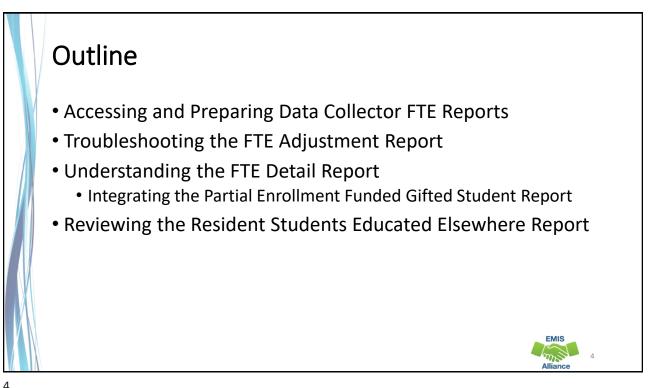


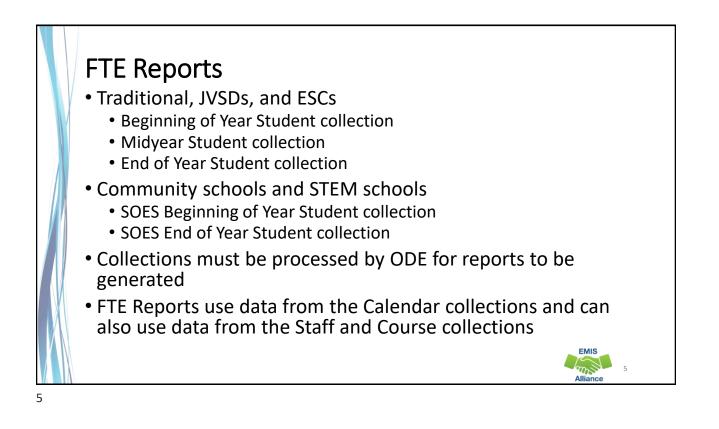
The Ohio Department of Education funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: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

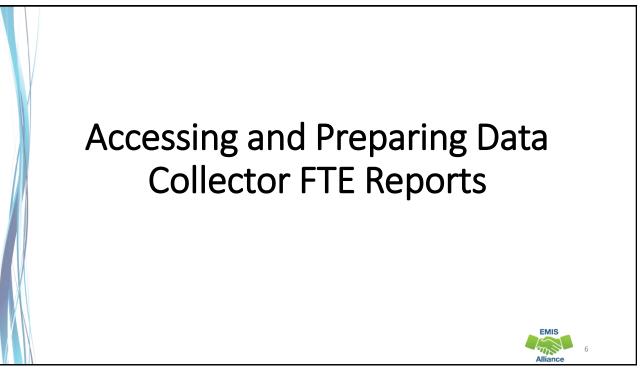
Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

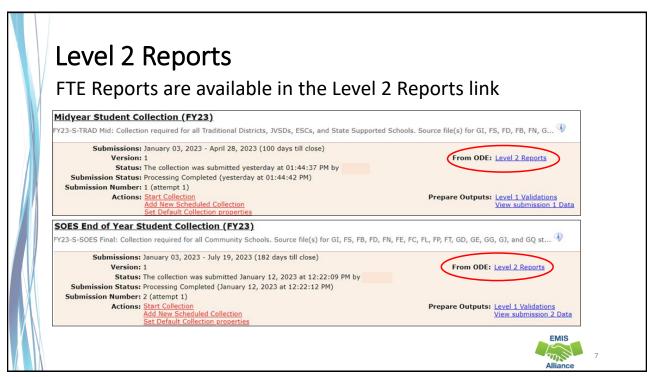


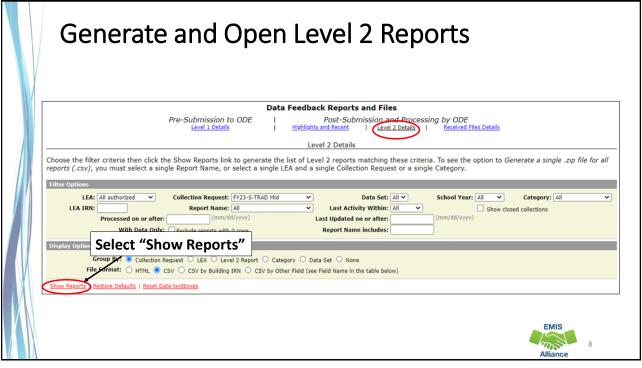
Overview FTE Reports generated using EMIS data from traditional districts, JVSDs, ESCs, community schools and STEM schools contain student annualized full-time equivalent enrollment (FTE) figures cross-checked against EMIS data from other local education agencies (LEAs) contain adjustments to FTEs This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



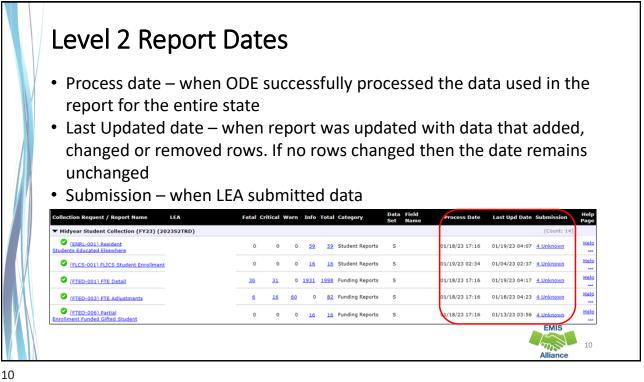






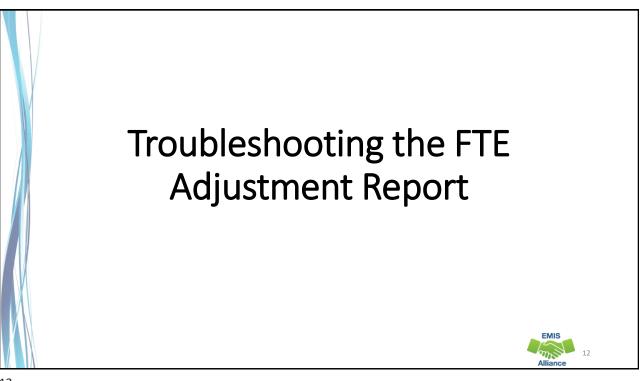


Called	tion Request / Report Name LEA		Eatal Co	itical W		to To	atal Catagony	Data Field	Process Date	Last Had D	anto	Submission
	year Student Collection (FY23) (2023S2TRE))	Fatal Cr	itical w	rarn 1r	110 10	otal Category	Set Name	process Date	Last Opd D	Jate	(Count: 14
	(ENRL-001) Resident		0	0	0	59	59 Student Reports	s	01/18/23 17:16	01/19/23 04	4:07	4 Unknown
•	(FLCS-001) FLICS Student Enrollment	> Part	1 of	this	s pre	200	ntation v	vill cove	four rep	orts	2:37	4 Unknown
0	(FTED-001) FTE Detail			31	0 12		Punding Reports	3	01/18/23 17:16		4:17	4 Unknown
•	(FTED-003)_FTE_Adjustments		6	16	<u>60</u>	0	82 Funding Reports	s	01/18/23 17:16	01/18/23 04	4:23	4 Unknown
	(FTED-006) Partial ment Funded Gifted Student		0	0	0	16	16 Funding Reports	s	01/18/23 17:16	01/13/23 03	3:56	4 Unknown

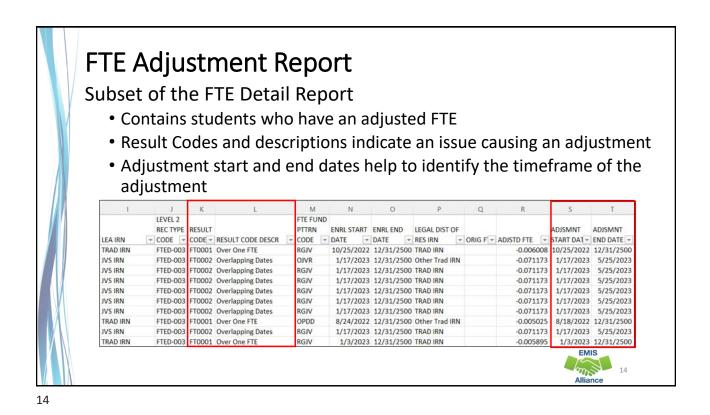


is zero or where the F	where the Adjusted FTE Fund Pattern Code a non-fundable student	All other rows are classified as <u>Warning</u> or <u>Informational</u>				
		is recommended to view the eport and not just focus on err				
FTE is greater than ze Original FTE	ero, but less than the	eport and not just	t focus on errors			
FTE is greater than ze Original FTE	Fatal Critical Warn Info Total Category	Data Field Process Date	Last Und Date Submission He			
Original FTE		Data Field	La			
Original FTE		Data Field Process Date Set Name Process Date	te Last Upd Date Submission Hel Pag (Count: 14)			
Original FTE Idection Request / Report Name LEA Midyear Student Collection (FY23) (2023S2TRD) C (EltRL-001) Resident	Fatal Critical Warn Info Total Category	Data Field Process Date Set Name Process Date	E Last Upd Date Submission Helpag (Count: 14) 5 01/19/23 04:07 <u>4. Unknown</u>			
Original FTE Nection Request / Report Name LEA Midyear Student Collection (FY23) (202352TRD) Image: CENRL-001) Resident udents Educated Elsewhere	Fatal Critical Warn Info Total Category	Data Set Field Name Process Date ts S 01/18/23 17:16 ts S 01/19/23 02:34	Last Upd Date Submission Het Page (Count: 14) (Count: 14) 0 01/19/23 04:07 4 Unknown 4 01/04/23 02:37 4 Unknown			
Original FTE Midear Student Collection (FY23) (2023S2TRD) [©] (EIRL=001).Resident udents Educated Elsewhere [©] (ECS-001).FLICS Student Enrollment	Fatal Critical Warn Info Total Category 0 0 0 52 52 Student Repo 0 0 0 16 15 Student Repo	Data Set Field Name Process Date ts S 01/18/23 17:16 ts S 01/19/23 02:34 ts S 01/18/23 17:16	Last Upd Date Submission He Pag (Count: 14) (Count: 14) 01/19/23 04:07 4.Unknown He 01/04/23 02:37 4.Unknown He 01/19/23 04:17 4.Unknown He			

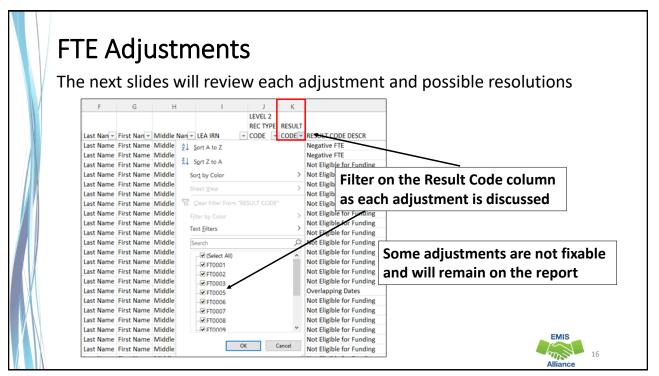


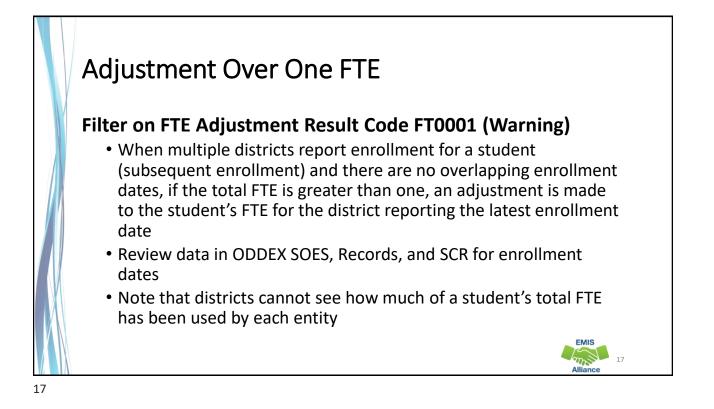


Open and Prepare the FTE Adjustment Report Select Header Row and Wrap Text Freeze Top Row Justify column width Apply Filters Better yet, use a macro!



	Adjustr	mei	nt F	lepo	ort a	nd	FTE Det	ail	Repo	rt to	geth	er	to :	see	
the complete pic	cture fo	or a	a sp	ecif	ic st	ude	ent		•		•				
FTE Detail Reg	oort cor	ntair	ns tł	າe F⁻	TE th	at w	vill be fur	ded	ADI	STD F	TE″				
•	port contains the FTE that will be funded "ADJSTD FTE" nt Report contains the amount being adjusted "ADJSTD FTE"														
 FTE Adjustme 	ent Repo	ort c	cont	ains	the a	amo	unt bein	g ad	Justec	1 "AD	JZID	۲I	E.		
FTE Detail Report	F		(G	Н		I J	K	L M	N	0		Р	Q	R ADJSTD
· ·		_	_			_	REC TYPE RE	SULT CO	DE PTTRN	ENRL ST	ART ENRLE		_		SPECED
ADJSTD FTE is the	Last Name Student One	2	 First Na First 		Viddle Name Viddle	*	LEA IF - CODE - CO 65680 FTED-001 FT				 DATE 2022 12/31/ 		DRIG FT[-	FTE -	CAT FTE
amount of FTE	Student Two Student Two		First First		Viddle Viddle		65680 FTED-001 FT				2022 11/8/			0	
generated	Student Two		First		Viddle		62067 FTED-001 FT				2022 12/31/ 2022 12/31/		0.600555		
generated															
FTE Adjustment	F	G	Н	1	J	К	L	М	N	0	Р	Q	R	S	T
FIE Aujustinent		First	Middle		LEVEL 2 REC			FTE FUN	ENRL START	ENRL END	LEGAL DIST OF		ADJSTD	ADJSMNT	ADJSMI
-		- Nam -		LEA IRN	 TYPE COD - FTED-003 	FT0005	 RESULT CODE DESC Disability - no IEP 	 CODE RGJV 	house here and have been been been been been been been be	DATE 2 12/31/250	RES IRN TO DOR IRN	FTE -	FTE -1	START DA ~ 8/24/2022	
Report ADJSTD FTE	Student Or	ne First	Middle												
Report ADJSTD FTE is the amount of FTE	Student Or		Middle		FTED-003	FT0002	Overlapping Dates	RGJV	8/25/2022	2 11/8/202	22 DOR IRN		-0.3155	8/25/2022	2 11/8/2



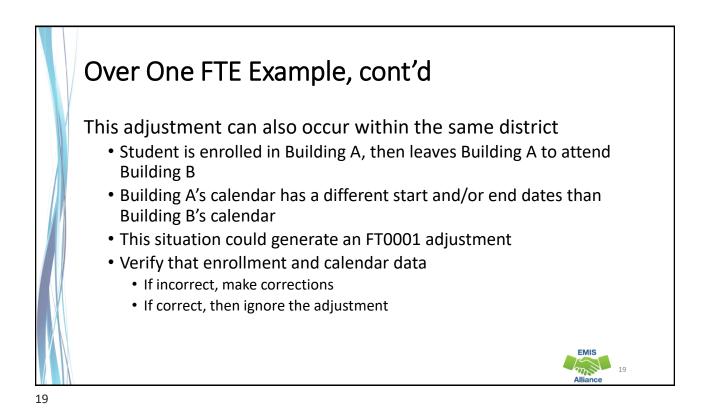


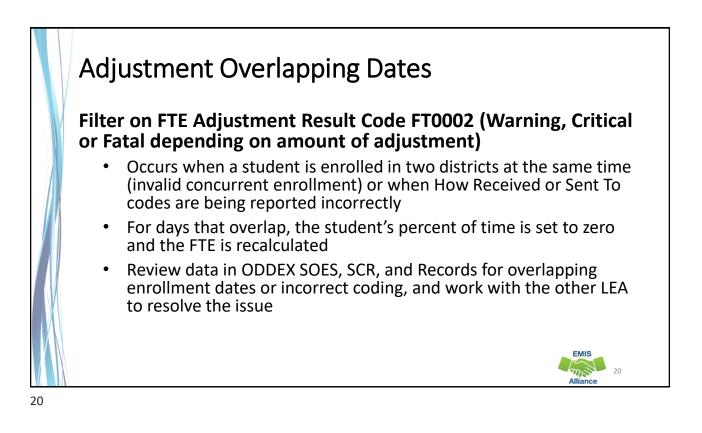


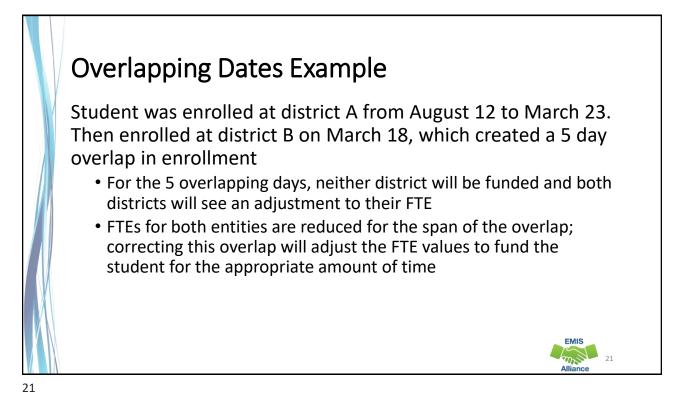
A full-time student is enrolled at district A from the start of their school year, then withdraws and subsequently enrolls at district B

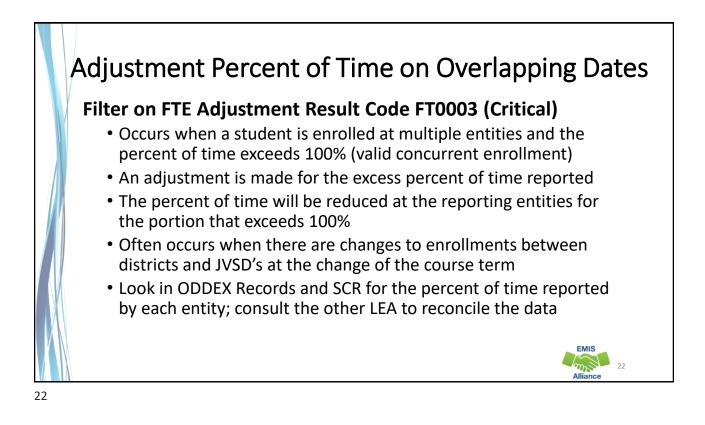
- District A: based on enrollment dates will receive part of the student's one FTE for the school year
- District B: based on enrollment dates will receive no more than the remainder of the student's one FTE for the school year
- A district can "use-up" a disproportionate amount of the student's one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

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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

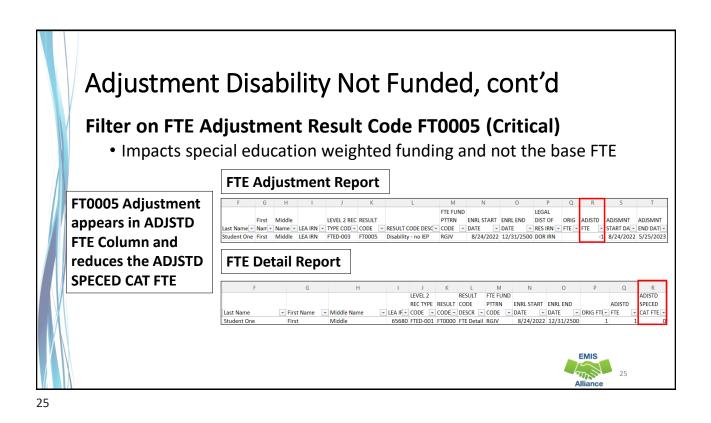
- Both entities will see an adjustment to the student's FTE for the excess percent of time, that brings the student's total funded FTE to one
- In this example one or both entities should adjust their percent of time so that it does not exceed 100%

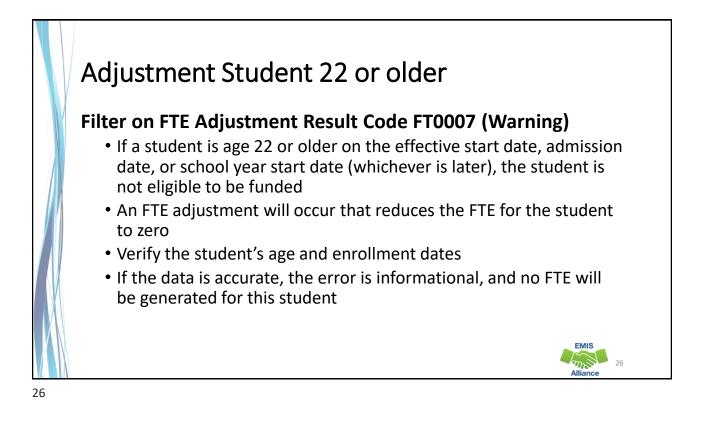
Adjustment Disability Not Funded

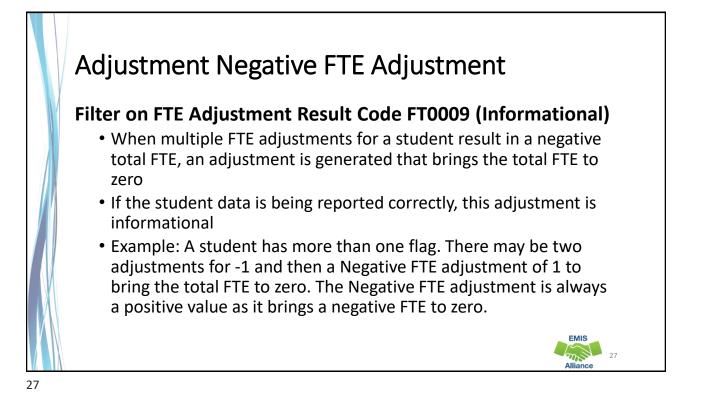
Filter on FTE Adjustment Result Code FT0005 (Critical)

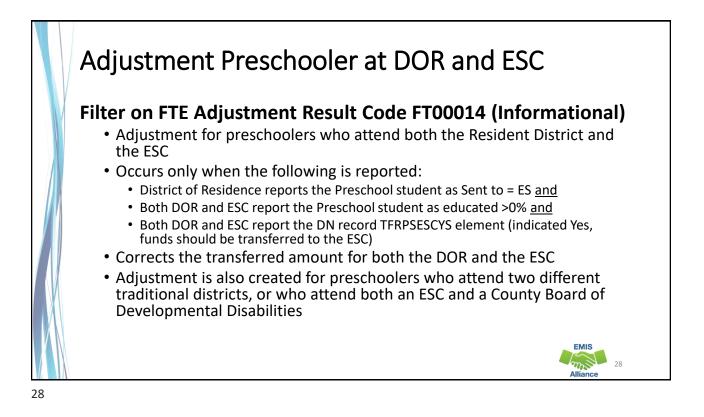
- Occurs when a student with a disability is reported without an active IEP in place
- Impacts special education weighted funding and not the base FTE
- JVSDs and ESCs are dependent on the District of Residence or sending district to report the special education events
- Be sure all students with disabilities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

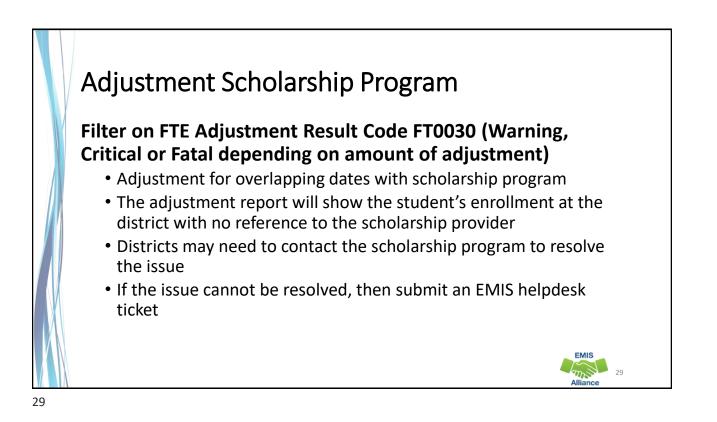
EMIS

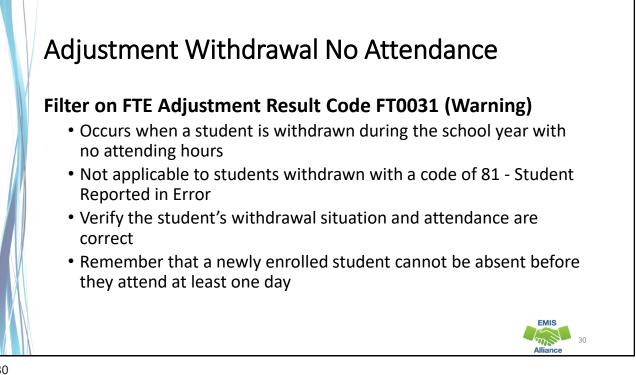


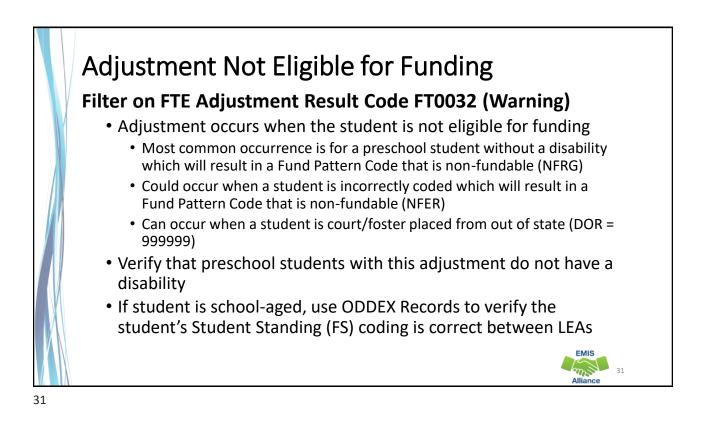


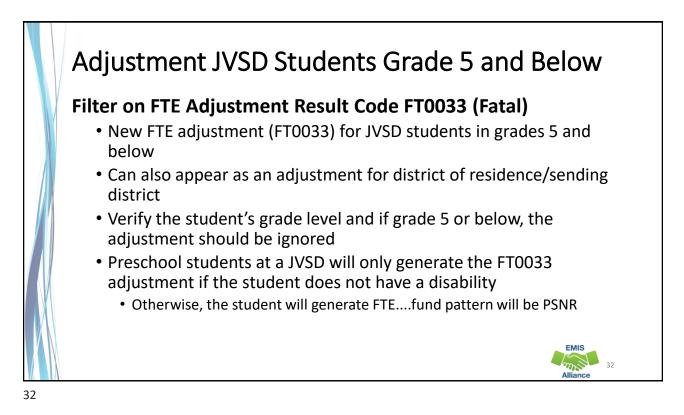












Adjustment Board of Developmental Disabilities

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.

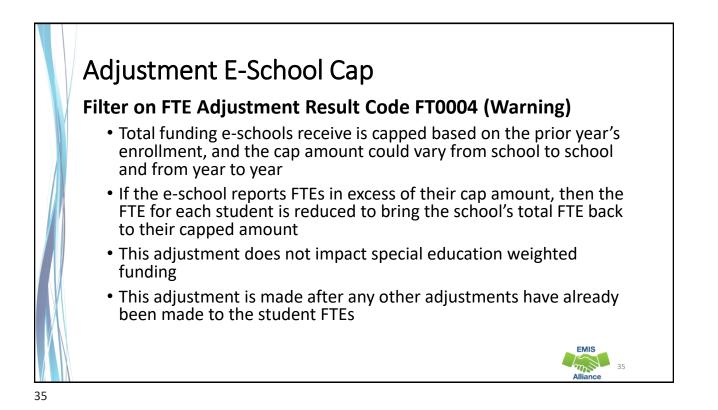
- If both entities are reporting that they are educating, the "over 1 FTE" adjustment would apply (FT0001)
- In situations where student is being educated part-time at BDD and part-time at JVS or traditional district, if total percent of time adds up to more than 100%, the "percent of time on overlapping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

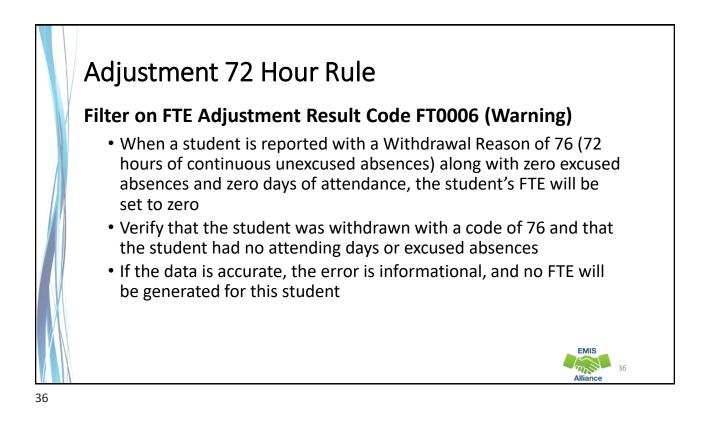
FTE Adjustments Community School Students

- 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 the (ENRL-001) Resident Students Educated Elsewhere report for districts of residence



EMIS





Adjustment Age 5 KG No Early Entrance Policy Adjustment

Filter on FTE Adjustment Result Code FT0008 (Critical)

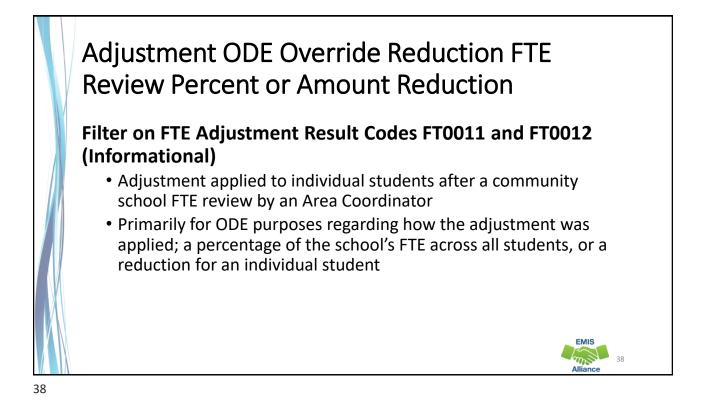
- Adjustment for kindergarten students at community schools who are under the age of 5 on the date by which a student must be 5 years old in order to enroll and the community school has no early entrance policy reported
- Verify the student's age

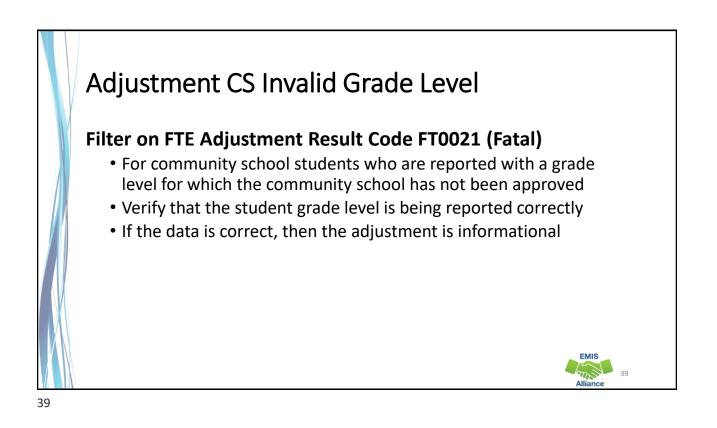
37

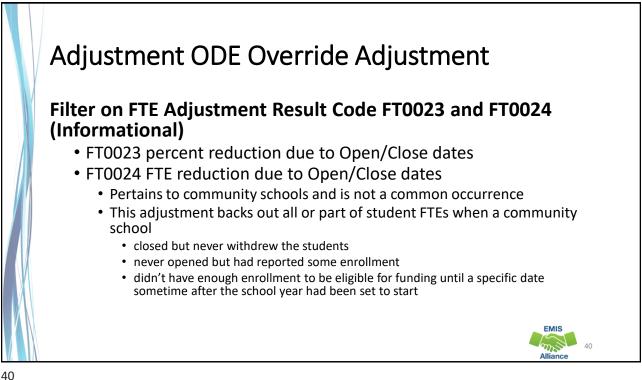
- Check the Organization General Information (DN) Record
 - C_STUEEPOL Student early entrance policy flag (Yes or No)
 - STUKGBRDAY Date student is required to be 5 years old to be admitted into kindergarten (August 1 or September 30)



EMIS







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.

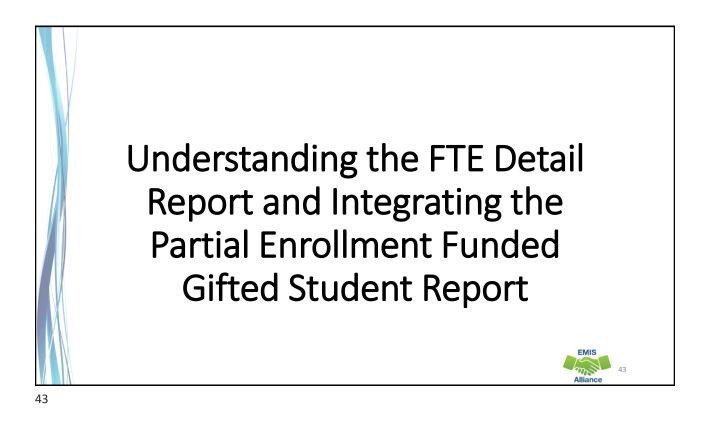


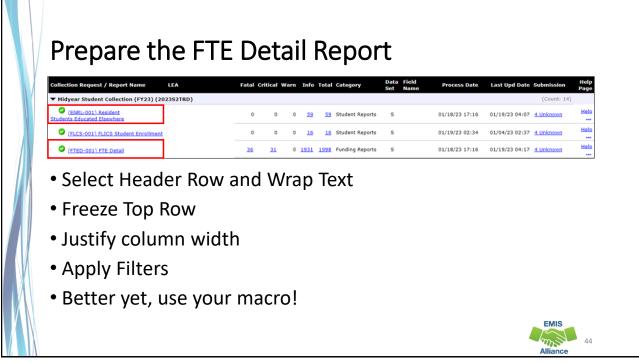
Quick Check

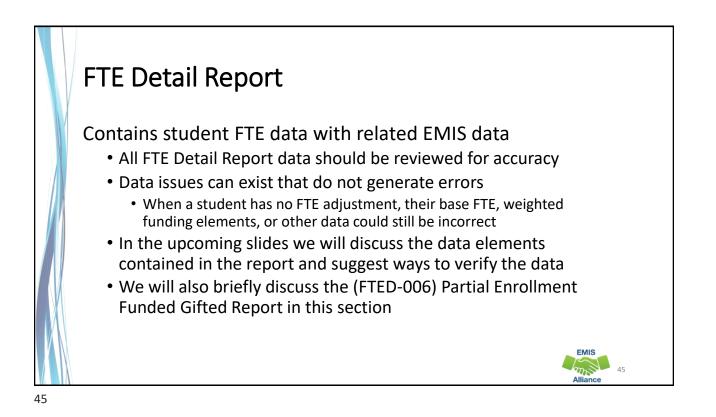
The FTE Adjustment Report contains codes that indicate an adjustment to a student's FTE. Some codes indicate situations that could be corrected which can result in an increased FTE. Some situations cannot be corrected.

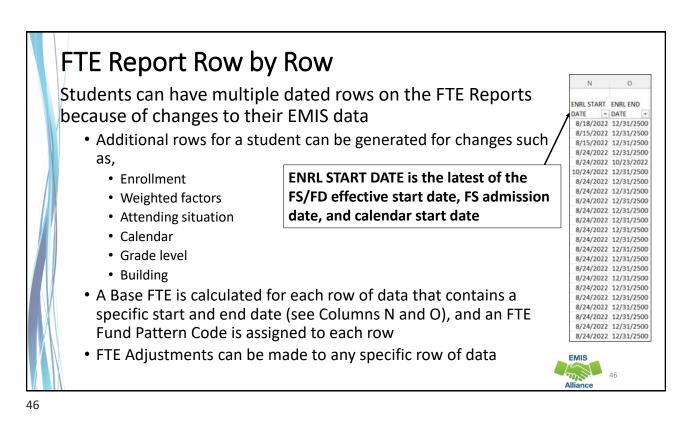
- Are any adjustments correctable?
- Some adjustments can occur based on another reporting entity's data.
 Do you need to contact another LEA?
- FTE Adjustment Reports should be checked regularly and frequently even when your data hasn't changed.

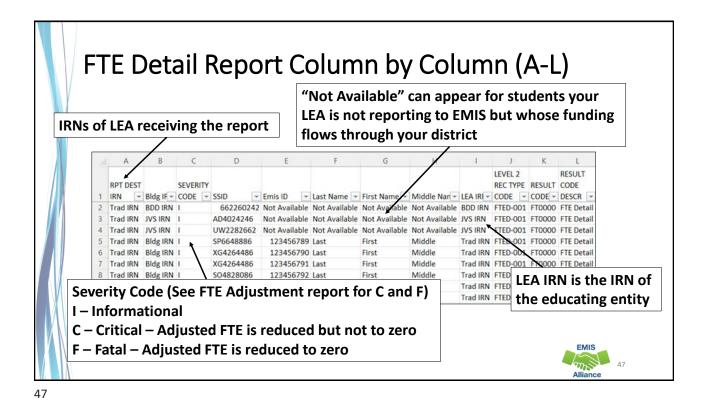


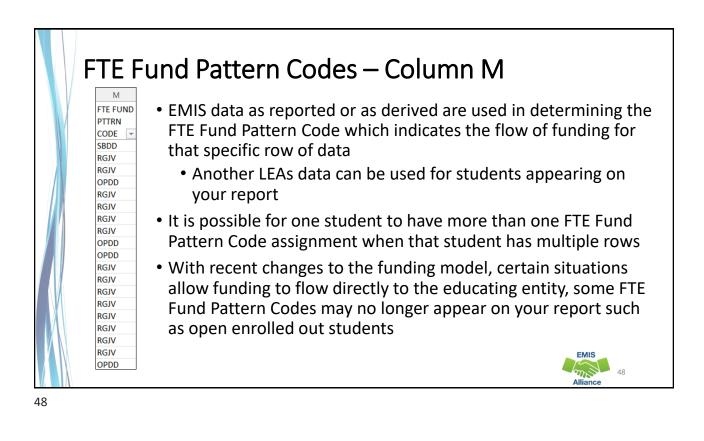


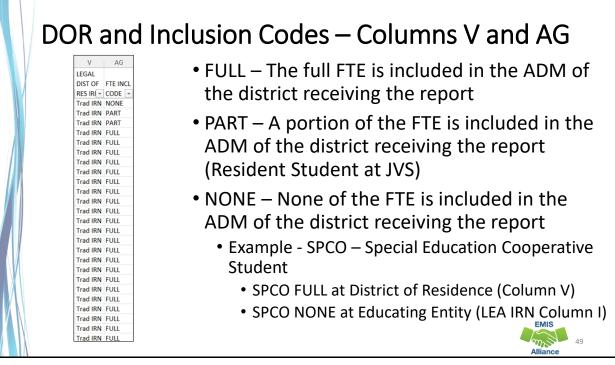


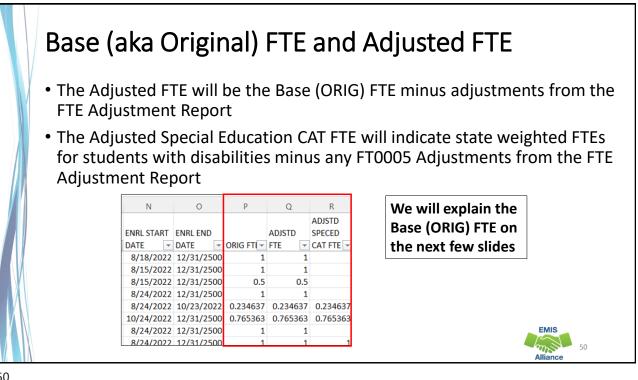


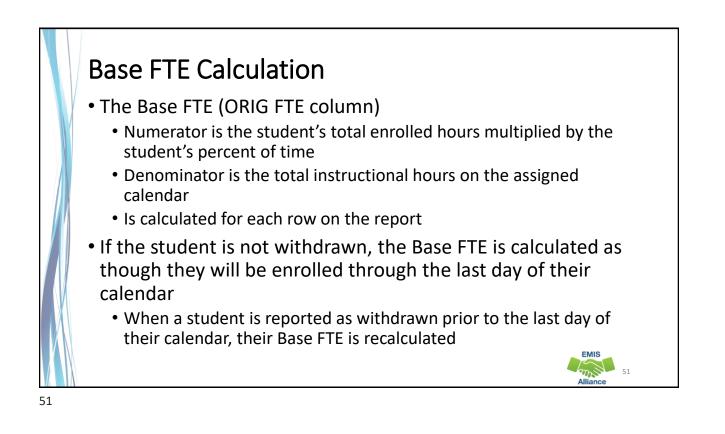


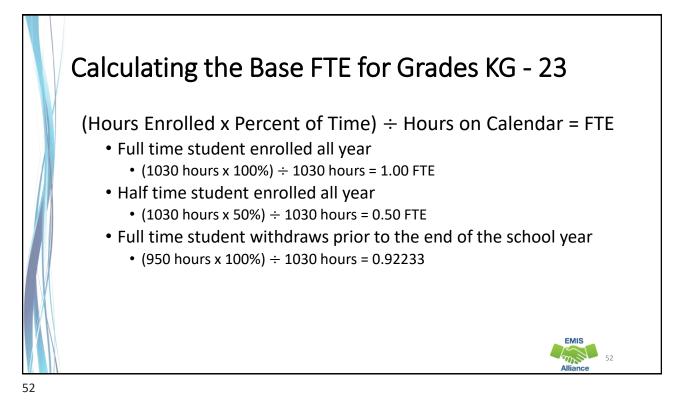


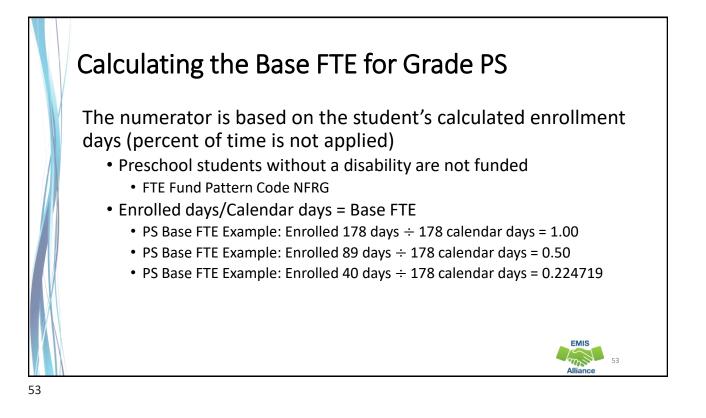












Percent of Time and Sent To Percent of Time (W-AA) Percent of time is a critical element in the calculation of the Base FTE

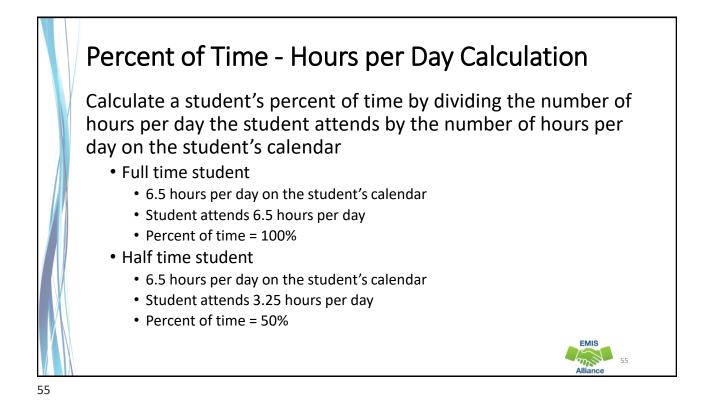
• Verify percent of time values are calculated and reported correctly

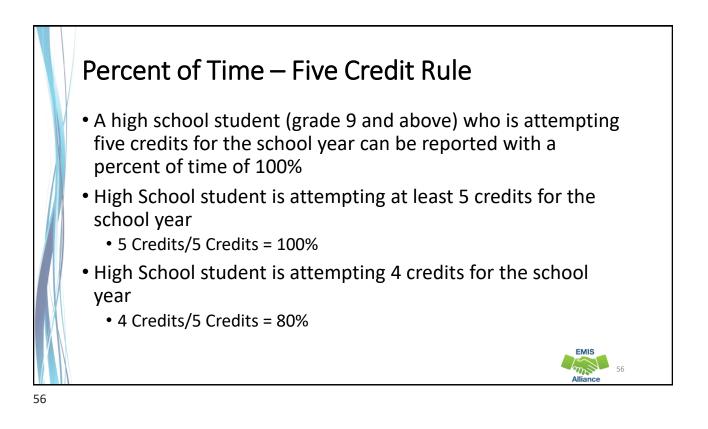
W	X	Y	Z	AA
STDNT		SENT		SENT
PCT OF	SENT	REASON 1	SENT	REASON 2
TIME	REASON -	PCT 🔽	REASON -	PCT 🔽
100	-		-	
88	PS	12	-	
50	-		-	
62	PS	38	-	
100	-		-	
100	-		-	
100	-		-	
100	-		-	

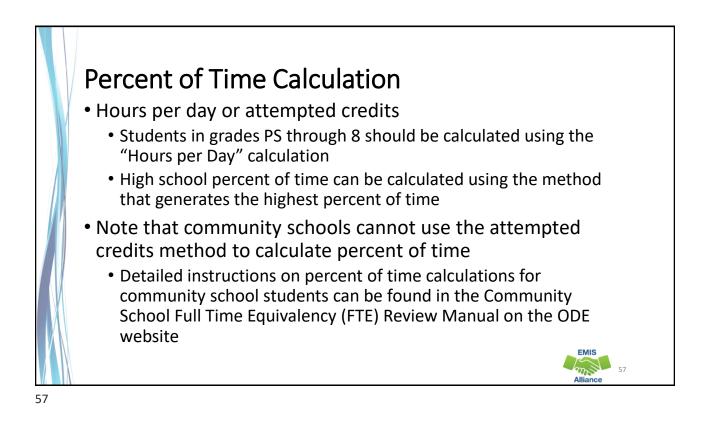
Sent to Percent of time values are included on the FTE Detail report when included in the Base FTE

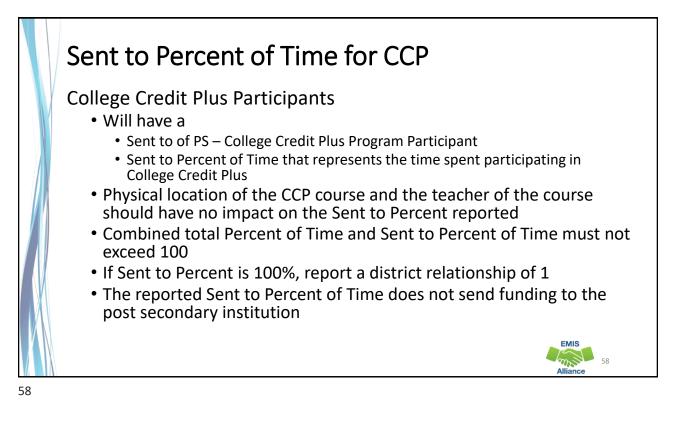
- NP Non-public placement at district expense
- PI Proprietary Institution Program Placement
- PS College Credit Plus Program Participant



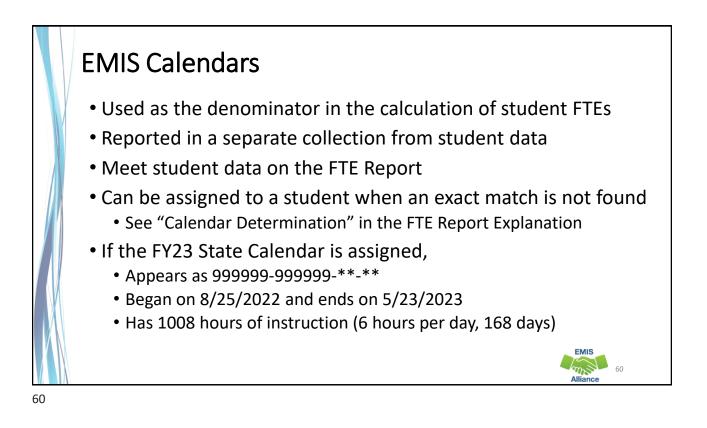


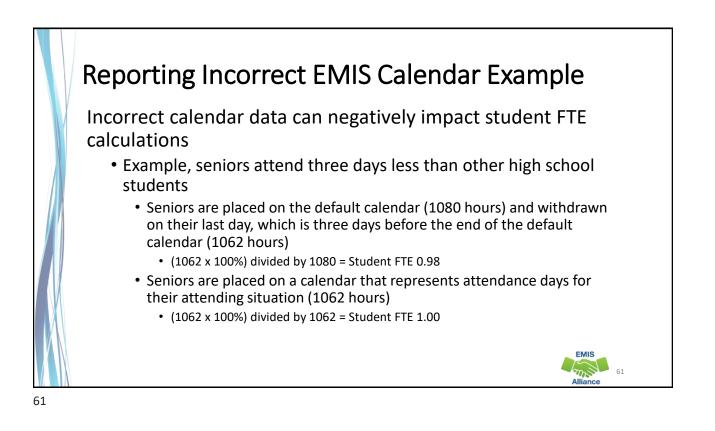


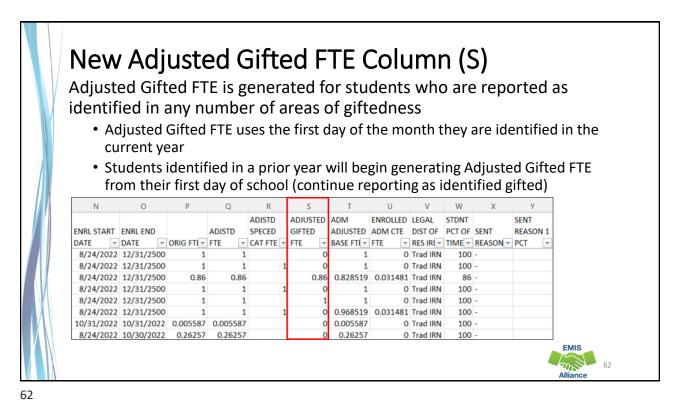


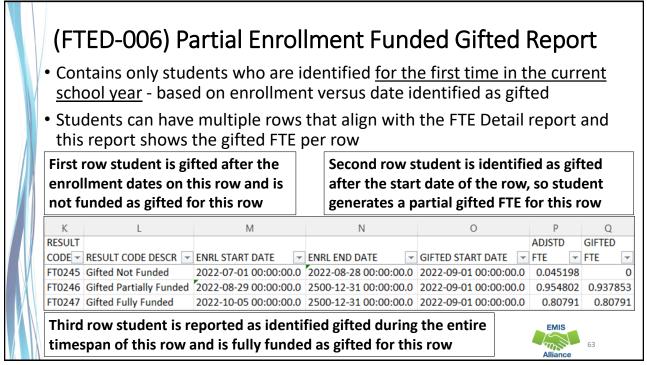


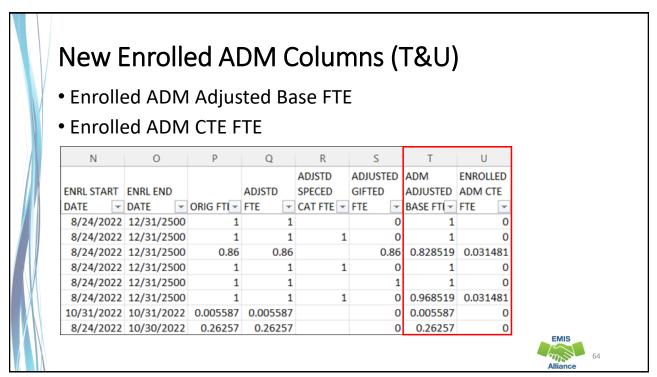
• Stu	dent's	cale	ndar p	er Ca	lendar	^r Detei	mination Process is contained					
in C	Columr	ıs A⊢	I – AK									
• Cal	endar	enro	Ilment	t and t	totals	can be	found in columns AM and AN					
				1								
AH	AI	AJ	AK	AL	AM	AN						
		CAL	ATTENDA		Total		Educating entity's LEA Type					
CAL DIST	CAL BLDG				Enroll For		can be found in Column AL					
IRN 🔄	IRN 🔽	LEVE -	PATTER -	LEA TYI 👻	This Re(🛩	This Ca 👻						
BDD IRN	BDD IRN	**	**	CBDD	179	179						
JVS IRN	JVS IRN	**	**	Regular	1158.08	1158.08	Preschool students will show					
JSC IRN	JVS IRN	**	**	Regular	579.04	1158.08	days in columns AM and AN while					
Trad IRN	Bldg IRN	3	**	Regular	1059.68	1059.68						
Trad IRN	Bldg IRN	4	**	Regular	248.64	1059.68	all others will show hours					
	Bldg IRN	4	**	Regular	811.04	1059.68						
Trad IRN		1	**	Regular	1059.68	1059.68						
	Bldg IRN	1										

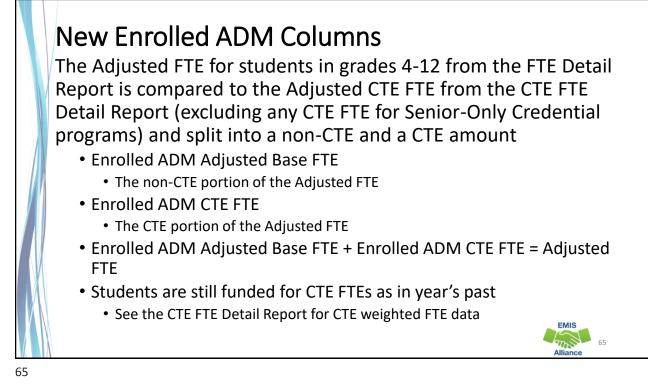


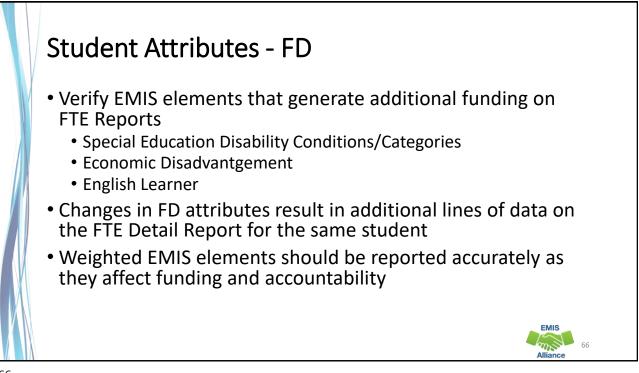




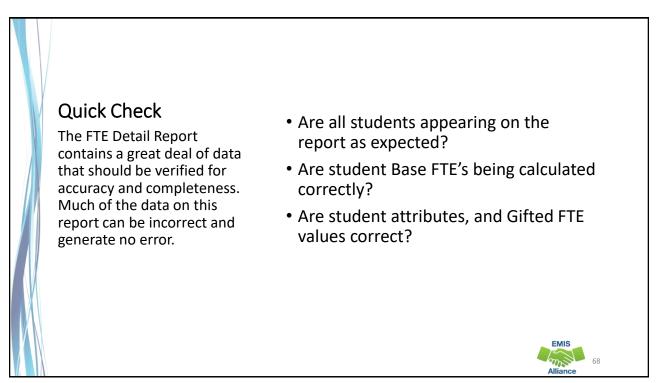


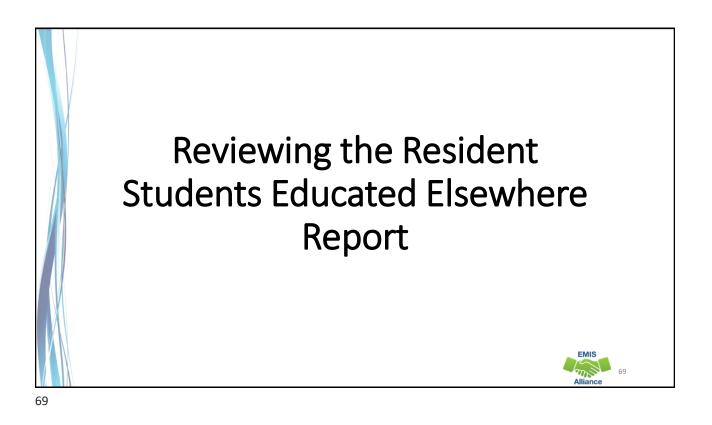






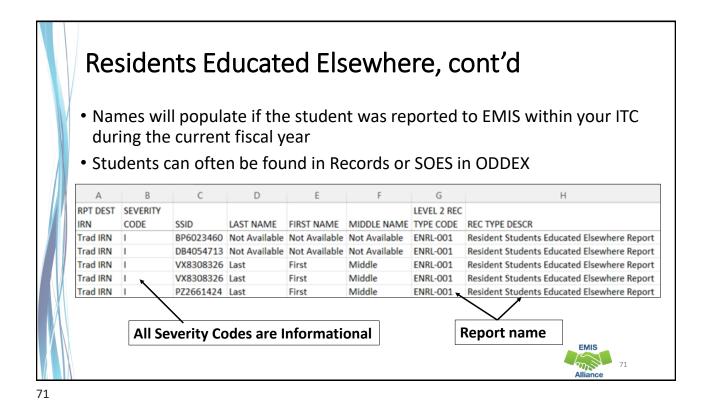
FD Attributes – Columns AB - AF Verify student data and effective dates on the FTE Detail Report for each (FD) Record attribute element AB AC AD AE AF English Learner Category If student became proficient in English more than two years EQUIV prior to the current school year, then EL FUND CAT NUMBER = 0 GRADE DISAB ECON EL FUND LEVEL CNDTN SPECED DISADV CAT • Else if student became proficient in English in the two school CODE - CODE - CAT COE - FLAG - NUMBE years prior to the current school year, then EL FUND CAT 8 ** Y 0 NUMBER = 3 8 ** 0 N • Else if LEP CODE = 'L' then EL FUND CAT NUMBER = 1 7 ** * N 0 • Else if LEP CODE = 'Y' or 'S' then EL FUND CAT NUMBER = 2 9 2 Y 2 6 • Else if LEP CODE = 'M' then EL FUND CAT NUMBER = 3 8 ** Y 0 • Else if LEP CODE = 'N' then EL FUND CAT NUMBER = 0 7 15 2 Y 0 EMIS 67 67

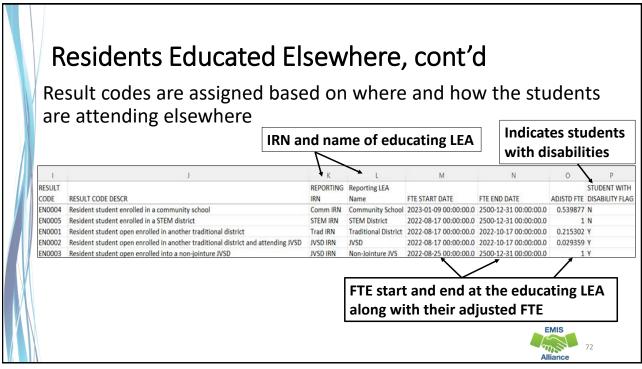




Residents Educated Elsewhere

- EN0001 Open enrolled to another district
- EN0002 Open enrolled to another district and attending a JVSD
- EN0003 Open enrolled to a non-Jointure JVSD (not in DORs jointure)
- EN0004 Enrolled into a Community School
- EN0005 Enrolled into a STEM District
- Additional categories of students may be added in the future





Quick Check

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

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



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