



FTE Essentials 2019-20

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FTE Basics

Reported FTE

- The value reported on data element FTE Reported, Course that is found on the Student Course Schedule format.
- The value of reported FTE is determined based on the student's scheduled time or Class Minutes, Weekly per course during survey week.
 - Formula for students in grades PK-3:
***Class Minutes, Weekly* X 0.00041667 = FTE**
 - Formula for students in grades 4-12:
***Class Minutes, Weekly* X 0.00033333 = FTE**

Recalibrated FTE

- The prorated FTE value of each course based on a 0.5 or 1.0 FTE cap.
- Determined based on all fundable Student Course Schedule records reported for a student in a fiscal year.
- FEFP funding for each course is based on recalibrated FTE.

Membership and Attendance Requirement

Membership

- “The student is in membership when he or she is officially assigned to a course or program by a school or district.”
- “Students who are not in membership during survey week should not be reported for FTE.”

Attendance

- “A student is considered to have met the attendance requirement if the student has been in attendance at least one day of survey week or on one of the six scheduled school days preceding survey week when the school was in session. If school is not scheduled on a day during survey week (five day window), an additional day may not be added to the survey week (five day window).”
- “Students generate FEFP funding if they have met both the membership and attendance requirement.”

For additional information on the membership and attendance requirement, please see Pg. 8-10 of the [2018-19 FTE General Instructions](#).

Membership and Attendance Requirement

October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Attend 4	2 Attend 3	3 Attend 2	4 Attend 1	5
6	7	8	9	10	11	12
	Survey 2, 2019-20 *Survey Week*					
	Mem/Attend 1	Mem/Attend 2	Mem/Attend 3	Mem/Attend 4	Mem/Attend 5	
13	14 Beginning of State/Daily Processing	15	16	17	18 Survey 2 Due Date	19

Membership and Attendance Requirement

September 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Attend 6	27 **Teacher Workday/ Student Holiday**	28
29	30 Attend 5					

Recalibration Basics

Recalibration to 1.0 FTE

- 1011.61(4), F.S. requires that all student Full-Time Equivalent (FTE) enrollment be capped at 1.0 FTE, except for FTE reported by Department of Juvenile Justice (DJJ) students beyond the 180-day school year and FTE related to the John M. McKay Scholarships for Students with Disabilities Program.
- School districts should report all FTE enrollment regardless of the 1.0 FTE cap.

Capped at 0.5 FTE

- If a student only has FTE enrollment in one survey during the regular 180-day school year (Survey 2 or Survey 3), then all FTE reported will be capped at 0.5 FTE during recalibration.
- This capping includes the FTE reported in Survey 1 or Survey 4 for the student, except for FTE reported by DJJ students beyond the 180-day school year.

Excluded from Recalibration

- The FTE reported for DJJ FTE enrollment earned beyond the 180-day school year is not included in the recalibration to 1.0 FTE.
- The FTE related to McKay scholarships are not included in the recalibration to 1.0 FTE.

Reported FTE

School districts should report all FTE enrollment regardless of the 1.0 FTE cap in Surveys 1, 2, 3, and 4.

Survey 1

- Survey Week: July 8-12, 2019
- Due Date: July 26, 2019
- State Processing: July 22-September 13, 2019
- Final Update/Amendment: September 30, 2019

Survey 2

- Survey Week: October 7-11, 2019
- Due Date: October 18, 2019
- State Processing: October 14-November 1, 2019
- Final Update/Amendment: December 15, 2019

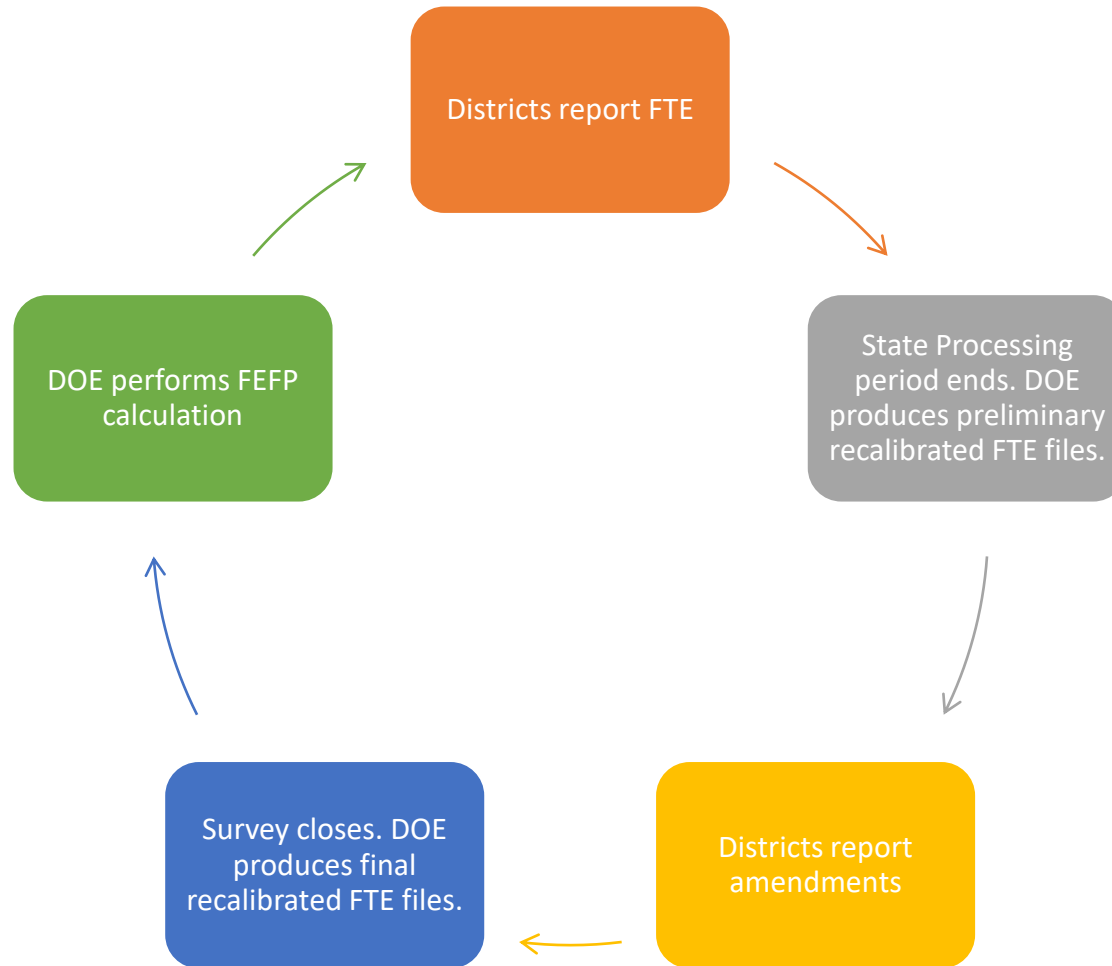
Survey 3

- Survey Week: February 3-7, 2020
- Due Date: February 14, 2020
- State Processing: February 10-28, 2020
- Final Update/Amendment: April 15, 2020

Survey 4

- Survey Week: June 8-12, 2020
- Due Date: July 2, 2020
- State Processing: June 22-July 10, 2020
- Final Update/Amendment: August 15, 2020

Typical Survey Process Overview



Reported FTE

Student Additional Funding FTE is reported in Survey 5.

Survey 5

- Due Date: July 26, 2019
- State Processing: July 22 – August 23, 2019
- Final Update/Amendment Date: October 31, 2019

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced International Certificate of Education (AICE)
- Industry-Certified Career Education
- Early High School Graduation

Why is the end of State Processing critical?

1. Ad hoc requests
2. Daily processing ends
3. Preliminary recalibrated FTE files

Survey 2

Survey Week: October 7 -11, 2019

Due Date: October 18, 2019

State Processing: October 14 - **November 1, 2019**

Final Update/Amendment: December 15, 2019

When is FTE Recalibrated?

Calculation	When	Data Source
Conference Report	Legislative Session	Survey 1 – Projection Survey 2 – Projection Survey 3 – Projection Survey 4 – Projection Survey 5 – Prior Year Est.
2 nd Calculation	July – Upon receipt of Tax Roll	Survey 1 – Projection Survey 2 – Projection Survey 3 – Projection Survey 4 – Projection Survey 5 – Prior Year Est.
3 rd Calculation	After Final Update of Survey 2 (December 15)	Survey 1 – Actual Survey 2 – Actual Survey 3 – Estimate Survey 4 – Estimate Survey 5 – Prior Year Final
4 th Calculation	After Final Update of Survey 3 (April 15)	Survey 1 – Actual Survey 2 – Actual Survey 3 – Actual Survey 4 – Estimate Survey 5 – Prior Year Final
Final Calculation	After Final Update of Survey 4 (August 15)	Survey 1 – Actual Survey 2 – Actual Survey 3 – Actual Survey 4 – Actual Survey 5 – Prior Year Final



Shared FTE

Perfect FTE World

F71452

Dist I	Sch I	Yr	Svy	Dist Name	SNIF	Last	First	Grade	Crse	Begin Period	End Period	FEFP	Reported FTE	Mins	Recalibrated FTE	Calc	Fund Group
66	21	1718	2	WALTON	123456789X	PILAND	CHRIS	12	1001430	05	05	113	0.0867	260	0.0712	F	S
66	21	1718	2	WALTON	123456789X	PILAND	CHRIS	12	1210320	01	01	113	0.0867	260	0.0712	F	S
66	21	1718	2	WALTON	123456789X	PILAND	CHRIS	12	2000510	06	06	113	0.0867	260	0.0712	F	S
66	21	1718	2	WALTON	123456789X	PILAND	CHRIS	12	2106420	03	03	113	0.0917	275	0.0753	F	S
66	21	1718	2	WALTON	123456789X	PILAND	CHRIS	12	2107350	04	04	113	0.0867	260	0.0712	F	S
66	21	1718	2	WALTON	123456789X	PILAND	CHRIS	12	8201240	02	02	113	0.0867	260	0.0712	F	S
66	21	1718	3	WALTON	123456789X	PILAND	CHRIS	12	1001430	05	05	113	0.0867	260	0.0712	F	S
66	21	1718	3	WALTON	123456789X	PILAND	CHRIS	12	1210320	01	01	113	0.0867	260	0.0712	F	S
66	21	1718	3	WALTON	123456789X	PILAND	CHRIS	12	2000510	06	06	113	0.0867	260	0.0712	F	S
66	21	1718	3	WALTON	123456789X	PILAND	CHRIS	12	2102370	03	03	113	0.0917	275	0.0757	F	S
66	21	1718	3	WALTON	123456789X	PILAND	CHRIS	12	2107350	04	04	113	0.0867	260	0.0712	F	S
66	21	1718	3	WALTON	123456789X	PILAND	CHRIS	12	8201240	02	02	113	0.0867	260	0.0712	F	S
66	7004	1718	4	WALTON	123456789X	PILAND	CHRIS	12	3026010	18	18	113	0.0834	250	0.0685	F	S
66	7004	1718	4	WALTON	123456789X	PILAND	CHRIS	12	3026010	15	15	113	0.0834	250	0.0685	F	S
TOTAL FTE													1.2172		1.0000		

Shared FTE Criteria Based on Student Demographic

Two or more students reported with:

1. Different Student Number Identifier, Florida
2. Same last name
3. Same first three characters of the first name
4. Same birthdate

-and-

One district reports:

- a) Total reported FTE of less than 0.2

-or-

- b) Entry date during survey week

You may submit a claim for students who have been incorrectly combined based on demographics (recalibrated FTE report F71373).

Correctly Matched Share Based on Demographics

F71494

District of Instruction	School of Instruction	Last Name	First Name	Fund Group	Prorate ID	SNIF	Survey 1 Rptd FTE	Survey 1 Recal FTE	Survey 2 Rptd FTE	Survey 2 Recal FTE	Survey 3 Rptd FTE	Survey 3 Recal FTE	Survey 4 Rptd FTE	Survey 4 Recal FTE	Total Rptd FTE	Total Recal FTE
53	9237	BENNETT	DORIAN	M	17350	222222222X	0	0	0.5671	0.5073	0	0	0	0	0.5671	0.5073
48	8009	BENNETT	DORIAN	M	17350	111111111X	0	0	0	0	0.5509	0.4927	0	0	0.5509	0.4927
TOTAL FTE															1.1180	1.0000

Shared FTE Based on Student Number Identifier, Florida

- Student records that have been matched based on Student Number Identifier, Florida will be combined and recalibrated (shared FTE).
- Claims may not be submitted for records combined based on the same Student Number Identifier, Florida.
- Districts should review report F71346 (reported FTE) during the survey processing period to resolve Student ID data reporting errors before the survey closes.
- The recalibrated version of report F71346 is report F71372.



~~Perfect~~ FTE World

F71494

District of Instruction	School of Instruction	Last Name	First Name	Fund Group	Prorate ID	SNIF	Survey 1 Rptd FTE	Survey 1 Recal FTE	Survey 2 Rptd FTE	Survey 2 Recal FTE	Survey 3 Rptd FTE	Survey 3 Recal FTE	Survey 4 Rptd FTE	Survey 4 Recal FTE	Total Rptd FTE	Total Recal FTE
71	0400	BLESSIN	SANDRA	M	12345	555555555X	0	0	0.5304	0.1434	0	0	0	0	0.5304	0.1434
01	1542	BAIN	TERRI	M	12345	555555555X	0	0	0.5257	0.1750	0	0	0	0	0.5257	0.1750
56	9215	TREFELNER	ANGI	M	12345	555555555X	0	0	0.6000	0.1816	0	0	0	0	0.6000	0.1816
															TOTAL FTE	1.6561 0.5000

Combined Records Report Overview

Match	Reported FTE	Recalibrated FTE
Demographic	F71371	F71373
Student Number Identifier, Florida	F71346	F71372

- **F71371 – Reported FTE** “Student Demo Report” - Individual student FTE statewide report based on student demographic; FTE may be shared.
- **F71373 – Recalibrated FTE** “Student Demo Report” - Individual student recalibrated FTE based on student demographics; reported by multiple districts; FTE is shared (**claims file**).
- **F71346– Reported FTE** “Multiples Report” - Individual student FTE statewide report based on Student ID.; FTE is shared (**critical data quality**).
- **F71372 – Recalibrated FTE** “Multiples Report” - Individual student recalibrated FTE based on Student ID; reported by multiple districts. FTE is shared.



Available Resources and Reminders

Reported FTE Reports

- **District-level Summary Reports**
 - **F05107 and F05108 (data file F70395)** – Requestable and should be reviewed during state processing and amendment window to ensure accuracy of FTE reported. Also known as the “Certification Reports”.
 - **F71134 (Surveys 1 and 4)** – Requestable and should be reviewed during the state processing and amendment window to ensure accuracy of DJJ and Virtual FTE reported in Surveys 1 and 4. This report lists the FTE reported for DJJ and Virtual Schools for the prior and current years.
- **Student-level Reports**
 - **F71346 and F71371** – DOE Generated reports ran throughout survey processing windows and should be used to verify the common student ID reported by multiple districts or students reported with matching demographics, but different student IDs.
 - Report F71346 should be a top priority report used to ensure students are being reported with the correct Student Number Identifier, Florida.
 - Students matched on this report will be matched during Recalibration and sharing funding.

Student-level Recalibrated FTE Reports

- **F71347** – “Singles Report” - Individual student recalibrated FTE based on a single Student ID. Student ID only reported by one district. FTE is not shared.
- **F71372** – “Multiples Report” - Individual student recalibrated FTE based on Student ID; reported by multiple districts. FTE is shared.
- **F71373** – “Student Demo Report” - Individual student recalibrated FTE based on student demographics; reported by multiple districts. FTE is shared.
- **F71389** – “DJJ Report” - Individual student recalibrated FTE for DJJ students reported within a single district.
- **F71423** – “Claims Report” - Individual student recalibrated FTE for Claims Submitted based on Student Demographic Match.
- **F71503** – “McKay Report” – Individual student recalibrated FTE for students reported with McKay Enrollment.
- **F71452** – “All District Data” - Individual student recalibrated FTE reported by the district broken out into 4 separate files by MSID School Type.

Recalibrated FTE Reports

DOE generated after State Processing for Surveys 2, 3, and 4.

- Recalibrated FTE reports and files are only available for a limited time. Districts should download ALL recalibrated FTE files made available after each survey.
- **Preliminary** FTE Recalibrated reports will be run following the close of Survey 2, 3, and 4 state processing and should be downloaded and reviewed by districts to make any necessary data reporting corrections by the end of the Survey amendment window.
- **District-level Summary Reports**
 - **F71344 and F71345 (data file F71354)** – Recalibrated version of the F05107 and F05108 reports.

Example of Report F71451

DISTRICT OF INSTRUCTION: 02					SCHOOL OF INSTRUCTION: 0012											
DST	SCH	S-1 FTE	S-1 FTE	S-1 TOT	S-2 FTE	S-2 FTE	S-2 TOT	S-3 FTE	S-3 FTE	S-3 TOT	S-4 FTE	S-4 FTE	S-4 TOT	TOT FTE	TOT FTE	# TOT
INS	INS	RPT	RCAL	STD	RPT	RCAL	STD	RPT	RCAL	STD	RPT	RCAL	STD	RPT	RCAL	STD
002	0012	0.0000	0.0000	0	812.5260	684.0380	1381	785.4867	661.7430	1331	0.0000	0.0000	0	1598.0127	1345.7810	1401
04	0021	0.0000	0.0000	0	0.0000	0.0000	0	0.5100	0.4608	1	0.0000	0.0000	0	0.5100	0.4608	1
09	0031	0.0000	0.0000	0	0.5600	0.4840	1	0.0000	0.0000	0	0.0000	0.0000	0	0.5600	0.4840	1
10	0311	0.0000	0.0000	0	0.5337	0.4722	1	0.0000	0.0000	0	0.0000	0.0000	0	0.5337	0.4722	1
10	0341	0.0000	0.0000	0	0.5004	0.4560	1	0.0000	0.0000	0	0.0000	0.0000	0	0.5004	0.4560	1
12	0011	0.0000	0.0000	0	0.5634	0.4853	1	0.0000	0.0000	0	0.0000	0.0000	0	0.5634	0.4853	1
16	0381	0.0000	0.0000	0	0.6000	0.2504	1	0.6000	0.5008	1	0.0000	0.0000	0	1.2000	0.7512	1
16	0501	0.0000	0.0000	0	0.0000	0.0000	0	0.5000	0.4558	1	0.0000	0.0000	0	0.5000	0.4558	1
16	2481	0.0000	0.0000	0	1.8000	1.5048	3	0.0000	0.0000	0	0.0000	0.0000	0	1.8000	1.5048	3
16	2601	0.0000	0.0000	0	1.2000	0.5008	2	1.2000	1.0016	2	0.0000	0.0000	0	2.4000	1.5024	2
16	2681	0.0000	0.0000	0	0.0000	0.0000	0	0.6000	0.5016	1	0.0000	0.0000	0	0.6000	0.5016	1
41	2056	0.0000	0.0000	0	0.0000	0.0000	0	0.5000	0.4560	1	0.0000	0.0000	0	0.5000	0.4560	1
42	0331	0.0000	0.0000	0	0.0000	0.0000	0	0.5102	0.4984	1	0.0000	0.0000	0	0.5102	0.4984	1
63	0021	0.0000	0.0000	0	0.5005	0.4557	1	0.0000	0.0000	0	0.0000	0.0000	0	0.5005	0.4557	1
71	0400	0.0000	0.0000	0	0.7572	0.7362	2	1.1286	1.1286	3	0.0000	0.0000	0	1.8858	1.8648	5
71	0600	0.1668	0.1306	2	2.5020	1.9117	25	3.6385	2.6487	27	0.0000	0.0000	0	6.3073	4.6910	44
TOTAL FTE SCHOOL INST: 0012					Reported 1,598.0127	Recalibrated 1,345.7810	Total Students 1,401									
TOTAL FTE OTHER SCHOOLS:					18.8713	15.0400	65									

“School Summary Report” – Summary of school FTE by survey. School-level version of the F71494.

- This report shows the amount of FTE reported and recalibrated for the school. The report also provides the shared reported and recalibrated FTE with other districts and schools.

Example of Report F71494

Dist Inst	Schl Inst	Last Name	First Name	Fund Group	Prorate ID	Student ID	Survey 1 Reported FTE	Survey 1 Recalibrated FTE	Survey 2 Reported FTE	Survey 2 Recalibrated FTE	Survey 3 Reported FTE	Survey 3 Recalibrated FTE	Survey 4 Reported FTE	Survey 4 Recalibrated FTE	Total Reported FTE	Total Recalibrated FTE
2	12			M	000000813		0.0000	0.0000	0.5988	0.4390	0.5988	0.4388	0.0000	0.0000	1.1976	0.8778
71	600			M	000000813		0.0000	0.0000	0.1668	0.1222	0.0000	0.0000	0.0000	0.0000	0.1668	0.1222
2	12			M	000000814		0.0000	0.0000	0.5137	0.5016	0.0000	0.0000	0.0000	0.0000	0.5137	0.5016
42	331			M	000000814		0.0000	0.0000	0.0000	0.0000	0.5102	0.4984	0.0000	0.0000	0.5102	0.4984
2	12			S	000147750		0.0000	0.0000	0.6805	0.5695	0.5137	0.4305	0.0000	0.0000	1.1942	1.0000
2	12			S	000149490		0.0000	0.0000	0.5971	0.4998	0.5971	0.5002	0.0000	0.0000	1.1942	1.0000
2	12			S	000151851		0.0000	0.0000	0.5971	0.5000	0.0000	0.0000	0.0000	0.0000	0.5971	0.5000
2	12			D	002905501		0.0000	0.0000	0.5971	0.2488	0.0000	0.0000	0.0000	0.0000	0.5971	0.2488
16	2601			D	002905501		0.0000	0.0000	0.6000	0.2504	0.6000	0.5008	0.0000	0.0000	1.2000	0.7512

“Student Summary Report” – Summary of individual student FTE by Survey. Student-level version of the F71451.

- This report shows the amount of FTE reported and recalibrated for the student by school. The amount of FTE reported and recalibrated by another district or school sharing the student is also listed.

Data Quality Issues and Reminders

- Postsecondary Career Instruction Provided at a Technical Center Located in the Same School District:
 - Dual Enrollment Indicator = C
 - School of Enrollment = Secondary School
 - School of Instruction = Technical Center
- Students enrolled in virtual courses that were reported “In Progress” in Survey 2 and/or Survey 3, have until the Survey 4 final amendment date (August 15) to successfully complete the course and be reported for funding.
- Students not enrolled/reported in virtual courses that were reported “In Progress” in Survey 2 and/or Survey 3, have until the end of the regular 180-day school year to successfully complete the course and be reported for funding.
- A student reported in the same fiscal year, but with a different Student Number Identifier, Florida may be incorrectly funded for the fiscal year. This may result in an audit finding for the student incorrectly receiving more than 1.0 FTE.

Data Quality Issues and Reminders

- Student additional funding for early high school graduates is reported in Survey 5 of the year in which the student graduates, however, funding is provided in the following fiscal year.
- The 24 credit hour standard diploma is the only diploma eligible for early graduate funding (Student Additional Funding format).
- During the 3rd FEFP Calculation, student FTE is capped at 0.5 FTE. However, during the 4th FEFP Calculation, if a student is reported for funding in both Surveys 2 and 3, the student is capped at 1.0 FTE. For this reason, even though Survey 2 data are final, depending on which Survey has the most FTE, you may notice an increase or decrease in the Survey 2 recalibrated figures in Calc 4 compared to Calc 3; this is normal and expected.
- Per the 2018-19 FTE General Instructions (Pg. 4) “The FTE for intersession and summer school courses is reported even though the FTE does not earn FEFP funds.”
- Per the DJJ section of the 2018-19 FTE General Instructions (Pg. 28) “The maximum combined FTE reported for Surveys 1 and 4 shall not exceed 0.3888 FTE per student.”

Where can you get more information?

FTE General Instructions, 2019-20:

<http://www.fldoe.org/finance/fl-edu-finance-program-fefp/fte-info>

McKay Scholarship Program Database Reporting, 2019-20:

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates/technical-assistance-documents.shtml>

Database User Manual:

<http://fldoe.org/accountability/data-sys/database-manuals-updates/user-manual.shtml>



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