Troubleshooting FTE Reports

EMIS
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Overview

- FTE Reports
  - generated using EMIS data from traditional districts, JVSDs, ESCs, community schools and STEM districts
  - 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

- FTE Level 2 Reports
- 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
- Understanding the New FTE Summary Reports

FTE Level 2 Reports

FTE Level 2 Reports

- (FTED-001) FTE Detail
  - Recently updated with additional columns (adjusted gifted FTE, adjusted enrolled ADM CTE FTE, Enrolled ADM Adjusted Base FTE, and EL Funding Category)
- (FTED-003) FTE Adjustments (includes less Result Codes)
- (FTED-006) Partial Enrollment Funded Gifted Students *New*
- (FTES-001) FTE Total by Fund Pattern
- (FTES-002) FTE Total by Student and Fund Pattern
- (FTES-003) FTE Total by Student
- (FTES-004) FTE Summary of Students with Adjustments

FTE Level 2 Reports, cont'd

- (FTES-005) FTE Daily Summary Report – Students District is Educating*
- (FTES-006) FTE Daily Summary Report – Students Initially Funded at District*
- (FTES-007) FTE Daily Summary Report – Transfers*
  - *Daily Summary Reports are pending release
- (FTES-008) Enrolled ADM FTE Summary - New
- (FTES-009) FTE Subgroup Summary – Non-Transfers - New
- (FTES-010) FTE Subgroup Summary – Transfers - New
- EMIS Change 22-97 New Report of students attending elsewhere
  - This report is pending release

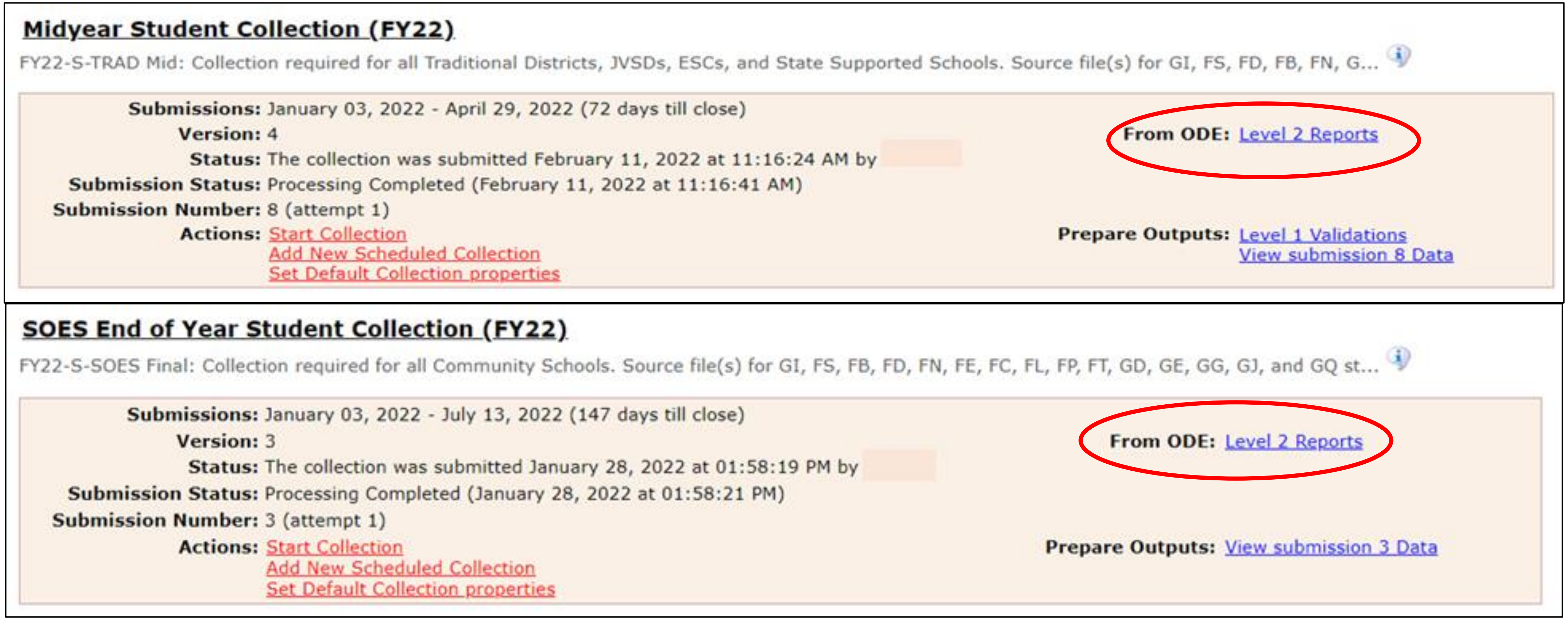
Accessing and Preparing Data Collector FTE Reports

FTE Reports

- Traditional, JVSDs, and ESCs
  - Beginning of Year Student collection
  - Midyear Student collection
  - End of Year Student collection
- Community schools and STEM districts
  - 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 (FY22)

FY22-S-TRAD Mid: Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G...

Submissions: January 03, 2022 - April 29, 2022 (72 days till close)
Version: 4
Status: The collection was submitted February 11, 2022 at 11:16:24 AM by [redacted]
Submission Status: Processing Completed (February 11, 2022 at 11:16:41 AM)
Submission Number: 8 (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 8 Data

SOES End of Year Student Collection (FY22)

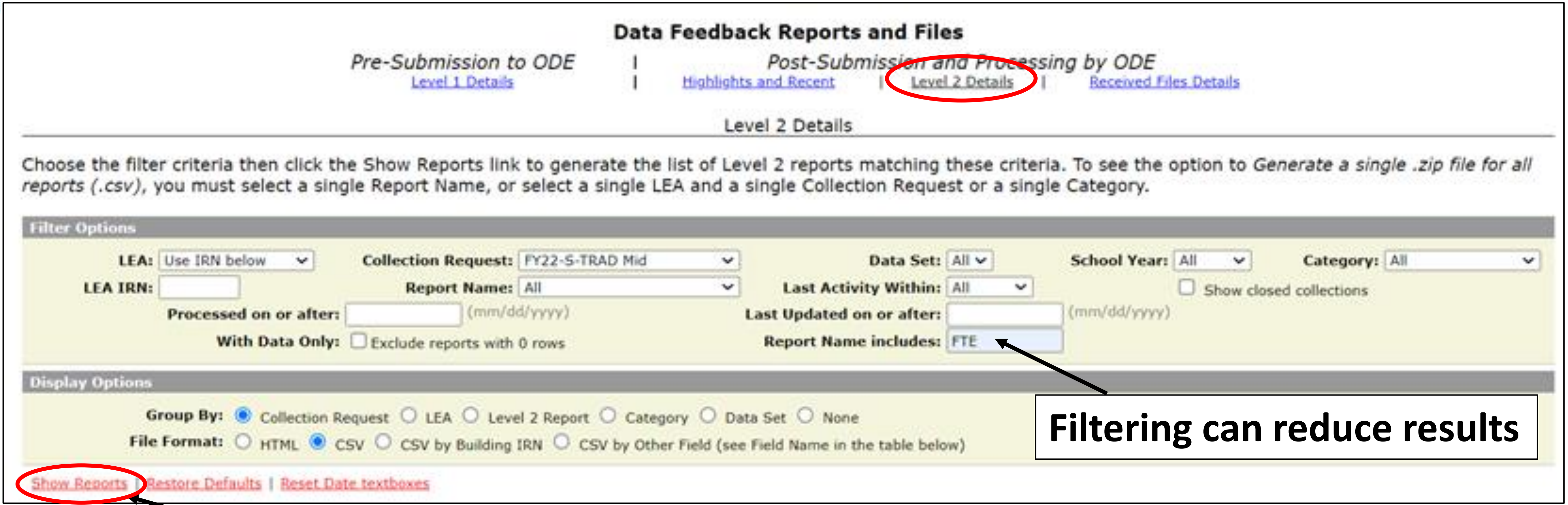
FY22-S-SOES Final: Collection required for all Community Schools. Source file(s) for GI, FS, FB, FD, FN, FE, FC, FL, FP, FT, GD, GE, GG, GJ, and GQ st...

Submissions: January 03, 2022 - July 13, 2022 (147 days till close)
Version: 3
Status: The collection was submitted January 28, 2022 at 01:58:19 PM by [redacted]
Submission Status: Processing Completed (January 28, 2022 at 01:58:21 PM)
Submission Number: 3 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: View submission 3 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: Use IRN below
Collection Request: FY22-S-TRAD Mid
Data Set: All
School Year: All
Category: All
LEA IRN:
Report Name: All
Last Activity Within: All
☐ Show closed collections
Processed on or after: (mm/dd/yyyy)
Last Updated on or after: (mm/dd/yyyy)
With Data Only: ☐ Exclude reports with 0 rows
Report Name includes: FTE

Display Options

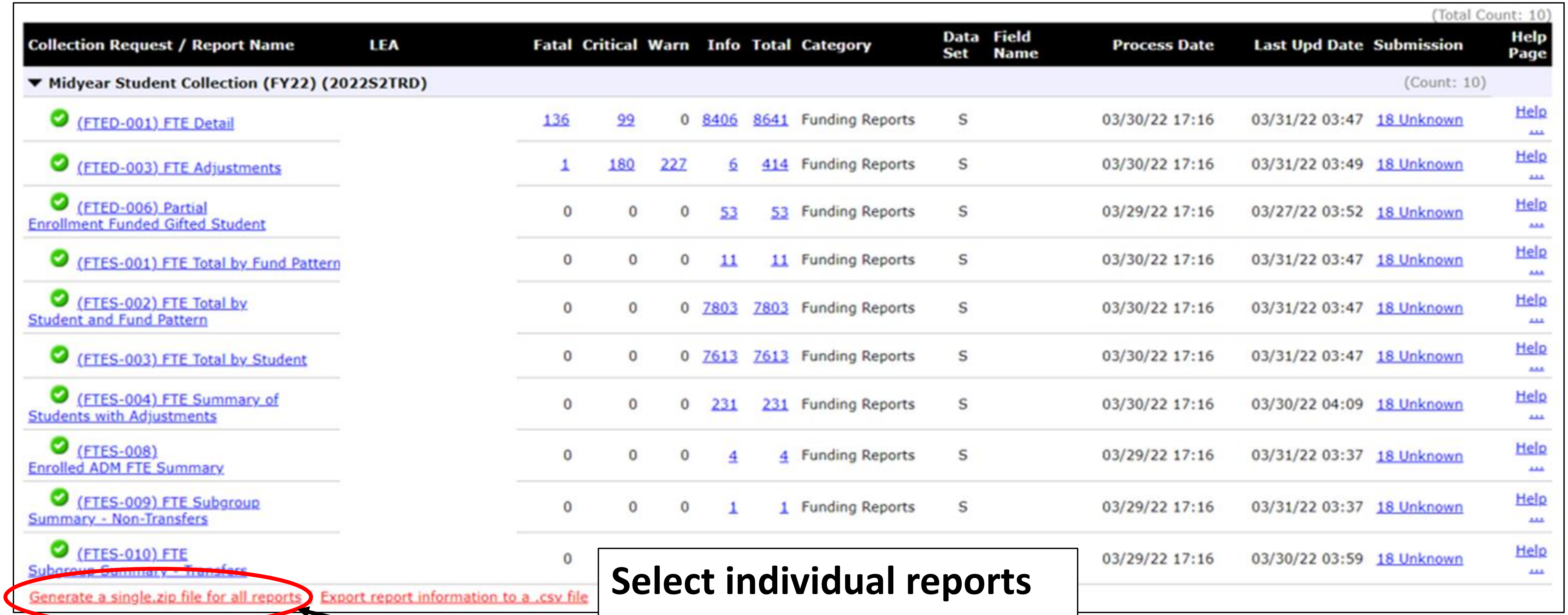
Group By: ● Collection Request ○ LEA ○ Level 2 Report ○ Category ○ Data Set ○ None
File Format: ○ HTML ● CSV ○ CSV by Building IRN ○ CSV by Other Field (see Field Name in the table below)

Show Reports | Restore Defaults | Reset Date textboxes

Filtering can reduce results

Select "Show Reports"

Generate and Open Level 2 Reports, cont'd



(Total Count: 10)

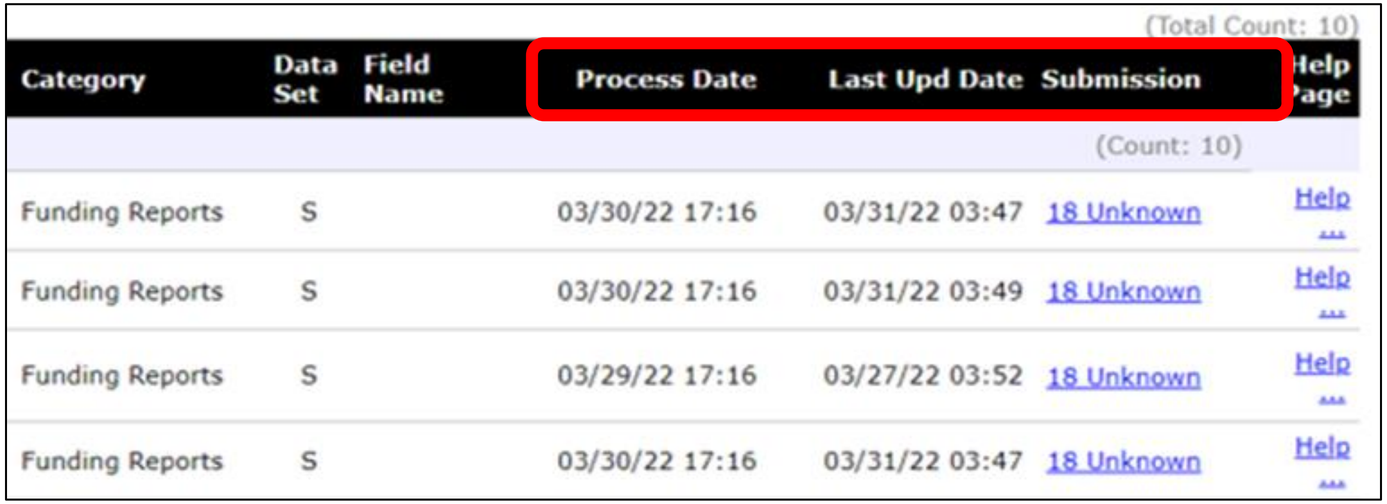
Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Midyear Student Collection (FY22) (2022S2TRD)													(Count: 10)
✓ (FTED-001) FTE Detail		136	99	0	8406	8641	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTED-003) FTE Adjustments		1	180	227	6	414	Funding Reports	S		03/30/22 17:16	03/31/22 03:49	18 Unknown	Help ...
✓ (FTED-006) Partial Enrollment Funded Gifted Student		0	0	0	53	53	Funding Reports	S		03/29/22 17:16	03/27/22 03:52	18 Unknown	Help ...
✓ (FTES-001) FTE Total by Fund Pattern		0	0	0	11	11	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTES-002) FTE Total by Student and Fund Pattern		0	0	0	7803	7803	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTES-003) FTE Total by Student		0	0	0	7613	7613	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTES-004) FTE Summary of Students with Adjustments		0	0	0	231	231	Funding Reports	S		03/30/22 17:16	03/30/22 04:09	18 Unknown	Help ...
✓ (FTES-008) Enrolled ADM FTE Summary		0	0	0	4	4	Funding Reports	S		03/29/22 17:16	03/31/22 03:37	18 Unknown	Help ...
✓ (FTES-009) FTE Subgroup Summary - Non-Transfers		0	0	0	1	1	Funding Reports	S		03/29/22 17:16	03/31/22 03:37	18 Unknown	Help ...
✓ (FTES-010) FTE Subgroup Summary - Transfers		0								03/29/22 17:16	03/30/22 03:59	18 Unknown	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

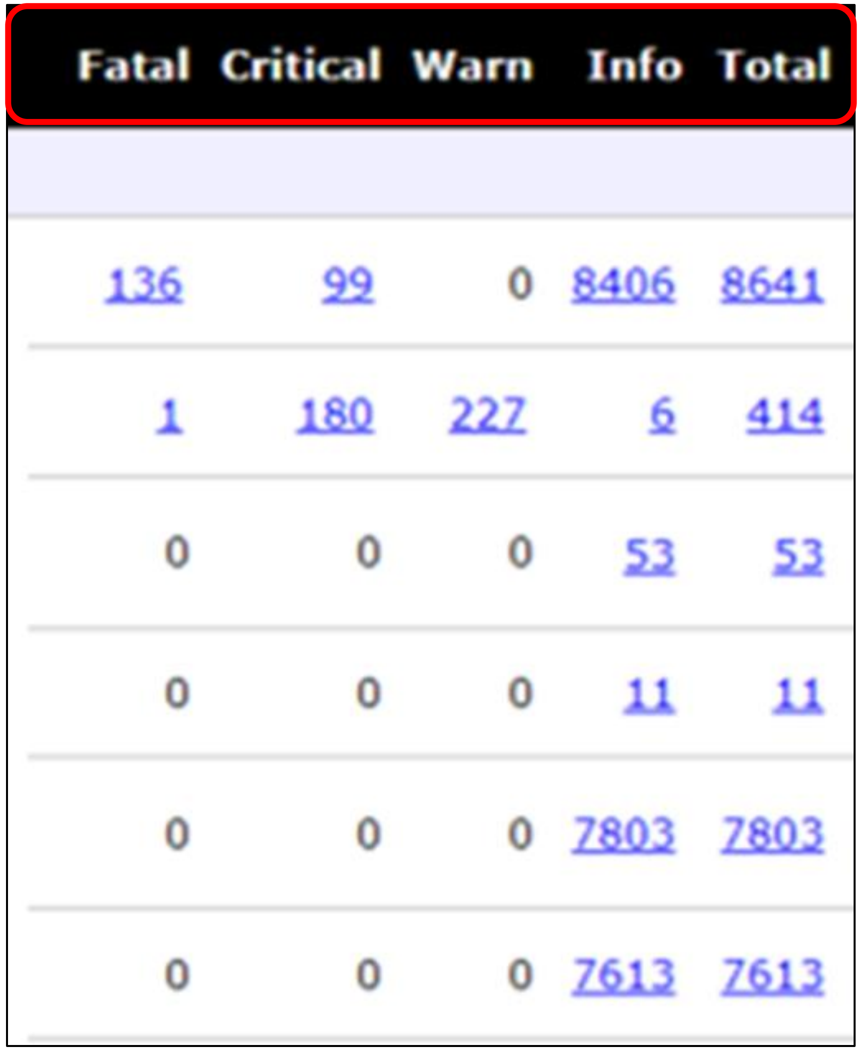
- Process date – when ODE successfully processed the data used in the report for the entire state
- Last Updated date – when report was updated with data that added, changed or removed rows. If no rows changed then the date remains unchanged
- Submission – when LEA submitted data



(Total Count: 10)

Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
				(Count: 10)		
Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
Funding Reports	S		03/30/22 17:16	03/31/22 03:49	18 Unknown	Help ...
Funding Reports	S		03/29/22 17:16	03/27/22 03:52	18 Unknown	Help ...
Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...

FTE Report Error Categories



Fatal	Critical	Warn	Info	Total
136	99	0	8406	8641
1	180	227	6	414
0	0	0	53	53
0	0	0	11	11
0	0	0	7803	7803
0	0	0	7613	7613

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

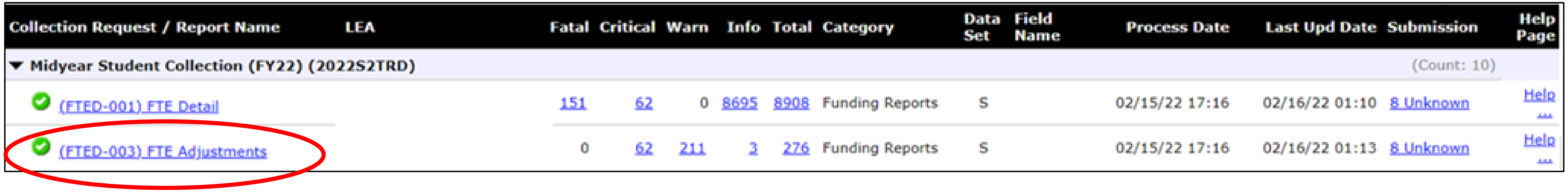
Critical rows are those where the Adjusted FTE is greater than zero, but less than the Original FTE

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 and Prepare the FTE Adjustment Report



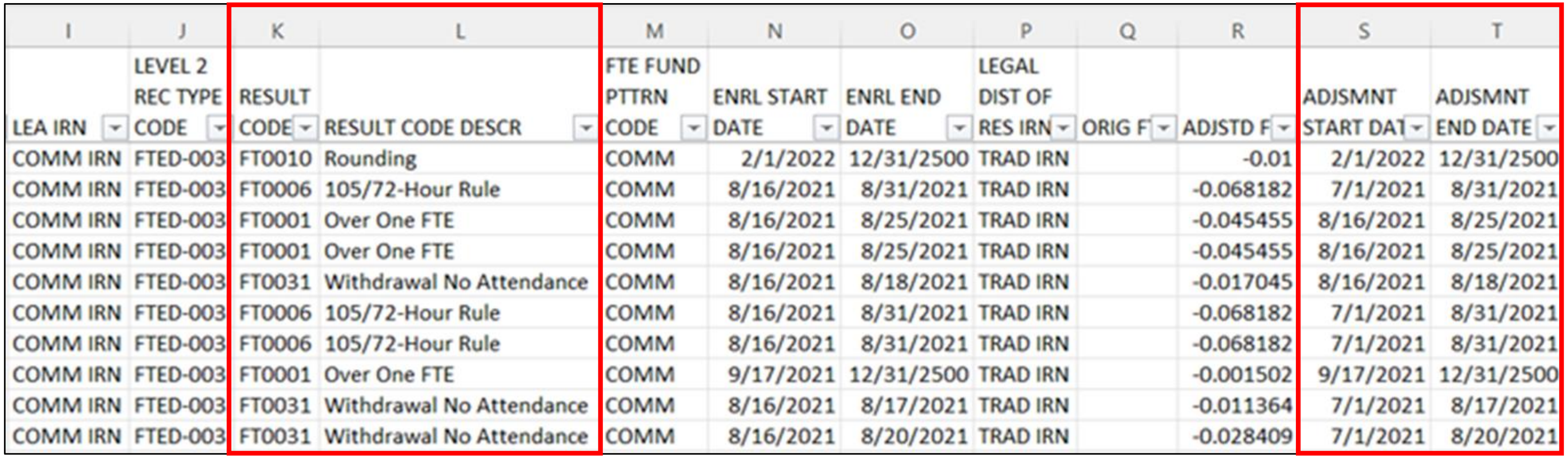
Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Midyear Student Collection (FY22) (2022S2TRD)												(Count: 10)	
✓ (FTED-001) FTE Detail		151	62	0	8695	8908	Funding Reports	S		02/15/22 17:16	02/16/22 01:10	8 Unknown	Help ...
✓ (FTED-003) FTE Adjustments		0	62	211	3	276	Funding Reports	S		02/15/22 17:16	02/16/22 01:13	8 Unknown	Help ...

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

FTE Adjustment Report

Subset of the FTE Detail Report

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



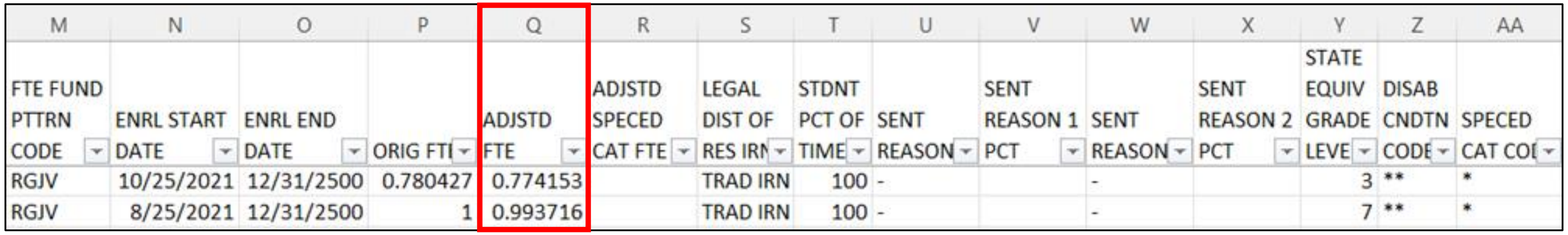
I	J	K	L	M	N	O	P	Q	R	S	T
LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRN	ORIG F	ADJSTD F	ADJSMNT START DAT	ADJSMNT END DATE
COMM IRN	FTED-003	FT0010	Rounding	COMM	2/1/2022	12/31/2500	TRAD IRN		-0.01	2/1/2022	12/31/2500
COMM IRN	FTED-003	FT0006	105/72-Hour Rule	COMM	8/16/2021	8/31/2021	TRAD IRN		-0.068182	7/1/2021	8/31/2021
COMM IRN	FTED-003	FT0001	Over One FTE	COMM	8/16/2021	8/25/2021	TRAD IRN		-0.045455	8/16/2021	8/25/2021
COMM IRN	FTED-003	FT0001	Over One FTE	COMM	8/16/2021	8/25/2021	TRAD IRN		-0.045455	8/16/2021	8/25/2021
COMM IRN	FTED-003	FT0031	Withdrawal No Attendance	COMM	8/16/2021	8/18/2021	TRAD IRN		-0.017045	8/16/2021	8/18/2021
COMM IRN	FTED-003	FT0006	105/72-Hour Rule	COMM	8/16/2021	8/31/2021	TRAD IRN		-0.068182	7/1/2021	8/31/2021
COMM IRN	FTED-003	FT0006	105/72-Hour Rule	COMM	8/16/2021	8/31/2021	TRAD IRN		-0.068182	7/1/2021	8/31/2021
COMM IRN	FTED-003	FT0001	Over One FTE	COMM	9/17/2021	12/31/2500	TRAD IRN		-0.001502	9/17/2021	12/31/2500
COMM IRN	FTED-003	FT0031	Withdrawal No Attendance	COMM	8/16/2021	8/17/2021	TRAD IRN		-0.011364	7/1/2021	8/17/2021
COMM IRN	FTED-003	FT0031	Withdrawal No Attendance	COMM	8/16/2021	8/20/2021	TRAD IRN		-0.028409	7/1/2021	8/20/2021

FTE Adjustments and FTE Detail

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

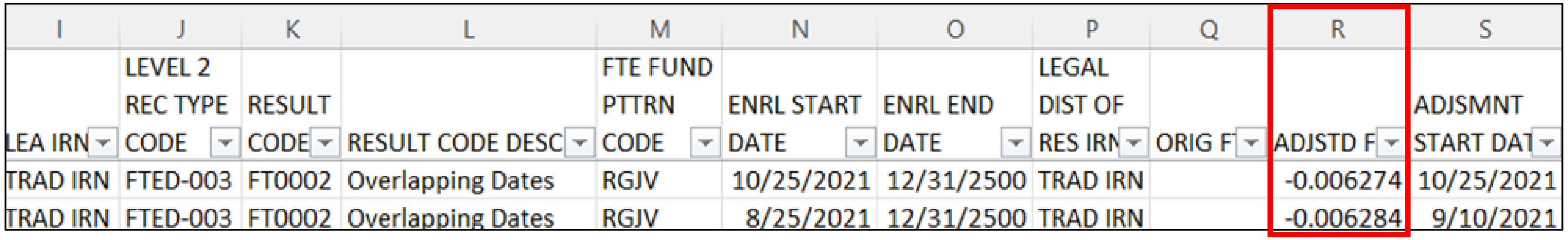
- FTE Detail Report contains the FTE that will be funded “ADJSTD FTE”
- FTE Adjustment Report contains the amount being adjusted “ADJSTD FTE”

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 FT	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 LEVE	DISAB CNDTN CODE	SPECED CAT CO
RGJV	10/25/2021	12/31/2500	0.780427	0.774153		TRAD IRN	100	-		-		3	**	*
RGJV	8/25/2021	12/31/2500	1	0.993716		TRAD IRN	100	-		-		7	**	*

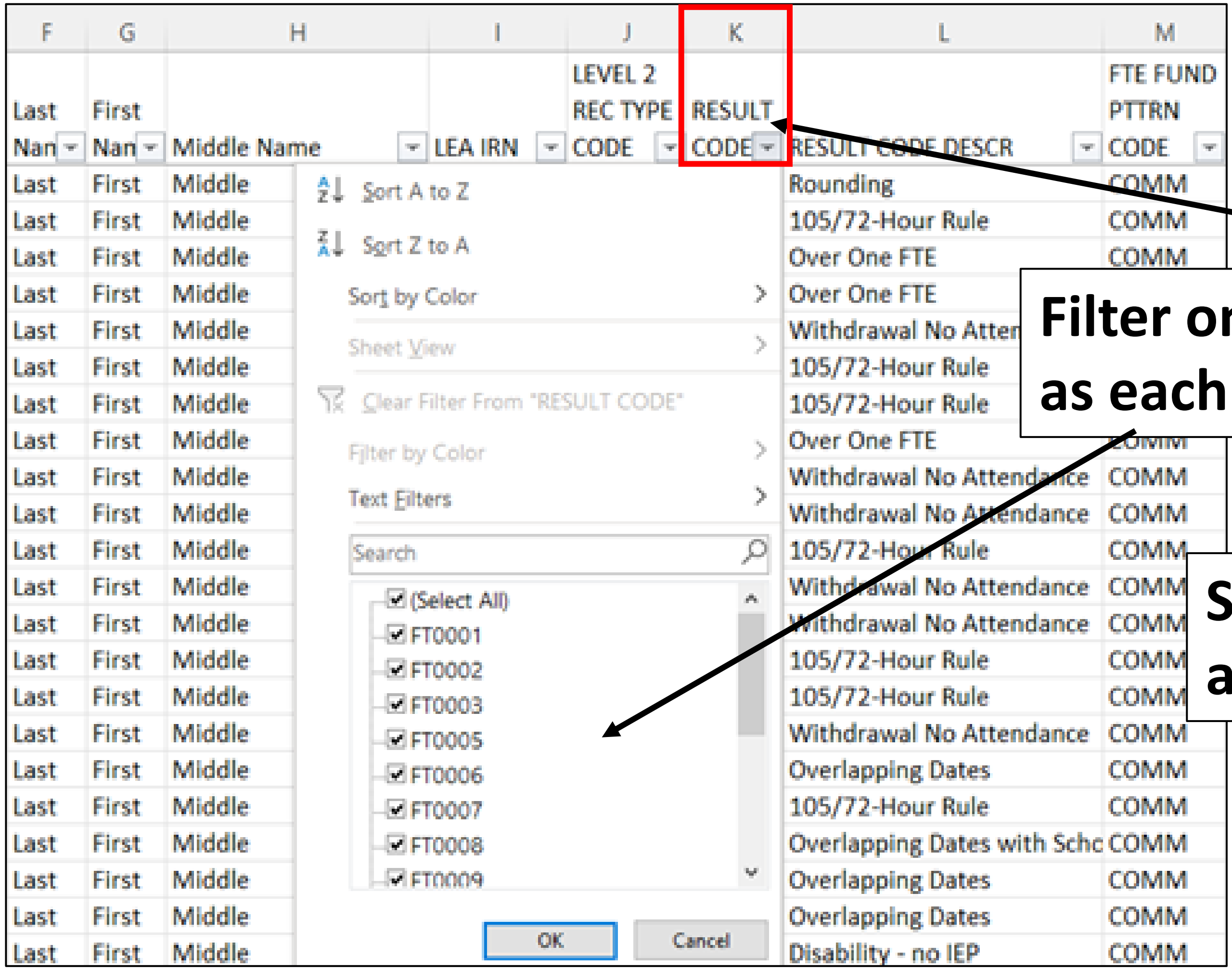
FTE Adjustment Report ADJSTD FTE is the amount of FTE that is reduced



I	J	K	L	M	N	O	P	Q	R	S
LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESC	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRN	ORIG F	ADJSTD F	ADJSMNT START DAT
TRAD IRN	FTED-003	FT0002	Overlapping Dates	RGJV	10/25/2021	12/31/2500	TRAD IRN		-0.006274	10/25/2021
TRAD IRN	FTED-003	FT0002	Overlapping Dates	RGJV	8/25/2021	12/31/2500	TRAD IRN		-0.006284	9/10/2021

FTE Adjustments

The next slides will review each adjustment and possible resolutions


F
G
H
I
J
K
L
M
Sort A to Z
Sort Z to A
Sort by Color
Sheet View
Clear Filter From "RESULT CODE"
Filter by Color
Text Filters
Search
☑ (Select All)
☑ FT0001
☑ FT0002
☑ FT0003
☑ FT0005
☑ FT0006
☑ FT0007
☑ FT0008
☑ FT0009
OK
Cancel

Last Nan	First Nan	Middle Name	LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE
Last	First	Middle				Rounding	COMM
Last	First	Middle				105/72-Hour Rule	COMM
Last	First	Middle				Over One FTE	COMM
Last	First	Middle				Over One FTE	
Last	First	Middle				Withdrawal No Atten	
Last	First	Middle				105/72-Hour Rule	
Last	First	Middle				105/72-Hour Rule	
Last	First	Middle				Over One FTE	
Last	First	Middle				Withdrawal No Attendance	COMM
Last	First	Middle				Withdrawal No Attendance	COMM
Last	First	Middle				105/72-Hour Rule	COMM
Last	First	Middle				Withdrawal No Attendance	COMM
Last	First	Middle				Withdrawal No Attendance	COMM
Last	First	Middle				105/72-Hour Rule	COMM
Last	First	Middle				105/72-Hour Rule	COMM
Last	First	Middle				Withdrawal No Attendance	COMM
Last	First	Middle				Overlapping Dates	COMM
Last	First	Middle				105/72-Hour Rule	COMM
Last	First	Middle				Overlapping Dates with Schc	COMM
Last	First	Middle				Overlapping Dates	COMM
Last	First	Middle				Overlapping Dates	COMM
Last	First	Middle				Disability - no IEP	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)

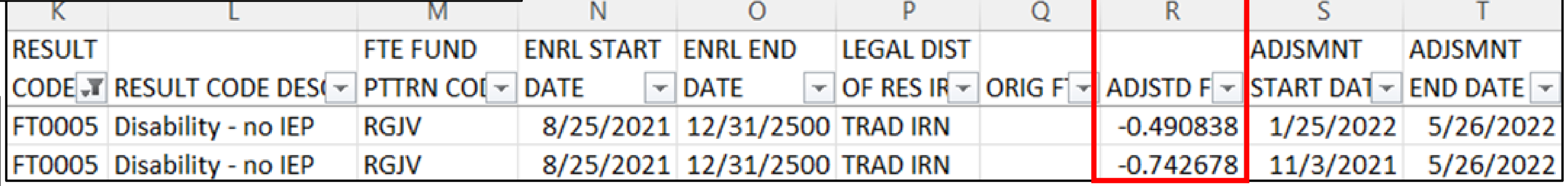
- Occurs when a student with a disability is reported without an active IEP in place
- Impacts special education weighted funding and not the base FTE
- JVSDs and ESCs are dependent on the District of Residence or sending district to report the special education events
- Be sure all students with disabilities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

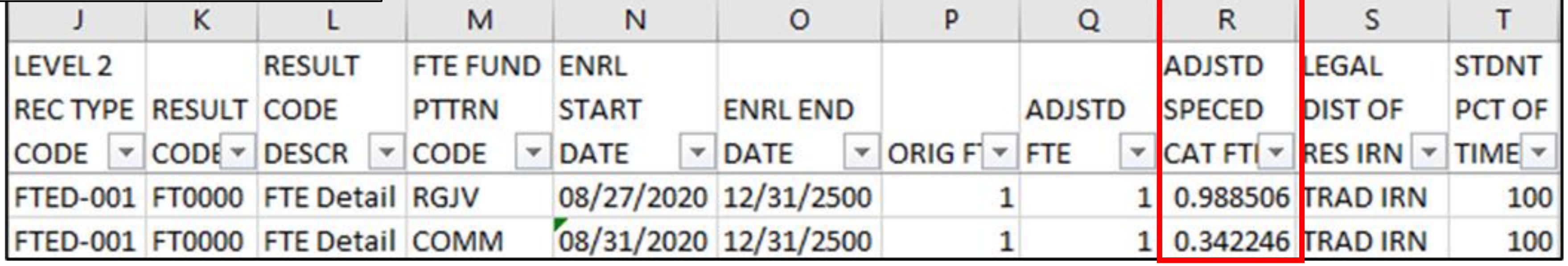
FTE Adjustment Report



K	L	M	N	O	P	Q	R	S	T
RESULT CODE	RESULT CODE DES	FTE FUND PTTRN CO	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IR	ORIG F	ADJSTD F	ADJSMNT START DAT	ADJSMNT END DATE
FT0005	Disability - no IEP	RGJV	8/25/2021	12/31/2500	TRAD IRN		-0.490838	1/25/2022	5/26/2022
FT0005	Disability - no IEP	RGJV	8/25/2021	12/31/2500	TRAD IRN		-0.742678	11/3/2021	5/26/2022

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

FTE Detail Report



J	K	L	M	N	O	P	Q	R	S	T
LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG F	ADJSTD FTE	ADJSTD SPECED CAT FT	LEGAL DIST OF RES IRN	STDNT PCT OF 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

Adjustment Student 22 or older

Filter on FTE Adjustment Result Code FT0007 (Warning)

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

Adjustment Negative FTE Adjustment

Filter on FTE Adjustment Result Code FT0009 (Informational)

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

Adjustment 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 student is attending both Resident District and ESC, percent reduction or FTE reduction
- FT0014 Adjustment for preschoolers who attend both the Resident District and the ESC AND there are DN records from both indicating that funds should be transferred to the ESC
- Corrects the transferred amount for this shared situation
- Used only when the DOR is reporting Sent to ES

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)
  - Can occur when a student is court/foster placed from out of state (DOR = 999999)
- Verify that preschool students with this adjustment do not have a disability
- If student is school-aged, use ODDEX Records to verify the student's Student Standing (FS) coding is correct between LEAs

Adjustment JVSD Students Grade 5 and Below

Filter on FTE Adjustment Result Code FT0033 (Fatal)

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

Adjustment Board of Developmental Disabilities

Resident districts sending students to a Board of Developmental Disabilities (BDD) must report the Sent to Reason of MR. BDDs also submit data to 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 no longer appear on the district of residence FTE Reports
- These students will appear on a new report for districts of residence

Adjustment E-School Cap

Filter on FTE Adjustment Result Code FT0004 (Warning)

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

Adjustment 72 Hour Rule

Filter on FTE Adjustment Result Code FT0006 (Warning)

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

Adjustment Age 5 KG No Early Entrance Policy Adjustment

Filter on FTE Adjustment Result Code FT0008 (Critical)

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

Adjustment 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 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 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
- It is very important to submit the Student Cross Reference Collection frequently and regularly to avoid the 30-day adjustment if or when it is turned on.

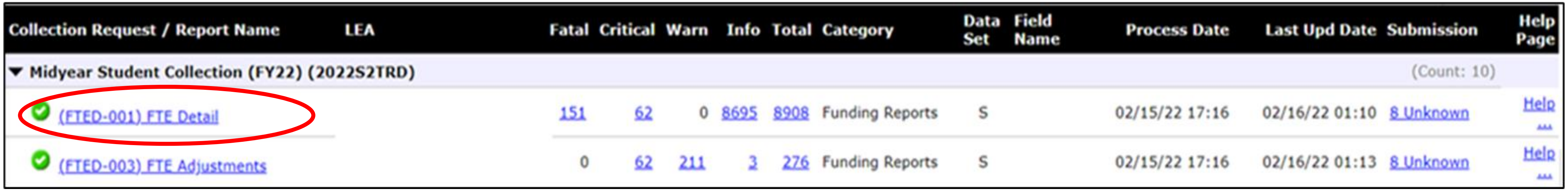
Quick Check

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

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

Understanding the FTE Detail Report

Prepare the FTE Detail Report



Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Midyear Student Collection (FY22) (2022S2TRD)												(Count: 10)	
✓ (FTED-001) FTE Detail		151	62	0	8695	8908	Funding Reports	S		02/15/22 17:16	02/16/22 01:10	8 Unknown	Help
✓ (FTED-003) FTE Adjustments		0	62	211	3	276	Funding Reports	S		02/15/22 17:16	02/16/22 01:13	8 Unknown	Help

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

FTE Detail Report

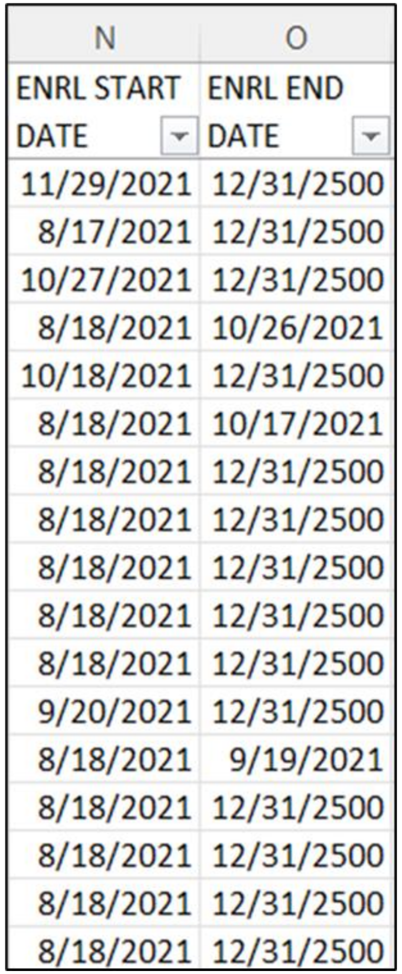
Contains student FTE data with related EMIS data

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

FTE Report Row by Row

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

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



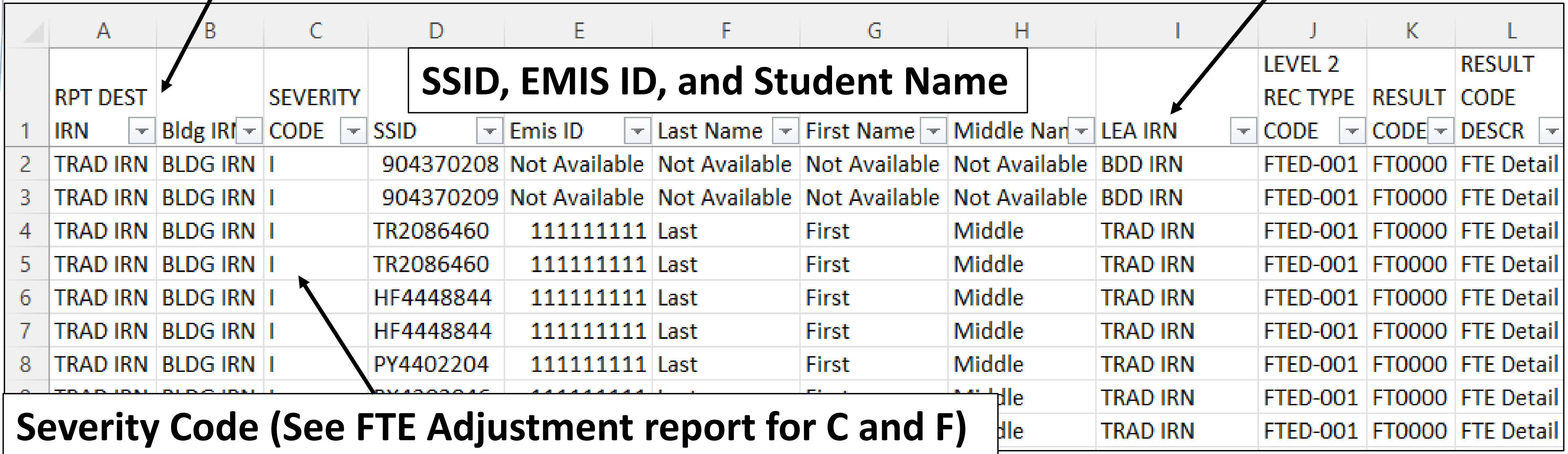
N	O
ENRL START DATE	ENRL END DATE
11/29/2021	12/31/2500
8/17/2021	12/31/2500
10/27/2021	12/31/2500
8/18/2021	10/26/2021
10/18/2021	12/31/2500
8/18/2021	10/17/2021
8/18/2021	12/31/2500
8/18/2021	12/31/2500
8/18/2021	12/31/2500
8/18/2021	12/31/2500
8/18/2021	12/31/2500
9/20/2021	12/31/2500
8/18/2021	9/19/2021
8/18/2021	12/31/2500
8/18/2021	12/31/2500
8/18/2021	12/31/2500
8/18/2021	12/31/2500

FTE Detail Report Column by Column (A-L)

IRNs of LEA receiving the report

LEA IRN is the IRN of the educating entity

SSID, EMIS ID, and Student Name



	A	B	C	D	E	F	G	H	I	J	K	L
1	RPT DEST IRN	Bldg IR	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Nan	LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR
2	TRAD IRN	BLDG IRN	I	904370208	Not Available	Not Available	Not Available	Not Available	BDD IRN	FTED-001	FT0000	FTE Detail
3	TRAD IRN	BLDG IRN	I	904370209	Not Available	Not Available	Not Available	Not Available	BDD IRN	FTED-001	FT0000	FTE Detail
4	TRAD IRN	BLDG IRN	I	TR2086460	111111111	Last	First	Middle	TRAD IRN	FTED-001	FT0000	FTE Detail
5	TRAD IRN	BLDG IRN	I	TR2086460	111111111	Last	First	Middle	TRAD IRN	FTED-001	FT0000	FTE Detail
6	TRAD IRN	BLDG IRN	I	HF4448844	111111111	Last	First	Middle	TRAD IRN	FTED-001	FT0000	FTE Detail
7	TRAD IRN	BLDG IRN	I	HF4448844	111111111	Last	First	Middle	TRAD IRN	FTED-001	FT0000	FTE Detail
8	TRAD IRN	BLDG IRN	I	PY4402204	111111111	Last	First	Middle	TRAD IRN	FTED-001	FT0000	FTE Detail
								dle	TRAD IRN	FTED-001	FT0000	FTE Detail
								dle	TRAD IRN	FTED-001	FT0000	FTE Detail

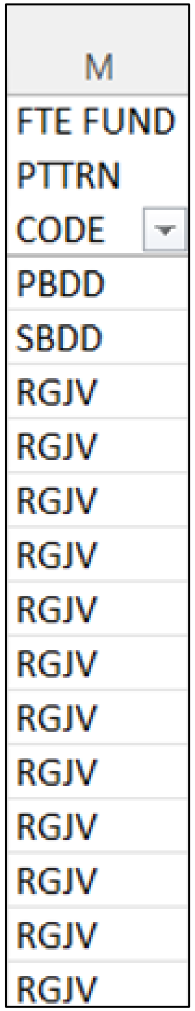
Severity Code (See FTE Adjustment report for C and F)

I – Informational

C – Critical – Adjusted FTE is reduced but not to zero

F – Fatal – Adjusted FTE is reduced to zero

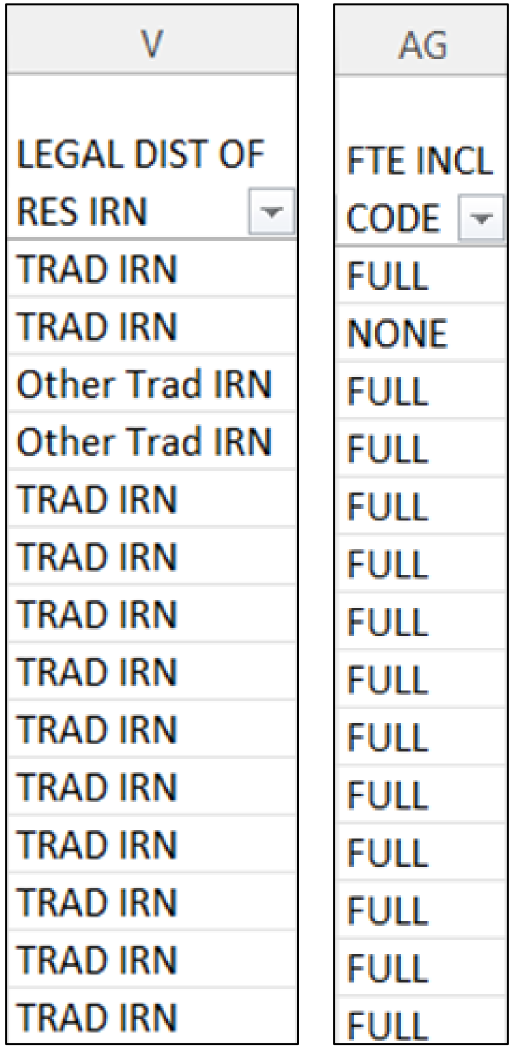
FTE Fund Pattern Codes – Column M



M
FTE FUND PTTRN CODE
PBDD
SBDD
RGJV
RGJV
RGJV
RGJV
RGJV
RGJV
RGJV
RGJV
RGJV
RGJV
RGJV
RGJV

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

DOR and Inclusion Codes – Columns V and AG

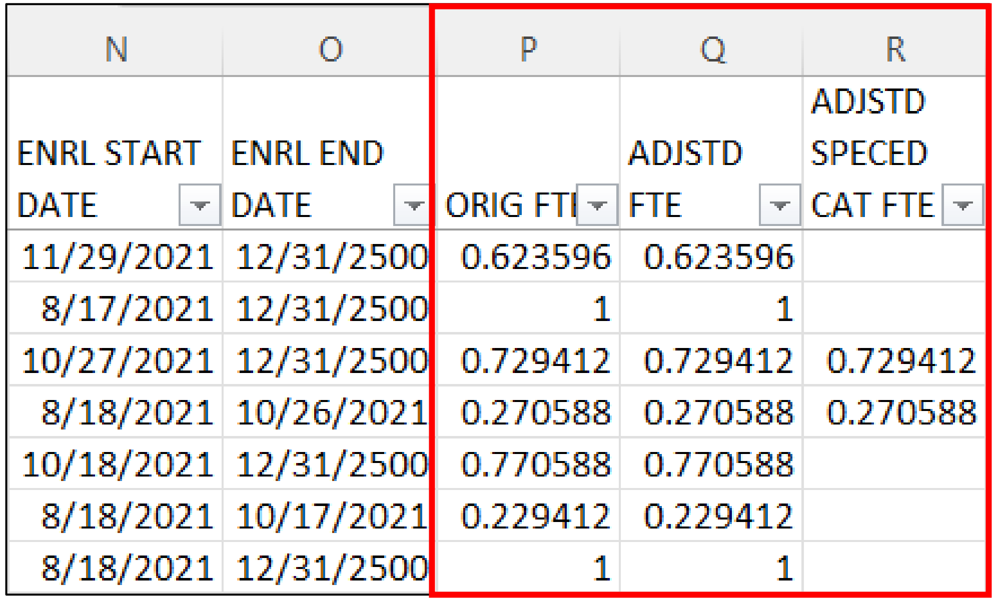


V	AG
LEGAL DIST OF RES IRN	FTE INCL CODE
TRAD IRN	FULL
TRAD IRN	NONE
Other Trad IRN	FULL
Other Trad IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL
TRAD IRN	FULL

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

Base (aka Original) FTE and Adjusted FTE

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



N	O	P	Q	R
ENRL START DATE	ENRL END DATE	ORIG FTI	ADJSTD FTE	ADJSTD SPECED CAT FTE
11/29/2021	12/31/2500	0.623596	0.623596	
8/17/2021	12/31/2500	1	1	
10/27/2021	12/31/2500	0.729412	0.729412	0.729412
8/18/2021	10/26/2021	0.270588	0.270588	0.270588
10/18/2021	12/31/2500	0.770588	0.770588	
8/18/2021	10/17/2021	0.229412	0.229412	
8/18/2021	12/31/2500	1	1	

We will explain the Base (ORIG) FTE on upcoming slides

Base FTE Calculation

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

Calculating the Base FTE for Grades KG - 23

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

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

Calculating the Base FTE for Grade PS

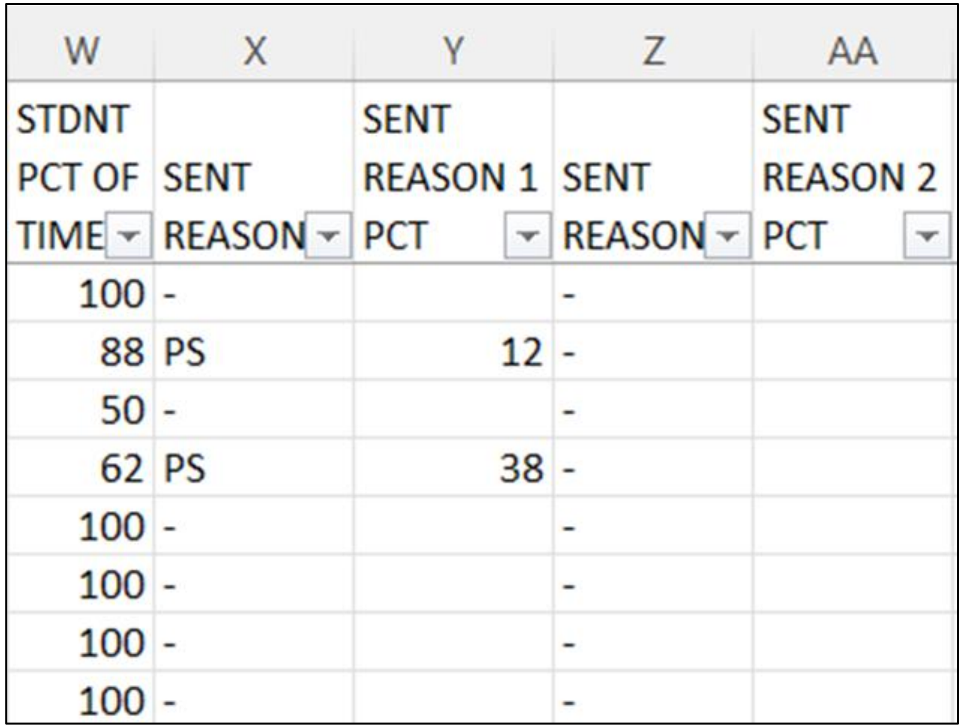
The numerator is based on the student’s calculated enrollment days (percent of time is not applied)

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

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

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

- Verify percent of time values are calculated and reported correctly



W	X	Y	Z	AA
STDNT PCT OF TIME	SENT REASON	SENT REASON 1 PCT	SENT REASON	SENT REASON 2 PCT
100	-		-	
88	PS	12	-	
50	-		-	
62	PS	38	-	
100	-		-	
100	-		-	
100	-		-	
100	-		-	

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

- **NP – Non-public placement at district expense**
- **PI – Proprietary Institution Program Placement**
- **PS – College Credit Plus Program Participant**

Percent of Time - Hours per Day Calculation

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

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

Percent of Time – Five Credit Rule

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

Percent of Time Calculation

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

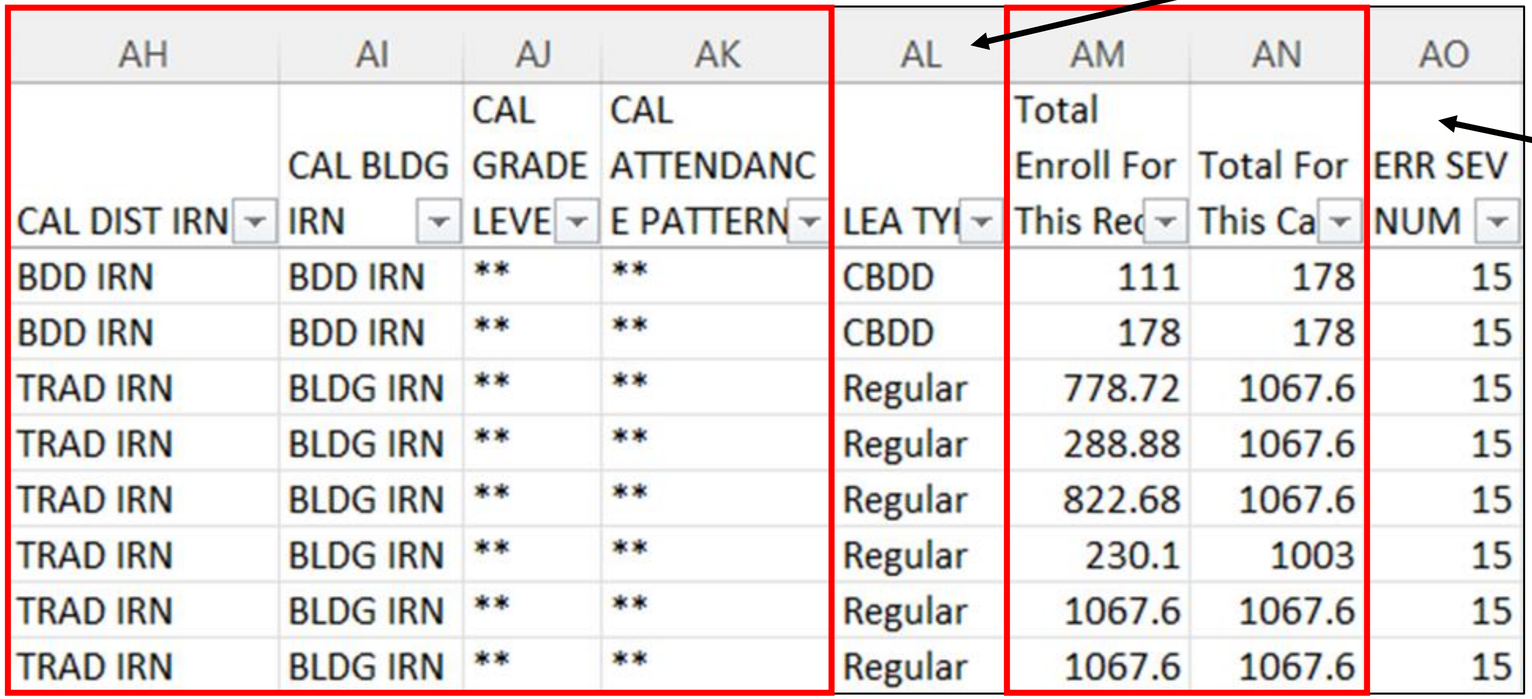
Sent to Percent of Time for CCP

College Credit Plus Participants

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

Calendar and Hours/Days

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



AH	AI	AJ	AK	AL	AM	AN	AO
CAL DIST IRN	CAL BLDG IRN	CAL GRADE LEVE	CAL ATTENDANCE PATTERN	LEA TYI	Total Enroll For This Rec	Total For This Ca	ERR SEV NUM
BDD IRN	BDD IRN	**	**	CBDD	111	178	15
BDD IRN	BDD IRN	**	**	CBDD	178	178	15
TRAD IRN	BLDG IRN	**	**	Regular	778.72	1067.6	15
TRAD IRN	BLDG IRN	**	**	Regular	288.88	1067.6	15
TRAD IRN	BLDG IRN	**	**	Regular	822.68	1067.6	15
TRAD IRN	BLDG IRN	**	**	Regular	230.1	1003	15
TRAD IRN	BLDG IRN	**	**	Regular	1067.6	1067.6	15
TRAD IRN	BLDG IRN	**	**	Regular	1067.6	1067.6	15

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

Ignore values in Column AO and instead use the Error Severity Codes in Column C

EMIS Calendars

- Used as the denominator in the calculation of student FTEs
- Reported in a separate collection from student data
- Meet student data on the FTE Report
- Can be assigned to a student when an exact match is not found
  - See "Calendar Determination" in the FTE Report Explanation
- If the FY22 State Calendar is assigned,
  - Appears as 999999-999999-**-**
  - Began on 8/26/2021 and ends on 5/26/2022
  - Has 1008 hours of instruction (6 hours per day)

Reporting Incorrect EMIS Calendar Example

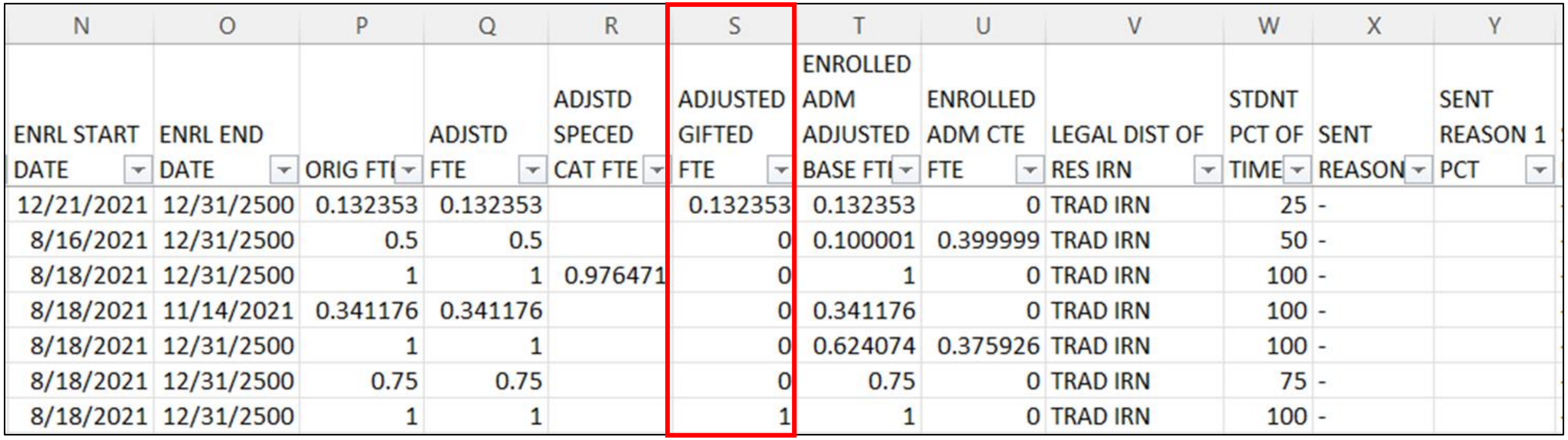
Incorrect calendar data can negatively impact student FTE calculations

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

New Adjusted Gifted FTE Column (S)

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

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



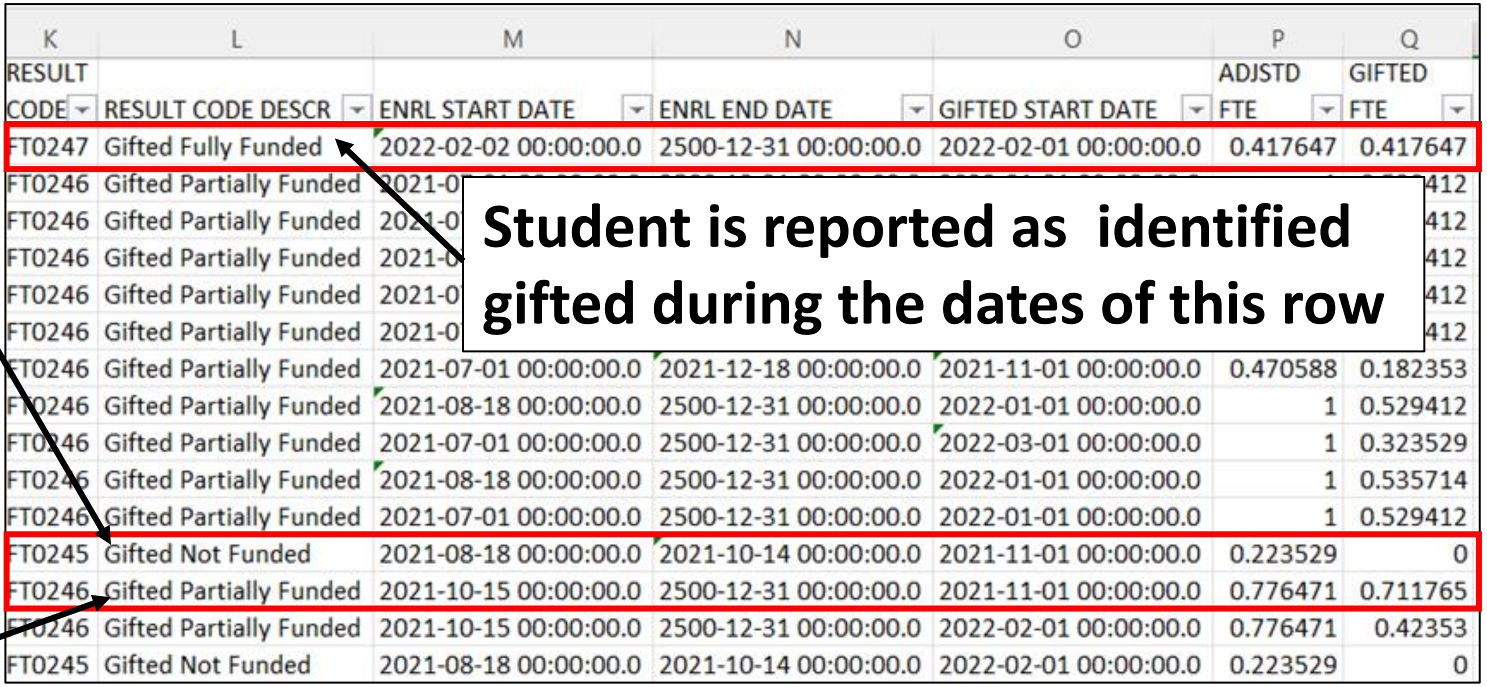
N	O	P	Q	R	S	T	U	V	W	X	Y
ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	ADJUSTED GIFTED FTE	ENROLLED ADM ADJUSTED BASE FTE	ENROLLED ADM CTE FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON	SENT REASON 1 PCT
12/21/2021	12/31/2500	0.132353	0.132353		0.132353	0.132353	0	TRAD IRN	25	-	
8/16/2021	12/31/2500	0.5	0.5		0	0.100001	0.399999	TRAD IRN	50	-	
8/18/2021	12/31/2500	1	1	0.976471	0	1	0	TRAD IRN	100	-	
8/18/2021	11/14/2021	0.341176	0.341176		0	0.341176	0	TRAD IRN	100	-	
8/18/2021	12/31/2500	1	1		0	0.624074	0.375926	TRAD IRN	100	-	
8/18/2021	12/31/2500	0.75	0.75		0	0.75	0	TRAD IRN	75	-	
8/18/2021	12/31/2500	1	1		1	1	0	TRAD IRN	100	-	

(FTED-006) Partial Enrollment Funded Gifted Report

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

Student with two rows is not reported as identified during the first row

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



K	L	M	N	O	P	Q
RESULT CODE	RESULT CODE DESCR	ENRL START DATE	ENRL END DATE	GIFTED START DATE	ADJSTD FTE	GIFTED FTE
FT0247	Gifted Fully Funded	2022-02-02 00:00:00.0	2500-12-31 00:00:00.0	2022-02-01 00:00:00.0	0.417647	0.417647
FT0246	Gifted Partially Funded	2021-0				412
FT0246	Gifted Partially Funded	2021-0				412
FT0246	Gifted Partially Funded	2021-0				412
FT0246	Gifted Partially Funded	2021-0				412
FT0246	Gifted Partially Funded	2021-0				412
FT0246	Gifted Partially Funded	2021-07-01 00:00:00.0	2021-12-18 00:00:00.0	2021-11-01 00:00:00.0	0.470588	0.182353
FT0246	Gifted Partially Funded	2021-08-18 00:00:00.0	2500-12-31 00:00:00.0	2022-01-01 00:00:00.0	1	0.529412
FT0246	Gifted Partially Funded	2021-07-01 00:00:00.0	2500-12-31 00:00:00.0	2022-03-01 00:00:00.0	1	0.323529
FT0246	Gifted Partially Funded	2021-08-18 00:00:00.0	2500-12-31 00:00:00.0	2022-01-01 00:00:00.0	1	0.535714
FT0246	Gifted Partially Funded	2021-07-01 00:00:00.0	2500-12-31 00:00:00.0	2022-01-01 00:00:00.0	1	0.529412
FT0245	Gifted Not Funded	2021-08-18 00:00:00.0	2021-10-14 00:00:00.0	2021-11-01 00:00:00.0	0.223529	0
FT0246	Gifted Partially Funded	2021-10-15 00:00:00.0	2500-12-31 00:00:00.0	2021-11-01 00:00:00.0	0.776471	0.711765
FT0246	Gifted Partially Funded	2021-10-15 00:00:00.0	2500-12-31 00:00:00.0	2022-02-01 00:00:00.0	0.776471	0.42353
FT0245	Gifted Not Funded	2021-08-18 00:00:00.0	2021-10-14 00:00:00.0	2022-02-01 00:00:00.0	0.223529	0

Student is reported as identified gifted during the dates of this row

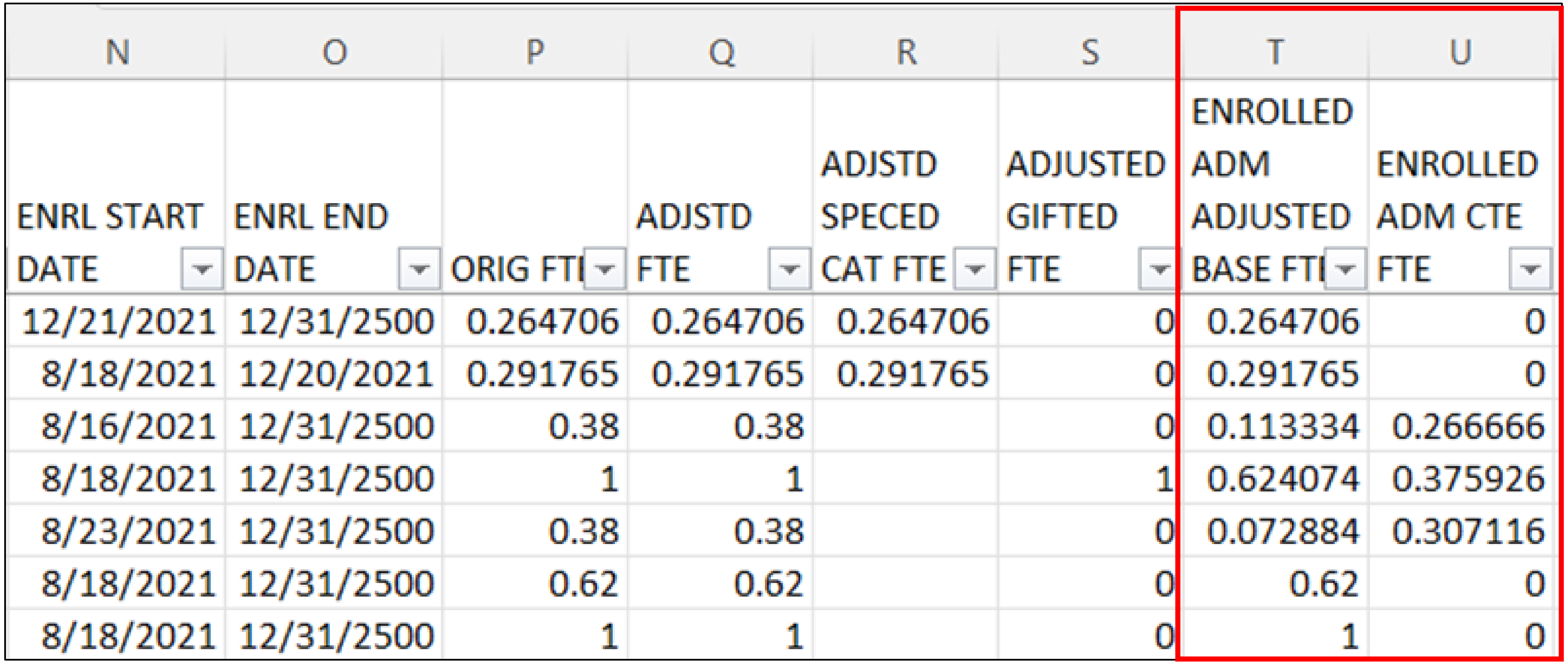
New Enrolled ADM Columns

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

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

New Enrolled ADM Columns (T&U)

- Enrolled ADM Adjusted Base FTE
- Enrolled ADM CTE FTE



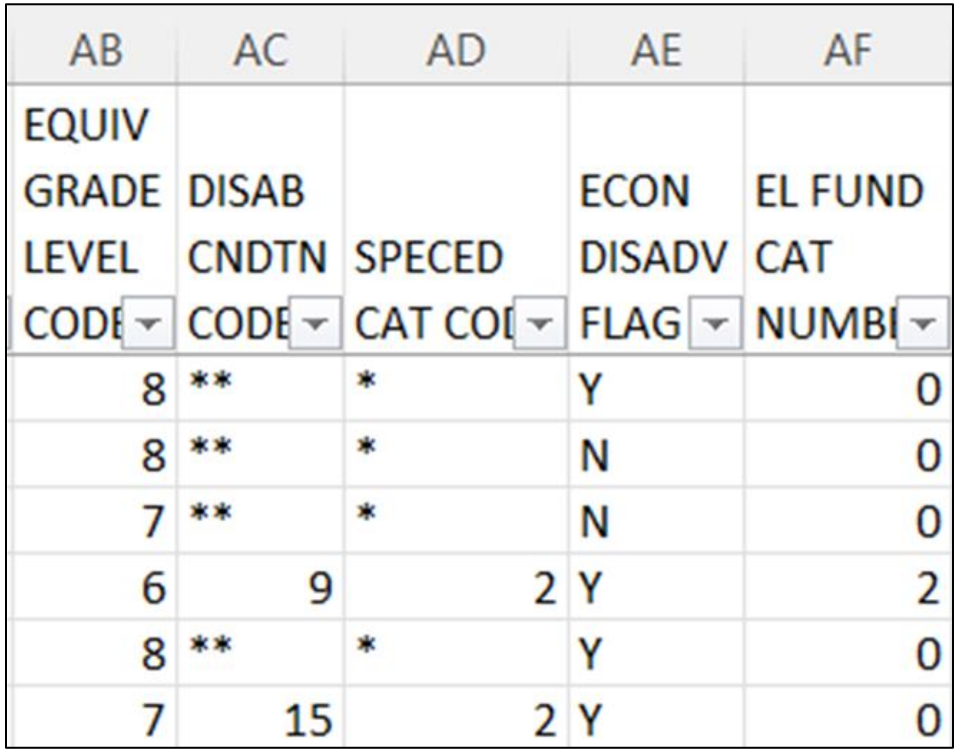
N	O	P	Q	R	S	T	U
ENRL START DATE	ENRL END DATE	ORIG FTI	ADJSTD FTE	ADJSTD SPECED CAT FTE	ADJUSTED GIFTED FTE	ENROLLED ADM ADJUSTED BASE FTI	ENROLLED ADM CTE FTE
12/21/2021	12/31/2500	0.264706	0.264706	0.264706	0	0.264706	0
8/18/2021	12/20/2021	0.291765	0.291765	0.291765	0	0.291765	0
8/16/2021	12/31/2500	0.38	0.38		0	0.113334	0.266666
8/18/2021	12/31/2500	1	1		1	0.624074	0.375926
8/23/2021	12/31/2500	0.38	0.38		0	0.072884	0.307116
8/18/2021	12/31/2500	0.62	0.62		0	0.62	0
8/18/2021	12/31/2500	1	1		0	1	0

Student Attributes

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

FD Attributes – Columns AB - AF

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



AB	AC	AD	AE	AF
EQUIV GRADE LEVEL CODE	DISAB CNDTN CODE	SPECED CAT COD	ECON DISADV FLAG	EL FUND CAT NUMB
8	**	*	Y	0
8	**	*	N	0
7	**	*	N	0
6	9	2	Y	2
8	**	*	Y	0
7	15	2	Y	0

English Learner Category
EL Code = L, EL FUND CAT NUMBER = 1
EL Code = Y or S, EL FUND CAT NUMBER = 2
EL Code = M, EL FUND CAT NUMBER = 3
EL Code = N, EL FUND CAT NUMBER = 0

Quick Check

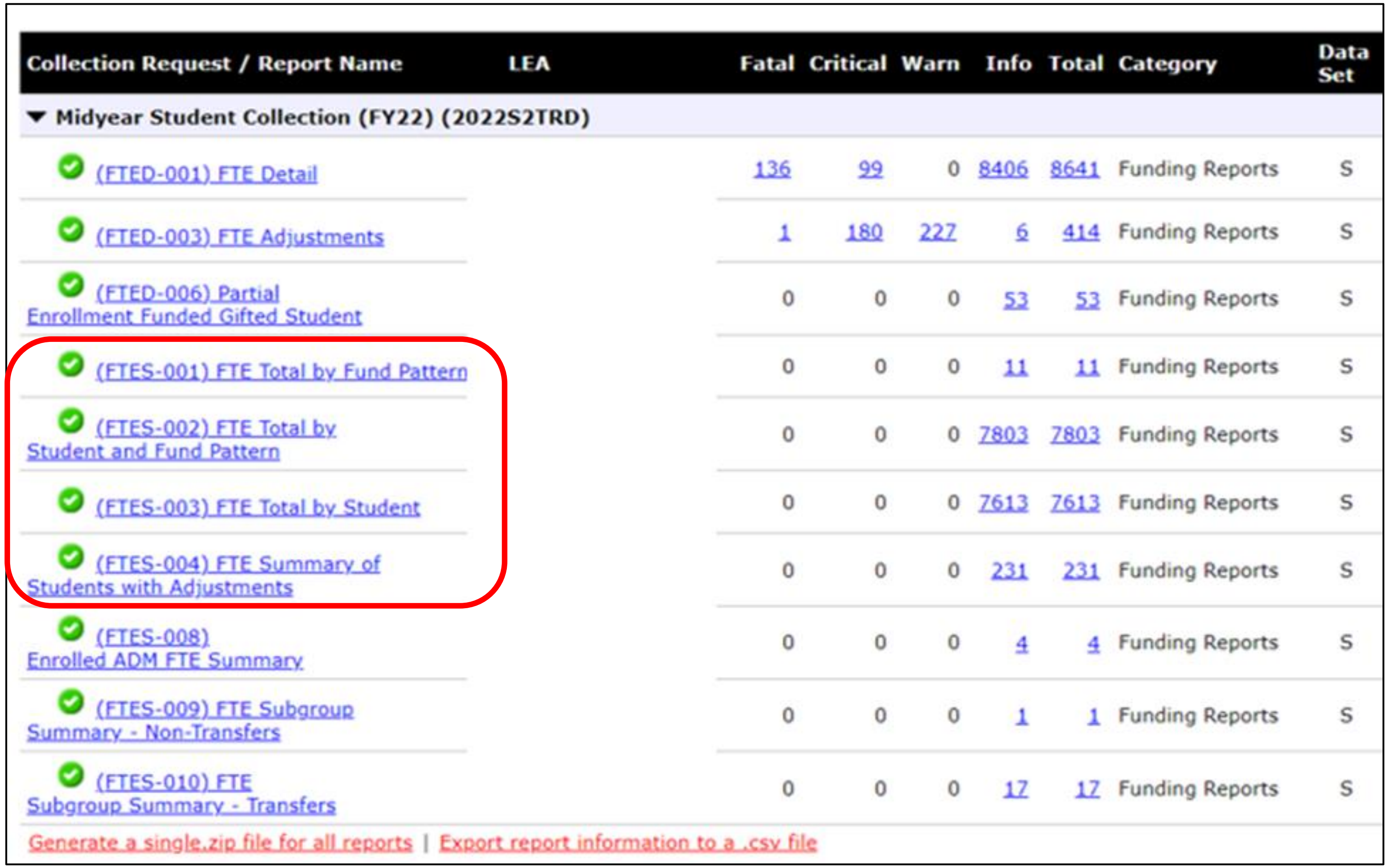
The FTE Detail Report contains a great deal of data that should be verified for accuracy and completeness. Much of the data on this report can be incorrect and generate no error.

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

Reviewing the 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 (FY22) (2022S2TRD)								
✓ (FTED-001) FTE Detail		136	99	0	8406	8641	Funding Reports	S
✓ (FTED-003) FTE Adjustments		1	180	227	6	414	Funding Reports	S
✓ (FTED-006) Partial Enrollment Funded Gifted Student		0	0	0	53	53	Funding Reports	S
✓ (FTES-001) FTE Total by Fund Pattern		0	0	0	11	11	Funding Reports	S
✓ (FTES-002) FTE Total by Student and Fund Pattern		0	0	0	7803	7803	Funding Reports	S
✓ (FTES-003) FTE Total by Student		0	0	0	7613	7613	Funding Reports	S
✓ (FTES-004) FTE Summary of Students with Adjustments		0	0	0	231	231	Funding Reports	S
✓ (FTES-008) Enrolled ADM FTE Summary		0	0	0	4	4	Funding Reports	S
✓ (FTES-009) FTE Subgroup Summary - Non-Transfers		0	0	0	1	1	Funding Reports	S
✓ (FTES-010) FTE Subgroup Summary - Transfers		0	0	0	17	17	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 PTTRN CODE	Summed ORIG FTE	Summed ADJSTD FTE
CTVC	14.491453	14.491453
NFRG	133.90286	0
OJVD	9.259534	9.259534
PSEN	1	1
PSNR	5.257143	5.257143
PSRD	99.720003	99.720003
RGJV	7587.038852	7584.887942

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

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

- Scheduled to be generated in the second EMIS release for June 2022
- 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

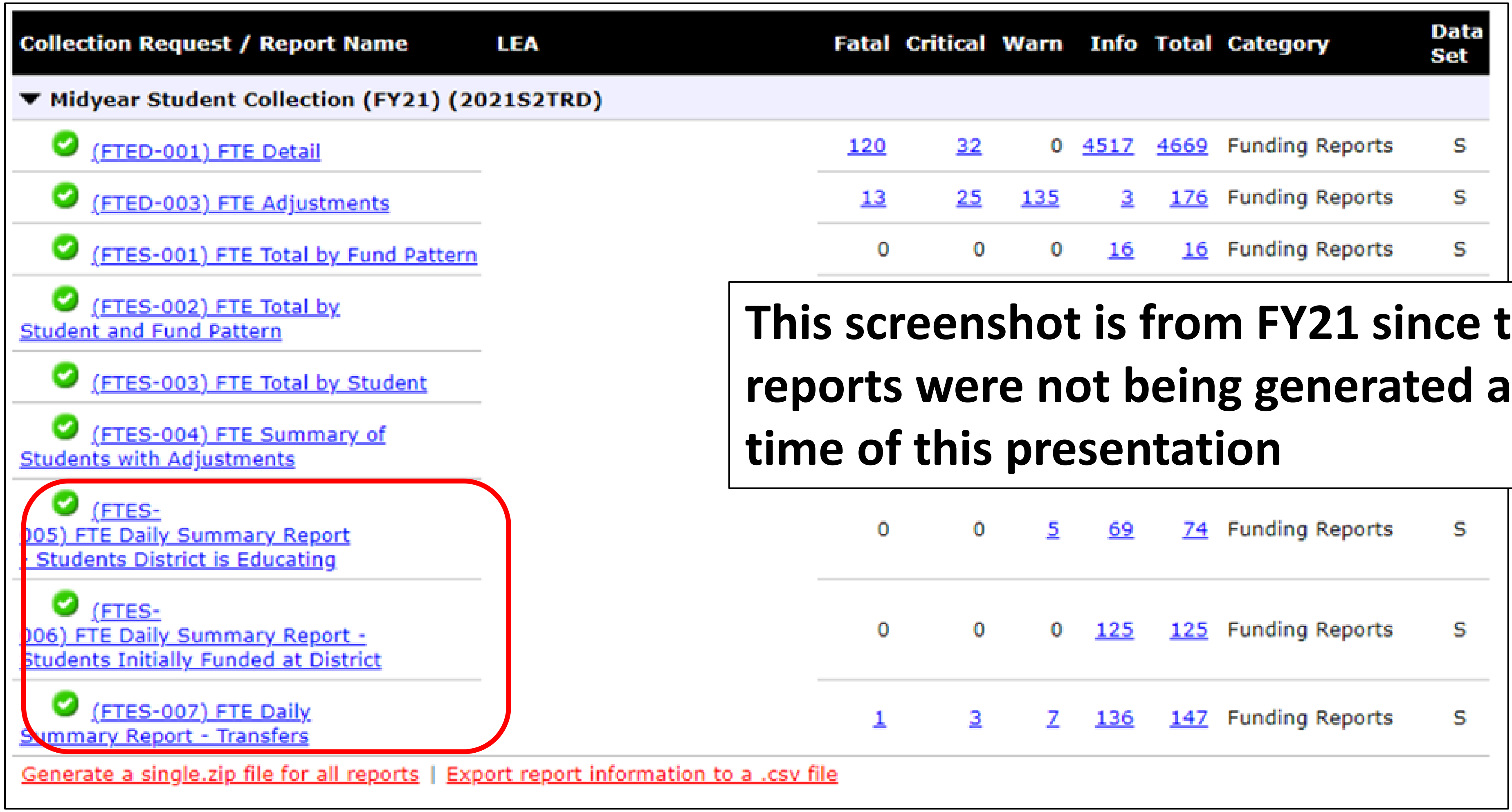
FTE Daily Summary Reports, cont’d

Contain FTE totals separated by unique combinations of

- Result Code
- Grade Span Code
- Economic Disadvantgement Code
- English Learner Category Code
- Special Education Category Code
- Gifted Identified

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								
✓ (FTES-003) FTE Total by Student								
✓ (FTES-004) FTE Summary of Students with Adjustments								
✓ (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

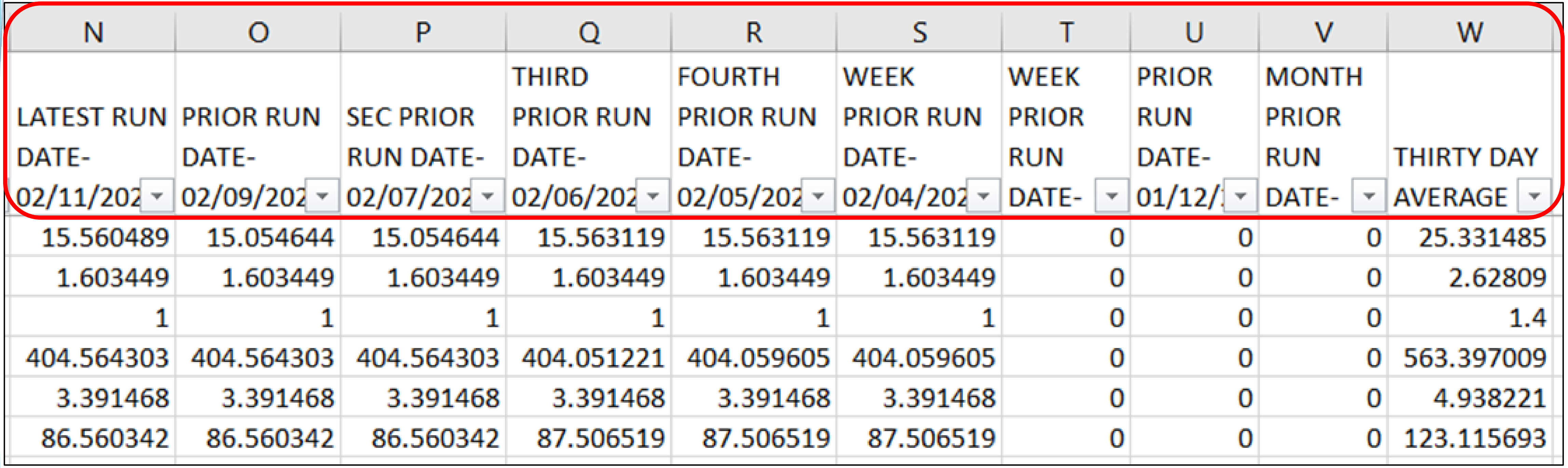
This screenshot is from FY21 since these reports were not being generated at the time of this presentation

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

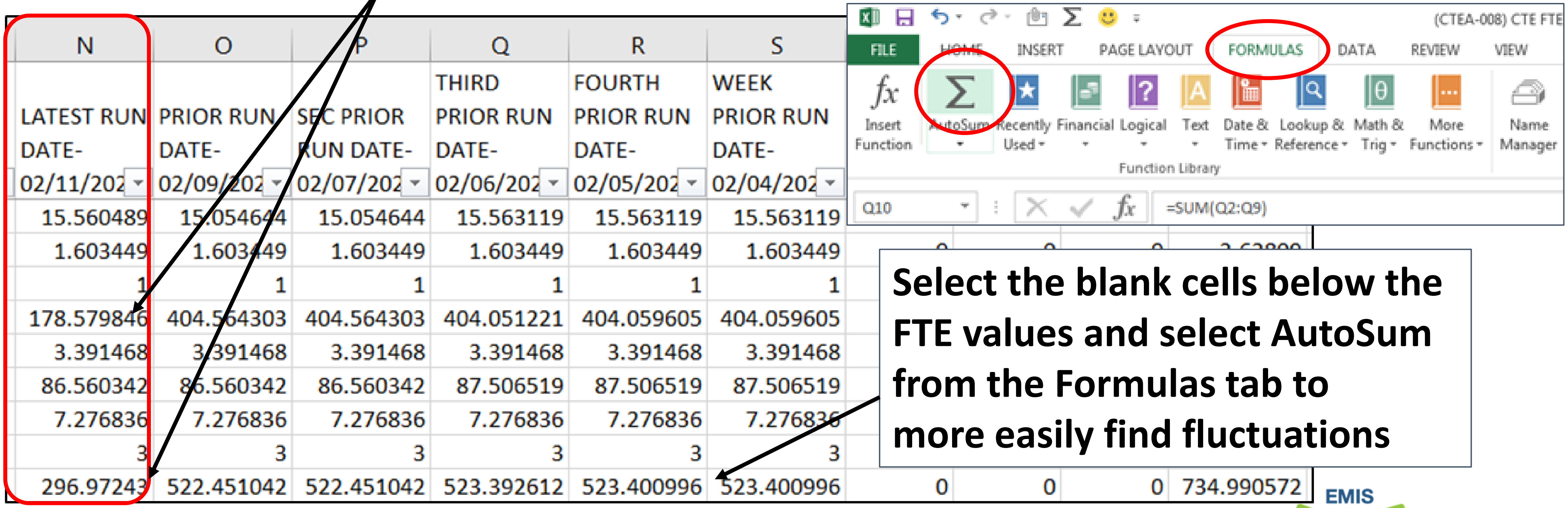


N	O	P	Q	R	S	T	U	V	W
LATEST RUN DATE- 02/11/202	PRIOR RUN DATE- 02/09/202	SEC PRIOR RUN DATE- 02/07/202	THIRD PRIOR RUN DATE- 02/06/202	FOURTH PRIOR RUN DATE- 02/05/202	WEEK PRIOR RUN DATE- 02/04/202	WEEK PRIOR RUN DATE-	PRIOR RUN DATE- 01/12/	MONTH PRIOR RUN DATE-	THIRTY DAY AVERAGE
15.560489	15.054644	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

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



(CTEA-008) CTE FTE
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Name Manager
Function Library

Q10 =SUM(Q2:Q9)

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	0	0	0	734.990572

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

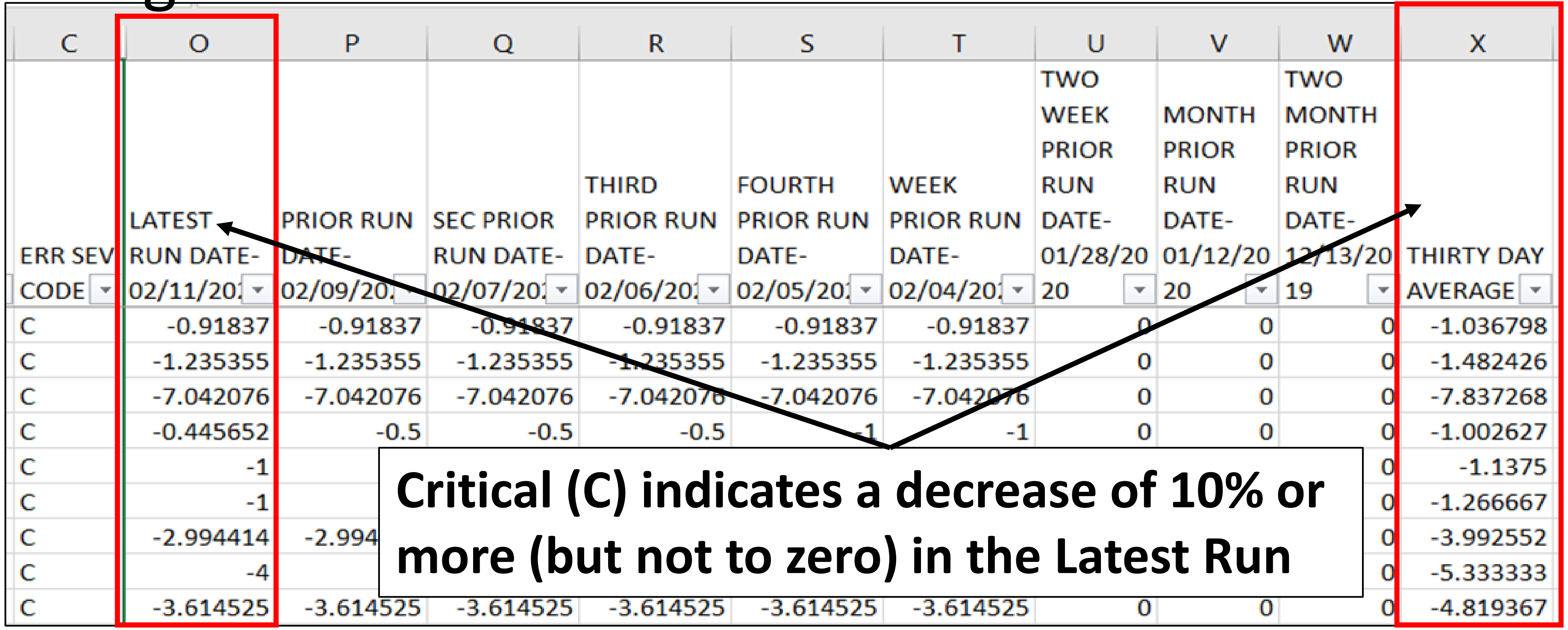
Error Severity Codes

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
ERR SEV CODE	LATEST RUN DATE- 02/11/20	PRIOR RUN DATE- 02/09/20	SEC PRIOR RUN DATE- 02/07/20	THIRD PRIOR RUN DATE- 02/06/20	FOURTH PRIOR RUN DATE- 02/05/20	WEEK PRIOR RUN DATE- 02/04/20	TWO WEEK PRIOR RUN DATE- 01/28/20 20	MONTH PRIOR RUN DATE- 01/12/20 20	TWO MONTH PRIOR RUN 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

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

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
  - FT0114 is used for Contract Career Tech transfers from the sending district to the 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?

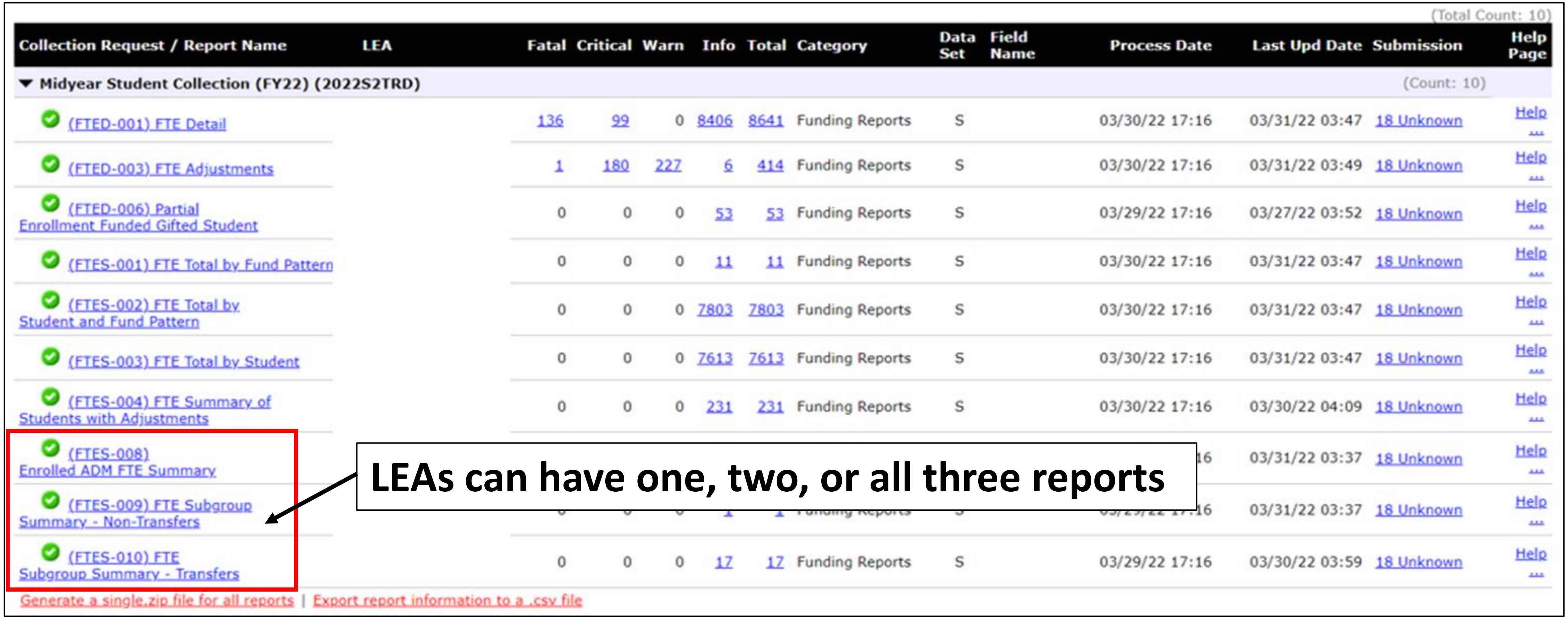
Understanding the New FTE Summary Reports and Archived Reports

New FTE Summary Reports

- Traditional districts, Community schools, STEM districts, and JVSDs can receive these reports (Your LEA may receive one or more)
- (FTES-008) Enrolled ADM FTE Summary
  - Contains FTE data that is divided into categories that align with the funding model and appear on the school payment reports
- (FTES-009) FTE Subgroup Summary – Non-Transfers
  - Contains FTE data for students who are directly funded to the LEA, and is broken down by subgroup
- (FTES-010) FTE Subgroup Summary – Transfers
  - Contains FTE data for students who are funded via a transfer, and is broken down by subgroup

Open New FTE Summary Reports

New FTE Summary Reports can be found in an FY22 current or closed Student Collection (these are not the versions that will align with payments)



(Total Count: 10)

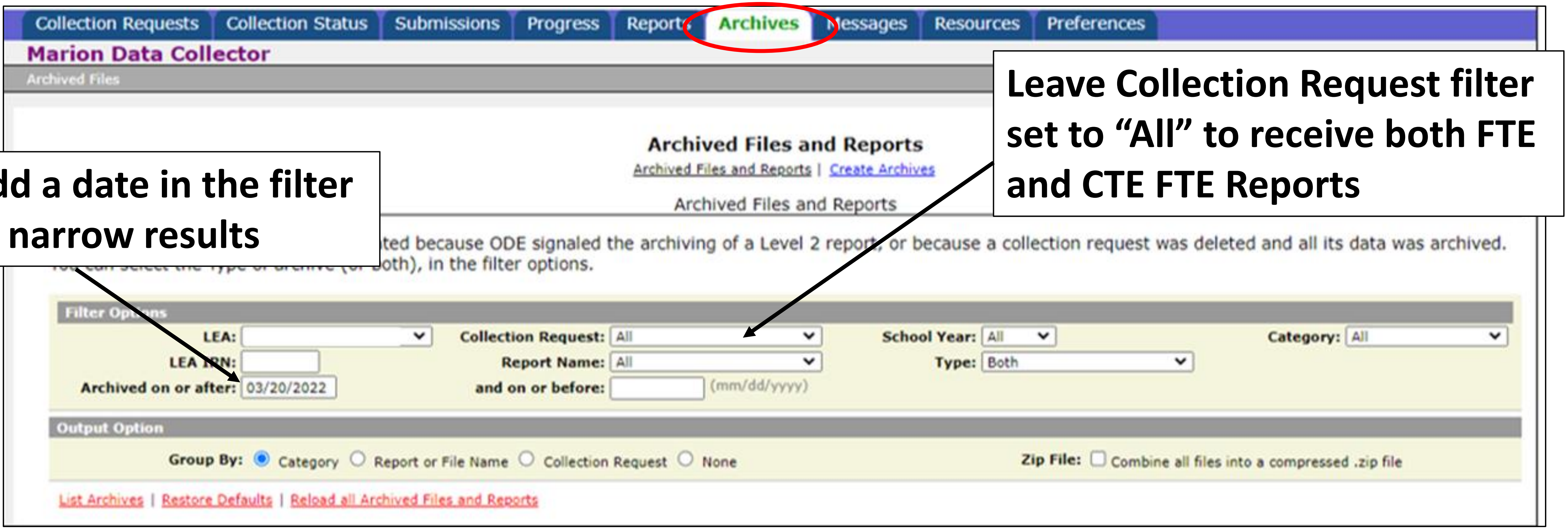
Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Midyear Student Collection (FY22) (2022S2TRD)												(Count: 10)	
✓ (FTED-001) FTE Detail		136	99	0	8406	8641	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTED-003) FTE Adjustments		1	180	227	6	414	Funding Reports	S		03/30/22 17:16	03/31/22 03:49	18 Unknown	Help ...
✓ (FTED-006) Partial Enrollment Funded Gifted Student		0	0	0	53	53	Funding Reports	S		03/29/22 17:16	03/27/22 03:52	18 Unknown	Help ...
✓ (FTES-001) FTE Total by Fund Pattern		0	0	0	11	11	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTES-002) FTE Total by Student and Fund Pattern		0	0	0	7803	7803	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTES-003) FTE Total by Student		0	0	0	7613	7613	Funding Reports	S		03/30/22 17:16	03/31/22 03:47	18 Unknown	Help ...
✓ (FTES-004) FTE Summary of Students with Adjustments		0	0	0	231	231	Funding Reports	S		03/30/22 17:16	03/30/22 04:09	18 Unknown	Help ...
✓ (FTES-008) Enrolled ADM FTE Summary											03/31/22 03:37	18 Unknown	Help ...
✓ (FTES-009) FTE Subgroup Summary - Non-Transfers											03/31/22 03:37	18 Unknown	Help ...
✓ (FTES-010) FTE Subgroup Summary - Transfers		0	0	0	17	17	Funding Reports	S		03/29/22 17:16	03/30/22 03:59	18 Unknown	Help ...

Generate a single.zip file for all reports | Export report information to a .csv file

LEAs can have one, two, or all three reports

Archived FTE Reports Aligned with Payments

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


Collection Requests
Collection Status
Submissions
Progress
Reports
Archives
Messages
Resources
Preferences
Marion Data Collector
Archived Files
Archived Files and Reports
Archived Files and Reports | Create Archives
Archived Files and Reports
Filter Options
Output Option
List Archives | Restore Defaults | Reload all Archived Files and Reports

…ted because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. …oth), in the filter options.

LEA:
LEA IRN:
Archived on or after: 03/20/2022
Collection Request: All
Report Name: All
and on or before: (mm/dd/yyyy)
School Year: All
Type: Both
Category: All

Group By: ● Category ○ Report or File Name ○ Collection Request ○ None

Zip File: ☐ Combine all files into a compressed .zip file

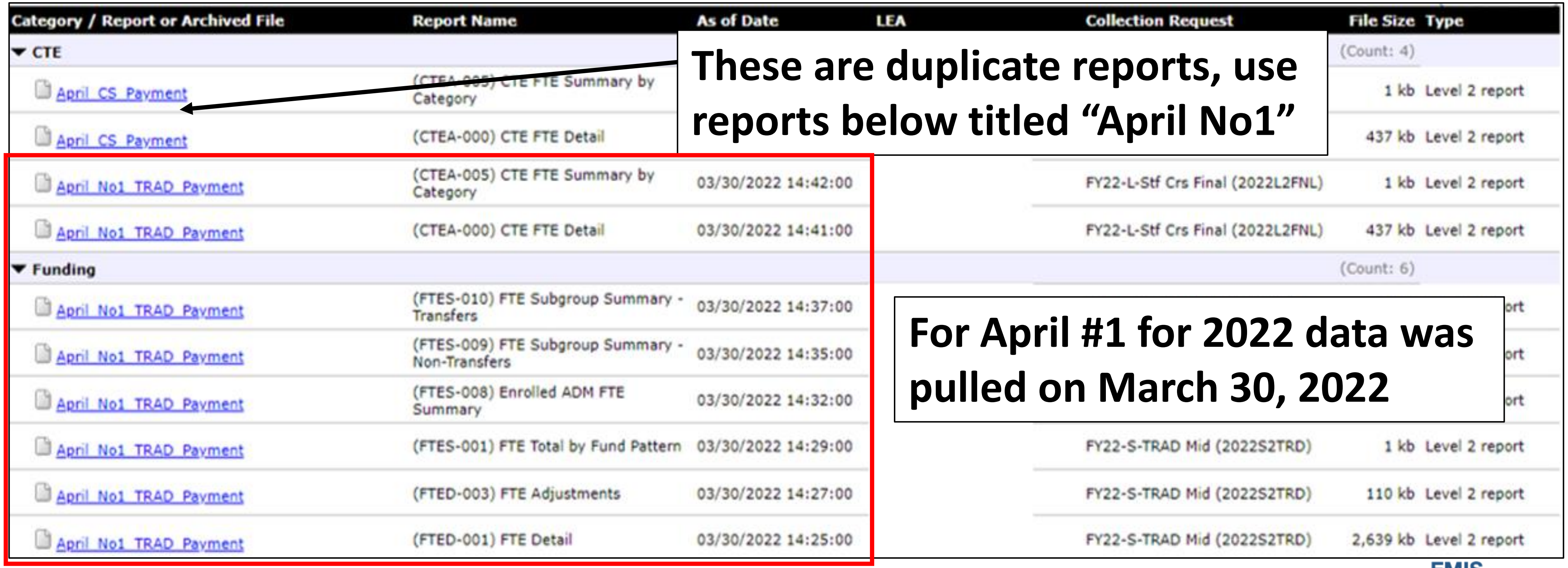
Leave Collection Request filter set to "All" to receive both FTE and CTE FTE Reports

Add a date in the filter to narrow results

Archive Reports

FTE and CTE FTE Reports are placed in the Archive when data is pulled for payment, typically data is pulled two Mondays prior to payment

- Home > Finance & Funding > School Payment Reports - State Foundation Payment Dates Fiscal Year 2022.pdf



Category / Report or Archived File	Report Name	As of Date	LEA	Collection Request	File Size	Type
▼ CTE					(Count: 4)	
April_CS_Payment	(CTEA-005) CTE FTE Summary by Category				1 kb	Level 2 report
April_CS_Payment	(CTEA-000) CTE FTE Detail				437 kb	Level 2 report
April_No1_TRAD_Payment	(CTEA-005) CTE FTE Summary by Category	03/30/2022 14:42:00		FY22-L-Stf Crs Final (2022L2FNL)	1 kb	Level 2 report
April_No1_TRAD_Payment	(CTEA-000) CTE FTE Detail	03/30/2022 14:41:00		FY22-L-Stf Crs Final (2022L2FNL)	437 kb	Level 2 report
▼ Funding					(Count: 6)	
April_No1_TRAD_Payment	(FTES-010) FTE Subgroup Summary - Transfers	03/30/2022 14:37:00				ort
April_No1_TRAD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	03/30/2022 14:35:00				ort
April_No1_TRAD_Payment	(FTES-008) Enrolled ADM FTE Summary	03/30/2022 14:32:00				ort
April_No1_TRAD_Payment	(FTES-001) FTE Total by Fund Pattern	03/30/2022 14:29:00		FY22-S-TRAD Mid (2022S2TRD)	1 kb	Level 2 report
April_No1_TRAD_Payment	(FTED-003) FTE Adjustments	03/30/2022 14:27:00		FY22-S-TRAD Mid (2022S2TRD)	110 kb	Level 2 report
April_No1_TRAD_Payment	(FTED-001) FTE Detail	03/30/2022 14:25:00		FY22-S-TRAD Mid (2022S2TRD)	2,639 kb	Level 2 report

These are duplicate reports, use reports below titled "April No1"

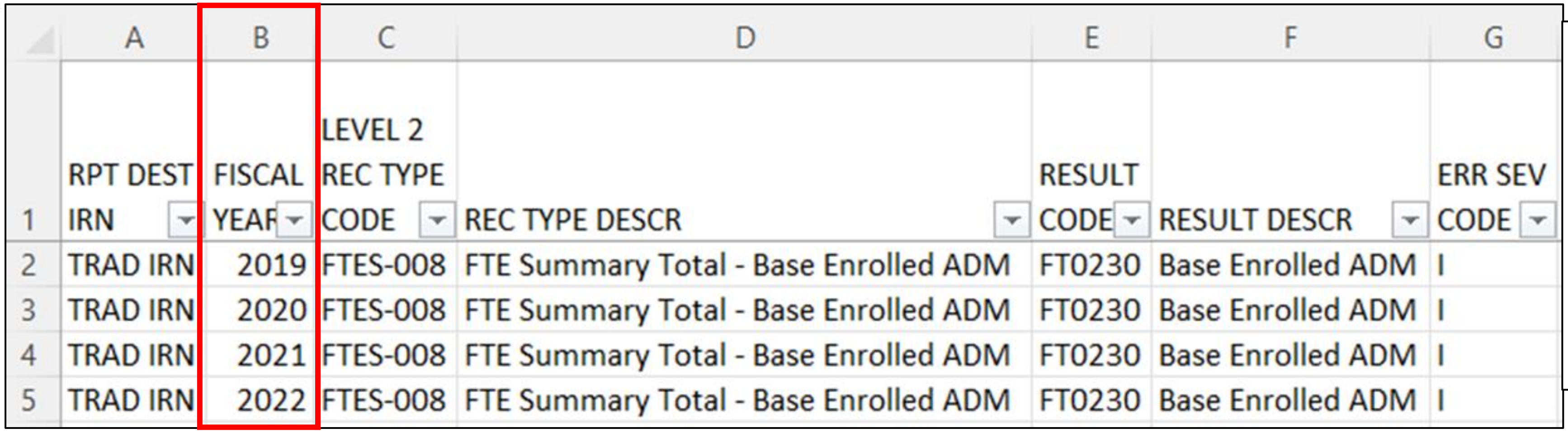
For April #1 for 2022 data was pulled on March 30, 2022

Archived FTE Reports and Payment Reports

These Archived EMIS reports will be used to match data with your Payment Reports (your LEA may not have all reports)

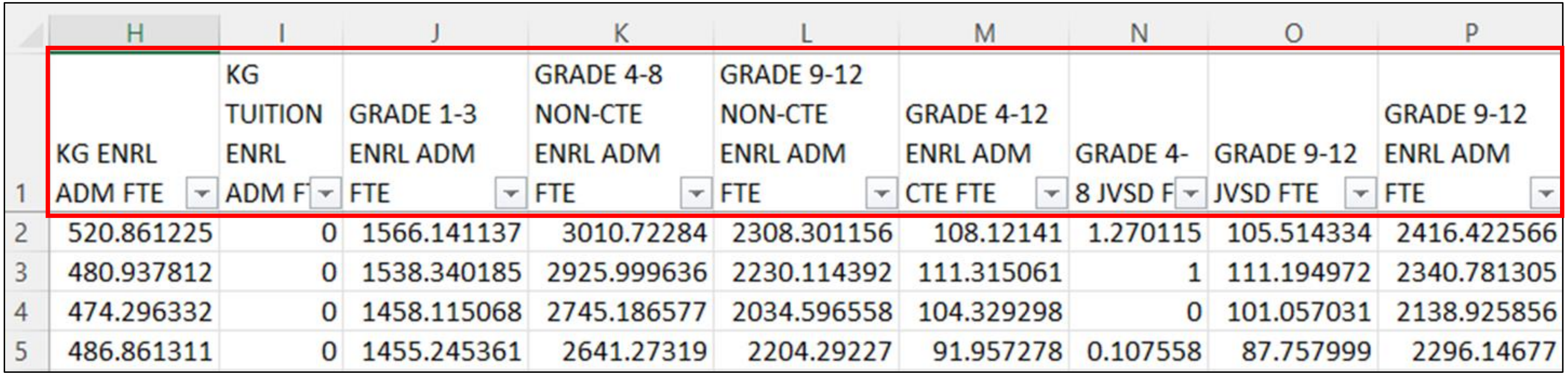
- (FTED-001) FTE Detail Report
- (FTES-008) Enrolled ADM FTE Summary
- (FTES-009) FTE Subgroup Summary – Non-Transfers
- (FTES-010) FTE Subgroup Summary – Transfers
- (CTEA-000) CTE FTE Detail

(FTES-008) Enrolled ADM FTE Summary



	A	B	C	D	E	F	G
1	RPT DEST IRN	FISCAL YEAR	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	ERR SEV CODE
2	TRAD IRN	2019	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
3	TRAD IRN	2020	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
4	TRAD IRN	2021	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I
5	TRAD IRN	2022	FTES-008	FTE Summary Total - Base Enrolled ADM	FT0230	Base Enrolled ADM	I

This report contains four fiscal year's worth of Base Enrolled ADM data based on the current funding model



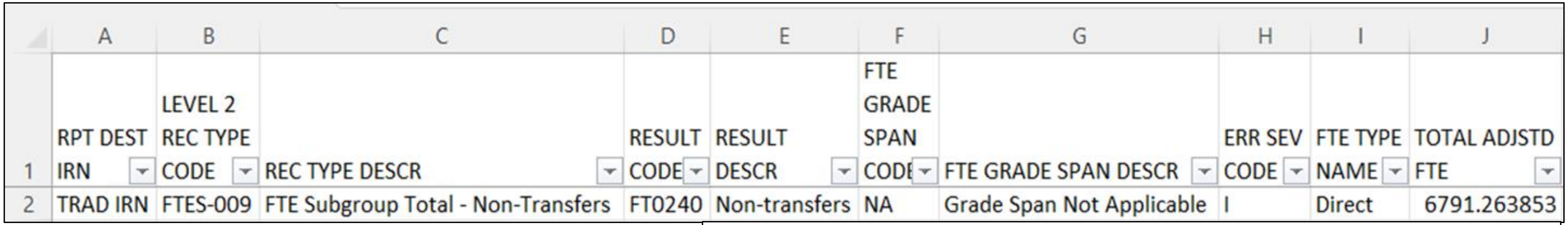
	H	I	J	K	L	M	N	O	P
1	KG ENRL ADM FTE	KG TUITION ENRL ADM F	GRADE 1-3 ENRL ADM FTE	GRADE 4-8 NON-CTE ENRL ADM FTE	GRADE 9-12 NON-CTE ENRL ADM FTE	GRADE 4-12 ENRL ADM CTE FTE	GRADE 4-8 JVSD F	GRADE 9-12 JVSD FTE	GRADE 9-12 ENRL ADM FTE
2	520.861225	0	1566.141137	3010.72284	2308.301156	108.12141	1.270115	105.514334	2416.422566
3	480.937812	0	1538.340185	2925.999636	2230.114392	111.315061	1	111.194972	2340.781305
4	474.296332	0	1458.115068	2745.186577	2034.596558	104.329298	0	101.057031	2138.925856
5	486.861311	0	1455.245361	2641.27319	2204.29227	91.957278	0.107558	87.757999	2296.14677

This report will be used to match to the Base Cost Payment Report

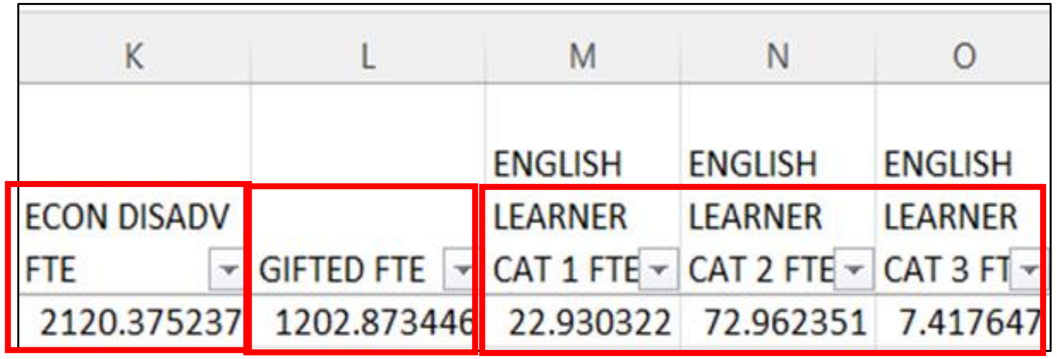
EMIS Alliance

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

Non-Transfer students by Total Adjusted FTE and by Sub-Group for current year



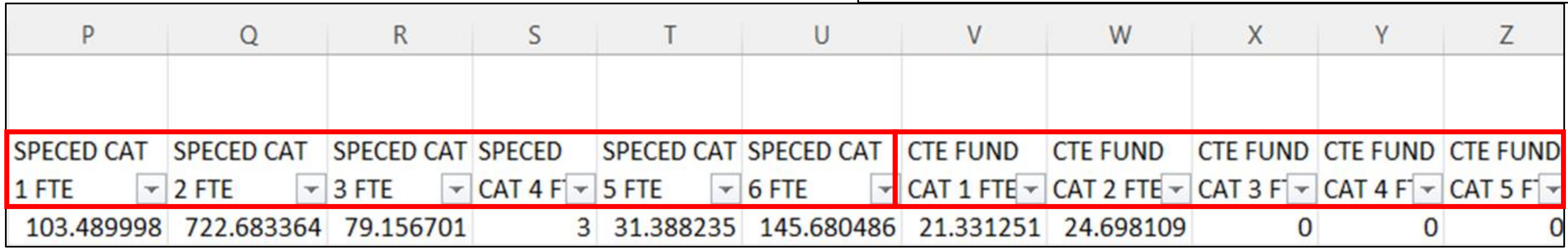
	A	B	C	D	E	F	G	H	I	J
1	RPT DEST IRN	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT DESCR	FTE GRADE SPAN CODE	FTE GRADE SPAN DESCR	ERR SEV CODE	FTE TYPE NAME	TOTAL ADJSTD FTE
2	TRAD IRN	FTES-009	FTE Subgroup Total - Non-Transfers	FT0240	Non-transfers	NA	Grade Span Not Applicable	I	Direct	6791.263853



K	L	M	N	O
ECON DISADV FTE	GIFTED FTE	ENGLISH LEARNER CAT 1 FTE	ENGLISH LEARNER CAT 2 FTE	ENGLISH LEARNER CAT 3 FT
2120.375237	1202.873446	22.930322	72.962351	7.417647

These are students whose funding goes to your LEA and is not transferred. This data will eventually align with the Detailed SFPR

Student level data can be found on the Archived FTE Detail and CTE FTE Detail Reports

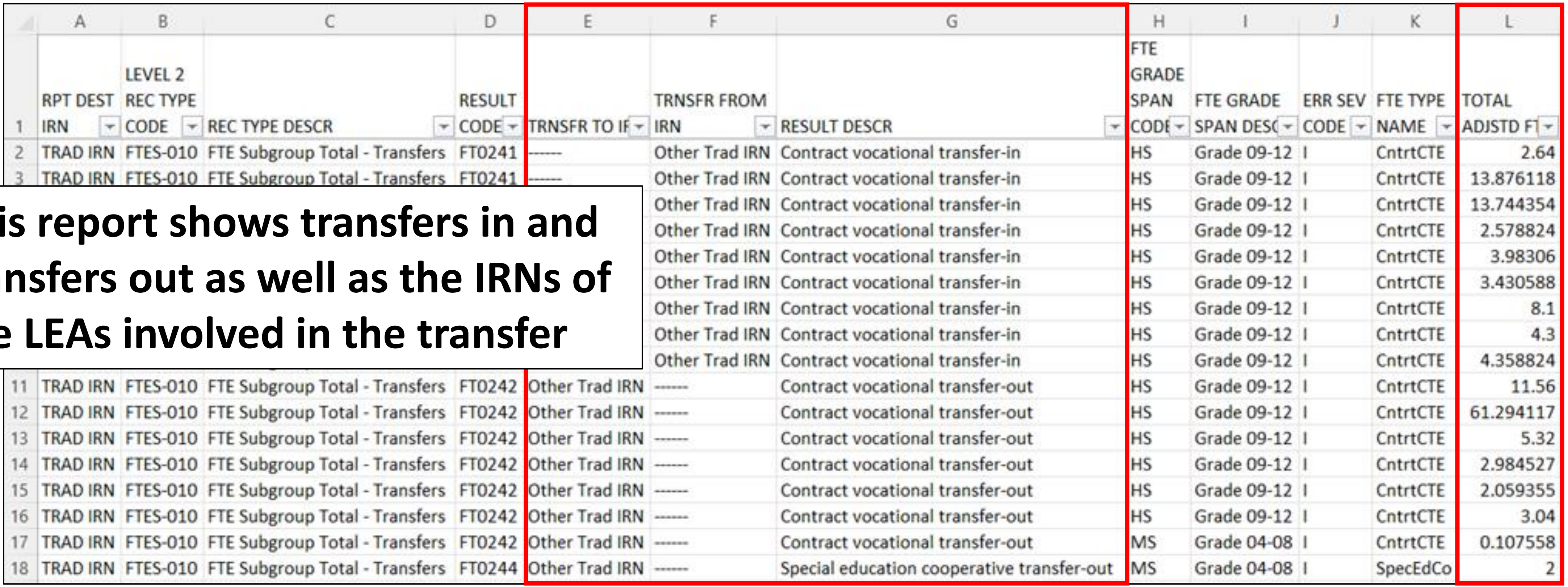


P	Q	R	S	T	U	V	W	X	Y	Z
SPECED CAT 1 FTE	SPECED CAT 2 FTE	SPECED CAT 3 FTE	SPECED CAT 4 F	SPECED CAT 5 FTE	SPECED CAT 6 FTE	CTE FUND CAT 1 FTE	CTE FUND CAT 2 FTE	CTE FUND CAT 3 F	CTE FUND CAT 4 F	CTE FUND CAT 5 F
103.489998	722.683364	79.156701	3	31.388235	145.680486	21.331251	24.698109	0	0	0

(FTES-010) FTE Subgroup Summary – Transfers

Report includes students who are enrolled in Contract Career Tech or Special Education Cooperative Programs for the current year

More columns on next slide

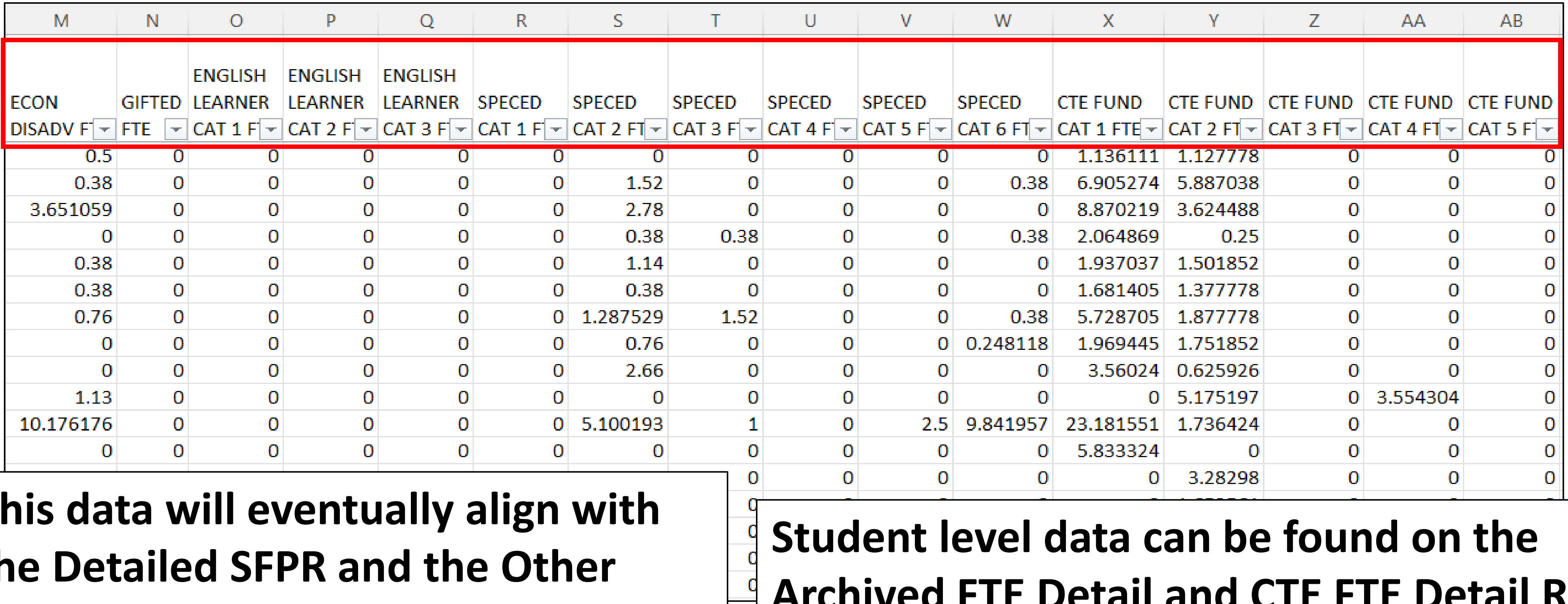


	A	B	C	D	E	F	G	H	I	J	K	L
1	RPT DEST IRN	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	TRNSFR TO IF	TRNSFR FROM IRN	RESULT DESCR	FTE GRADE SPAN CODE	FTE GRADE SPAN DESC	ERR SEV CODE	FTE TYPE NAME	TOTAL ADJSTD FT
2	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0241	------	Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	2.64
3	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0241	------	Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	13.876118
						Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	13.744354
						Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	2.578824
						Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	3.98306
						Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	3.430588
						Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	8.1
						Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	4.3
						Other Trad IRN	Contract vocational transfer-in	HS	Grade 09-12	I	CntrtCTE	4.358824
11	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Other Trad IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	11.56
12	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Other Trad IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	61.294117
13	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Other Trad IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	5.32
14	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Other Trad IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	2.984527
15	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Other Trad IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	2.059355
16	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Other Trad IRN	------	Contract vocational transfer-out	HS	Grade 09-12	I	CntrtCTE	3.04
17	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0242	Other Trad IRN	------	Contract vocational transfer-out	MS	Grade 04-08	I	CntrtCTE	0.107558
18	TRAD IRN	FTES-010	FTE Subgroup Total - Transfers	FT0244	Other Trad IRN	------	Special education cooperative transfer-out	MS	Grade 04-08	I	SpecEdCo	2

This report shows transfers in and transfers out as well as the IRNs of the LEAs involved in the transfer

(FTES-010) FTE Subgroup Summary – Transfers, cont’d

This is a continuation of the FTES-010 report which contains transferred FTE with subgroup details



M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
ECON DISADV F	GIFTED FTE	ENGLISH LEARNER CAT 1 F	ENGLISH LEARNER CAT 2 F	ENGLISH LEARNER CAT 3 F	SPECED CAT 1 F	SPECED CAT 2 FT	SPECED CAT 3 F	SPECED CAT 4 F	SPECED CAT 5 F	SPECED CAT 6 FT	CTE FUND CAT 1 FTE	CTE FUND CAT 2 FT	CTE FUND CAT 3 FT	CTE FUND CAT 4 FT	CTE FUND CAT 5 F
0.5	0	0	0	0	0	0	0	0	0	0	1.136111	1.127778	0	0	0
0.38	0	0	0	0	0	1.52	0	0	0	0.38	6.905274	5.887038	0	0	0
3.651059	0	0	0	0	0	2.78	0	0	0	0	8.870219	3.624488	0	0	0
0	0	0	0	0	0	0.38	0.38	0	0	0.38	2.064869	0.25	0	0	0
0.38	0	0	0	0	0	1.14	0	0	0	0	1.937037	1.501852	0	0	0
0.38	0	0	0	0	0	0.38	0	0	0	0	1.681405	1.377778	0	0	0
0.76	0	0	0	0	0	1.287529	1.52	0	0	0.38	5.728705	1.877778	0	0	0
0	0	0	0	0	0	0.76	0	0	0	0.248118	1.969445	1.751852	0	0	0
0	0	0	0	0	0	2.66	0	0	0	0	3.56024	0.625926	0	0	0
1.13	0	0	0	0	0	0	0	0	0	0	0	5.175197	0	3.554304	0
10.176176	0	0	0	0	0	5.100193	1	0	2.5	9.841957	23.181551	1.736424	0	0	0
0	0	0	0	0	0	0	0	0	0	0	5.833324	0	0	0	0
							0	0	0	0	0	3.28298	0	0	0

This data will eventually align with the Detailed SFPR and the Other Adjustments Report

Student level data can be found on the Archived FTE Detail and CTE FTE Detail Reports

Other Data and Payment Reports

- Archived and filtered FTE Detail report Preschool Data
  - Preschool Special Education Payment report
  - Other Adjustments Report
    - Preschool Special Education to CBDD
    - Open Enrollment In and Out Preschool Special Education
  - Preschool student educated by an ESC
- Watch for additional information about matching Archived EMIS Reports to payments

Quick Check

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

- Are the Level 2 versions of the FTE Summary Reports reviewed prior to data being pulled for payments?
- Are the Archived FTE Summary Reports reviewed to verify that all students are included as expected?
- Are the reports shared with others in the district to verify the accuracy and completeness of your LEA's data?

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 Report Explanations (multiple)
- Your ITC
- Your Area Coordinator

Questions?

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

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