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

- Traditional, JVSDs, and ESCs
  - Beginning of Year Student collection
  - Midyear Student collection
  - End of Year Student collection

- Community schools and STEM schools
  - SOES Beginning of Year Student collection
  - SOES End of Year Student collection

- Collections must be processed for reports to be generated

- FTE Reports use data from the Calendar collections and can also use data from the Staff and Course collections

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Level 2 Reports

FTE Reports are available in the Level 2 Reports link

Level 2 Report Dates

Process Date is the date that ODE successfully processed the data used in the report

Lasted Updated Date is the date that one or more rows of data changed in the report. If no rows changed then the date remained unchanged.

FTE Report Error Categories

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

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

- All other rows are classified as warning or informational

Generate and Open Level 2 Reports

Select "Show Reports"

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

Reports

Level 2 Reports

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria.

Filter Options

LEA: Use IRN below	Collection Request: FY18-S-TRAD Init	Data Set: All	School Year: All	Category: All
LEA IRN:	Show closed collections	Last Activity Within: All	
Processed on or after: (mm/dd/yyyy)		Last Updated on or after: (mm/dd/yyyy)
With Data Only: Exclude reports with 0 rows		Report Name includes:

Display Options

Group By: ● Collection Request ○ LEA ○ Level 2 Report ○ Category ○ Data Set ○ None

File Format: ● CSV ○ HTML

Show Reports | Restore Defaults | Reset Date textboxes

Show/Hide Category:

☑ Funding   ☑ Student

Deselect All Categories

(Total Count: 8)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission
▼ Beginning of Year Student Collection (FY18) (2018S1TRD)											(Count: 8)
✓ (FCCD-001) Federal Child Count Detail		8	3	22	71	104	Student	S	12/06/17 00:00	11/29/17 00:00	8 Unknown
✓ (FCCS-001) Federal Child Count Statement of Assurances		0	0	0	15	15	Student	S	12/06/17 00:00	11/29/17 00:00	8 Unknown
✓ (FTED-001) FTE Detail		91	1	0	877	969	Funding	S	12/06/17 00:00	12/05/17 00:00	8 Unknown
✓ (FTED-003) FTE Adjustments		1	21	90	0	112	Funding	S	12/06/17 00:00	12/01/17 00:00	8 Unknown
✓ (FTES-001) FTE Total by Fund Pattern		0	0	0	14	14	Funding	S	12/06/17 00:00	12/05/17 00:00	8 Unknown
✓ (FTES-002) FTE Total by Student and Fund Pattern		0	0	0	884	884	Funding	S	12/06/17 00:00	12/05/17 00:00	8 Unknown
✓ (FTES-003) FTE Total by Student		0	0	0	875	875	Funding	S	12/06/17 00:00	12/05/17 00:00	8 Unknown
✓ (FTES-004) FTE Summary of Students with Adjustments		0	0	0	92	92	Funding	S	12/06/17 00:00	11/10/17 00:00	8 Unknown

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

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Opening the ZIP File

Open or save, then open the ZIP file to access the reports

To reconcile against the School Finance Payment Report (SFPR), FTE Reports should be saved two Mondays before the payment date

FTE Reports 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

Open the FTE Adjustment Report

Prepare the FTE Adjustment Report

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

FTE Adjustment Report

Subset of the FTE Detail Report

- contains students who have an adjusted FTE
- Result Codes indicate an issue causing an adjustment

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	RPT DEST IRN	Bldg IRN	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Name	LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRN
2	040404	010101	W	RX4574252	Emis ID	Last Name	First Name	Middle Name	040404	FTED-003	FT0001	Over One FTE	COMM	09/26/2016	12/31/2500	040404
3	040404	010101	W	YK2442556	Emis ID	Last Name	First Name	Middle Name	040404	FTED-003	FT0001	Over One FTE	RGJV	12/05/2016	12/31/2500	040404
4	040404	010101	W	YM7852406	Emis ID	Last Name	First Name	Middle Name	040404	FTED-003	FT0001	Over One FTE	PSRD	10/31/2016	12/31/2500	040404
5	040404	010101	W	TI5554642	Emis ID	Last Name	First Name	Middle Name	040405	FTED-003	FT0002	Overlapping Dates	COMM	09/16/2016	09/18/2016	040404
6	040404	010101	W	AW6882080	Emis ID	Last Name	First Name	Middle Name	040406	FTED-003	FT0002	Overlapping Dates	RGJV	09/19/2016	11/04/2016	040404
7	040404	010101	C	RO5257485	Emis ID	Last Name	First Name	Middle Name	040407	FTED-003	FT0003	Percent of Time on Overlapping Dates	RGJV	07/01/2016	12/31/2500	040404
8	040404	010101	C	RO5257485	Emis ID	Last Name	First Name	Middle Name	040408	FTED-003	FT0003	Percent of Time on Overlapping Dates	RGJV	01/04/2017	12/31/2500	040404
9	040404	010101	C	OH7425828	Emis ID	Last Name	First Name	Middle Name	040409	FTED-003	FT0003	Percent of Time on Overlapping Dates	RGJV	07/01/2016	08/29/2016	040404
10	040404	010101	C	OH7425828	Emis ID	Last Name	First Name	Middle Name	040410	FTED-003	FT0003	Percent of Time on Overlapping Dates	RGJV	08/24/2016	01/03/2017	040404
11	040404	010101	C	MA8257550	Emis ID	Last Name	First Name	Middle Name	040411	FTED-003	FT0005	Disability - no IEP	COMM	07/01/2016	12/31/2500	040404

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FTE Adjustments and FTE Detail

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

- Use reports from the same date
  - FTE Detail Report contains the FTE that will be funded "ADJSTD FTE"
  - FTE Adjustment Report contains the amount being adjusted "ADJSTD FTE"

FTE Detail Report ADJSTD FTE Is the amount of FTE that is generated

FTE Adjustment Report ADJSTD FTE is the amount of FTE that is reduced (negative amount)

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FT	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRI	STDNT PCT OF TIME	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	STATE EQUIV GRADE LEVEL CODE	DISAB CNDTN CODE	SPECED CAT CODE	ECON DISADV FLAG	LEP COD	FTE INCL CODE
NFRG	10/02/2017	12/31/2500	0.82222	0		222222	50	-		-		PS	**	*	N	N	NONE

I	J	K	L	M	N	O	P	Q	R	S	T	U	V
LEA IRI	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	LEGAL DIST OF RES IRI	ORIG FT	ADJSTD FTE	ADJSMNT START DAT	ADJSMNT END DATE	STATE EQUIV GRADE LEVEL CODE	FTE INCL CODE
222222	FTED-003	FT0032	Not Eligible for Funding	NFRG	10/02/2017	12/31/2500	222222		-0.82222	10/02/2017	12/31/2500	PS	NONE

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

Adjustment Over One FTE

Filter on FTE Adjustment Result Code FT0001 (Warning)

- When multiple districts report enrollment for a student (subsequent enrollment) and there are no overlapping enrollment dates, if the total FTE is greater than one, an adjustment is made to the student's FTE for the district reporting the latest enrollment date
- Review data in ODDEX SOES, History, and SCR for enrollment dates
- Note 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 (Warning, Critical or Fatal depending on amount of adjustment)

- Occurs when a student is enrolled in two districts at the same time (invalid concurrent enrollment) or when How Received or Sent To codes are being reported incorrectly

- For days that overlap, the student's percent of time is set to zero and the FTE is recalculated

- Review data in ODDEX SOES, SCR, and History for overlapping enrollment dates or incorrect coding, and work with the other LEA to resolve the issue

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Overlapping Dates Example

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

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

Adjustment Percent of Time on Overlapping Dates

Filter on FTE Adjustment Result Code FT0003 (Critical)

- Occurs when a student is enrolled at multiple entities and the percent of time exceeds 100% (valid concurrent enrollment)
- An adjustment is made for the excess percent of time reported
- The percent of time will be reduced at the reporting entities for the portion that exceeds 100%
- Look in ODDEX History and SCR for the percent of time reported by each entity; consult the other LEA to reconcile the data

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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

Adjustment Student 22 or older

Filter on FTE Adjustment Result Code FT0007 (Warning)

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

Adjustment Negative FTE Adjustment

Filter on FTE Adjustment Result Code FT0009 (Informational)

- When multiple FTE adjustments for a student result in a negative total FTE, an adjustment is generated that brings the total FTE to zero

- If the student data is being reported correctly, this adjustment is informational

- Example: A community school student has more than one flag. There may be two adjustments for -1 and then a Negative FTE adjustment of 1 to bring the total FTE to zero. The Negative FTE adjustment is always a positive value.

Adjustment Rounding

Filter on FTE Adjustment Result Code FT0010 (Informational)

- Student FTEs are generated using six decimal places; the data is rounded to two decimal places for payments
- When the result is an FTE greater than one, an adjustment is created that brings the FTE down to one
- Typically the adjustment is very small
- If the student data is being reported correctly, this adjustment is informational

Adjustment Scholarship Program

Filter on FTE Adjustment Result Code FT0030 (Warning, Critical or Fatal depending on amount of adjustment)

- Adjustment for overlapping dates with scholarship program
- The adjustment report will show an FTE Fund Pattern Code of a scholarship situation and the LEA Type will be SCHLRSHP
- Districts may need to contact the scholarship program to resolve the issue. If the issue cannot be resolved, then submit an EMIS helpdesk ticket

Adjustment Withdrawal No Attendance

Filter on FTE Adjustment Result Code FT0031 (Warning)

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

Adjustment Not Eligible for Funding

Filter on FTE Adjustment Result Code FT0032 (Warning)

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

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Adjustment Preschooler at DOR and ESC

Filter on FTE Adjustment Result Code FT0013 and FT00014 (Informational)

- FT0013 Adjustment for ODE Override - Preschool 50% at both Resident District and ESC, percent reduction or FTE reduction
- FT0014 Adjustment for preschoolers who attend 50% at the ESC and 50% at the resident district AND there are DN records from both indicating that funds should be transferred to the ESC
- Corrects the transferred amount for a 50/50 situation
- Used when both entities are reporting 50%
- When one entity is reporting 60% and one reports 50%, the "over 1 FTE" adjustment would apply

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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, if total percent of time adds up to more than 100%, the "percent of time on overlapping dates" adjustment would apply (FT0003)

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Adjustment ODE Override Funding Appeals

Filter on FTE Adjustment Result Code FT0026 (Informational)

- Adjustment used in special cases when there is a funding appeal and the FTE for a student needs to be adjusted
- Extremely rare and primarily seen on prior year FTE Reports

FTE Adjustments Community School Students

While the previous adjustments could occur with any student, the following adjustments only occur with community school students

- Community school student adjustments will appear on both the community school FTE Report and the district of residence FTE Report
- Some of these students will appear with no name on the FTE reports for the district of residence when they are not reporting the student to EMIS

Adjustment E-School Cap

Filter on FTE Adjustment Result Code FT0004 (Warning)

- Total funding e-schools receive is capped based on the prior year's enrollment, and the cap amount could vary from school to school and from year to year

- If the e-school reports FTEs in excess of their cap amount, then the FTE for each student is reduced to bring the school's total FTE back to their capped amount

- This adjustment does not impact special education weighted funding

- This adjustment is made after any other adjustments have already been made to the student FTEs

Adjustment 105 Hour Rule

Filter on FTE Adjustment Result Code FT0006 (Warning)

- 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 student's FTE will be set to zero
- Verify that the student was withdrawn with a code of 76 and that the student had no attending days or excused absences
- If the data is accurate, the error is informational and no FTE will be generated for this student

Adjustment Age 5 KG No Early Entrance Policy Adjustment

Filter on FTE Adjustment Result Code FT0008 (Warning)

- 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)

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Adjustment ODE Override Age 5 KG No Early Entrance Policy Adjustment

Filter on FTE Adjustment Result Code FT0025 (Informational)

- Adjustment was used for several schools that did have an early entrance policy, but failed to report it
- Adjustment added back the FTE for these students that was removed based on the FT0008 adjustment
- Extremely rare and primarily seen on prior year FTE Reports

Adjustment ODE Override Reduction FTE Review Percent or Amount Reduction

Filter on FTE Adjustment Result Codes FT0011 and FT0012 (Informational)

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

Adjustment SOES Flag Documented Challenge

Filter on FTE Adjustment Result Code FT0015 (Fatal)

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

Adjustment SOES Flag Graduated Student

Filter on FTE Adjustment Result Code FT0016 (Fatal)

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

Adjustment SOES Flag Guardianship Challenge

Filter on FTE Adjustment Result Code FT0017 (Fatal)

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

Adjustment SOES Flag Homeless Challenge

Filter on FTE Adjustment Result Code FT0018 (Fatal)

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

Adjustment SOES Flag SSID Mismatch

Filter on FTE Adjustment Result Code FT0019 (Fatal)

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

Adjustment Missing SOES Address

Filter on FTE Adjustment Result Code FT0020 (Fatal)

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

Adjustment CS Invalid Grade Level

Filter on FTE Adjustment Result Code FT0021 (Fatal)
- For community school students who are reported with a grade level for which the community school has not been approved
- Verify that the student grade level is being reported correctly
- If the data is correct, then the adjustment is informational

Adjustment SOES ODE Placed Flag

Filter on FTE Adjustment Result Code FT0022 (Informational)

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

Adjustment ODE Override Adjustment

Filter on FTE Adjustment Result Code FT0023 and FT0024 (Informational)

- FT0023 percent reduction due to Open/Close dates
- FT0024 FTE reduction due to Open/Close dates
  - Pertains to community schools and is not a common occurrence
  - This adjustment backs out all or part of student FTEs when a community school
    - closed but never withdrew the students
    - never opened but had reported some enrollment
    - didn't have enough enrollment to be eligible for funding until a specific date sometime after the school year had been set to start

Future FTE Adjustments

- 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

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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

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FTE Detail Report

Open the FTE Detail Report

Prepare the FTE Detail Report

- 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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	RPT DEST IRN	Bldg IRN	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Name	LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON 1
2	040404	012664	I	RI3589026	Emis ID	Last Name	First Name	Middle Name	012664	FTED-001	FT0000	FTE Detail	ATSM	07/01/2016	06/30/2017	1	1	1	040404	100	-
3	040404	012664	I	TM5842570	Emis ID	Last Name	First Name	Middle Name	012664	FTED-001	FT0000	FTE Detail	ATSM	09/26/2016	06/30/2017	0.857143	0.857143	0.857143	040404	100	-
4	040404	133333	I	XI7021358	Emis ID	Last Name	First Name	Middle Name	133333	FTED-001	FT0000	FTE Detail	COMM	08/21/2015	12/31/2500	1	1		040404	100	-
5	040404	133333	I	TS8099124	Emis ID	Last Name	First Name	Middle Name	133333	FTED-001	FT0000	FTE Detail	COMM	03/02/2016	09/01/2016	0.055249	0.055249		040404	100	-
6	040404	000444	I	MN6813199	Emis ID	Last Name	First Name	Middle Name	000444	FTED-001	FT0000	FTE Detail	COMM	07/01/2016	12/13/2016	0.427778	0.427778		040404	100	-
7	040404	149888	I	KA4398986	Emis ID	Last Name	First Name	Middle Name	051555	FTED-001	FT0000	FTE Detail	CTVC	08/17/2016	11/01/2016	0.002455	0.002455		040404	1	-
8	040404	149888	I	GM7891765	Emis ID	Last Name	First Name	Middle Name	051555	FTED-001	FT0000	FTE Detail	CTVC	08/22/2016	10/19/2016	0.001909	0.001909		040404	1	-
9	040404	014444	I	JR2624585	Emis ID	Last Name	First Name	Middle Name	051555	FTED-001	FT0000	FTE Detail	CTVC	07/01/2016	12/31/2500	0.5	0.5		040404	50	-
10	040404	014444	I	KR9847725	Emis ID	Last Name	First Name	Middle Name	051555	FTED-001	FT0000	FTE Detail	CTVC	11/04/2016	12/31/2500	0.007033	0.007033	0.007033	040404	1	-
11	040404	010555	C	SM5157882	Emis ID	Last Name	First Name	Middle Name	010555	FTED-001	FT0000	FTE Detail	JPSN	07/01/2016	06/30/2017	1	1	0.505435	040404	100	-

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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

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FTE Detail Report Data

Verification of FTE Detail Report data is important because some data issues will not generate any type of error message

- Percent of Time versus FTE
- EMIS Calendars
- Enrollment and Withdrawal Dates
- Base FTE Calculation
- FD Attributes
- FTE Fund Pattern Code Assignments

FTE Report Rows

Students can have multiple rows on the FTE reports because of changes to Student Standing (FS) or Student Attributes (FD) Records

- A Base FTE is calculated for each row of data and an FTE Fund Pattern Code is assigned to each row
- FTE Adjustments can be made to each row of data
- Some examples of data element changes that can generate multiple rows are
  - Disability Condition
  - Economic Disadvantgement
  - Limited English Proficiency Status
  - State Equivalent Grade Level

Percent of Time Versus FTE

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

- Percent of time is the value reported on the Student Standing (FS) Record
- Student FTE is the value calculated for funding purposes
  - (Total Enrolled Hours x Total Percent of Time) divided by Calendar Hours

Percent of Time Calculation

Periods of the day or 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

Note that community schools cannot use the attempted credits method to calculate percent of time

- Detailed instructions on percent of time calculations for community school students can be found in the FY18 Community School Full Time Equivalency (FTE) Review Manual on the ODE website

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
  - attends less than 19 hours per week, report as 50%
  - 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
  - attends between 12.5 and 17.5 hours per week, report 50% to 69%
  - attends between 17.6 and 24.9 hours per week, report 70% to 99%
  - attends 25 or more hours per week, report as 100%

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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

Filter on Percent of Time Column

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

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?

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EMIS Calendars

- Used to create the denominator in the calculation of student FTEs
- Reported in a separate collection from student data
- Meet Student data on the FTE report
- Can be assigned to a student when an exact match is not found

Calendar Determination

District IRN, Building IRN, Grade Level, and Attendance Pattern are used to make determination

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

State Calendar

FY18 State Calendar
- Began on 8/22/2017 and ends on 6/1/2018
- Has 1086 hours of instruction
- Appears as 999999-999999-**-**
- Sometimes correctly generates the FTE
- Sometimes incorrectly generates the FTE based on
  - Enrollment dates
  - Hours of instruction

Incorrect EMIS Calendars

Incorrect calendar data can negatively impact student FTE calculations

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

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
	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	STATE EQUIV GRADE LEVEL CODE	DISAB CNDTN CODE	SPECED CAT CODE	ECON DISADV FLAG	LEP COD	FTE INCL CODE	CAL DIST IRN	CAL BLDG IRN	CAL GRADE LEVEL	CAL ATTENDA NCE PATTERI	LEA TYPE	Total Enroll For This Rec
	-		-		KG	12	6	N	N	FULL	999999	999999	**	**	SCHLRSHP	1092
	-		-		03	12	6	N	N	FULL	999999	999999	**	**	SCHLRSHP	936
	-		-		03	**	*	Y	N	FULL	133333	133333	**	**	E-School	921.29
	-		-		05	**	*	Y	N	FULL	133333	133333	**	**	E-School	50.9
	-		-		10	**	*	N	N	FULL	000444	000444	**	**	E-School	423.5
	-		-		11	**	*	N	N	FULL	149888	149888	11	**	Regular	3.24
	-		-		10	**	*	N	N	FULL	149888	149888	10	**	Regular	2.52
	-		-		12	**	*	Y	N	FULL	051555	014444	12	SR	Regular	568
	-		-		11	15	2	Y	N	FULL	999999	999999	**	**	Regular	7.68
	-		-		05	01	5	N	N	FULL	999999	999999	**	**	SCHLRSHP	1092
	-		-		11	15	2	N	N	FULL	999999	999999	**	**	SCHLRSHP	1092
	-		-		11	**	*	Y	N	PART	051555	014444	11	JR	Regular	1136
	-				09	**	*	N	N	PART	040404	042222	09	**	Regular	142.48

Quick Check

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

- Are all students being reported on correct calendars?

- Are all calendars being reported in the Calendar Collection?

- Are calendars being reported to EMIS and determined correctly on the FTE Report?

Base FTE Calculation

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

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Calculating the Base FTE for Grades KG - 23

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

- Full time student enrolled all year
  - (1001 hours x 100%) ÷ 1001 hours = 1.00 FTE
- Half time student enrolled all year
  - (1001 hours x 50%) ÷ 1001 hours = 0.50 FTE
- Full time student withdraws prior to the end of the school year
  - (910 hours x 100%) ÷ 1001 hours = 0.909091

Calculating the Base FTE for Grade PS

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

- Preschool students without a disability are not funded
  - FTE Fund Pattern Code NFRG
- Enrolled days/Calendar days = Base FTE
  - PS Base FTE Example - Enrolled 178 days 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

	I	J	K	L	M	N	O	P	Q	R	S	T	U
Name	LEA IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON 1
Name	012664	FTED-001	FT0000	FTE Detail	ATSM	07/01/2016	06/30/2017	1	1	1	040404	100	-
Name	012664	FTED-001	FT0000	FTE Detail	ATSM	09/26/2016	06/30/2017	0.857143	0.857143	0.857143	040404	100	-
Name	133333	FTED-001	FT0000	FTE Detail	COMM	08/21/2015	12/31/2500	1	1		040404	100	-
Name	133333	FTED-001	FT0000	FTE Detail	COMM	03/02/2016	09/01/2016	0.055249	0.055249		040404	100	-
Name	000444	FTED-001	FT0000	FTE Detail	COMM	07/01/2016	12/13/2016	0.427778	0.427778		040404	100	-
Name	051555	FTED-001	FT0000	FTE Detail	CTVC	08/17/2016	11/01/2016	0.002455	0.002455		040404	1	-
Name	051555	FTED-001	FT0000	FTE Detail	CTVC	08/22/2016	10/19/2016	0.001909	0.001909		040404	1	-
Name	051555	FTED-001	FT0000	FTE Detail	CTVC	07/01/2016	12/31/2500	0.5	0.5		040404	50	-
Name	051555	FTED-001	FT0000	FTE Detail	CTVC	11/04/2016	12/31/2500	0.007033	0.007033	0.007033	040404	1	-
Name	010555	FTED-001	FT0000	FTE Detail	JPSN	07/01/2016	06/30/2017	1	1	0.505435	040404	100	-

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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?

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Student Attributes - Effective Date Record (FD)

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

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

ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECED CAT FTE	LEGAL DIST OF RES IRN	STDNT PCT OF TIME	SENT REASON 1	SENT REASON 1 PCT	SENT REASON 2	SENT REASON 2 PCT	STATE EQUIV GRADE	DISAB CNDTN CODE	SPECED CAT CODE	ECON DISADV FLAG	LEP CODE
07/01/2016	06/30/2017	1	1	1	040404	100	-		-		KG	12	6	N	N
09/26/2016	06/30/2017	0.857143	0.857143	0.857143	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	0.055249		040404	100	-		-		05	**	*	Y	N
07/01/2016	12/13/2016	0.427778	0.427778		040404	100	-		-		10	**	*	N	N
08/17/2016	11/01/2016	0.002455	0.002455		040404	1	-		-		11	**	*	N	N
08/22/2016	10/19/2016	0.001909	0.001909		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	0.007033	0.007033	040404	1	-		-		11	15	2	Y	N
07/01/2016	06/30/2017	1	1	0.505435	040404	100	-		-		05	01	5	N	N
08/18/2016	06/30/2017	1	1	1	040404	100	-		-		11	15	2	N	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 using the correct dates?

- Are all economically disadvantaged students reported with a correct disadvantgement code using the correct dates?

- Are all Limited English Students reported with appropriate LEP codes using the correct dates?

FTE Fund Pattern Codes

- Determine how funding will flow for students

- EMIS data as reported or as derived from the reported data are used in determining the FTE Fund Pattern Code

- 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

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Inclusion Codes

Indicate the portion of the student's FTE that is included for that district

- FULL – The full FTE is included in the ADM of the district receiving the report
- PART – A portion of the FTE is included in the ADM of the district receiving the report
- NONE – None of the FTE is included in the ADM of the district receiving the report

Move Inclusion Code Column

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

FTE Fund Pattern Codes and Inclusion Codes

Must be used together

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

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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-Al...	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 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

FTE Summary Reports, cont'd

- (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 student 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 PTTRN 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

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

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

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

FTE Total by Student (FTES-003)

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

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

FTE Summary of Students with Adjustments (FTES-004)

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

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

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?