



FTE Reporting

Florida Association of Management Information Systems

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Presented by: Judy Lenczyk



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Overview

- **Full-Time Equivalent (FTE) Reporting**
 - Survey Process Critical Dates
 - Reported FTE, Recalibrated FTE
 - FTE Certification
- **Shared FTE**
 - Shared FTE based on Student Florida Education Identifier (FLEID)
 - Shared FTE based on Student Demographics
- **FTE Claim Process**
 - Verification Form
 - Reports F71373 and F71396
 - Supporting Documentation

Overview

- **FTE Student Additional Funding**
 - Types of Additional Funding
 - Report F70998
- **FTE Null Reports**
 - Florida Department of Education (FDOE) Generated Reports and Requestable Reports
- **FTE Edits**
 - Report F70766
 - Appendix R
- **FTE Resources**
 - FTE General Instructions
 - PK-12 Database User Manual
 - Appendix R



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FTE Reporting

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, 2023-2024

- Survey week: July 10-14, 2023
- Due date: July 28, 2023
- State processing: July 24 - September 8, 2023
- Final update/amendment: **September 30, 2023**

Survey 2, 2023-2024

- Survey week: October 9-13, 2023
- Due date: October 20, 2023
- State processing: October 16 - November 3, 2023
- Final update/amendment: **December 15, 2023**

Survey Dates

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

Survey 3, 2023-2024

- Survey week: February 5-9, 2024
- Due date: February 16, 2024
- State processing: February 12 - March 1, 2024
- Final update/amendment: **April 15, 2024**

Survey 4, 2023-2024

- Survey week: June 10-14, 2024
- Due date: June 28, 2024
- State processing: June 17 - July 5, 2024
- Final update/amendment: **August 15, 2024**

Survey Dates

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

PK-12 Database User Manual lists the survey dates online.

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

Appendix B of the PK-12 Database User Manual lists survey dates for current year.

<https://www.fldoe.org/core/fileparse.php/7574/urlt/2122-surveydates.pdf>

Appendix A of FTE General Instructions lists survey dates for five years.

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

Recalibration Process

Recalibration to 1.0 FTE

- Section 1011.61(4), Florida Statutes (F.S.) requires that all student FTE enrollment be capped at 1.0 FTE, except for FTE reported by the Department of Juvenile Justice (DJJ) for students beyond the 180-day school year and FTE related to Family Empowerment Scholarship (FES) for the students with disabilities program.
- School districts should report all FTE enrollments regardless of the 1.0 FTE cap.

Capped at 0.5 FTE

- If a student only has an 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 for 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 Florida Education Finance Program (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.
- ❖ An 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 FDOE.

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

- DPSxx.GQ.F05107.YyyyyS
- DPSxx.GQ.F05108.YyyyyS
- DPSxx.GQ.F70395.YyyyyS (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 FLEID (F71371)
- Shared FTE based on student demographics (F71496)

Combined Student Records Reports

| Match | Reported FTE | Recalibrated FTE |
|--------------|---------------|------------------|
| Demographics | F71371 | F71373 |
| 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 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 FDOE 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 FDOE 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 FLEID.
2. Same last name.
3. Same first three characters of the first name.
4. Same birthdate.

-and-

One district report

- a) Total reported FTE of less than 0.2.

-or-

- b) Entry date during survey week.

Districts 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 FDOE from the ASKEIAS email notification.



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FTE Claim Process

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 an FTE claim when they do not agree with at least one matched student record.
- An FTE claim can ensure that your district will receive FTE funding for the incorrectly matched students.
- For the state to process your claim, we need three items from your district:
 1. A 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.
- FDOE 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 Student 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 2023-2024

- Due date: July 26, 2024
- State processing: July 22 - August 9, 2024
- Final update/amendment date: **October 31, 2024**

- 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 when at least one of the following is met:

1. 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.
2. A student completes a general education core course through a dual enrollment program with a grade of “A” through a collegiate high school program.
3. 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 in Surveys 2 and 3 – to avoid a Validation Report in Survey 5.



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FTE Null Reports

Weekly FTE Null Reports

Reports are generated by FDOE and are not requestable.

Each Monday of survey processing for Surveys 1 thru 5, the following FTE Null reports are sent out via email:

- Surveys 1 and 4:
 - F70772, F70777, F71134 and F71514
- Surveys 2 and 3:
 - F70772, F70777, F71477 and F71511
- Survey 5:
 - F70988

Weekly FTE Null Reports

Reports are generated by FDOE and are not requestable.

Report F70766 identifies FTE to be nulled by Edit numbers.

Weekly ASKEIAS email is sent out when report 70766 is available for download.

See **Appendix R** of the PK-12 Database Manual for list of requestable reports.

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



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FTE Edits

Report 70766 Edits

Report is generated by FDOE and is not requestable:

| Number | Edit Description |
|--------|---|
| 60 | <p>GRADE LEVEL (STUDENT COURSE) MUST AGREE WITH GRADE ON STUDENT DEMO SUBMITTED BY DIST INST UNLESS YEAR-ROUND/EXTENDED SCHOOL YEAR INDICATOR ON STUDENT COURSE = A OR IF SURVEY = 1 OR 4. *** FTE REPORTED, COURSE ON ALL STUDENT COURSE RECORDS SET TO NULL AFTER CLOSE OF STATE PROCESSING CYCLE.</p> |
| 61 | <p>DURING SURVEYS 1-4, IF FTE REPORTED IS GREATER THAN ZERO AND THE STUDENT IS LESS THAN 3 YEARS OLD, THEN GRADE LEVEL MUST BE PK AND FEFP MUST BE 101, 111, OR 254-255. *** FTE REPORTED, COURSE SET TO NULL AFTER CLOSE OF STATE RECORDS PROCESSING CYCLE.</p> |
| 65 | <p>IF LOCATION OF STUDENT EQUALS I, THEN BLENDED LEARNING COURSE MUST EQUAL N ON THE MATCHING TEACHER COURSE RECORD. *** FTE REPORTED, COURSE SET TO NULL AFTER CLOSE OF STATE RECORDS PROCESSING CYCLE.</p> |
| 66 | <p>EACH STUDENT COURSE RECORD MUST HAVE A MATCHING TEACHER COURSE RECORD BASED ON DIST INST, SCHL INST, SURVEY, YEAR, COURSE, SECTION, PERIOD, AND TERM IF PERIOD IS NOT 9800 OR SCHL INST IS NOT A PRIVATE SCHOOL FOR SURVEYS 2 OR 3. *** FTE REPORTED, COURSE SET TO NULL VALUE AFTER CLOSE OF STATE RECORDS PROCESSING CYCLE.</p> |
| 67 | <p>EACH STUDENT COURSE RECORD MUST HAVE A MATCHING STUDENT DEMO RECORD BASED ON DIST ENRL, SCHL ENRL, FLEID, SURVEY, YEAR, AND DIST INST. *** FTE REPORTED, COURSE SET TO NULL FOR ALL STUDENT COURSE RECORDS FOR THIS STUDENT.</p> |
| 69 | <p>IF SURVEY = 1-4, EACH STUDENT COURSE RECORD WITH FEFP PROGRAM NUMBER EQUAL TO 111-113 OR 254-255 MUST HAVE A MATCHING EXCEPTIONAL STUDENT RECORD BASED ON DIST ENRL, SCHL ENRL, FLEID, SURVEY, AND YEAR UNLESS SURVEY = 2 OR 3 AND SCHL INST IS A PRIVATE SCHOOL NUMBER. *** FTE REPORTED, COURSE SET TO NULL FOR ALL STUDENT COURSE RECORDS FOR THIS STUDENT AFTER END OF STATE PROCESSING CYCLE.</p> |
| 72 | <p>IF FEFP PROGRAM = 130, THEN ELL, PK-12 ON THE STUDENT DEMO RECORD (MATCHED ON DIST ENRL, SCHL ENRL, FLEID, SURVEY, YEAR, AND DIST INST) MUST BE LY OR LP. *** FTE REPORTED, COURSE SET TO NULL AFTER THE CLOSE OF THE EDIT PROCESSING CYCLE.</p> |
| 73 | <p>IF SURVEY = 2, 3; SCHL ENRL IS NOT 3518, 3900, N998, OR N999; SCHL INST IS NOT 0500 OR 0600 OR 0700 WITHIN DIST INST 71; FTE REPORTED IS GREATER THAN ZERO; AND STUDENT HAS A DNE WITHDRAWAL CODE ON PRIOR SCHOOL OR NO MATCHING PRIOR SCHOOL RECORD, THEN FTE REPORTED, COURSE, IS SET TO NULL AFTER THE CLOSE OF THE STATE RECORDS PROCESSING CYCLE. MATCH ON YEAR, SURVEY, DIST ENRL, AND FLEID. IF MORE THAN ONE PRIOR SCHOOL RECORD, MATCH ON THE MOST RECENT ENTRY (RE-ENTRY) DATE. *** FTE REPORTED, COURSE SET TO NULL VALUE AFTER THE CLOSE OF STATE EDIT PROCESSING CYCLE.</p> |

Appendix R/Report 70766 Edits

Requestable reports listing records with certain errors that will cause FTE to be nulled:

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

Surveys 1 and 4

- **F62643** – Student Course Records with no Matching Demographic Record – **Edit 67**
- **F62644** – Student Course Records with no Matching Teacher Course Record – **Edit 66**
- **F62645** – Student Course Records with no Matching Exceptional Student Record – **Edit 69**
- **F70611** – Student with FEFP 130 and ELL not LY/LP – **Edit 72**

These reports must be requested by the district because they are not automatically produced.

Appendix R/Report 70766 Edits

Requestable reports listing records with certain errors that will cause FTE to be nulled:

Surveys 2 and 3

- **F62643** – Student Course Records with no Matching Demographic Record – **Edit 67**
- **F62644** – Student Course Records with no Matching Teacher Course Record – **Edit 66**
- **F62645** – Student Course Records with no Matching Exceptional Student Record – **Edit 69**
- **F70152** – Student Course with no Matching Demographic Grade Level – **Edit 61**
- **F70611** – Student with FEFP 130 and ELL not LY/LP – **Edit 72**
- **F70751** – Student with FTE Earned Greater than Zero and Withdrawal Code DNE or Blank, or no Prior School Status/Student Attendance Record Reported – **Edit 73**
- **F71117** – Nulled Student Course Record (available after close of survey)

These reports must be requested by the district because they are not automatically produced.

Appendix R/Report 70766 Edits

Requestable reports listing records with certain errors that will cause FTE to be nulled:

Survey 5 Validation/Exception Reports:

- **F60802** – Student Demographic Information Validation/Exception
- **F61108** – Exceptional Student Validation/Exception
- **F61355** – Career and Technical Education Student Course Validation/Exception
- **F61356** – Career and Technical Education Teacher Course Validation/Exception
- **F62428** – Student Transcript Validation/Exception
- **F71319** – Student Additional Funding Validation/Exception
- **F70752** – Student Demographic Aggregate Exception Report
- **F70784** – Student Assessment Validation/Exception

These reports must be requested by the district because they are not automatically produced.

Appendix R/Report 70766 Edits

Requestable reports listing records with certain errors that will cause FTE to be nulled:

Survey 5 Reports Helpful for Reviewing Data Submitted:

- **F62670** – Individual List of Graduates (Diplomas and Certificates)
- **F63138** – FTE Totals for Student Additional Funding
- **F71015** – Career and Professional Academies Enrollment
- **F71018** – Career and Professional Academy Membership
- **F71073** – AICE Exam Data by Student
- **F71081** – Career and Professional Academy Enrollment by Grade
- **F71082** – Industry Certification by Academy Grade
- **F71260** – AP Exam Data by Student
- **F71261** – IB Exam Data by Student

These reports must be requested by the district because they are not automatically produced.

Common FTE Data Reporting Issues

- Not getting accurate data reported by end of state processing
- Leaving incorrectly coded data to be removed through the FTE nulling process
- Missing student demographics in Student Course Records
- Missing ESE information in Student Course Records
- Grade level must agree with student's age in Student Course Records
- Blended Learning indicator
- Dual Enrollment indicator
- Missing exam scores for Student Additional Funding
- Missing Teacher Course Records
- Missing Co-Teacher Course Records
- Incorrect coding of Co-Teacher and Inclusive Teacher
- Incorrect classroom Scheduling Method
- Same FLEID assigned to multiple different students
- Same FLEID assigned by multiple districts
- Not removing Student Course Records after student's withdrawal



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FTE Resources

FTE Resources

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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Contact Information

Bureau Chief

Lisa Millians

(850) 245-0985

Lisa.Millians@fldoe.org

FTE/CS Data Reporting

Judy Lenczyk

(850) 245-9912

Judy.Lenczyk@fldoe.org

or

ASKEIAS@fldoe.org



www.FLDOE.org

