



FTE Reporting

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Overview

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FTE Reporting

- Survey Processing Dates
 - Surveys 1, 2, 3, and 4
 - Survey 5

Survey Dates

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

Survey 1 2022-2023

- Survey week: July 11-15, 2022
- Due date: July 29, 2022
- State processing: July 25-September 9, 2022
- Final update/amendment: **September 30, 2022**

Survey 2 2022-2023

- Survey week: October 10-14, 2022
- Due date: October 21, 2022
- State processing: October 17-November 4, 2022
- Final update/amendment: **December 15, 2022**

Survey 3 2022-2023

- Survey week: February 6-10, 2023
- Due date: February 17, 2023
- State processing: February 13-March 3, 2023
- Final update/amendment: **April 15, 2023**

Survey 4 2022-2023

- Survey week: June 12-16, 2023
- Due date: June 30, 2023
- State processing: June 9-July 7, 2023
- Final update/amendment: **August 15, 2023**

<https://www.fldoe.org/accountability/data-sys/database-manuals-updates/>

Appendix B of the PK-12 Database Manual lists survey dates for current year.
Appendix A of FTE General Instructions lists survey dates for 5 years.

Reported FTE

Student Additional Funding FTE is reported in Survey 5.

Survey 5 2021-2022

- Due date: July 22, 2022
- State processing: July 18 – August 19, 2022
- Final update/amendment date: **October 31, 2022**

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced International Certificate of Education (AICE)
- Industry-Certified Career Education
- Early High School Graduation
- Dual Enrollment – with a grade “A” while enrolled in an early college program.
- Dual Enrollment – completion of general education core course with a grade of “A.”
- Dual Enrollment – receives an Associate’s Degree with a GPA of 3.0 or better in college course.

Recalibration Process

Recalibration to 1.0 FTE

- Section 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 FES 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 FES scholarships are not included in the recalibration to 1.0 FTE.

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 Estimate
2 nd FEFP Calculation	July – Upon receipt of the Tax Roll	Survey 1 – Projection Survey 2 – Projection Survey 3 – Projection	Survey 4 – Projection Survey 5 – Prior Year Estimate
3 rd FEFP Calculation Calc3	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 FEFP Calculation Calc4	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 FEFP Calculation CalcF	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

FTE Certification

School districts should submit FTE Certification in Surveys 1, 2, 3, and 4 after close of surveys.

Submit to James.Andrews@fldoe.org.

- Survey 1 – July FTE Certification – **due in October**
 - Survey 2 – October FTE Certification – **due in December**
 - Survey 3 – February FTE Certification – **due in April**
 - Survey 4 – June FTE Certification – **due in August**
- ❖ Use the most current FTE certification reports generated by FDOE.
- ❖ ASKEIAS email will be sent out when FTE certification reports are available for download.

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

FTE Certification

School districts should use the most current FTE Certification reports generated by DOE.

Report F05108 should be used to complete the FTE Student Certification.

- DPSxx.GQ.F05107.YyyyyS
- DPSxx.GQ.F05108.YyyyyS
- DPSxx.GQ.F70395.YyyyyyS (data file - file layout can be found at DPS.DISTRICT.FORMAT.Yyyyy)

Report F63499 should be used to verify adjusted membership and bus information recorded for the Student Transportation Certification.

- DPSxx.GQ.F63499.Y21223
- DPSxx.GQ.F70092.Y21223

Certification letters should be submitted to James.Andrews@fldoe.org.

xx=district number; yyyy=school year; S=survey



Shared FTE

- Shared FTE based on student demographics (F71496)
- Shared FTE based on student FLEID (F71371)

Combined Student Records Reports

Match	Reported FTE	Recalibrated FTE
Demographics	F71371	F71373
Florida Education Identifier (FLEID)	F71346	F71372

- **F71371** – Reported FTE “Student Demo Report” – Individual student FTE statewide report based on student demographics; 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 FLEID; FTE is shared (critical data quality).
- **F71372** – Recalibrated FTE “Multiples Report” – Individual student recalibrated FTE based on student FLEID; reported by multiple districts; FTE is shared.

F71346/F71372

Shared FTE Based on Student FLEID

- ❖ Two or more students reported with same Florida Education Identifier (FLEID) In two or more districts
- If your district has student(s) listed on F71346, and you believe it to be in error, you must work with the other district listed and, if necessary, consult the DOE FLEID team in order to resolve the error.
- Most errors can be resolved by the other district removing their course records for that student in the survey. Usually the issue is that the student was not withdrawn before transferring.
- ❖ A more serious error is when the same FLEID has been assigned to more than one student. This is when you must contact the DOE FLEID team.

Errors in F71346 must be fixed before close of survey and cannot be fixed through the FTE claim process.

F71371/F71373

Shared FTE Based on Student Demographics

Two or more students reported with:

1. Different Florida Education Identifier (FLEID)
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

District may submit an FTE Claim for students who have been incorrectly combined based on demographics.

IMPORTANT: Use the most recent F71373 data file generated by DOE from the ASKEIAS email notification.



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FTE Claim

- All districts are required to submit a signed Verification Form for District Verification of Students matched by Demographics to K12Verify@fldoe.org.
 - Surveys 2, 3, and 4

FTE Claim

- Districts should submit FTE claim when they do not agree with at least one matched student record.
- FTE claim can ensure that your district will receive FTE funding for the incorrectly matched students.
- In order for the state to process your claim, we need three items from your district:
 1. Signed verification form, indicating that you do not agree with the State's assessment
 2. Supporting documentation uploaded to Sharefile
 3. F71396.CLAIM file

Protip: Before transmitting F71396.CLAIM, make sure you have downloaded the latest State Processing patch for FOCUS!

Supporting Documentation

- All supporting documentation must be submitted securely through Sharefile.
- DOE requires the following items for each FTE claim:
 1. Enrollment/withdrawal date
 2. Student course schedule
 3. Attendance record
- Documentation can be submitted in any format, as long as it includes all necessary information.



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FTE Additional Funding

Survey 5 – Student Additional Funding – **Bonus FTE**

Student Additional Funding (SAF)

Student Additional Funding FTE is reported in Survey 5.

Report **F70988** is sent out weekly via email during survey processing.
The district level requestable report is **F63138**.

Survey 5 2022-2023

- Due date: July 21, 2023
- State processing: July 17 – August 18, 2023
- Final update/amendment date: **October 31, 2023**

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced International Certificate of Education (AICE)
- Industry-Certified Career Education
- Early High School Graduation
- Dual Enrollment
 - Earn a grade “A” while enrolled in an early college program
 - Complete general education core course with a grade “A”
 - Receive an Associate’s Degree with a GPA of 3.0 or better in college courses

AP, IB and AICE Courses and Diplomas

- In order to receive additional funding for courses, the following data are required to be submitted in Survey 5 in the SAF format:
 1. Student Course Records, indicating the student has taken the relevant course(s)
 2. Passing exam score(s)*
 3. Passing course grade(s)
- The student must have been enrolled in the course(s) and scored 3 or higher in the subject AP exams, scored 4 or higher in the subject IB exams, or scored “E” or higher in subject AICE exams.
- To receive additional funding for diplomas or certificates the students achieved, they must have met the requirements for a standard high school diploma as well.

Dual Enrollment

Students enrolled in eligible post-secondary institutions may be claimed for Dual Enrollment:

1. When a student completes a general education core course through a dual enrollment program with a grade of “A” while enrolled in an early college program pursuant to s. 1007.273, F.S., through a collegiate high school program.
2. When a student completes a general education core course through a dual enrollment program with a grade of “A”.
3. When a student receives an associate degree through a dual enrollment program with a grade point average of 3.0 or better in the postsecondary courses.

Remember to code the Dual Enrollment indicator.



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FTE Resources

- Additional Resources

FTE Resourcs

FTE General Instructions:

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

PK-12 Database User Manual:

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

Appendix R – Student Survey Checklists:

<https://www.fldoe.org/core/fileparse.php/7574/urlt/0100006-appr.pdf>



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