel screen

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FTES-006 Students Initially Funded at District

- Includes FTEs of students for which the LEA is initially funded
- Contains up to nine 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 receive only Result Code FT0110
- Displays FTEs as initially funded, positive amounts
- Generated for traditional districts and JVSDs
- Can be matched to the FTED-001 FTE Detail Report

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Initially Funded Students – No Transfer

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0110**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes - CTCR, JVNR, KGTU, PSEN, PSIN, PSNR, PSRD, and RGJV
    - Inclusion codes – FULL and PART
  - JVSDs filter on
    - FTE Fund Pattern Codes – JVNR, OJVR, PSNR, RGJV
    - Inclusion code - FULL
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Preschool Students Initially Funded Transferred to ESC

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0111**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – PSET and PSIT
    - Inclusion code – FULL
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Open Enrolled Preschool Students Initially Funded at the LEA and Funds Transferred to Another District

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0112**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – PSON, PSOP, and PSOT
    - Inclusion code – FULL
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Preschool Students Initially Funded at the LEA Transferred to a CBDD

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0113**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – PBDD
    - Inclusion code – FULL
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Initially Funded at the LEA Transferred to a JVSD

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0114**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – CTID, CTOP, CTVC, and OJVD
    - Inclusion code – FULL
    - LEA IRN = JVSD IRN(s)
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Initially Funded at the LEA Transferred to a Community School/STEM

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0115**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – COMM, STEM, and KGTU
    - For KGTU verify that the LEA IRN is a Community School or STEM district
    - Inclusion code – FULL
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Initially Funded at the LEA Transferred to Another District

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0116**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – CTID, CTOP, CTVC, KGTO, OJVR, OPDD, SPCO
      - For CTID, CTOP, and CTVC do not include if LEA IRN is a JVSD
    - Inclusion code – FULL and PART
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Initially Funded at the LEA, Transferred to Both a JVSD and Another District

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0117**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – OPID
    - Inclusion code – FULL (do not include PART)
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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Scholarship Students Initially Funded at the LEA

- FTES-006 FTE Daily Summary Report
  - Filter on **Result Code FT0118**
  - Select Latest Run FTEs and AutoSum or view sum
- FTED-001 FTE Detail Report
  - Traditional districts filter on
    - FTE Fund Pattern Codes – ATSM, CLEV, EDCH, and JPSN
    - Inclusion code – FULL
  - Select FTEs in Adjusted FTE column and AutoSum or view sum

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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
- Includes FTEs for students who are
  - in open enrollment situations
  - in specific non-open enrollment situations
  - attending community schools or STEM schools
  - preschool students attending an ESC
- Can be matched to the FTED-001 FTE Detail Report

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Result Codes

- FT0150 – Open enrolled in, initially funded elsewhere and funding transferred to educating LEA (positive amount)
- FT0160 – 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)
- FT0190 – Community School/STEM educating, funding transferred in (positive amount)
- FT0200 – Resident student at Community School/STEM, funding transferred (negative amount)

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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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Transfers - Open Enrollment In

- FTED-001 FTE Detail Report
  - First filter on Fund Pattern Codes KGTO, OJVD, OPDD, OPID, PSON, PSOP, and PSOT
    - Add filter in Inclusion Code column – NONE and PART
    - Select FTEs in Adjusted FTE column and AutoSum or view sum (note this amount)
  - Clear filters then filter on Fund Pattern Code OJVR
    - Add filter in Inclusion Code column – NONE
    - Select FTEs in Adjusted FTE column and AutoSum or view sum (note this amount)
  - Third combine Adjusted FTE amounts to match to Result Code FT0150
- FTES-007 FTE Daily Summary Report – Transfers
  - Result Code FT0150 open enrolled in - positive amount
    - Filter on Initially Funded IRN and unselect the IRN of the entity receiving the report
      - these are students open enrolled back to their DOR
    - Select Latest Run FTEs and AutoSum or view sum

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Transfers - Open Enrollment Out

- FTED-001 FTE Detail Report
  - First filter on Fund Pattern Codes KGTO, OJVD, OPDD, OPID, PSON, PSOP, and PSOT
    - Add filter in Inclusion Code column – FULL
    - Select FTEs in Adjusted FTE column and AutoSum or view sum (note this amount)
  - Clear filters, then filter on Fund Pattern Code OJVR
    - Add filter in Inclusion Code column – PART
    - Select FTEs in Adjusted FTE column and AutoSum or view sum (note this amount)
  - Third combine Adjusted FTE amounts to match to Result Code FT0160
- FTES-007 FTE Daily Summary Report – Transfers
  - Result Code FT0160 open enrolled out – negative amount
  - Select Latest Run FTEs and AutoSum or view sum

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Transfers – Other Adjustments

- FTED-001 FTE Detail Report
  - Filter on Fund Pattern Codes CTID, CTOP, CTVC, and SPCO
  - Add filter in Inclusion Code column – NONE to match to Result Code FT0170 ~OR~
  - Add filter in Inclusion Code column – FULL to match to Result Code FT0180
  - Select FTEs in Adjusted FTE column and AutoSum or view sum
- FTES-007 FTE Daily Summary Report – Transfers
  - Result Code FT0170 non-open enrolled in- positive amount
  - Result Code FT0180 non-open enrolled out - negative amount
  - Select Latest Run FTEs and AutoSum or view sum

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Transfers - Community School/STEM

- FTED-001 FTE Detail Report
  - Filter on Fund Pattern Codes COMM and STEM
  - Select FTEs in Adjusted FTE column and AutoSum or view sum
- FTES-007 FTE Daily Summary Report – Transfers
  - Result Code FT0190 Community School/STEM educating - positive amount
  - Result Code FT0200 District of Residence – negative amount
  - Select Latest Run FTEs and AutoSum or view sum

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Transfers - ESC

- FTED-001 FTE Detail Report
  - For a traditional district to match to FT0220
    - Filter on Fund Pattern Codes PSET and PSIT
    - Add filter in Inclusion Code column– FULL
    - Clear filters, then filter on Fund Pattern Code PSOT
    - Add filter in Inclusion Code column – NONE
    - Combine Adjusted FTE amounts to match to Result Code FT0220
- FTES-007 FTE Daily Summary Report – Transfers
  - Result Code FT0220 DOR or sending district – negative amount
  - Select Latest Run FTEs and AutoSum or view sum

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Transfers – ESC, cont'd

- FTED-001 FTE Detail Report
  - For an ESC to match to FT0210
    - Filter on Fund Pattern Code PSET and PSOT then add filter in Inclusion Code column – NONE
    - Clear filters, then filter on Fund Pattern Code PSIT, then add filter in Inclusion column – FULL
    - Combine Adjusted FTE amounts to match to Result Code FT0210
- FTES-007 FTE Daily Summary Report – Transfers
  - Result Code FT0210 ESC educating - positive amount
  - Select Latest Run FTEs and AutoSum or view sum

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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?
- Can you identify individual students in the Daily Summary Reports by filtering the FTE Detail Report?
- Are you sharing these reports with others in your district?

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Summary

Student funding is a process that requires data accuracy and completeness throughout all phases of the data reporting process

- This presentation reviewed data integrity from the point of data entry through the FTE Report generation process
- Prompt 1 – What can your district do to ensure that data is correct from the point of entry?
- Prompt 2 – What can your district do to ensure that it is receiving appropriate funding for each fundable student?

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Resources

- Current EMIS Manual
  - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
- Level 2 Report Explanations
  - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
    - FTE Reports
    - FTE Daily Summary Reports
- Your ITC
- Your Area Coordinator

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Questions?

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