

Troubleshooting FTE Reports



Overview

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



Outline

- Data Collector FTE Reports
- FTE Adjustment Report
- FTE Detail Report
- FTE Summary Reports



Data Collector FTE Reports



FTE Reports

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



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Level 2 Validations

FTE Reports are available in the Level 2 Validation link

Midyear Student Collection (FY17)

Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, GD, GG, GE, FE, FC, FL, GJ, and GQ student record types, labeled with the S reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. The DN record is also required to be reported in this collection request as well, although there are a limited set of options required. This collection request is for the data for school funding, Federal reporting, and other required ODE reporting.

Submissions: January 06, 2017 - April 28, 2017
Expiration Date: April 28, 2017 (in 100 days)
Collection Request: 2
Status: The collection was submitted January 12, 2017 at 02:43:09 PM by Walters.
Validation Status: [Level 1 Validation](#)
Validation Status: [Level 2 Validation](#) ←
Submission Status: Processing Completed (January 12, 2017 at 02:43:14 PM)
Submission Number: 1 (attempt 1)
Actions: [View Submission Results](#)
[Review](#)
[Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

SOES End of Year Student Collection (FY17)

Collection required for all Community Schools. Source file(s) for GI, FS, FB, FD, FN, FE, FC, FL, FP, GD, GE, GG, GJ, and GQ student record types, labeled with the S data set, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. The DT and DN records, which are also required to be reported in this collection request as well, although there are a limited set of options required. This collection request is for the data for school funding, Federal reporting, and other required ODE reporting. This data is sent directly to ODE and will be merged with the SOES Contact collection that is sent to the State Software Development Team on a nightly basis to be displayed in the new Ohio District Data Exchange (ODDEX) system.

Submissions: January 06, 2017 - July 28, 2017
Expiration Date: July 28, 2017 (in 191 days)
Collection Request: 2
Status: The collection was submitted January 11, 2017 at 04:39:17 PM by Redding.
Validation Status: [Level 2 Validation](#) ←
Submission Status: Processing Completed (January 11, 2017 at 04:38:42 PM)
Submission Number: 2 (attempt 1)
Actions: [View Submission Results](#)
[Review](#)
[Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)



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Generate and Open Level 2 Validations

Select "Generate Full Validation Report"

Click on the link to download the ZIP file

Report Name	Fatal	Critical	Warning	Info	Total	Process Date	Last Upd Date	Submission
(FTED-001) FTE Detail	57	19	0	1016	1092	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTED-003) FTE Adjustments	2	35	1	1	39	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-001) FTE Total by Fund Pattern	0	0	0	14	14	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-002) FTE Total by Student and Fund Pattern	0	0	0	985	985	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-003) FTE Total by Student	0	0	0	956	956	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-004) FTE Summary of Students with Adjustments	0	0	0	21	21	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(WKCD-001) Where Kids Count	0	0	0	0	0			
Total Counts:	59	54	1	2993	3107			

[Generate Full Validation Report](#)

Output Options
View as an HTML pop-up or download as a CSV file(s). CSV file(s) always download as a single .zip file.

HTML CSV

CSV Output Options
You can create a separate CSV file for each Report by checking the box below:
 Separate file for each Report

Click on the link below to download the zip file.

Level 2 Report(s)
[MultipleReportsFor046680-2017S2TRDv2-AllSeventies2017-01-17_13-48-20.zip](#)



FTE Report Error Categories

FTE Detail Report rows now show error classifications







- 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 informational

Report Name	Fatal	Critical	Warning	Info	Total	Process Date	Last Upd Date	Submission
(FTED-001) FTE Detail	57	19	0	1016	1092	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTED-003) FTE Adjustments	2	35	1	1	39	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-001) FTE Total by Fund Pattern	0	0	0	14	14	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-002) FTE Total by Student and Fund Pattern	0	0	0	985	985	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-003) FTE Total by Student	0	0	0	956	956	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01
(FTES-004) FTE Summary of Students with Adjustments	0	0	0	21	21	01/16/17 00:00	01/15/17 00:00	4 on 01/13/17 12:01



Open the ZIP file

Six FTE Reports are in the ZIP file

Name	Type	Compress...	Password ...	Size	Ratio	Date modified
 (FTED-001) FTE Detail048678-2017S2TRDv2-AI...	Microsoft Excel Comma S...	61 KB	No	535 KB	89%	1/17/2017 2:31 PM
 (FTED-003) FTE Adjustments048678-2017S2TR...	Microsoft Excel Comma S...	3 KB	No	15 KB	81%	1/17/2017 2:31 PM
 (FTES-001) FTE Total by Fund Pattern048678-...	Microsoft Excel Comma S...	1 KB	No	1 KB	43%	1/17/2017 2:31 PM
 (FTES-002) FTE Total by Student and Fund Pat...	Microsoft Excel Comma S...	40 KB	No	147 KB	73%	1/17/2017 2:31 PM
 (FTES-003) FTE Total by Student048678-2017S...	Microsoft Excel Comma S...	40 KB	No	138 KB	72%	1/17/2017 2:31 PM
 (FTES-004) FTE Summary of Students with Ad...	Microsoft Excel Comma S...	2 KB	No	4 KB	60%	1/17/2017 2:31 PM



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FTE Adjustment Report



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Open the FTE Adjustment Report

Name	Type	Compress...	Password ...	Size	Ratio	Date modified
(FTED-001) FTE Detail048678-2017S2TRDv2-AI...	Microsoft Excel Comma S...	61 KB	No	535 KB	89%	1/17/2017 2:31 PM
(FTED-003) FTE Adjustments048678-2017S2TR...	Microsoft Excel Comma S...	3 KB	No	15 KB	81%	1/17/2017 2:31 PM
(FTES-001) FTE Total by Fund Pattern048678-...	Microsoft Excel Comma S...	1 KB	No	1 KB	43%	1/17/2017 2:31 PM
(FTES-002) FTE Total by Student and Fund Pat...	Microsoft Excel Comma S...	40 KB	No	147 KB	73%	1/17/2017 2:31 PM
(FTES-003) FTE Total by Student048678-2017S...	Microsoft Excel Comma S...	40 KB	No	138 KB	72%	1/17/2017 2:31 PM
(FTES-004) FTE Summary of Students with Ad...	Microsoft Excel Comma S...	2 KB	No	4 KB	60%	1/17/2017 2:31 PM

Prepare the FTE Adjustment Report

Prepare your report for analysis

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

FTE Adjustment Report

- Is a subset of the FTE Detail Report and contains students who have an adjusted FTE
- Result Codes indicate an issue causing an adjustment

RPT DEST	IRN	Bldg IRN	MMID	LEA IRN	CODE	LEVEL 2 REC TYPE	RESULT CODE	RESULT CODE DESCR	FTE FUND	PTRN	FTE START DATE	FTE END DATE	LEGAL DIST OF	RES IRN	ORIG FTE	ADJSTD FTE	ADJSMNT START DATE	ADJSMNT END DATE	STATE EQUIV GRADE	FTE INCL	CAL DIST
040404	149088	RX4574252	149080	FTED-03	FT0001	NEW	Over One FTE	COMM	09/26/2016	12/31/2500	040404				-0.017935	12/31/2500	09/26/2016	10	FULL	149080	
040404	011817	YK2442556	040404	FTED-03	FT0001		Over One FTE	RGJV	12/05/2016	12/31/2500	040404				-0.020659	12/31/2500	12/05/2016	KG	FULL	040404	
040404	011817	YM7852406	040404	FTED-03	FT0001		Over One FTE	PSRD	10/31/2016	12/31/2500	040404				-0.000001	12/31/2500	10/31/2016	PS	FULL	040404	
040404	000138	1S554642	000038	FTED-03	FT0002		Overlapping Dates	COMM	09/16/2016	09/18/2016	040404				-0.005618	09/18/2016	09/16/2016	06	FULL	000038	
040404	011817	AW6882080	040404	FTED-03	FT0002		Overlapping Dates	RGJV	09/19/2016	11/04/2016	040404				-0.011032	11/04/2016	11/03/2016	03	FULL	040404	
040404	042796	RO5257485	040404	FTED-03	FT0003		Percent of Time on Overlapping Dates	RGJV	07/01/2016	12/31/2500	040404				-0.057081	05/31/2017	01/04/2017	10	FULL	040404	
040404	042796	RO5257485	051845	FTED-03	FT0003		Percent of Time on Overlapping Dates	RGJV	01/04/2017	12/31/2500	040404				-0.018585	05/31/2017	01/04/2017	10	PART	051845	
040404	042796	OH7425828	040404	FTED-03	FT0003		Percent of Time on Overlapping Dates	RGJV	07/01/2016	08/29/2016	040404				-0.002413	08/29/2016	08/24/2016	11	FULL	040404	
040404	042796	OH7425828	051845	FTED-03	FT0003		Percent of Time on Overlapping Dates	RGJV	08/24/2016	01/03/2017	040404				-0.000786	08/29/2016	08/24/2016	11	PART	051845	
040404	014081	MA8257550	014089	FTED-03	FT0005		Disability - no IEP	COMM	07/01/2016	12/31/2500	040404				-0.244565	12/31/2500	07/01/2016	08	FULL	014089	
040404	014464	LF2242564	051845	FTED-03	FT0005		Disability - no IEP	RGJV	07/01/2016	12/31/2500	040404				-1.12	11/2500	07/01/2016	12	PART	051845	
040404	000621	RM5870540	000625	FTED-03	FT0005		Disability - no IEP	COMM	08/24/2016	12/31/2500	040404				-0.71066	12/31/2500	08/24/2016	10	FULL	000625	
040404	011817	QD2584285	040404	FTED-03	FT0005		Disability - no IEP	RGJV	11/17/2016	12/31/2500	040404				-0.075122	12/31/2500	11/17/2016	03	FULL	040404	
040404	011817	YG7500776	040404	FTED-03	FT0005		Disability - no IEP	PSRD	07/02/2016	10/03/2016	040404				-0.142857	10/03/2016	07/02/2016	PS	FULL	040404	
040404	000138	LJ4402658	000038	FTED-03	FT0008		Age 5 Kindergarten - No Early Entrance	COMM	08/18/2016	12/31/2500	040404				-0.988764	12/31/2500	08/18/2016	KG	FULL	000038	
040404	149088	KO4457855	149080	FTED-03	FT0010		Rounding	COMM	10/24/2016	12/31/2500	040404				-0.01	12/31/2500	10/24/2016	10	FULL	149080	
040404	011817	UO2525647	040404	FTED-03	FT0010		Rounding	RGJV	11/04/2016	12/31/2500	040404				-0.01	12/31/2500	11/04/2016	03	FULL	040404	



FTE Adjustments

- The next slides will review each adjustment and possible resolutions
- Attendees should filter on the "Result Code" column as each adjustment is reviewed
- Some adjustments are informational and cannot be resolved

RPT DEST	IRN	Bldg IRN	MMID	LEA IRN	CODE	LEVEL 2 REC TYPE	RESULT CODE	RESULT CODE DESCR	FTE FUND	PTRN	FTE START DATE	FTE END DATE	LEGAL DIST OF	RES IRN	ORIG FTE	ADJSTD FTE	ADJSMNT START DATE	ADJSMNT END DATE
040404	149088						NEW	Over One FTE	COMM	09/26/2016	12/31/2500	040404				-0.017935	12/31/2500	09/26/2016
040404	011817							Over One FTE	RGJV	12/05/2016	12/31/2500	040404				-0.020659	12/31/2500	12/05/2016
040404	011817							Over One FTE	PSRD	10/31/2016	12/31/2500	040404				-0.000001	12/31/2500	10/31/2016
040404	000138							Overlapping Dates	COMM	09/16/2016	09/18/2016	040404				-0.005618	09/18/2016	09/16/2016
040404	011817							Overlapping Dates	RGJV	09/19/2016	11/04/2016	040404				-0.011032	11/04/2016	11/03/2016
040404	042796							Percent of Time on Overlapping Dates	RGJV	07/01/2016	12/31/2500	040404				-0.057081	05/31/2017	01/04/2017
040404	042796							Percent of Time on Overlapping Dates	RGJV	01/04/2017	12/31/2500	040404				-0.018585	05/31/2017	01/04/2017
040404	042796							Percent of Time on Overlapping Dates	RGJV	07/01/2016	08/29/2016	040404				-0.002413	08/29/2016	08/24/2016
040404	042796							Percent of Time on Overlapping Dates	RGJV	08/24/2016	01/03/2017	040404				-0.000786	08/29/2016	08/24/2016
040404	014081							Disability - no IEP	COMM	07/01/2016	12/31/2500	040404				-0.244565	12/31/2500	07/01/2016
040404	014464							Disability - no IEP	RGJV	07/01/2016	12/31/2500	040404				-1.12	11/2500	07/01/2016
040404	011817							Disability - no IEP	COMM	08/24/2016	12/31/2500	040404				-0.71066	12/31/2500	08/24/2016
040404	011817							Disability - no IEP	RGJV	11/17/2016	12/31/2500	040404				-0.075122	12/31/2500	11/17/2016
040404	011817							Disability - no IEP	PSRD	07/02/2016	10/03/2016	040404				-0.142857	10/03/2016	07/02/2016
040404	000138							Age 5 Kindergarten - No Early Entrance	COMM	08/18/2016	12/31/2500	040404				-0.988764	12/31/2500	08/18/2016
040404	149088							Rounding	COMM	10/24/2016	12/31/2500	040404				-0.01	12/31/2500	10/24/2016
040404	011817							Rounding	RGJV	11/04/2016	12/31/2500	040404				-0.01	12/31/2500	11/04/2016
040404	143206							SOES Flag - Documented Challenge	COMM	08/11/2016	12/31/2500	040404				-1	12/31/2500	08/11/2016
040404	142950							SOES Flag - Documented Challenge	COMM	07/01/2016	12/31/2500	040404				-1	12/31/2500	07/01/2016



Adjustment - Over One FTE

Filter on FTE Adjustment Result Code FT0001

- 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, History, and SCR for enrollment dates
- Not that districts cannot see how much of a student's total FTE 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



Adjustment - Overlapping Dates

Filter on FTE Adjustment Result Code FT0002

- Occurs when a student is enrolled in two districts at the same time (invalid concurrent enrollment)
- Can also occur during valid concurrent enrollment situations where How Received or Sent To codes are being reported incorrectly
- Dates prior to and after the overlap dates are funded
- 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 History 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

- Occurs when a student is enrolled at multiple entities and the percent of time exceeds 100% (valid concurrent enrollment)
- An adjustment is made for the excess percent of time reported
- The percent of time will be reduced at the reporting entities for the portion that exceeds 100%
- Look in ODDEX History 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 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

- 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 – Student 22 or older

Filter on FTE Adjustment Result Code FT0007

- 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

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



Adjustment - Rounding

Filter on FTE Adjustment Result Code FT0010

- 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 – Scholarship Program

Filter on FTE Adjustment Result Code FT0030

- Adjustment for overlapping dates with scholarship program
- The adjustment report will show a FTE Fund Pattern Code of a scholarship situation and the LEA Type will be SCHLRSH
- 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 – Preschooler at DOR and ESC

Filter on FTE Adjustment Result Code FT0013 - Adjustment for ODE Override - Preschool 50% at both Resident District and ESC, percent reduction or FTE reduction

Filter on FTE Adjustment Result Code FT0014 - Adjustment for preschoolers who attend 50% at the ESC and 50% at the resident district AND there are DN records from both indicating that funds should be transferred to the ES

- Corrects the transferred amount for a 50/50 situation
- Used when both entities are reporting 50%
- When one entity is reporting 60% and one reports 50%, the “over 1 FTE” adjustment would apply



FTE Adjustments – Community School Students

- While the previous adjustments could occur with any student, the following adjustments only occur with community school students
- Community school student adjustments will appear on both the community school FTE Report and the district of residence FTE Report



Adjustment - E-School Cap

Filter on FTE Adjustment Result Code FT0004

- Total funding e-schools receive is capped based on the prior year's enrollment
- Cap amount varies 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 – 105 Hour Rule

Filter on FTE Adjustment Result Code FT0006

- When a student is reported with a Withdrawal Reason of 76 (105 hours of continuous unexcused absences) along with zero excused absences and zero days of attendance, the students 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 this 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

- 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

- Adjustment applied to individual students after a community school FTE review by an Area Coordinator
- Primarily for ODE purposes regarding how the adjustment was applied; a percentage of the school's FTE across all students, or a reduction for an individual student



Adjustment – SOES Flag Documented Challenge

Filter on FTE Adjustment Result Code FT0015

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



Adjustment – SOES Flag Graduated Student

Filter on FTE Adjustment Result Code FT0016

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



Adjustment – SOES Flag Guardianship Challenge

Filter on FTE Adjustment Result Code FT0017

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



Adjustment – SOES Flag Homeless Challenge

Filter on FTE Adjustment Result Code FT0018

- Occurs when the district of residence reported on a community school student applies the Homeless Challenge flag to indicate that the district of residence is being reporting incorrectly
- Communicate with entities involved to determine the correct district of residence to report



Adjustment – SOES Flag SSID Mismatch

Filter on FTE Adjustment Result Code FT0019

- Occurs when the SSID reported by the community school and the resident district are different.
- Prevents the same student with two different SSID numbers from generating funding twice
- If both SSIDs are valid, it is recommended that the SSID that was created first be used by both entities and the other deactivated in the SSID system



Adjustment – Missing SOES Address

Filter on FTE Adjustment Result Code FT0020

- For community/STEM school students who do not have an address reported
- Verify that the contact information for the student is correctly reported to EMIS so that the address updates correctly in SOES
- Contact your ITC for assistance if the address does not properly update



Adjustment – CS Invalid Grade Level

Filter on FTE Adjustment Result Code FT0021

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



Adjustment – SOES – ODE Placed Flag

Filter on FTE Adjustment Result Code FT0022

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



Adjustment – ODE Override Adjustment

Filter on FTE Adjustment Result Code FT0023 - percent reduction due to Open/Close dates

Filter on FTE Adjustment Result Code 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



Adjustment = Board of Developmental Disabilities

BDD Adjustments-

- 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 RD - if total % of time adds up to more than 100%, the “% of time on overlapping dates” adjustment would apply (FT0003)



FTE Adjustments Coming Soon

- 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
- Not Resident of the District - This is for situations where the student’s address falls outside the address for the district being reported as the district of residence
 - This is a flag in the SOES System in ODDEX



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.



FTE Detail Report



Open the FTE Detail Report

Name	Type	Compress...	Password ...	Size	Ratio	Date modified
(FTED-001) FTE Detail048678-2017S2TRDv2-AI	Microsoft Excel Comma S...	61 KB	No	535 KB	89%	1/17/2017 2:31 PM
(FTED-003) FTE Adjustments048678-2017S2TR...	Microsoft Excel Comma S...	3 KB	No	15 KB	81%	1/17/2017 2:31 PM
(FTES-001) FTE Total by Fund Pattern048678-...	Microsoft Excel Comma S...	1 KB	No	1 KB	43%	1/17/2017 2:31 PM
(FTES-002) FTE Total by Student and Fund Pat...	Microsoft Excel Comma S...	40 KB	No	147 KB	73%	1/17/2017 2:31 PM
(FTES-003) FTE Total by Student048678-2017S...	Microsoft Excel Comma S...	40 KB	No	138 KB	72%	1/17/2017 2:31 PM
(FTES-004) FTE Summary of Students with Ad...	Microsoft Excel Comma S...	2 KB	No	4 KB	60%	1/17/2017 2:31 PM



Prepare the FTE Detail Report

Prepare your FTE Detail Report for analysis

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



FTE Detail Report

- Contains student FTE data with related EMIS data
- This screenshot is a small section of an FTE Detail Report
- New columns have been added and will be discussed in upcoming slides (Percent of time, Sent to Data, and more)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	RPT DEST	Bldg IRN	SSID	LEA IRN	LEVEL 2 REC TYPE	RESULT CODE	RESULT CODE	FTE FUND PTTRN	FTE START DATE	FTE END DATE	ADJSTD ORIG FTE	FTE	LEGAL DIST OF	STDNCT PCT OF	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	STATE EQUIV GRADE	DISAB CODE	SPECED CAT	ECON DISADV FLAG
1	040404	012664	R13589026	012664	FTED-001	FT0000	FTE Detail	ATSM	07/01/2016	06/30/2017	1	1	040404	100	-	-	-	-	KG	12	6	N
3	040404	012664	TM5842570	012664	FTED-001	FT0000	FTE Detail	ATSM	09/26/2016	06/30/2017	0.857143	0.857143	040404	100	-	-	-	-	03	12	6	N
4	040404	133333	X17021358	133333	FTED-001	FT0000	FTE Detail	COMM	08/21/2015	12/31/2500	1	1	040404	100	-	-	-	-	03	**	*	Y
5	040404	133333	TS8099124	133333	FTED-001	FT0000	FTE Detail	COMM	03/02/2016	09/01/2016	0.055249	0.055249	040404	100	-	-	-	-	05	**	*	Y
6	040404	000444	MN6813199	000444	FTED-001	FT0000	FTE Detail	COMM	07/01/2016	12/13/2016	0.427778	0.427778	040404	100	-	-	-	-	10	**	*	N
7	040404	149888	KA4398986	051555	FTED-001	FT0000	FTE Detail	CTVC	08/17/2016	11/01/2016	0.002455	0.002455	040404	1	-	-	-	-	11	**	*	N
8	040404	149888	GM7891765	051555	FTED-001	FT0000	FTE Detail	CTVC	08/22/2016	10/19/2016	0.001909	0.001909	040404	1	-	-	-	-	10	**	*	N
9	040404	014444	JR2624585	051555	FTED-001	FT0000	FTE Detail	CTVC	07/01/2016	12/31/2500	0.5	0.5	040404	50	-	-	-	-	12	**	*	Y
10	040404	014444	KR9847725	051555	FTED-001	FT0000	FTE Detail	CTVC	11/04/2016	12/31/2500	0.007033	0.007033	040404	1	-	-	-	-	11	15	2	Y



Review the FTE Detail Report for Accuracy

- Data issues can exist that do not generate errors
- All FTE Detail Report data should be reviewed for accuracy
- “Not Available” in EMIS ID and Name fields indicates that the student is not being reported in the district where the report is being received
- Community School and STEM School students are two examples of students whose EMIS ID and Name may not appear



FTE Detail Report Data

- The next series of slides will review some of the data elements and calculations used in the generation of the FTE Reports
 - Percent of Time versus FTE
 - EMIS Calendars
 - The Base FTE calculation
 - FTE Fund Pattern Code assignments
 - FD Attributes
- Verification of FTE Detail Report data is important because some data issues will not generate any type of error message



FTE Report Rows

- Students can have multiple rows on the FTE reports because of more than one enrollment or withdrawal or changes to their enrollment situation.
- Multiple rows can also appear because of changes to their
 - Disability Condition
 - Economic Disadvantage
 - Limited English Proficiency Status
 - State Equivalent Grade Level
- A Base FTE is calculated for each row of data and an FTE Fund Pattern Code is assigned to each row
- FTE Adjustments can be made to each row of data



Percent of Time versus FTE

A student's percent of time and a student's FTE are two separate calculations

- Percent of time is the value reported on the Student Standing (FS) Record
- Student FTE is the value calculated for funding purposes
 - $(\text{Total Enrolled Hours} \times \text{Total Percent of Time}) \div \text{Calendar Hours}$



Percent of Time Grades 1 to 23

- The percent of time calculation for students can be
 - calculated based on periods of the day
 - calculated based on attempted credits
- Students in grades 1 through 8 should be calculated using the "Periods of the Day" calculation
- High school percent of time can be calculated using the method that generates the highest percent of time



Calculating Percent of Time-Periods versus Credits

- A high school student is enrolled in 5 courses for a total of 4.5 credits for the year. The student is at the high school for 5 periods out of a possible 7 periods a day
 - “Periods of the Day” calculation (7 out of 7 periods a day = 100%)
 - 5 courses or periods divided by 7 periods = 71%
 - “Attempted Credits” calculation (5 or more credits = 100%)
 - 4.5 divided by 5 = 90%
- In this example, the district should use the Attempted Credits calculation and report 90%



Preschool and Kindergarten Percent of Time

- Preschool Percent of Time is based on number of hours per week
 - Preschooler who attends less than 19 hours per week, report as 50%
 - Preschooler who attends 20 or more hours per week, report as 100%
- Kindergarten Percent of Time is also based on the student’s number of hours per week, but is a more specific calculation
 - A kindergarten student who attends between 12.5 and 17.5 hours per week, report 50% to 69%
 - A kindergarten student who attends between 17.6 and 24.9 hours per week, report 70% to 99%
 - A kindergarten student who attends 25 or more hours per week, report as 100%



Sent to Percent of Time for CCP

College Credit Plus Participants will have a Sent to of “PS” and a Sent to Percent of Time

- The physical location of the CCP course and the teacher of the course have no impact on the Sent to Percent reported
- Combined total 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 will have no impact on district funding for CCP students
- If the student is sent to more than 2 places, then combine the sent to PS as needed
 - Example, the student attends a CTC and two colleges for CCP. Report the Sent to 1 as JV with 0% of time, then combine the two colleges into one value and report the Sent to as one college (choose one)



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Filter on Percent of Time Column - New

- View the values in the filter and verify
- Remember that some students can have multiple lines of data
- Also review Sent To Percent values for accuracy (New columns O through R)

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X					
RPT DEST	IRN	Bldg	IRI	SSID	LEA	IR	CODE	CODE	DESCR	CODE	DATE	ORIG	FTE	ADJSTD	LEG	STNT	SENT	SENT	SENT	SENT	STATE	EQUIV	GRADE	DISAB	SPECED	ECON	LEP	FTE INCL	CA
1	040404	012664	R13589026	012664	FTED-001	FT0000	FTE Detail	ATSM	07/01/2016	06/30/2017	0.1	Sort Smallest to Largest									KG	12	G	N	N	FULL	99		
2	040404	012664	TM5842570	012664	FTED-001	FT0000	FTE Detail	ATSM	09/26/2016	06/30/2017	0.1	Sort Largest to Smallest									03	12	G	N	N	FULL	99		
3	040404	133333	X17021358	133333	FTED-001	FT0000	FTE Detail	COMM	08/21/2015	12/31/2500		Sort by Color									05	**	*	Y	N	FULL	13		
4	040404	133333	TS8099124	133333	FTED-001	FT0000	FTE Detail	COMM	03/02/2016	09/01/2016	0.1	Like Filter From "STUDENT PCT OF TIME"									10	**	*	N	N	FULL	00		
5	040404	000444	MN6813199	000444	FTED-001	FT0000	FTE Detail	COMM	07/01/2016	12/13/2016	0.1	Filter by Color									11	**	*	N	N	FULL	14		
6	040404	149888	KA4398986	051555	FTED-001	FT0000	FTE Detail	CTVC	08/17/2016	11/01/2016	0.1	Number Entries									10	**	*	N	N	FULL	14		
7	040404	149888	GM7891765	051555	FTED-001	FT0000	FTE Detail	CTVC	08/22/2016	10/19/2016	0.1	Search									10	**	*	N	N	FULL	14		
8	040404	014444	JR2624585	051555	FTED-001	FT0000	FTE Detail	CTVC	07/01/2016	12/31/2500	0.1	Selected All									12	**	*	Y	N	FULL	05		
9	040404	014444	KR9847725	051555	FTED-001	FT0000	FTE Detail	CTVC	11/04/2016	12/31/2500	0.1	14									11	15	2	Y	N	FULL	99		
10	040404	010555	SM5157882	010555	FTED-001	FT0000	FTE Detail	JPSN	07/01/2016	06/30/2017		16									05	01	5	N	N	FULL	99		
11	040404	052888	RF3809730	052888	FTED-001	FT0000	FTE Detail	JPSN	08/18/2016	06/30/2017		18									11	15	2	N	N	FULL	99		
12	040404	014444	IH7496310	051555	FTED-001	FT0000	FTE Detail	JVNR	08/01/2016	12/31/2500		11									11	**	*	Y	N	PART	05		
13	040404	042222	PQ8545122	051555	FTED-001	FT0000	FTE Detail	JVNR	08/24/2016	12/31/2500		09									09	**	*	N	N	PART	04		
14	040404	011777	YM6044576	040404	FTED-001	FT0000	FTE Detail	NFRG	08/15/2016	09/06/2016	0.1	15									PS	**	*	Y	N	NONE	04		
15	040404	011777	PF6044576	040404	FTED-001	FT0000	FTE Detail	NFRG	09/07/2016	12/31/2500	0.1	16									PS	**	*	Y	L	NONE	04		
16	040404	042222	CM2956840	040404	FTED-001	FT0000	FTE Detail	OPDD	07/01/2016	08/24/2016	0.00505	17									09	**	*	N	N	NONE	04		



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Quick Check

Student Percent of Time is used to calculate student FTEs for funding. There are adjustments and errors for students reported in excess of 100 however, there are no errors when a student is reported with less than a full percent of time.

- Are all student percent of time calculations accurate?
- Are all Sent To percent of time calculations accurate?
- Are students with changes to percent of time reported correctly on multiple Student Standing (FS) Records?



EMIS Calendars

- Used to create the denominator in the calculation of student FTEs
- Incorrect calendar data can negatively impact student FTE calculations
 - Example, Seniors attend three days less than other high school students
 - Seniors are placed on a default calendar (1080 hours) and withdrawn on their last day, which is three days before the end of the default calendar (1062 hours)
 - $(1062 \times 100\%) \text{ divided by } 1080 = \text{Student FTE } 0.98$
 - Seniors are placed on a calendar that represents attendance days for their attending situation (1062 hours)
 - $(1062 \times 100\%) \text{ divided by } 1062 = \text{Student FTE } 1.00$



Calendar Determination

- District IRN, Building IRN, Grade Level, and Attendance Pattern are used to make determination
- In the case of JVSDs and ESCs, the process can also look at calendars from entities listed as Location IRNs on courses
- Process looks for the most specific match possible
 - When no match on all four elements is found, the process drops the attendance pattern, then the grade level, and so on
- If no match is found, the state calendar is used (999999-999999-**-**)



Filter on Calendar Columns

- Look for instances of unexpected IRNs or 999999
- Students can have multiple lines of data due to calendar assignment changes

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
SENT REASON	SENT REASON	SENT REASON	SENT REASON	STATE EQUIV GRADE	DISAB CNDTN	SPECED CAT	ECON DISADV	LEP	FTE INC	CAL DIST IRN	CAL BLDG IRN	CAL GRADE	CAL ATTENDA NCE	LEA TYPE	Total Enroll For This	Total For This Cal
1	1 PCT	2	2 PCT	CODE	CODE	CODE	FLAG	COE	CODE	IRN	IRN	LEVEL	PATTER	Rec	This Cal	
-	-	-	-	KG	12	6	N	N	FULL	999999	999999	**	**	SCHLRSH	1092	1092
-	-	-	-	03	12	6	N	N	FULL	999999	999999	**	**	SCHLRSH	936	1092
-	-	-	-	03	**	*	Y	N	FULL	133333	133333	**	**	E-School	921.29	921.29
-	-	-	-	05	**	*	Y	N	FULL	133333	133333	**	**	E-School	50.9	921.29
-	-	-	-	10	**	*	N	N	FULL	000444	000444	**	**	E-School	423.5	990
-	-	-	-	11	**	*	N	N	FULL	149888	149888	11	**	Regular	3.24	1320
-	-	-	-	10	**	*	N	N	FULL	149888	149888	10	**	Regular	2.52	1320
-	-	-	-	12	**	*	Y	N	FULL	051555	014444	12	SR	Regular	568	1136
-	-	-	-	11	15	2	Y	N	FULL	999999	999999	**	**	Regular	7.68	1092
-	-	-	-	05	01	5	N	N	FULL	999999	999999	**	**	SCHLRSH	1092	1092
-	-	-	-	11	15	2	N	N	FULL	999999	999999	**	**	SCHLRSH	1092	1092
-	-	-	-	11	**	*	Y	N	PART	051555	014444	11	JR	Regular	1136	1136
-	-	-	-	09	**	*	N	N	PART	040404	042222	09	**	Regular	142.48	1017.74



Quick Check

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

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



Base FTE Calculation

- The Base FTE **numerator** is the student's total enrolled hours multiplied by the student's percent of time
- The Base FTE **denominator** is the total instructional hours on the assigned calendar
- A Base FTE (ORIG FTE column) is calculated for each row on the report
- Students can have multiple Base FTEs



Calculating the Base FTE for Grades KG - 23

- $(\text{Hours Enrolled} \times \text{Percent of Time}) \div \text{Hours on Calendar} = \text{FTE}$
- Full time student enrolled all year:
 - $(1001 \text{ hours} \times 100\%) \div 1001 \text{ hours} = 1.00 \text{ FTE}$
- Half time student enrolled all year:
 - $(1001 \text{ hours} \times 50\%) \div 1001 \text{ hours} = 0.50 \text{ FTE}$
- Full time student withdraws prior to the end of the school year
 - $(910 \text{ hours} \times 100\%) \div 1001 \text{ hours} = 0.9090909$



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)
- $\text{Enrolled hours} / \text{Calendar hours} = \text{Base FTE}$
 - PS Base FTE Example – Enrolled 178 days divided by 178 calendar days = 1.00
 - PS Base FTE Example – Enrolled 89 days divided by 178 calendar days = 0.50
 - PS Base FTE Example - Enrolled 40 days divided by 178 calendar days = 0.224719



Filter on Original FTE Column

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

RPT DEST	IRN	Bldg IR	SSID	LEA IR	LEVEL 2 REC TYPE	RESULT CODE	RESULT DESCR	FTE FUND PTRRN	FTE START DATE	FTE END DATE	ORIG FTE	FTE	ADJSTD	LEGAL DIST OF RES IR	STDNT PCT OF TIME
040404	012664	RI3589026	012664	FTED-001	FT0000	FTE Detail	ATSM	07/01/2016	06/30/2017	1	0.857143	0.85714	1	040404	100
040404	012664	TM5842570	012664	FTED-001	FT0000	FTE Detail	ATSM	09/26/2016	06/30/2017	1	0.857143	0.85714	1	040404	100
040404	133333	XI7021358	133333	FTED-001	FT0000	FTE Detail	COMM	08/21/2015	12/31/2500	1	1	1	1	040404	100
040404	133333	TS8099124	133333	FTED-001	FT0000	FTE Detail	COMM	03/02/2016	09/01/2016	0.055249	0.055249	0.05525	1	040404	100
040404	000444	MN6813199	000444	FTED-001	FT0000	FTE Detail	COMM	07/01/2016	12/13/2016	0.427778	0.427778	0.42778	1	040404	100
040404	149888	KA4398986	051555	FTED-001	FT0000	FTE Detail	CTVC	08/17/2016	11/01/2016	0.002455	0.002455	0.00246	1	040404	1
040404	149888	GM7891765	051555	FTED-001	FT0000	FTE Detail	CTVC	08/22/2016	10/19/2016	0.001909	0.001909	0.00191	1	040404	1
040404	014444	JR2624585	051555	FTED-001	FT0000	FTE Detail	CTVC	07/01/2016	12/31/2500	0.5	0.5	0.5	1	040404	50
040404	014444	KR9847725	051555	FTED-001	FT0000	FTE Detail	CTVC	11/04/2016	12/31/2500	0.007033	0.007033	0.00703	1	040404	1
040404	010555	SM5157882	010555	FTED-001	FT0000	FTE Detail	JPSN	07/01/2016	06/30/2017	1	1	1	1	040404	100



Quick Check

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

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



FD Attributes

- EMIS elements that generate weighted funding can be verified on FTE Reports for
 - Special Education Disability Conditions/Categories
 - Economic Disadvantage
 - Limited English
- Changes in FD attributes result in additional lines of data on the FTE Detail Report for the same student



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FD Attributes

- Verify student data and effective dates on the FTE Detail Report for each FD attribute element
- Use Excel to Sort and/or Filter on each column

FTE START DATE	FTE END DATE	CRIG FTE	FTE	ADJSTD	LEGAL DIST OF	STDNT PCT OF	SENT REASON 1	SENT REASON 2	SENT REASON 3	SENT REASON 4	GRADE LEVEL	DISAB CNDTN	SPECED CAT	ECON DISADV FLAG	LEP COL
07/01/2016	06/30/2017	1	1	040404	100	-					KG	12	6	N	N
09/26/2016	06/30/2017	0.857143	0.85714	040404	100	-					03	12	6	N	N
08/21/2015	12/31/2500	1	1	040404	100	-					03	**	*	Y	N
03/02/2016	09/01/2016	0.055249	0.05525	040404	100	-					05	**	*	Y	N
07/01/2016	12/13/2016	0.427778	0.42778	040404	100	-					10	**	*	N	N
08/17/2016	11/01/2016	0.002455	0.00246	040404	1	-					11	**	*	N	N
08/22/2016	10/19/2016	0.001909	0.00191	040404	1	-					10	**	*	N	N
07/01/2016	12/31/2500	0.5	0.5	040404	50	-					12	**	*	Y	N
11/04/2016	12/31/2500	0.007033	0.00703	040404	1	-					11	**	2	Y	N



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Quick Check

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

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



FTE Fund Pattern Codes

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



FTE Fund Pattern Codes cont'd

- There are currently 34 Fund Pattern Codes
- A few examples
 - COMM – Community School Student
 - OPDD – Open Enrollment District to District
 - RGJV – Regular/Other District and Regular JVSD
 - NFER – Not fundable based on errors in coding
 - **** - Fund Pattern Code cannot be determined
- See the FTE Report Explanation for a complete list of FTE Fund Pattern Codes and the FTE Fund Pattern Code Lookup Table to see how they are assigned



Inclusion Codes

- Indicate the portion of the student's FTE that is included for that district
 - FULL – The full FTE is included in the ADM of the district receiving the report
 - PART – A portion of the FTE is included in the ADM of the district receiving the report determined by the Fund Pattern Code
 - NONE – None of the FTE is included in the ADM of the district receiving the report



Move Inclusion Code Column

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	RPT DEST			LEVEL 2	RESULT	RESULT	FTE							LEGAL
1	IRN	Bldg IRN	SSID	LEA IRN	REC TYPE	CODE	CODE	DESCR	PTTRN	FTE INCL	FTE START	FTE END	ADJSTD	DIST OF
2	040404	012664	RI3589026	012664	FTED-001	FT0000	FTE Detail	ATSM	FULL	07/01/2016	06/30/2017		1	1 040404
3	040404	012664	TM5842570	012664	FTED-001	FT0000	FTE Detail	ATSM	FULL	09/26/2016	06/30/2017	0.85714	0.85714	040404
4	040404	133333	XI7021358	133333	FTED-001	FT0000	FTE Detail	COMM	FULL	08/21/2015	12/31/2500		1	1 040404
5	040404	133333	TS8099124	133333	FTED-001	FT0000	FTE Detail	COMM	FULL	03/02/2016	09/01/2016	0.05525	0.05525	040404
6	040404	000444	MN6813199	000444	FTED-001	FT0000	FTE Detail	COMM	FULL	07/01/2016	12/13/2016	0.42778	0.42778	040404
7	040404	149888	KA4398986	051555	FTED-001	FT0000	FTE Detail	CTVC	FULL	08/17/2016	11/01/2016	0.00246	0.00246	040404
8	040404	149888	GM7891765	051555	FTED-001	FT0000	FTE Detail	CTVC	FULL	08/22/2016	10/19/2016	0.00191	0.00191	040404
9	040404	014444	JR2624585	051555	FTED-001	FT0000	FTE Detail	CTVC	FULL	07/01/2016	12/31/2500	0.5	0.5	040404
10	040404	014444	KR9847725	051555	FTED-001	FT0000	FTE Detail	CTVC	FULL	11/04/2016	12/31/2500	0.00703	0.00703	040404



FTE Fund Pattern Codes and Inclusion Codes

FTE Fund Pattern Codes and FTE Inclusion Codes must be used together

- OPDD – Student open enrolling from a regular district to another regular district
- OPDD and Full – will appear on FTE Detail Report of Resident District
- OPDD and None – will appear on the FTE Detail Report of Educating District
- See the Open Enrollment Transfer on the School Finance Payment Report (SFPR)



Quick Check

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

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



FTE Summary Reports



Open the FTE Summary Reports

Name	Type	Compress...	Password ...	Size	Ratio	Date modified
(FTED-001) FTE Detail048678-2017S2TRDv2-AI...	Microsoft Excel Comma S...	61 KB	No	535 KB	89%	1/17/2017 2:31 PM
(FTED-003) FTE Adjustments048678-2017S2TR...	Microsoft Excel Comma S...	3 KB	No	15 KB	81%	1/17/2017 2:31 PM
(FTES-001) FTE Total by Fund Pattern048678-...	Microsoft Excel Comma S...	1 KB	No	1 KB	43%	1/17/2017 2:31 PM
(FTES-002) FTE Total by Student and Fund Pat...	Microsoft Excel Comma S...	40 KB	No	147 KB	73%	1/17/2017 2:31 PM
(FTES-003) FTE Total by Student048678-2017S...	Microsoft Excel Comma S...	40 KB	No	138 KB	72%	1/17/2017 2:31 PM
(FTES-004) FTE Summary of Students with Ad...	Microsoft Excel Comma S...	2 KB	No	4 KB	60%	1/17/2017 2:31 PM



The FTE Summary Reports

- (FTES-001) FTE Total by Fund Pattern
 - Summary by fund pattern with summed original and summed adjusted FTEs
- (FTES-002) FTE Total by Student and Fund Pattern
 - Summary by student and fund pattern with summed original and summed adjusted FTEs
- (FTES-003) FTE Total by Student
 - Summary by student with summed original and summed adjusted FTEs
- (FTES-004) FTE Summary of Students with Adjustments
 - Summary by students with adjustments with summed original and summed adjusted FTEs including the difference



FTE Total by Fund Pattern (FTES-001)

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

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



FTE Total by Student and Fund Pattern (FTES-002)

Summary by student and fund pattern with summed original and summed adjusted FTEs

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



FTE Total by Student (FTES-003)

Summary by student with summed original and summed adjusted FTEs (regardless of FTE Fund Pattern Code)

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



FTE Summary of Students with Adjustments (FTES-004)

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

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



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 Explanation: FTE Detail Report
 - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
- Your ITC
- Your Area Coordinator



Questions?

