

Troubleshooting FTE Reports

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Overview

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

Outline

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


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


Level 2 Reports

FTE Reports are available in the Level 2 Reports link




Midyear Student Collection (FY21)

FY21-S-TRAD Mid: Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G... 


Submissions: January 04, 2021 - April 30, 2021 (109 days till close)
Version: 2
Status: The collection was submitted today at 12:28:01 PM by 
Submission Status: Pending Processing (today at 12:27:33 PM)
Submission Number: 3 (attempt 1)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

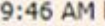
From ODE: [Level 2 Reports](#)

Prepare Outputs: [Level 1 Validations](#)
[View submission 3 Data](#)



SOES End of Year Student Collection (FY21)

FY21-S-SOES Final: Collection required for all Community Schools. Source file(s) for GI, FS, FB, FD, FN, FE, FC, FL, FP, FT, GD, GE, GG, GJ, and GQ st... 

Submissions: January 04, 2021 - July 14, 2021 (184 days till close)
Version: 2
Status: The collection was submitted January 07, 2021 at 06:59:46 AM by 
Submission Status: Processing Completed (January 07, 2021 at 06:59:10 AM)
Submission Number: 2 (attempt 1)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

From ODE: [Level 2 Reports](#)

Prepare Outputs: [View submission 2 Data](#)

Generate and Open 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: Collection Request: Data Set: School Year: Category:

LEA IRN: Report Name: Last Activity Within: 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:

Display Options

Group By: Collection Request LEA Level 2 Report Category Data Set None File Format: CSV HTML

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

Show/Hide Categories:

Funding Reports Student Reports

[Deselect All Categories](#)

Select "Show Reports"

Filtering can reduce results

Generate and Open Level 2 Reports, cont'd

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission	Help Page
(Total Count: 9)												
▼ Midyear Student Collection (FY21) (2021S2TRD) (Count: 9)												
(FTED-001) FTE Detail		120	32	0	4517	4669	Funding Reports	S	01/09/21 17:16	01/10/21 04:17	2 on 01/08/21	Help...
(FTED-003) FTE Adjustments		13	25	135	3	176	Funding Reports	S	01/09/21 17:16	01/10/21 04:18	2 on 01/08/21	Help...
(FTES-001) FTE Total by Fund Pattern		0	0	0	16	16	Funding Reports	S	01/09/21 17:16	01/10/21 04:17	2 on 01/08/21	Help...
(FTES-002) FTE Total by Student and Fund Pattern							Funding Reports	S	01/09/21 17:16	01/10/21 04:17	2 on 01/08/21	Help...
(FTES-003) FTE Total by Student							Funding Reports	S	01/09/21 17:16	01/10/21 04:17	2 on 01/08/21	Help...
(FTES-004) FTE Summary of Students with Adjustments							Funding Reports	S	01/09/21 17:16	01/10/21 04:17	2 on 01/08/21	Help...
(FTES-005) FTE Daily Summary Report - Students District is Educating		0	0	5	69	74	Funding Reports	S	01/09/21 17:16	01/10/21 04:41	2 on 01/08/21	Help...
(FTES-006) FTE Daily Summary Report - Students Initially Funded at District		0	0	0	125	125	Funding Reports	S	01/09/21 17:16	01/10/21 04:15	2 on 01/08/21	Help...
(FTES-007) FTE Daily Summary Report - Transfers		1	3	2	136	147	Funding Reports	S	01/09/21 17:16	01/10/21 04:41	2 on 01/08/21	Help...
Generate a single .zip file for all reports Export report information to a .csv file												

Select individual reports or "Generate a single .zip file for all reports"

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	Help Page
(Count: 9)					
Funding Reports	S	01/21/21 17:16	01/22/21 04:00	5 Unknown	Help ...
Funding Reports	S	01/21/21 17:16	01/17/21 04:17	5 Unknown	Help ...
Funding Reports	S	01/21/21 17:16	01/22/21 04:00	5 Unknown	Help ...
Funding Reports	S	01/21/21 17:16	01/22/21 04:00	5 Unknown	Help ...



FTE Report Error Categories

Fatal	Critical	Warn	Info	Total
<u>3</u>	<u>9</u>	0	<u>423</u>	<u>435</u>
<u>3</u>	<u>11</u>	<u>1</u>	0	<u>15</u>
0	0	0	<u>1</u>	<u>1</u>
0	0	0	<u>416</u>	<u>416</u>
0	0	0	<u>416</u>	<u>416</u>
0	0	0	<u>12</u>	<u>12</u>

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

Troubleshooting the FTE Adjustment Report

Open the FTE Adjustment Report

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ Midyear Student Collection (FY21) (2021S2TRD)								
(FTED-001) FTE Detail		120	32	0	4517	4669	Funding Reports	S
(FTED-003) FTE Adjustments		13	25	135	3	176	Funding Reports	S
(FTES-001) FTE Total by Fund Pattern		0	0	0	16	16	Funding Reports	S
(FTES-002) FTE Total by Student and Fund Pattern		0	0	0	3810	3810	Funding Reports	S
(FTES-003) FTE Total by Student		0	0	0	3767	3767	Funding Reports	S
(FTES-004) FTE Summary of Students with Adjustments		0	0	0	133	133	Funding Reports	S
(FTES-005) FTE Daily Summary Report - Students District is Educating		0	0	5	69	74	Funding Reports	S
(FTES-006) FTE Daily Summary Report - Students Initially Funded at District		0	0	0	125	125	Funding Reports	S
(FTES-007) FTE Daily Summary Report - Transfers		1	3	7	136	147	Funding Reports	S

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

Prepare the FTE Adjustment Report

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

FTE Adjustment Report

Subset of the FTE Detail Report

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

I	J	K	L	M	N	O	P	Q	R	S	T
LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRN	ORIG F	ADJSTD FTE	ADJSMNT START DATE	ADJSMNT END DAT
COMM IRN	FTED-003	FT0021	Invalid Grade Level	COMM	08/01/2019	12/31/2500	TRAD IRN		-1	08/01/2018	12/31/2500
COMM IRN	FTED-003	FT0021	Invalid Grade Level	COMM	07/01/2019	12/31/2500	TRAD IRN		-1	07/01/2018	12/31/2500
COMM IRN	FTED-003	FT0010	Rounding	COMM	11/19/2020	12/31/2500	TRAD IRN		-0.01	11/19/2020	12/31/2500
COMM IRN	FTED-003	FT0002	Overlapping Dates	COMM	09/02/2020	12/31/2500	TRAD IRN		-0.035928	09/09/2020	09/16/2020
COMM IRN	FTED-003	FT0002	Overlapping Dates	COMM	09/02/2020	12/31/2500	TRAD IRN		-0.035928	09/09/2020	09/16/2020
COMM IRN	FTED-003	FT0001	Over One FTE	COMM	09/22/2020	12/31/2500	TRAD IRN		-0.004627	09/22/2020	12/31/2500
COMM IRN	FTED-003	FT0008	Age 5 Kindergarten - No Early Entrance Policy	COMM	09/11/2020	12/31/2500	TRAD IRN		-0.904192	09/11/2020	12/31/2500
COMM IRN	FTED-003	FT0008	Age 5 Kindergarten - No Early Entrance Policy	COMM	10/13/2020	12/31/2500	TRAD IRN		-0.790419	10/13/2020	12/31/2500
COMM IRN	FTED-003	FT0008	Age 5 Kindergarten - No Early Entrance Policy	COMM	09/21/2020	12/31/2500	TRAD IRN		-0.874251	09/21/2020	12/31/2500
COMM IRN	FTED-003	FT0008	Age 5 Kindergarten - No Early Entrance Policy	COMM	08/19/2020	11/05/2020	TRAD IRN		-0.311377	08/01/2020	11/05/2020
COMM IRN	FTED-003	FT0008	Age 5 Kindergarten - No Early Entrance Policy	COMM	08/19/2020	11/05/2020	TRAD IRN		-0.311377	08/01/2020	11/05/2020

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	ENRL			ADJSTD	LEGAL	STDNT	SENT	SENT	SENT	SENT	STATE EQUIV	DISAB	SPECED	
PTTRN	START	ENRL END		SPECED	DIST OF	PCT OF	REASON	REASON	REASON	REASON	GRADE LEVEL	CNDTN	CAT	
CODE	DATE	DATE	ORIG F	FTE	CAT FT	RES IRN	TIME	1	1 PCT	2	2 PCT	CODE	CODE	CODE
RGJV	01/07/2021	12/31/2500	0.557471	0.063218		TRAD IRN	100	-		-		02	**	*
RGJV	08/27/2020	09/24/2020	0.109195	0.103448		TRAD IRN	100	-		-		11	**	*

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

I	J	K	L	M	N	O	P	Q	R	S
	LEVEL 2	RESULT		FTE FUND	ENRL	ENRL END	LEGAL		ADJSTD	ADJSMNT
LEA IRN	REC TYPE	CODE	RESULT CODE DESCR	PTTRN	START	DATE	DIST OF	ORIG F	FTE	START
	CODE	CODE		CODE	DATE	DATE	RES IRN			DATE
TRAD IRN	FTED-003	FT0002	Overlapping Dates	RGJV	01/07/2021	12/31/2500	TRAD IRN		-0.494253	01/07/2021
TRAD IRN	FTED-003	FT0002	Overlapping Dates	RGJV	08/27/2020	09/24/2020	TRAD IRN		-0.005747	09/24/2020

FTE Adjustments

The next slides will review each adjustment and possible resolutions

F	G	H	I	J	K	L	M
Last Name	First Name	Middle Name	LEA IRN	LEVEL 2 REC TYPE COD	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN COL
Last Name	First Name	Middle Name				Overlapping Dates	RGJV
Last Name	First Name	Middle Name				Overlapping Dates	COMM
Last Name	First Name	Middle Name				Disability - no IEP	RGJV
Last Name	First Name	Middle Name				Rounding	COMM
Last Name	First Name	Middle Name				Negative FTE	COMM
Last Name	First Name	Middle Name				Rounding	RGJV
Last Name	First Name	Middle Name				Rounding	COMM
Last Name	First Name	Middle Name				Rounding	RGJV
Last Name	First Name	Middle Name				Rounding	RGJV
Last Name	First Name	Middle Name				Rounding	COMM
Last Name	First Name	Middle Name				Over One FTE	COMM
Last Name	First Name	Middle Name				Withdrawal No Attendance	COMM
Last Name	First Name	Middle Name				Withdrawal No Attendance	COMM
Last Name	First Name	Middle Name				105/72-Hour Rule	COMM

Filter on the Result Code column as each adjustment is discussed

Some adjustments are not fixable and will remain on the report

Adjustment Over One FTE

Filter on FTE Adjustment Result Code FT0001 (Warning)

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

Over One FTE Example

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

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

Over One FTE Example, cont'd

This adjustment can also occur within the same district

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

Adjustment Overlapping Dates

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

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

Overlapping Dates Example

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

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

Adjustment Percent of Time on Overlapping Dates

Filter on FTE Adjustment Result Code FT0003 (Critical)

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

Percent of Time on Overlapping Dates Example

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

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

Adjustment Disability Not Funded

Filter on FTE Adjustment Result Code FT0005 (Critical)

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

Adjustment Disability Not Funded, cont'd

Filter on FTE Adjustment Result Code FT0005 (Critical)

- Impacts special education weighted funding and not the base FTE

FTE Adjustment Report

K	L	M	N	O	P	Q	R	S	T
RESULT		FTE FUND	ENRL		LEGAL		ADJSTD	ADJSMNT	
CODE	RESULT CODE DESCR	PTTRN	START	ENRL END	DIST OF	ORIG F	FTE	START	ADJSMNT
		CODE	DATE	DATE	RES IRN			DATE	END DAT
FT0005	Disability - no IEP	RGJV	08/27/2020	12/31/2500	TRAD IRN		-0.011494	10/22/2020	10/23/2020
FT0005	Disability - no IEP	COMM	08/31/2020	12/31/2500	TRAD IRN		-0.657754	12/04/2020	06/03/2021

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

J	K	L	M	N	O	P	Q	R	S	T
LEVEL 2	RESULT	FTE FUND	ENRL				ADJSTD	ADJSTD	LEGAL	STDNT
REC TYPE	RESULT	PTTRN	START	ENRL END		ADJSTD	SPECED	DIST OF	PCT OF	
CODE	CODE	DESCR	CODE	DATE	DATE	ORIG F	FTE	CAT FT	RES IRN	TIME
FTED-001	FT0000	FTE Detail	RGJV	08/27/2020	12/31/2500	1	1	0.988506	TRAD IRN	100
FTED-001	FT0000	FTE Detail	COMM	08/31/2020	12/31/2500	1	1	0.342246	TRAD IRN	100

FTE Detail Report

Adjustment Student 22 or older

Filter on FTE Adjustment Result Code FT0007 (Warning)

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

Adjustment Negative FTE Adjustment

Filter on FTE Adjustment Result Code FT0009 (Informational)

- When multiple FTE adjustments for a student result in a negative total FTE, an adjustment is generated that brings the total FTE to zero
- If the student data is being reported correctly, this adjustment is informational
- Example: A 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.

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

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

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

Adjustment Withdrawal No Attendance

Filter on FTE Adjustment Result Code FT0031 (Warning)

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

Adjustment Not Eligible for Funding

Filter on FTE Adjustment Result Code FT0032 (Warning)

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

Adjustment JVSD Students Grade 5 and Below

Filter on FTE Adjustment Result Code FT0033 (Fatal)

- New FTE adjustment (FT0033) for JVSD students in grades 5 and below
- Can also appear as an adjustment for district of residence/sending district
- Verify the student's grade level and if grade 5 or below, the adjustment should be ignored

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)

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

Adjustment E-School Cap

Filter on FTE Adjustment Result Code FT0004 (Warning)

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

Adjustment 72 Hour Rule

Filter on FTE Adjustment Result Code FT0006 (Warning)

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

Adjustment Age 5 KG No Early Entrance Policy Adjustment

Filter on FTE Adjustment Result Code FT0008 (Critical)

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

Adjustment 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

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

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

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

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

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

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

Adjustment CS Invalid Grade Level

Filter on FTE Adjustment Result Code FT0021 (Fatal)

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

Adjustment 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

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

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









Quick Check

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

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

Understanding the FTE Detail Report

Open the FTE Detail Report

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ Midyear Student Collection (FY21) (2021S2TRD)								
 (FTED-001) FTE Detail		120	32	0	4517	4669	Funding Reports	S
 (FTED-003) FTE Adjustments		13	25	135	3	176	Funding Reports	S
 (FTES-001) FTE Total by Fund Pattern		0	0	0	16	16	Funding Reports	S
 (FTES-002) FTE Total by Student and Fund Pattern		0	0	0	3810	3810	Funding Reports	S
 (FTES-003) FTE Total by Student		0	0	0	3767	3767	Funding Reports	S
 (FTES-004) FTE Summary of Students with Adjustments		0	0	0	133	133	Funding Reports	S
 (FTES-005) FTE Daily Summary Report - Students District is Educating		0	0	5	69	74	Funding Reports	S
 (FTES-006) FTE Daily Summary Report - Students Initially Funded at District		0	0	0	125	125	Funding Reports	S
 (FTES-007) FTE Daily Summary Report - Transfers		1	3	7	136	147	Funding Reports	S
Generate a single.zip file for all reports Export report information to a .csv file								

Prepare the FTE Detail Report

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

FTE Detail Report

Contains student FTE data with related EMIS data

- All FTE Detail Report data should be reviewed for accuracy
- Data issues can exist that do not generate errors
 - When a student has no FTE adjustment, their base FTE, weighted funding elements, or other data could 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

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

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
 - Attending Situation (i.e., How Received, Sent To, District of Residence)
 - Disability Condition
 - Economic Disadvantage
 - English Learner Status
 - State Equivalent Grade Level

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
 - $(\text{Total Enrolled Hours} \times \text{Total Percent of Time}) \div \text{Calendar Hours}$

Percent of Time Calculation

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

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%

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%

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

Filter on Percent of Time Column

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
RESULT	FTE	ENRL				ADJSTD	LEGAL	STDNT	SENT				
CODE	FUND	START	ENRL	END		ADJSTD	SPECED	DIST OF	REASON				
DESCR	CODI	DATE	DATE	ORIG F	FTE	CAT FT	RES IRN	TIME	1				
FTE Detail	COMM	08/24/2020	08/24/2020	0.000									
FTE Detail	COMM	08/24/2020	08/26/2020	0.000									
FTE Detail	COMM	08/24/2020	08/31/2020	0.000									
FTE Detail	COMM	08/24/2020	08/24/2020	0.000									
FTE Detail	OPID	09/08/2020	09/09/2020	0.000									
FTE Detail	RGJV	09/08/2020	09/11/2020	0.000									
FTE Detail	RGJV	08/24/2020	08/24/2020	0.000								06	
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000								02	
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000									
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000									
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000									
FTE Detail	RGJV	08/28/2020	08/28/2020	0.000									
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000								02	
FTE Detail	RGJV	11/23/2020	11/29/2020	0.000								02	
FTE Detail	RGJV	11/10/2020	11/10/2020	0.000								03	
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000								01	
FTE Detail	RGJV	11/02/2020	11/03/2020	0.000								KG	
FTE Detail	RGJV	01/04/2021	01/04/2021	0.000								04	
FTE Detail	RGJV	09/17/2020	09/17/2020	0.000								KG	
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000								04	
FTE Detail	RGJV	08/27/2020	08/27/2020	0.000								10	

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



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?

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

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-**-**

State Calendar

FY21 State Calendar

- Began on 8/24/2020 and ends on 5/26/2021
- Has 1026 hours of instruction
- Appears as 999999-999999-**-**
- Sometimes correctly generates the FTE
- Sometimes incorrectly generates the FTE based on
 - Enrollment dates
 - Hours of instruction

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)
 - $(1062 \times 100\%)$ divided by 1080 = Student FTE 0.98
 - Seniors are placed on a calendar that represents attendance days for their attending situation (1062 hours)
 - $(1062 \times 100\%)$ divided by 1062 = Student FTE 1.00

Filter on Calendar Columns

Look for instances of unexpected IRNs or 999999

Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
STATE									CAL		Total	
EQUIV	DISAB	SPECED	ECON					CAL	ATTENDA		Enroll	
GRADE	CNDTN	CAT	DISADV	English	FTE INCL	CAL DIST	CAL BLDG	GRADE	NCE		For This	Total For
LEVE	CODE	CODE	FLAG	Learn	CODE	IRN	IRN	LEVE	PATTEF	LEA TYPE	Rec	This Ca
PS	**	*	N	N	NONE	TRAD IRN	BLDG IRN	PS	P4	Regular	1	172
PS	**	*	N	N	NONE	999999	999999	**	**	Regular	1	171
03		1	N	N	FULL	999999	999999	**	**	SCHLRSHP	6	1026
11	**	*	Y	N	PART	999999	999999	**	**	Regular	6	1026
07	**	*	Y	N	FULL	TRAD IRN	BLDG IRN	**	**	Regular	6.25	1063
						AD IRN	BLDG IRN	04	**	Regular	6.25	1063
						AD IRN	BLDG IRN	**	**	Regular	6.5	1105
						AD IRN	BLDG IRN	10	**	Regular	5.85	988.65
02	**	*	Y	N	FULL	TRAD IRN	BLDG IRN	02	**	Regular	5.5	929.5
02	15	2	Y	N	FULL	TRAD IRN	BLDG IRN	02	**	Regular	5.5	929.5
01	**	*	Y	N	FULL	TRAD IRN	BLDG IRN	01	**	Regular	5.5	929.5

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

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?

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

Calculating the Base FTE for Grades KG - 23

$(\text{Hours Enrolled} \times \text{Percent of Time}) \div \text{Hours on Calendar} = \text{FTE}$

- Full time student enrolled all year
 - $(1001 \text{ hours} \times 100\%) \div 1001 \text{ hours} = 1.00 \text{ FTE}$
- Half time student enrolled all year
 - $(1001 \text{ hours} \times 50\%) \div 1001 \text{ hours} = 0.50 \text{ FTE}$
- Full time student withdraws prior to the end of the school year
 - $(910 \text{ hours} \times 100\%) \div 1001 \text{ hours} = 0.909091$

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 \div 178 calendar days = 1.00
 - PS Base FTE Example: Enrolled 89 days \div 178 calendar days = 0.50
 - PS Base FTE Example: Enrolled 40 days \div 178 calendar days = 0.224719

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

I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
LEA IRN	LEVEL 2 REC TYPE	RESULT CODE	RESULT CODE	FTE FUND PTRRN	ENRL START DATE	ENRL END DATE	ORIG F FTE	ADJSTD FTE	ADJSTD SPECED CAT FTI	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	STA EQU GRA
JVS IRN	FTED-001	FT0000	FTE Detail	OPID	08/24/2020	12/31/2500	0.1	0.1	0.1	TRAD IRN	10 -	-	-	-	-	07
JVS IRN	FTED-001	FT0000	FTE Detail	OJVR	08/24/2020	12/31/2500	0.1	0.1		TRAD IRN	10 -	-	-	-	-	07
JVS IRN	FTED-001	FT0000	FTE Detail	JVNR	08/24/2020	12/31/2500	0.1	0.1		TRAD IRN	10 -	-	-	-	-	09
TRAD IRN	FTED-001	FT0000	FTE Detail	OPDD	08/24/2020	09/25/2020	0.138366	0.138366		TRAD IRN	100 -	-	-	-	-	04
TRAD IRN	FTED-001	FT0000	FTE Detail	OPDD	08/19/2020	09/30/2020	0.149254	0.149254		TRAD IRN	100 -	-	-	-	-	09
SCSH IRN	FTED-001	FT0000	FTE Detail	ATSM	09/01/2020	10/16/2020	0.15	0.15		TRAD IRN	100 -	-	-	-	-	11
TRAD IRN	FTED-001	FT0000	FTE Detail	OPDD	09/08/2020	10/14/2020	0.151575	0.151575	0.151575	TRAD IRN	100 -	-	-	-	-	04
NON PUB IRN	FTED-001	FT0000	FTE Detail	EDCH	08/31/2020	10/12/2020	0.180723	0.180723		TRAD IRN	100 -	-	-	-	-	04
NON PUB IRN	FTED-001	FT0000	FTE Detail	EDCH	08/31/2020	10/21/2020	0.21	0.21		TRAD IRN	100 -	-	-	-	-	09
TRAD IRN	FTED-001	FT0000	FTE Detail	PSNR	08/31/2020	10/21/2020	0.215827	0.215827	0.215827	TRAD IRN	50 -	-	-	-	-	PS
TRAD IRN	FTED-001	FT0000	FTE Detail	PSET	09/08/2020	11/01/2020	0.224638	0	0	TRAD IRN	50 -	-	-	-	-	PS
TRAD IRN	FTED-001	FT0000	FTE Detail	PSRD	08/31/2020	10/25/2020	0.230216	0.230216	0.230216	TRAD IRN	50 -	-	-	-	-	PS
SCSH IRN	FTED-001	FT0000	FTE Detail	JPSN	08/24/2020	10/21/2020	0.25731	0.25731		TRAD IRN	100 -	-	-	-	-	07
TRAD IRN	FTED-001	FT0000	FTE Detail	PSOP	09/16/2020	11/22/2020	0.273256	0.273256	0.273256	TRAD IRN	100 -	-	-	-	-	PS

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?

Student Attributes - Effective Date Record (FD)

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

FD Attributes

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 F	ADJSTD FTE	ADJSTD SPECED CAT FT	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	STATE EQUIV GRADE LEVE	DISAB CNDTN CODE	SPECED CAT CODE	ECON DISADV FLAG	English Learn
08/24/2020	12/31/2500	0.1	0.1	0.1	TRAD IRN	10 -					07	05	1	N	N
08/24/2020	12/31/2500	0.1	0.1		TRAD IRN	10 -					07	**	*	N	N
08/24/2020	12/31/2500	0.1	0.1		TRAD IRN	10 -					09	**	*	N	N
08/24/2020	09/25/2020	0.138366	0.138366		TRAD IRN	100 -					04	**	*	N	N
08/19/2020	09/30/2020	0.149254	0.149254		TRAD IRN	100 -					09	**	*	Y	N
09/01/2020	10/16/2020	0.15	0.15		TRAD IRN	100 -					11		6	N	N
09/08/2020	10/14/2020	0.151575	0.151575	0.151575	TRAD IRN	100 -					04	05	1	N	N
08/31/2020	10/12/2020	0.180723	0.180723		TRAD IRN	100 -					04		*	N	N
08/31/2020	10/21/2020	0.21	0.21		TRAD IRN	100 -					09		*	N	N
08/31/2020	10/21/2020	0.215827	0.215827	0.215827	TRAD IRN	50 -					PS	05	1	N	N
09/08/2020	11/01/2020	0.224638	0	0	TRAD IRN	50 -					PS	06	5	N	N
08/31/2020	10/25/2020	0.230216	0.230216	0.230216	TRAD IRN	50 -					PS	05	1	N	N

Quick Check

FD Attributes can generate weighted funding. Students who are identified as special education, economically disadvantaged, and/or English Learner 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 disadvantage code using the correct dates?
- Are all English Learner Students reported with appropriate EL codes using the correct dates?

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

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 Scholarship Program
COMM	Community School Student	Most Students reported by a community school
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

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		RGJV
C				KG	N		STU
C				KG	N		RGJV
C				KG	N		STU

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



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

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	ENRL			ADJSTD	LEGAL	STDNT	SENT	SENT	SENT	SENT	STATE	DISAB	SPECED	ECON		
PTTRN	START	ENRL		ADJSTD	SPECED	DIST OF	PCT OF	REASON	REASON	REASON	REASON	GRADE	CNDTN	CAT	DISADV	English	FTE INCL
COD	DATE	DATE	ORIG F	FTE	CAT FT	RES IRN	TIME	1	1 PCT	2	2 PCT	LEVE	CODE	CODE	FLAG	Learn	CODE
OPID	08/24/2020	12/31/2500	0.1	0.1	0.1	TRAD IRN	10	-		-		07	05	1	N	N	PART
OJVR	08/24/2020	12/31/2500	0.1	0.1		TRAD IRN	10	-		-		07	**	*	N	N	NONE
JVNR	08/24/2020	12/31/2500	0.1	0.1		TRAD IRN	10	-		-		09	**	*	N	N	PART
OPDD	08/24/2020	09/25/2020	0.138366	0.138366		TRAD IRN	100	-		-		04	**	*	N	N	NONE
OPDD	08/19/2020	09/30/2020	0.149254	0.149254		TRAD IRN	100	-		-		09	**	*	Y	N	FULL
ATSM	09/01/2020	10/16/2020	0.15	0.15		TRAD IRN	100	-		-		11		6	N	N	FULL
OPDD	09/08/2020	10/14/2020	0.151575	0.151575	0.151575	TRAD IRN	100	-		-		04	05	1	N	N	FULL
EDCH	08/31/2020	10/12/2020	0.180723	0.180723		TRAD IRN	100	-		-		04		*	N	N	FULL
EDCH	08/31/2020	10/21/2020	0.21	0.21		TRAD IRN	100	-		-		09		*	N	N	FULL
PSNR	08/31/2020	10/21/2020	0.215827	0.215827	0.215827	TRAD IRN	50	-		-		PS	05	1	N	N	FULL
PSET	09/08/2020	11/01/2020	0.224638	0	0	TRAD IRN	50	-		-		PS	06	5	N	N	FULL
PSRD	08/31/2020	10/25/2020	0.230216	0.230216	0.230216	TRAD IRN	50	-		-		PS	05	1	N	N	FULL

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)

FTE Reports Aligned with Payments

The screenshot shows the 'Archives' tab in the EMIS system. The 'Archives' tab is highlighted with a red circle. Below the navigation bar, there is a section for 'Archived Files and Reports' with a sub-header 'Archived Files and Reports' and a link 'Create Archives'. A text block explains that collection request related files are created because ODE signaled the archiving of a Level 2 report, or because you can select the Type of archive (or both), in the filter options.

The 'Filter Options' section includes several dropdown menus and text input fields: LEA, LEA IRN, Collection Request (set to 'All'), Report Name (set to 'All'), School Year (set to 'All'), Type (set to 'Both'), and Category (set to 'Funding'). There are also date fields for 'Archived on or after' (set to '1/1/2021') and 'and on or before'. Below the filter options is an 'Output Option' section with radio buttons for 'Group By' (set to 'Category') and a checkbox for 'Zip File' (set to 'Combine all files into a compressed .zip file').

Below the filter options is a table of archived files. The table has two main columns: 'Category / Report or Archived File' and 'Report Name'. The 'Funding' category is expanded, showing a list of reports. The first five reports are circled in red: 'January_No1_TRAD_Payment' (CTEA-005) CTE FTE Summary by Category, 'January_No1_TRAD_Payment' (CTEA-000) CTE FTE Detail, 'January_No1_TRAD_Payment' (FTES-001) FTE Total by Fund Pattern, 'January_No1_TRAD_Payment' (FTED-003) FTE Adjustments, and 'January_No1_TRAD_Payment' (FTED-001) FTE Detail. The table also includes columns for dates, times, and file details.

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

Use filters to narrow results

The FY21 Payment Schedule can be found by LEA type at education.ohio.gov and Home > Finance & Funding > School Payment Reports

FY21 SFPR Line by Line

- To understand which fiscal year's FTE data is used to generate the SFPR please refer to the FY21 SFPR Line by Line document
 - education.ohio.gov
 - Home > Finance & Funding > School Payment Reports > State Funding For Schools > Traditional School Districts



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

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?

Reviewing the FTE Summary Reports

Open the FTE Summary Reports

Each LEA will have four FTE Summary Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ Midyear Student Collection (FY21) (2021S2TRD)								
✓ (FTED-001) FTE Detail		120	32	0	4517	4669	Funding Reports	S
✓ (FTED-003) FTE Adjustments		13	25	135	3	176	Funding Reports	S
✓ (FTES-001) FTE Total by Fund Pattern		0	0	0	16	16	Funding Reports	S
✓ (FTES-002) FTE Total by Student and Fund Pattern		0	0	0	3810	3810	Funding Reports	S
✓ (FTES-003) FTE Total by Student		0	0	0	3767	3767	Funding Reports	S
✓ (FTES-004) FTE Summary of Students with Adjustments		0	0	0	133	133	Funding Reports	S
✓ (FTES-005) FTE Daily Summary Report - Students District is Educating		0	0	5	69	74	Funding Reports	S
✓ (FTES-006) FTE Daily Summary Report - Students Initially Funded at District		0	0	0	125	125	Funding Reports	S
✓ (FTES-007) FTE Daily Summary Report - Transfers		1	3	7	136	147	Funding Reports	S

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

FTE Total by Fund Pattern (FTES-001)

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

FTE FUND PTRN 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

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 PTRN 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

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

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

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?

Understanding the FTE Daily Summary Reports

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
- Are separated by educating/funding situations which can be tied back to the FTE Detail Report
 - Steps to match to FTE Detail can be found in prior year versions of this training at <https://community.mcoecn.org/display/EM/EMIS+Alliance+Public+Space>

FTE Daily Summary Reports, cont'd

Contain FTE totals separated by unique combinations of

- Result Code
- Grade Span Code
- Economic Disadvantage Code
- English Learner Code
- Special Education Category Code

Open the FTE Daily Summary Reports

Each LEA will have up to three FTE Daily Summary Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ Midyear Student Collection (FY21) (2021S2TRD)								
✓ (FTED-001) FTE Detail		120	32	0	4517	4669	Funding Reports	S
✓ (FTED-003) FTE Adjustments		13	25	135	3	176	Funding Reports	S
✓ (FTES-001) FTE Total by Fund Pattern		0	0	0	16	16	Funding Reports	S
✓ (FTES-002) FTE Total by Student and Fund Pattern		0	0	0	3810	3810	Funding Reports	S
✓ (FTES-003) FTE Total by Student		0	0	0	3767	3767	Funding Reports	S
✓ (FTES-004) FTE Summary of Students with Adjustments		0	0	0	133	133	Funding Reports	S
✓ (FTES-005) FTE Daily Summary Report - Students District is Educating		0	0	5	69	74	Funding Reports	S
✓ (FTES-006) FTE Daily Summary Report - Students Initially Funded at District		0	0	0	125	125	Funding Reports	S
✓ (FTES-007) FTE Daily Summary Report - Transfers		1	3	7	136	147	Funding Reports	S

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

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

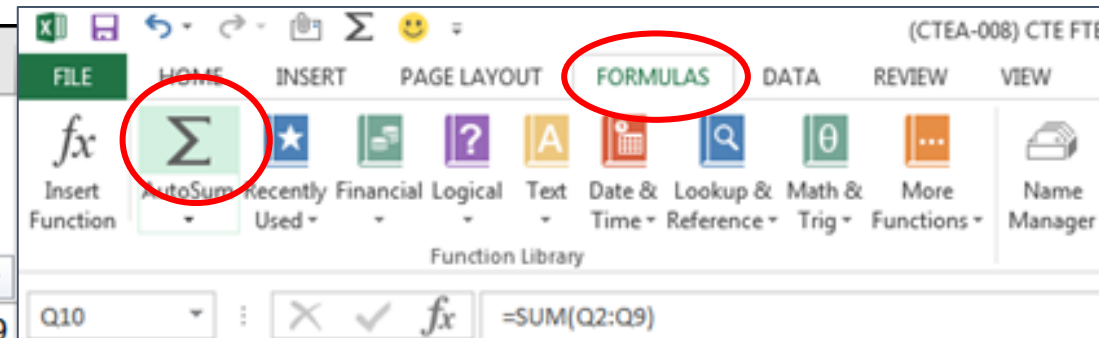
N	O	P	Q	R	S	T	U	V	W
LATEST RUN DATE-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WEEK PRIOR RUN DATE-	WEEK PRIOR RUN DATE-	PRIOR RUN DATE-	MONTH PRIOR RUN DATE-	THIRTY DAY AVERAGE
02/11/202	02/09/202	02/07/202	02/06/202	02/05/202	02/04/202	DATE-	01/12/	DATE-	
15.560489	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

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

N	O	P	Q	R	S
LATEST RUN DATE-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WEEK PRIOR RUN DATE-
02/11/202	02/09/202	02/07/202	02/06/202	02/05/202	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



Select the blank cells below the FTE values and select AutoSum from the Formulas tab to more easily find 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 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	
	LATEST	PRIOR RUN	SEC PRIOR	THIRD	FOURTH	WEEK	TWO	MONTH	TWO		
ERR SEV	RUN DATE-	DATE-	RUN DATE-	PRIOR RUN	PRIOR RUN	PRIOR RUN	WEEK	PRIOR	MONTH	MONTH	
CODE	02/11/20	02/09/20	02/07/20	02/06/20	02/05/20	02/04/20	DATE-	DATE-	DATE-	THIRTY DAY	
	20	20	19				01/28/20	01/12/20	12/13/20	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

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
- 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

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
- FT0114 - Initially Funded at the LEA Transferred to a JVSD

FTES-006 Initially Funded Result Codes

- FT0115 - Initially Funded at the LEA Transferred to a Community School/STEM
- FT0116 - Initially Funded at the LEA Transferred to Another District
- FT0117 - Initially Funded at the LEA, Transferred to Both a JVSD and Another District
- FT0118 - Scholarship Students Initially Funded at the LEA

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

FTES-007 Transfers 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)

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)

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?

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?

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

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>