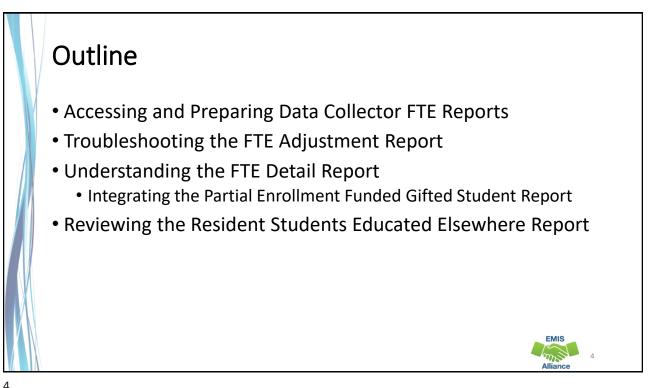


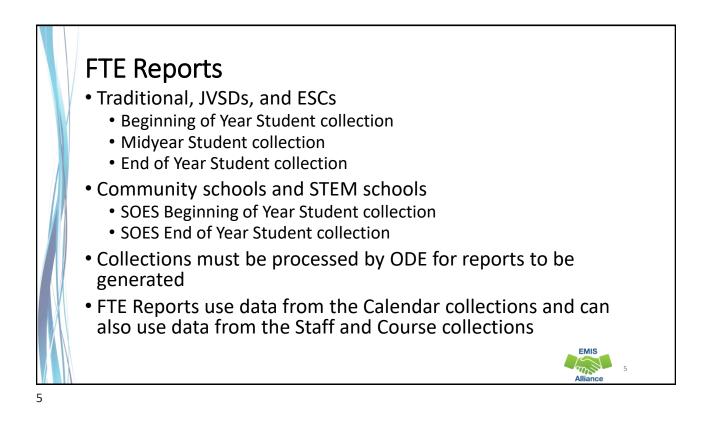
The Ohio Department of Education funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: 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.

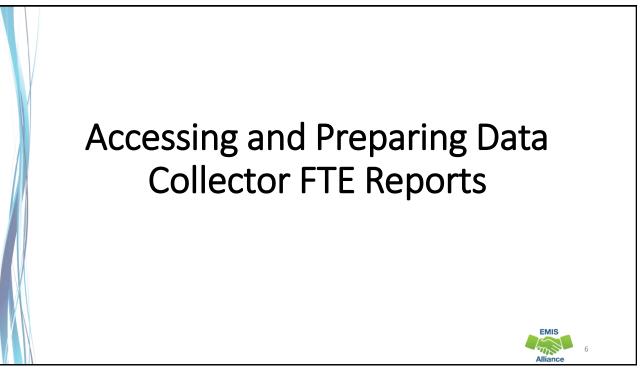
Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

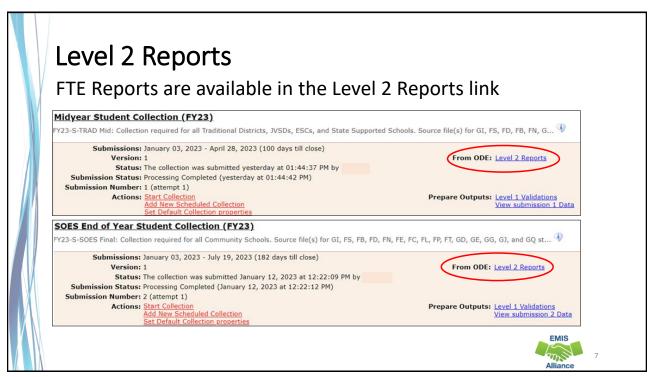


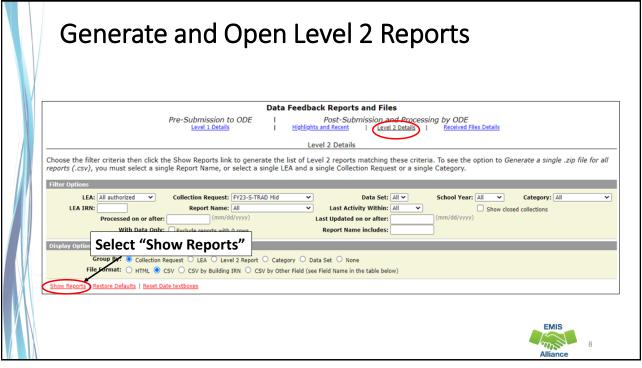
Overview FTE Reports generated using EMIS data from traditional districts, JVSDs, ESCs, community schools and STEM schools contain student annualized full-time equivalent enrollment (FTE) figures cross-checked against EMIS data from other local education agencies (LEAs) contain adjustments to FTEs This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



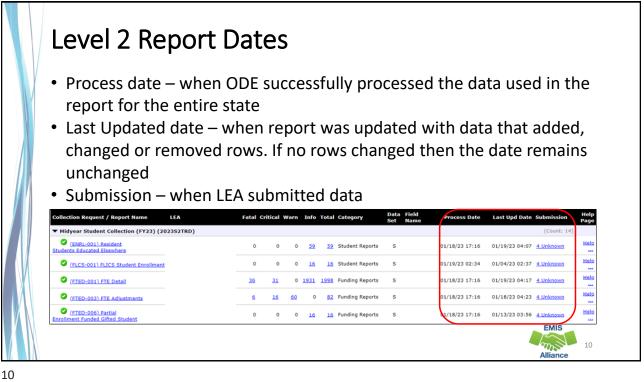






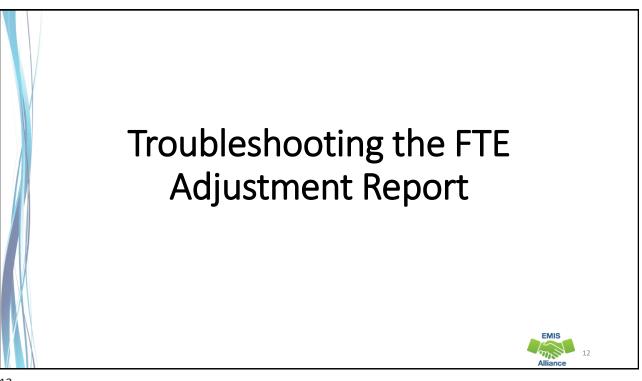


| Called | tion Request / Report Name LEA | | Eatal Co | itical W | | to To | atal Catagony | Data Field | Process Date | Last Had D | anto | Submission |
|--------|--|--------|----------|----------|-----------|--------|--------------------|------------|----------------|-------------|------|------------|
| | 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 |

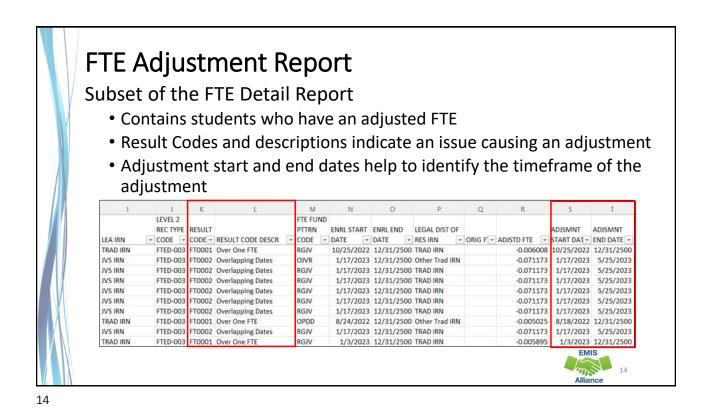


| is zero or where the F | where the Adjusted FTE Fund Pattern Code a non-fundable student | All other rows are classified as <u>Warning</u> or <u>Informational</u> | | | | |
|---|---|--|---|--|--|--|
| | | is recommended to view the eport and not just focus on err | | | | |
| FTE is greater than ze 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 | | | |

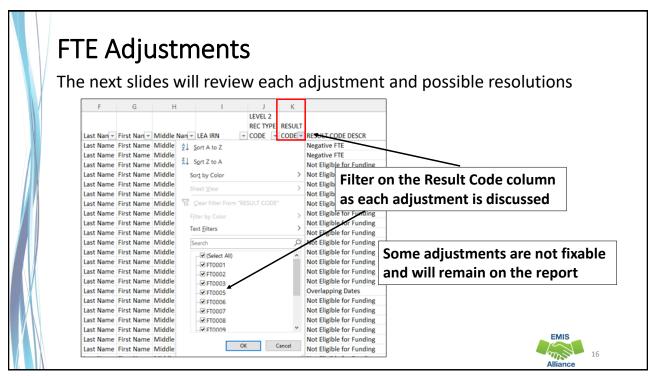


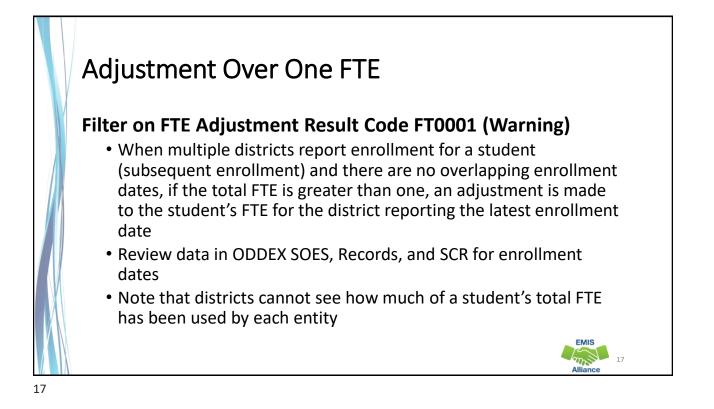


Open and Prepare the FTE Adjustment Report Select Header Row and Wrap Text Freeze Top Row Justify column width Apply Filters Better yet, use a macro!



| | 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 |



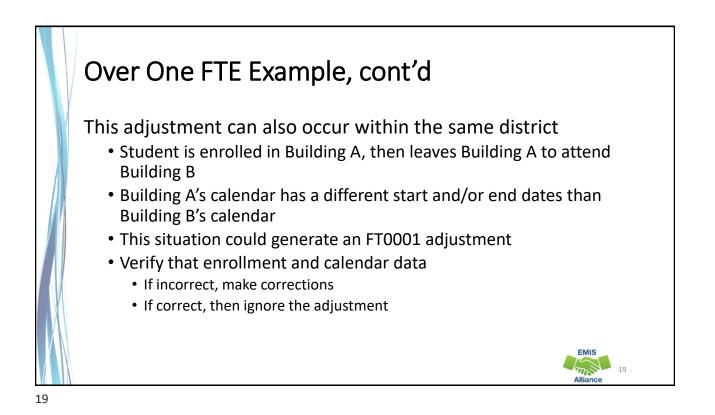


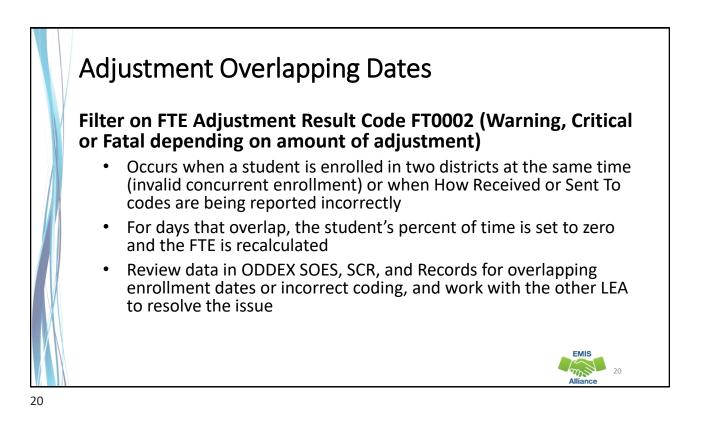


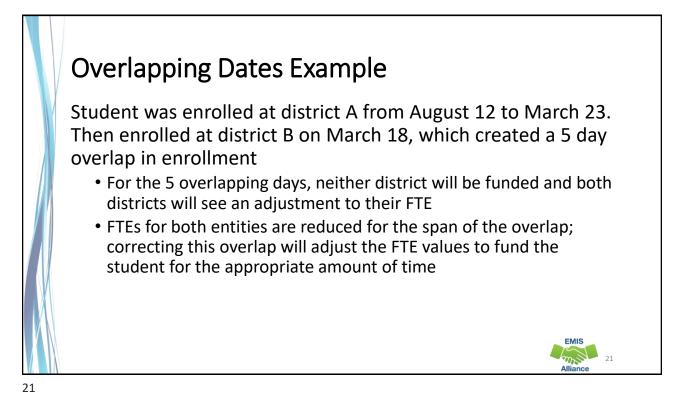
A full-time student is enrolled at district A from the start of their school year, then withdraws and subsequently enrolls at district B

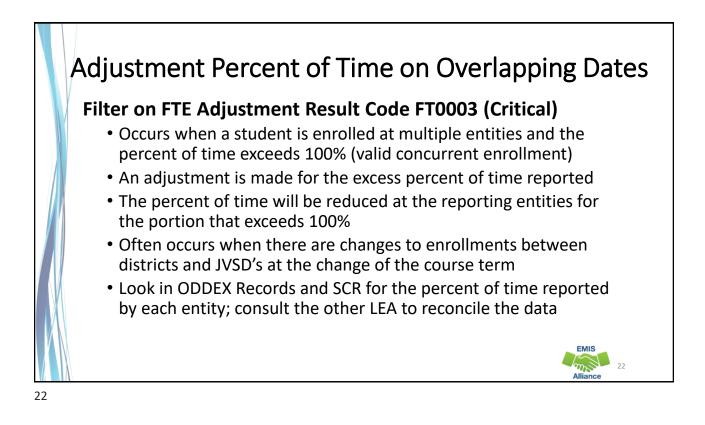
- District A: based on enrollment dates will receive part of the student's one FTE for the school year
- District B: based on enrollment dates will receive no more than the remainder of the student's one FTE for the school year
- A district can "use-up" a disproportionate amount of the student's one 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

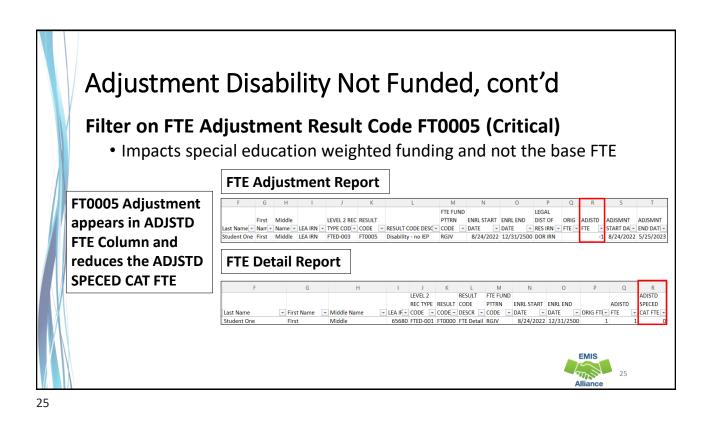
- Both entities will see an adjustment to the student's FTE for the excess percent of time, that brings the student's total funded FTE to one
- In this example one or both entities should adjust their percent of time so that it does not exceed 100%

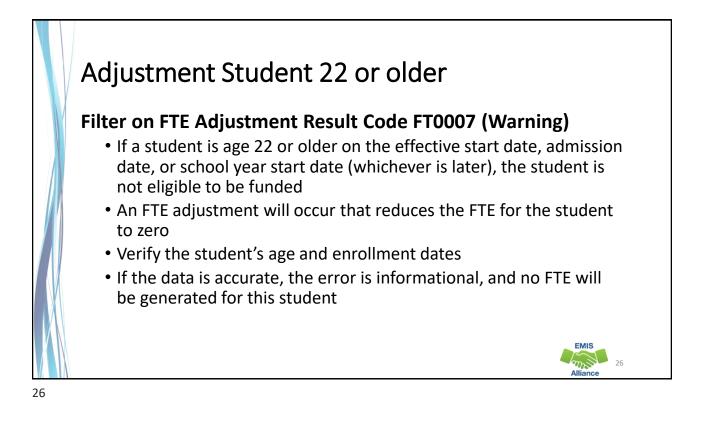
Adjustment Disability Not Funded

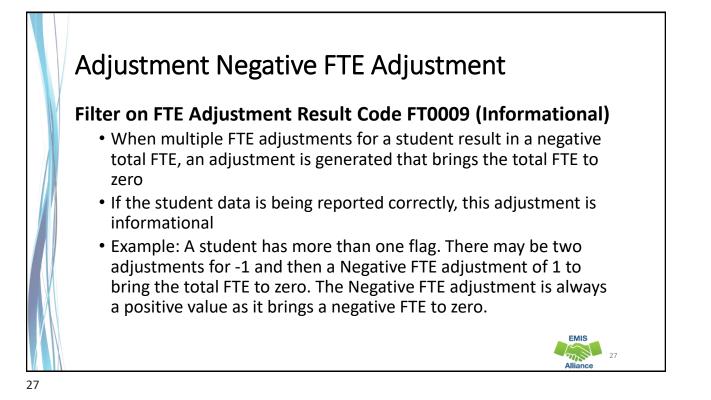
Filter on FTE Adjustment Result Code FT0005 (Critical)

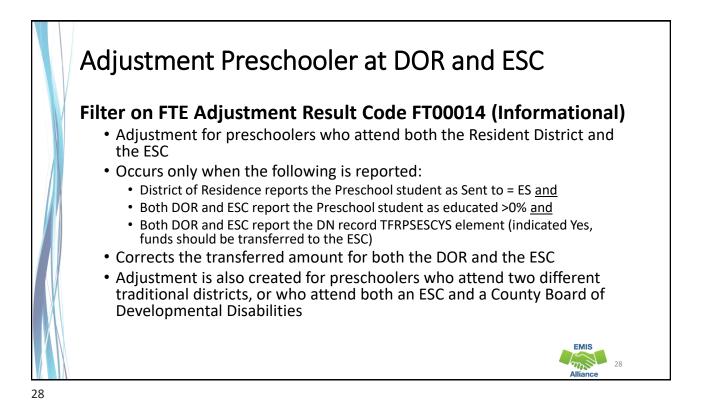
- Occurs when a student with a disability is reported without an active IEP in place
- Impacts special education weighted funding and not the base FTE
- JVSDs and ESCs are dependent on the District of Residence or sending district to report the special education events
- Be sure all students with disabilities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

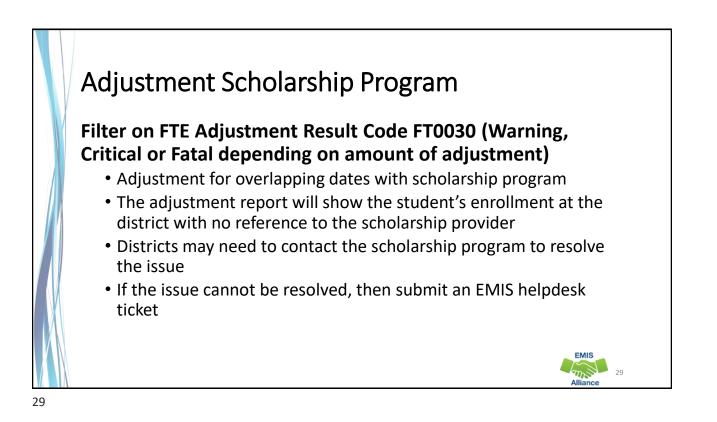
EMIS

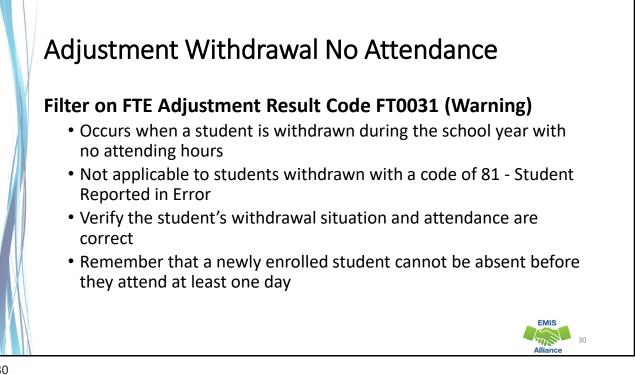


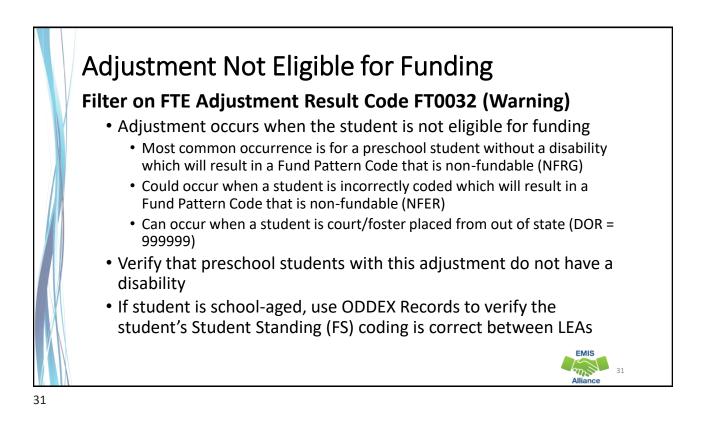


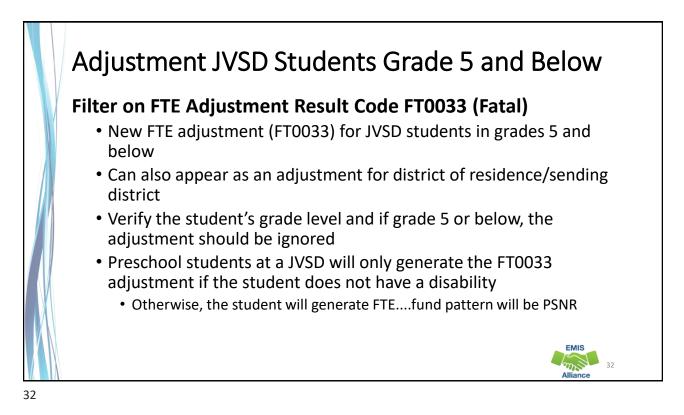












Adjustment Board of Developmental Disabilities

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.

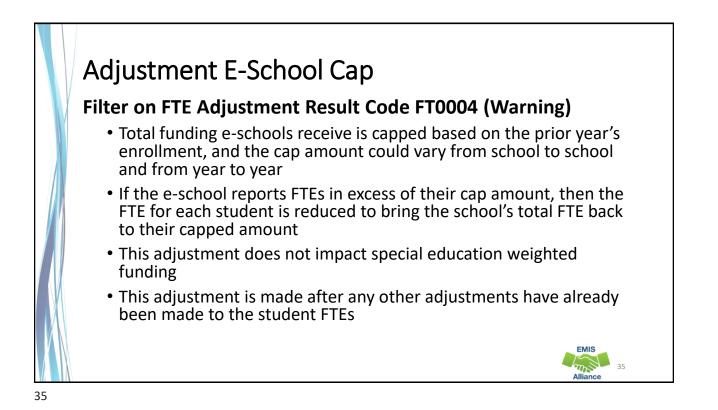
- If both entities are reporting that they are educating, the "over 1 FTE" adjustment would apply (FT0001)
- In situations where student is being educated part-time at BDD and part-time at JVS or traditional district, if total percent of time adds up to more than 100%, the "percent of time on overlapping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

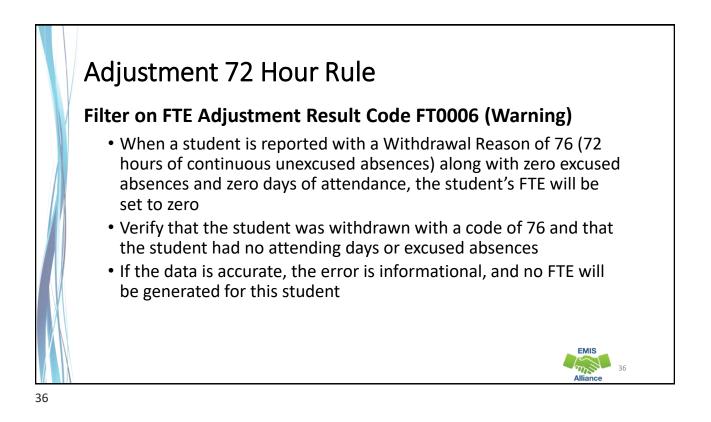
FTE Adjustments Community School Students

- 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)

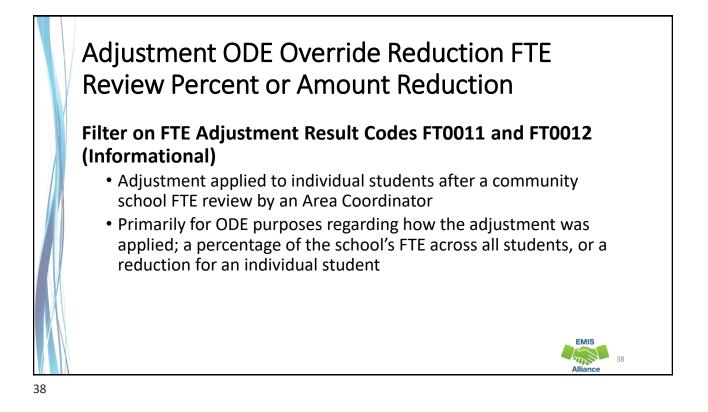
- Adjustment for kindergarten students at community schools who are under the age of 5 on the date by which a student must be 5 years old in order to enroll and the community school has no early entrance policy reported
- Verify the student's age

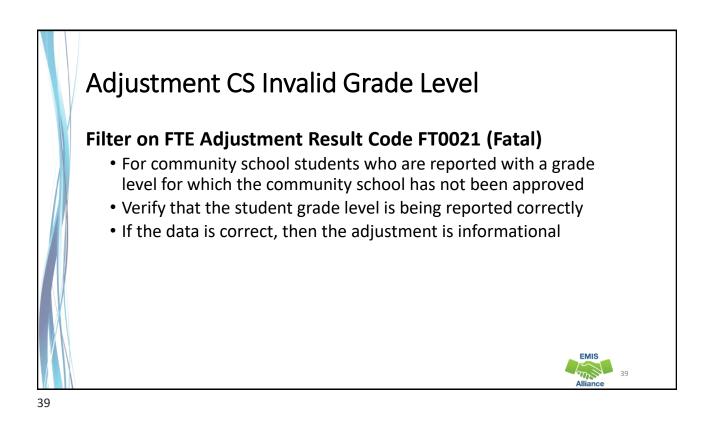
37

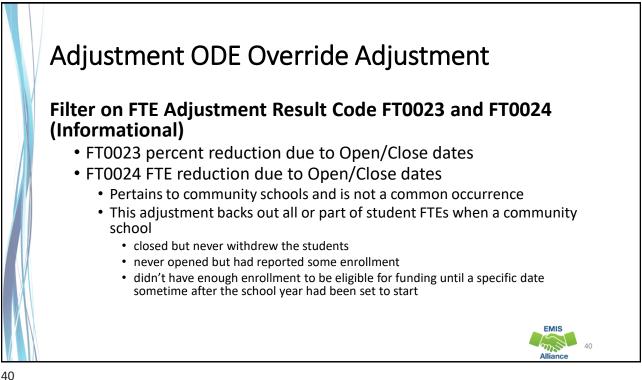
- Check the Organization General Information (DN) Record
 - C_STUEEPOL Student early entrance policy flag (Yes or No)
 - STUKGBRDAY Date student is required to be 5 years old to be admitted into kindergarten (August 1 or September 30)



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.

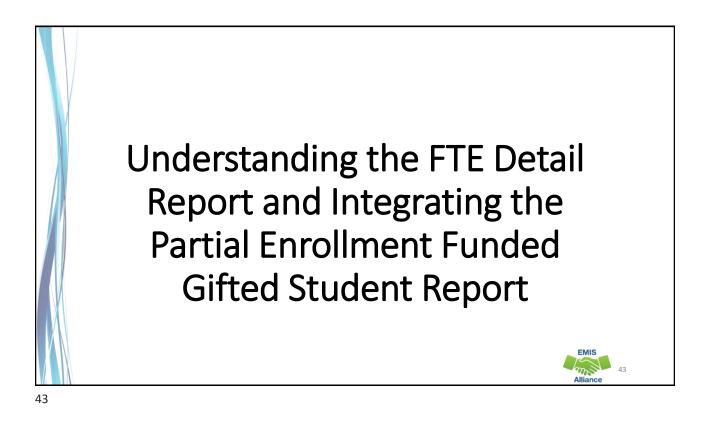


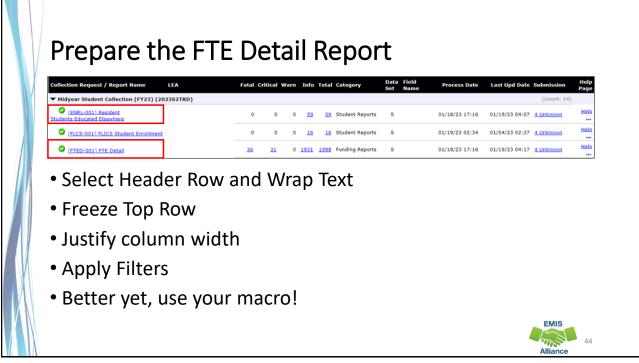
Quick Check

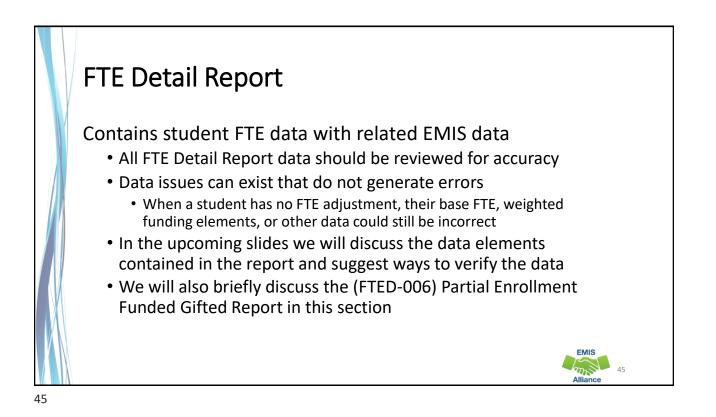
The FTE Adjustment Report contains codes that indicate an adjustment to a student's FTE. Some codes indicate situations that could be corrected which can result in an increased FTE. Some situations cannot be corrected.

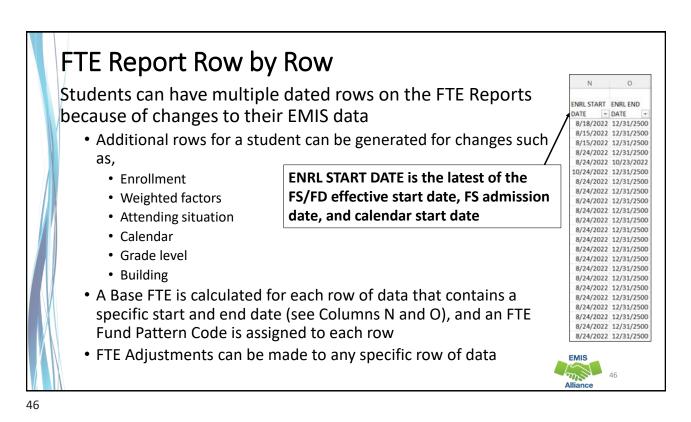
- Are any adjustments correctable?
- Some adjustments can occur based on another reporting entity's data.
 Do you need to contact another LEA?
- FTE Adjustment Reports should be checked regularly and frequently even when your data hasn't changed.

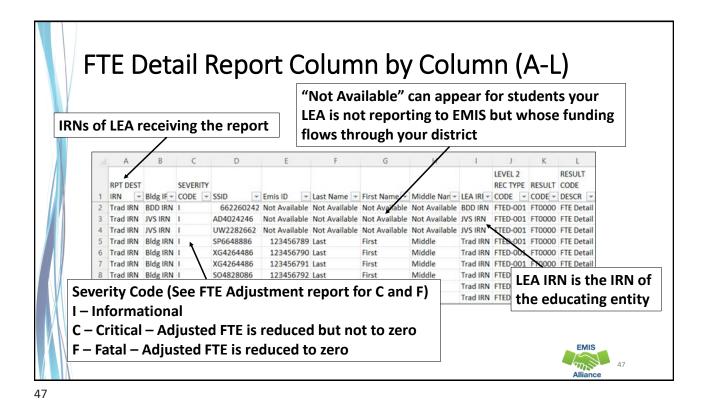


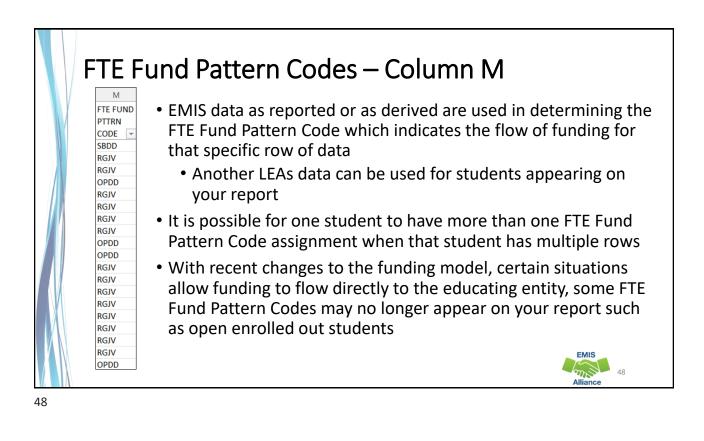


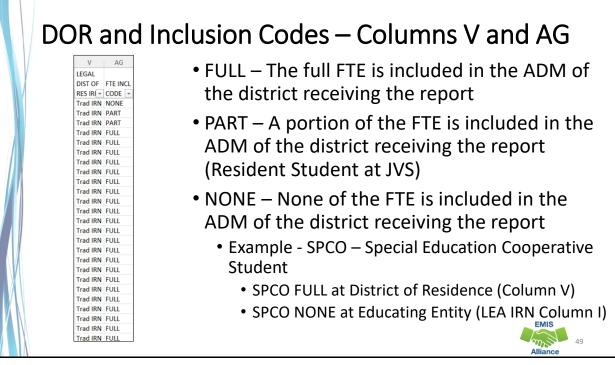


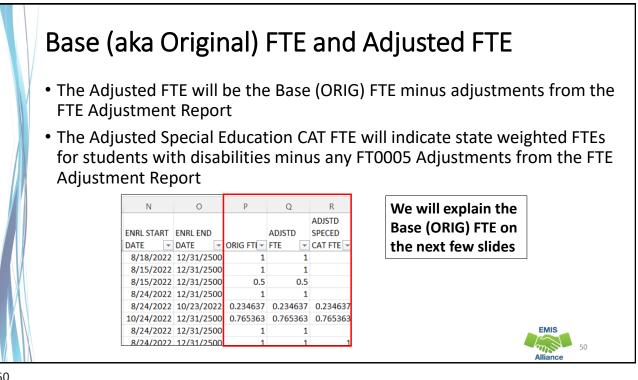


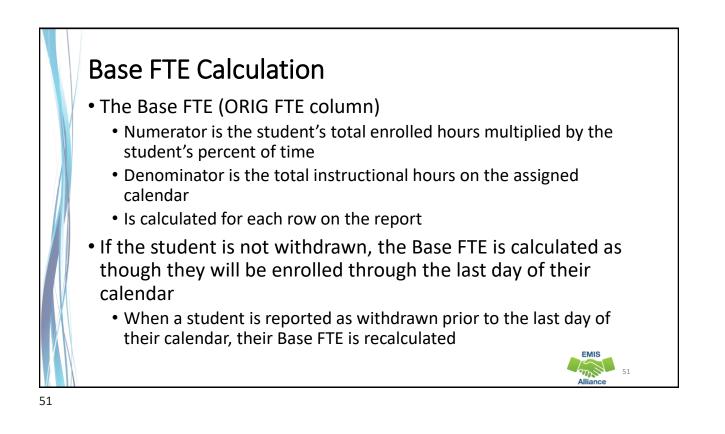


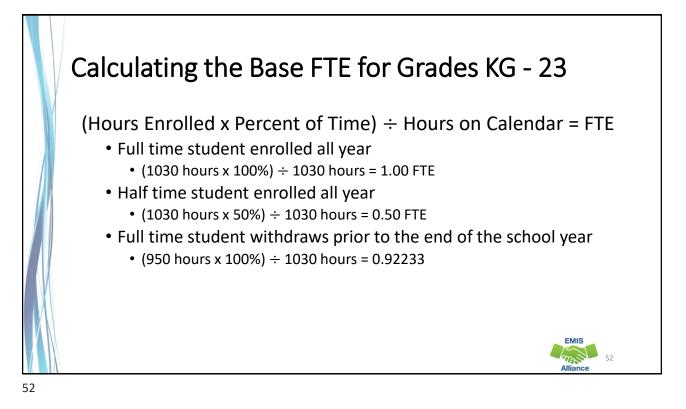


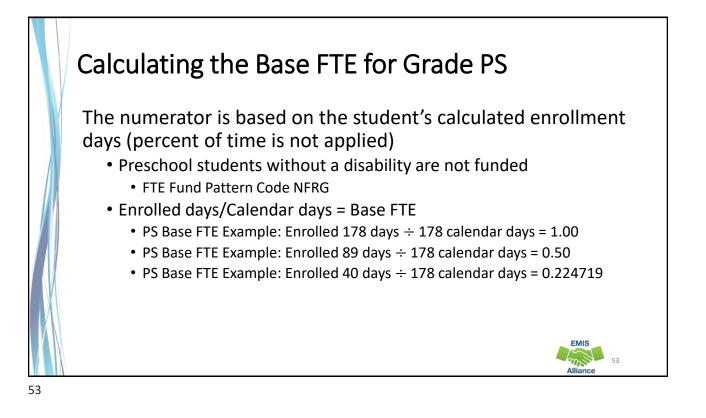












Percent of Time and Sent To Percent of Time (W-AA) Percent of time is a critical element in the calculation of the Base FTE

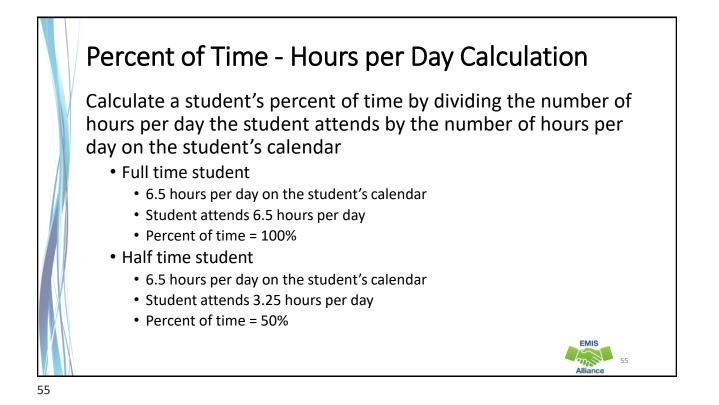
• Verify percent of time values are calculated and reported correctly

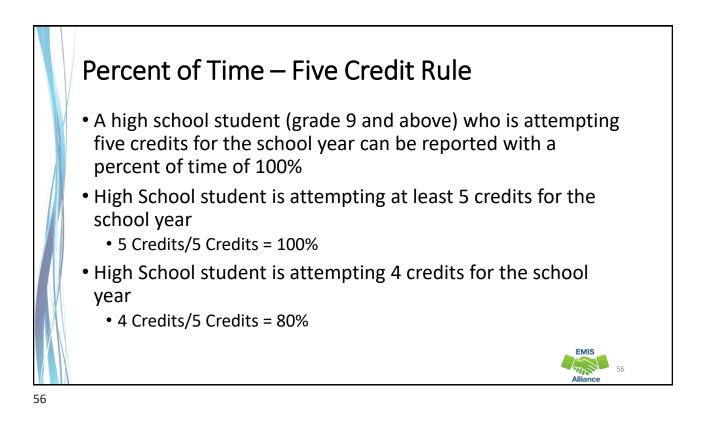
| W | X | Y | Z | AA |
|--------|----------|-----------------|----------|-----------------|
| STDNT | | SENT | | SENT |
| PCT OF | SENT | REASON 1 | SENT | REASON 2 |
| TIME | REASON - | PCT 🔽 | REASON - | PCT 🔽 |
| 100 | - | | - | |
| 88 | PS | 12 | - | |
| 50 | - | | - | |
| 62 | PS | 38 | - | |
|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

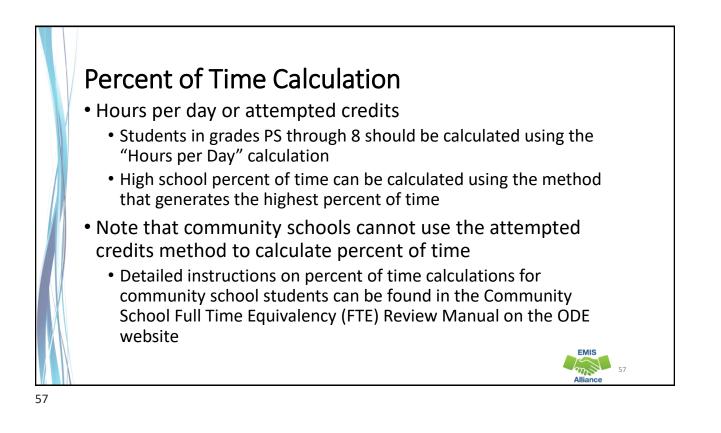
Sent to Percent of time values are included on the FTE Detail report when included in the Base FTE

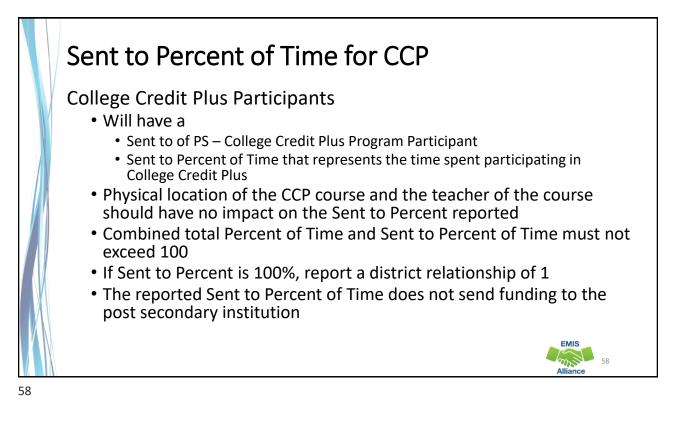
- NP Non-public placement at district expense
- PI Proprietary Institution Program Placement
- PS College Credit Plus Program Participant



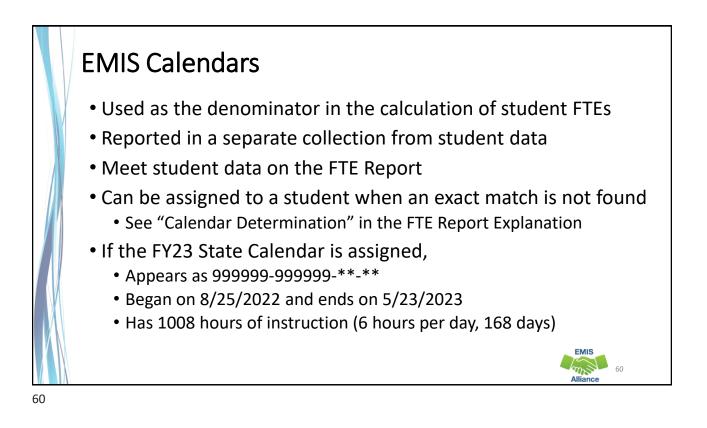


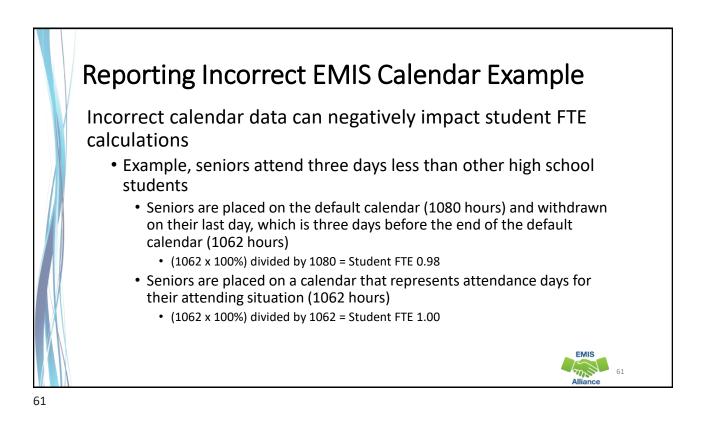


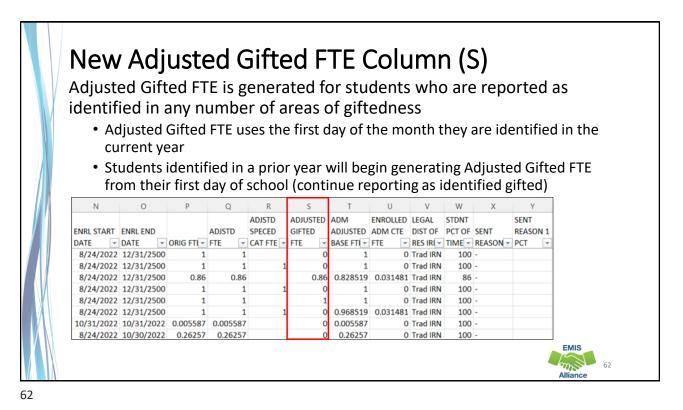


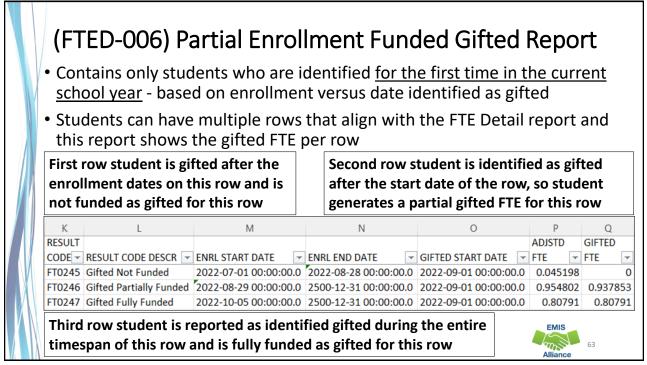


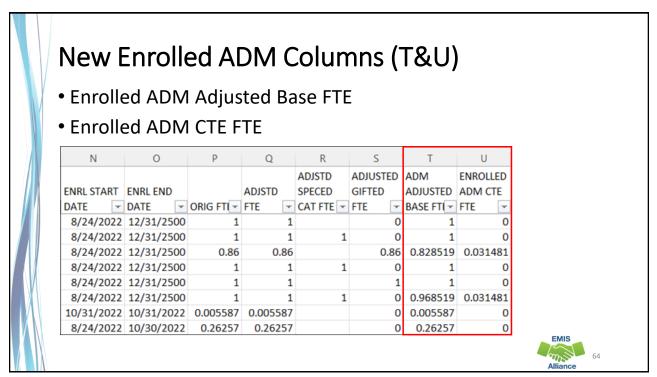
| • Stu | dent's | cale | ndar p | er Ca | lendar | ^r Detei | mination Process is contained | | | | | |
|----------|----------|--------|----------|-----------|------------|--------------------|---------------------------------|--|--|--|--|--|
| in C | Columr | ıs A⊢ | I – AK | | | | | | | | | |
| | | | | | | | | | | | | |
| • 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 | | | | | | | | | | |

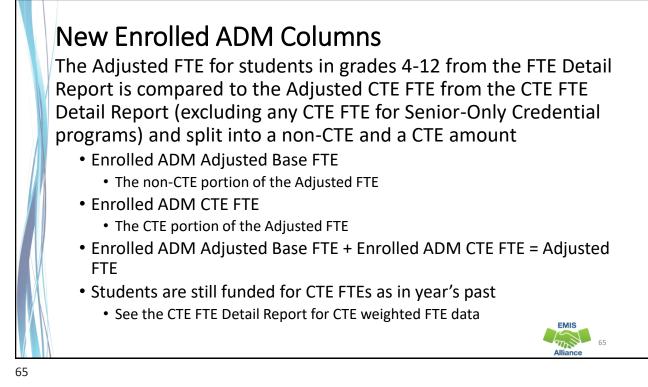


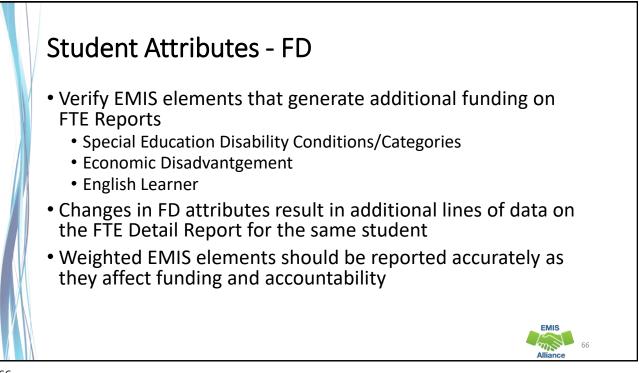




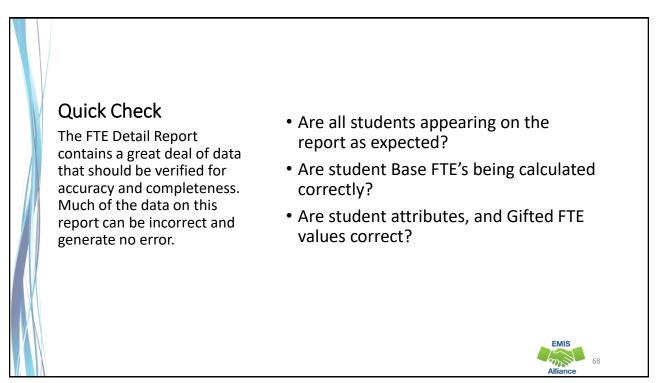


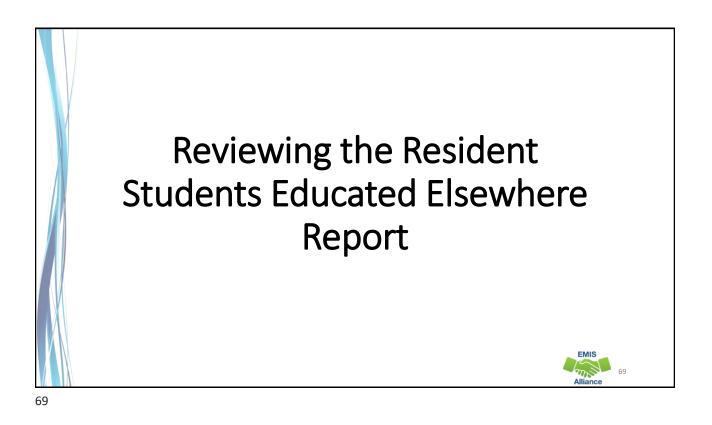






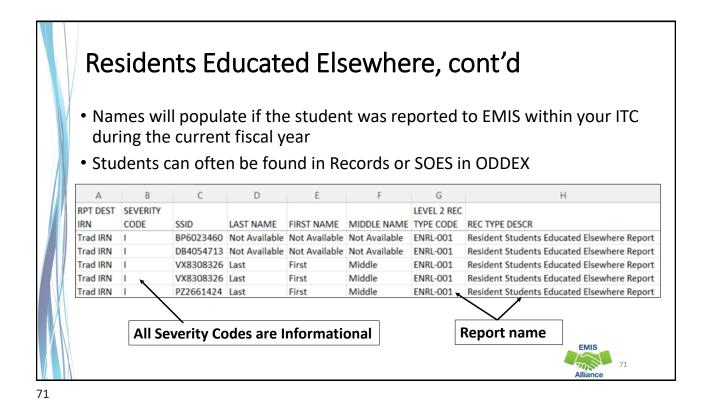
FD Attributes – Columns AB - AF Verify student data and effective dates on the FTE Detail Report for each (FD) Record attribute element AB AC AD AE AF English Learner Category If student became proficient in English more than two years EQUIV prior to the current school year, then EL FUND CAT NUMBER = 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

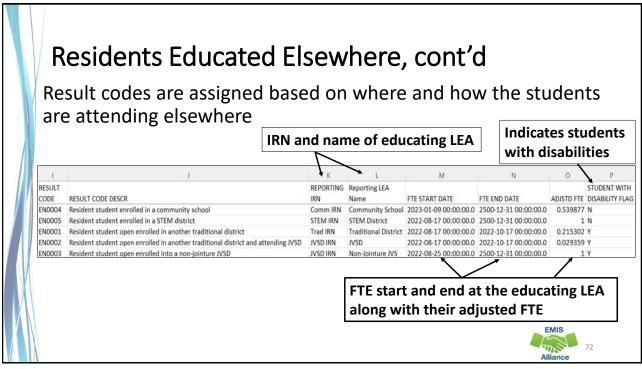




Residents Educated Elsewhere

- 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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