



Florida Association of Management Information Systems (FAMIS)

Summer Database Conference

June 2025



Exploring Full-Time Equivalent (FTE) Student Membership – Introductory Session
Presented by: Tyrell Smith

Agenda

- Housekeeping
- Introduction
- Communication
- Process Overview
 - FTE Processing
 - FTE Reporting
- Contact Us
- Questions



Housekeeping



❖ FAMIS Sessions

- There is an advanced session.
- Handouts are available online.
- Meet us at the Florida Department of Education (FDOE) Lab.
- FDOE Lab appointment times.



❖ Presentation Parameters

We can assist with the following:

- FTE Database Formats
- FTE Legislation
- FTE Calculations
- FTE Scenarios
- FTE Resources/Training



❖ FAMIS Survey Feedback

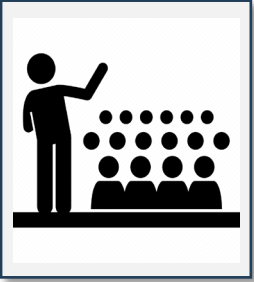
- Provide helpful/constructive feedback.
- Provide the presenter's name in the feedback.
- We would like to hear from all presentation attendees.



❖ Contact List Updates

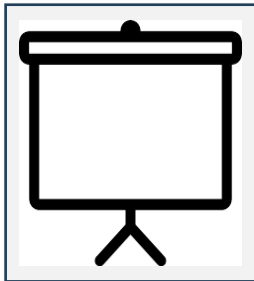
- Reminder: send contact updates to FTE-CS@fldoe.org.
- The current contact lists are available in the FDOE lab room to validate your contact information.

Introduction



Session Audience:

This session is intended to introduce attendees to FTE reporting, processing and calculations. This is a great opportunity for new users to review basic and introductory information related to the FTE process. The session can also serve as a refresher course to existing staff. We will not discuss advanced topics in this session. Join us in the FTE advanced session to discuss changes, complex scenarios and legislative updates.



General Session Information:

FTE represents the amount of instructional time students receive relative to a standard full-time schedule, which is a crucial component of the Florida Education Finance Program (FEFP) and determines funding for public education. Today, we will explore FTE processing, calculations, key terminology, common scenarios, helpful tips and data quality considerations to ensure compliance with state reporting requirements.



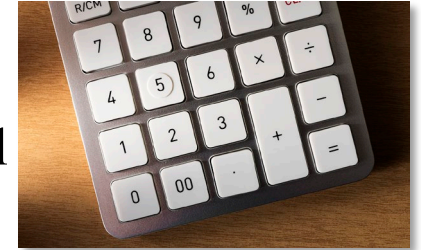
Presentation Questions:

We ask that questions are held until the end of the session. We can clarify content covered during the session but will reserve questions until the end of the presentation to ensure that we are able to cover all the content. We will also be available to take additional questions in the FDOE lab room.

Introductory Cheat Sheet

FTE Overview

The FTE reporting process is designed to ensure accurate accounting of student instructional time for funding purposes. This process establishes guidelines for calculating and reporting FTE based on course duration, student schedules and instructional hours.



- Section (s.) 1011.62(1)(a), Florida Statutes (F.S.), requires Florida school districts to report FTE student membership by conducting periodic surveys throughout the school year.
- FTE represents the amount of instructional time students receive relative to a standard full-time schedule, which is a crucial component of the FEFP.
- The standard 180-day school year serves as the baseline for FTE calculations, but some programs have exceptions:
 - Department of Juvenile Justice (DJJ) programs operate for 250 days or an hourly equivalent.
 - Florida Virtual School (FLVS) and district virtual programs are funded based on successful course completion.
- Summer school and extended-year programs must report FTE, even if they do not receive additional FEFP funding.
- School districts should report all FTE enrollment regardless of the 1.0 FTE cap in Surveys 1, 2, 3 and 4.



Communication

FTE Database Reporting Inquiries

- Ensure e-mails are sent to FTE-CS@fldoe.org.
- Refrain from sending direct emails to agents.
- The appropriate agent will respond and follow-up.
- Do not send or share Personally Identifiable Information (PII) in emails or phone calls.
- We will request additional information as needed.
- Allow 1-3 business days for request follow-up.

AskOFFR@fldoe.org

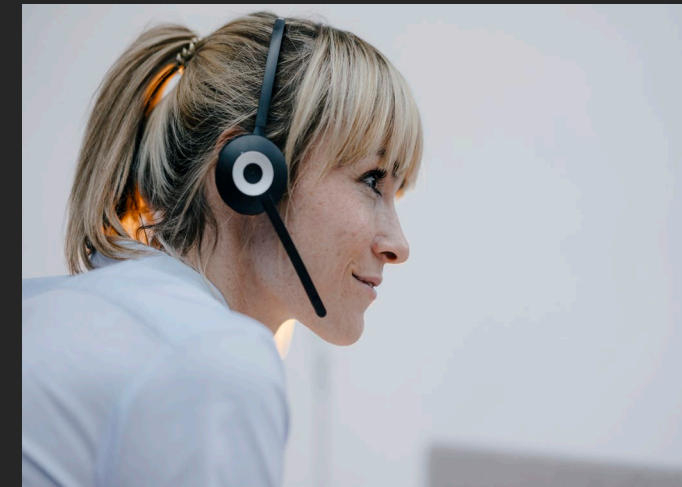
- For questions regarding financial policy, calculations, FTE general instructions and FTE scenarios.

ASKEIAS@fldoe.org

- For questions regarding Prekindergarten through Twelfth Grade (PK-12) Survey elements, edits or formats contact the Education Information Services (EIS) team.

K12Verify@fldoe.org

- For questions regarding district class size compliance.



Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act (FERPA)

- According to Section 501.171, F.S., “username or email address with password and/or security question/answer” is considered PII, even if it is not paired with an individual’s first name (or first initial) and last name.
- Examples of PII: An individual’s first name (or first initial) and last name in combination with any one or more of the following:

- Identification card number
- Passport number
- Military identification
- Health insurance policy number and other identifier
- Security code

- Social Security number (SSN)
- Date of Birth (DOB)
- Credit card number
- Medical history record
- Debit card number
- Driver’s license number

- **Do not email screenshots containing PII data.**



FTE Processing



LET'S WALK THROUGH THE
PROCESS

FTE Terminology

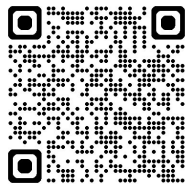
PROCESSING	FTE General Instructions	FEFP Number	Class Minutes Weekly	FTE Recalibration	Cost Factors	FTE Reported
DATA QUALITY	Claims Verifications	FTE Amendments	Audit File	Local Record Keeping	Alternate Survey	Attendance
REPORTING	Null Reports	Comparison Reports	Discrepancy Reports	Date Certain	Membership or Enrollment	Block Scheduling

FTE General Instructions

Example:

Florida Department of Education
Bureau of PK-12 Education Information Services and
Office of Funding and Financial Reporting

Full-time Equivalent (FTE) General Instructions 2023-2024



Link to the current FTE General
Instructions yyyy-YYYY



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FTE Survey Dates 2025-26

Survey 1

- **Survey Week:** July 14 - 18, 2025
- **Due Date:** August 01, 2025
- **State Processing:** July 28 - September 12, 2025
- **Final Amendment:** September 30, 2025

Survey 2

- **Survey Week:** October 6 - 10, 2025
- **Due Date:** October 17, 2025
- **State Processing:** October 13 - October 31, 2025
- **Final Amendment:** December 15, 2025

Survey 3

- **Survey Week:** February 2 - 6, 2026
- **Due Date:** February 13, 2026
- **State Processing:** February 09 - 27, 2026
- **Final Amendment:** April 15, 2026

Survey 4

- **Survey Week:** June 15 - 19, 2026
- **Due Date:** July 3, 2026
- **State Processing:** June 22 - July 10, 2026
- **Final Amendment:** August 15, 2026

[2526-surveydates](#)

Regular School Year

Regular School Year

A separate Student Course Schedule format record must be reported for each class in which a PK-12 student is in membership during each survey, regardless of the funding eligibility of that student, to participate in FEFP. This requirement includes students not eligible because of attendance and students funded through the Supplemental Academic Instruction (SAI) Allocation or the Reading Allocation.

The surveys for record determination are set annually by the Commissioner of Education.

For FTE reporting, the surveys cover the following time frames:



Survey Overview

Survey 1 – (JUL)

- Covers **July 1** to the start of the 180-day school year.
- Collects data on: DJJ & FLVS.
- Non-funded summer school in July.
- **Deadline:** No amendments after **September 30**.

Survey 2 – (OCT)

- Covers the **first** 90 days of the 180-day school year.
- Generate reports and highlight districts with issues.
- FTE Recalibration.
- Claims Verification.
- **Deadline:** No amendments after **December 15**.

Survey 3 – (FEB)

- Covers the **second** 90 days of the 180-day school year.
- Generate reports and highlight districts with issues.
- FTE Recalibration.
- Claims Verification.
- **Deadline:** No amendments after **April 15**.

Survey 4 – (JUN)

- Covers the period from the end of the 180-day school year to the end of the fiscal year (June 30).
- Collects data on: DJJ & FLVS.
- Non-funded summer school in June.
- Generate reports and highlight districts with issues.
- **Deadline:** No amendments after **August 15**.

Survey Overview

Survey 5 – (AUG)

- Collect the additional funding for dual enrollment and student additional funding.
- Perform data quality on Bonus FTE data and highlight districts with issues.
- Deadline: No amendments after **October 31**.

Additional or Add-On FTE

Refers to supplemental funding generated by students participating in specific programs beyond their standard FTE enrollment. Survey 5 bonus FTE data are used in the third, fourth and final FEFP calculations of the fiscal year in which they are reported.

Funding Impact:

- Schools receive additional funds for qualifying students, increasing resources for specialized programs.
- Helps districts expand high-demand programs like career certification and dual enrollment, enhancing overall learning opportunities.

Reporting Requirements:

- Additional FTE must be accurately reported in FTE Surveys.
- Errors or over-reporting can result in funding adjustments or audits.

FTE Policies & Procedures

Policy	Description
2.2 Hourly Equivalent for Juvenile Justice Education Programs	Each district which participates in the state appropriations for FEFP must operate all schools, for a term of 180 actual teaching days. Juvenile justice education nonresidential school/program, 250 actual teaching days.
2.3 Dropout Prevention and Academic Intervention Programs	Grades 1-3, 4-8 and 9-12 are reported in the appropriate FEFP program. Students must be reported under the appropriate code on the Dropout Prevention/Juvenile Justice Programs data element.
2.4 End-of-Course (EOC) Assessment	For each full-time student who passes a statewide standardized EOC assessment without ever being enrolled in the corresponding course, the district may report 1/6 FTE (0.1667) per course.
2.5 Extended School Year Surveys	Extended school year programs are a true extension of courses provided during the second semester of the regular 180-day school year with no break in instruction. Can extend the school year to 210 days or more.
2.6 Year-Round School Program Surveys	The same as for the regular fiscal year. The following descriptions specify how the count weeks are determined and how they are used in determining attendance and membership for FTE eligibility.
2.7 Regular School Year Reporting	Year-round schools should report the first 90 days of their regular 180-day school year in Survey 2 and the second 90 days of their regular 180-day school year in Survey 3, regardless of when the tracks are in session.

FTE Policies & Procedures

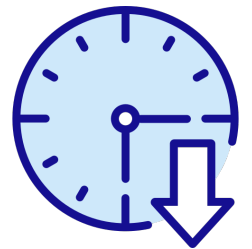
Policy	Description
2.8 Tracks Not in Session	If it is survey week and the year-round school student track is not in session, then the last five (5) days that the track was in session prior to survey week for both the October and February surveys become the established survey days.
2.9 Intersession	If the student is participating in instruction beyond 180 days during an off-track period, the course for that student shall be reported in the survey when the instruction occurs.
2.10 Alternate Survey	The Commissioner shall have the authority to establish for any school district or school an alternate date for an FTE student membership survey or transported student membership survey within eight (8) weeks of the regular statewide survey if evidence is submitted by the school district that indicates an abnormal fluctuation in student membership has occurred at the time of the statewide survey.
2.11 Courses Eligible for FEFP Funding During Regular 180-Day School Year	During Surveys 2 and 3, PK-12 students are eligible to earn FTE if the class meets or is scheduled to meet during the survey week and the student meets both program membership and attendance requirements.
2.12 Courses Reported Beyond Regular 180-Day School Year	PK-12 courses offered beyond the regular 180-day school year, including intersessions, except DJJ programs, Juveniles Incompetent to Proceed (JITP) programs and FLVS courses are not funded through FEFP. FTE for intersession and summer school courses are reported even though FTE does not earn FEFP funds.

Instructional Hours

FTE Basics

Each district which participates in the state appropriations for FEFP must operate all schools, except a juvenile justice education school or program, for a term of 180 actual teaching days, as prescribed by Section 1011.60(2), F.S., or the hourly equivalent of 180 actual teaching days, as prescribed in Rule 6A-1.045111, Florida Administrative Code (F.A.C.). A juvenile justice education nonresidential school or program must operate for a term of 250 actual teaching days or the hourly equivalent, which is no fewer than 1,250 instructional hours.

Grade Range	180 Day Term	x	Hours Per Day	=	Hours
Grades PK-03:	180 Days	x	4 Hours	=	720 Hours
Grades 04-12:	180 Days	x	5 Hours	=	900 Hours
Juvenile Justice	250 Days	x	5 Hours	=	1,250 Hours



Reported FTE

FTE Basics

The amount of FTE reported is based on Class Weekly Minutes on the student schedule.

Grade Range	Base Instructional Minutes	x	FTE per Minute	=	FTE
Grades PK-03:	1200 Weekly Minutes	x	0.00041667	=	0.5 FTE Max
Grades 04-12:	1500 Weekly Minutes	x	0.00033333	=	0.5 FTE Max

Survey 2:	0.5 FTE
Survey 3:	0.5 FTE
Total	1 FTE

FTE is based on the student's schedule. If the student is not fully scheduled in the system, the district misses FTE.



Reported FTE

FTE Example: Course Schedule = FTE

7 Classes 

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year-Round/Extended School Year FT
<u>GUITAR 1</u>	01 01 - 018 - Jared Briggs	1301320	018	MTWHF	Port7	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>THEATRE 2</u>	02 02 - 006 - Bianca Figueroa	0400320	006	MTWHF	058	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>INF GEO</u>	03 03 - 036 - Lazzaro Godley	1206300	036	MTWHF	105	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>MARINE SCI 1 HON</u>	04 04 - 001 - Donald Varela	2002510	001	MTWHF	24A	Full Year	08/17/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>WORLD HIST</u>	05 05 - 063 - Cielo Morales	2109310	063	MTWHF	Port1	Full Year	08/17/2021	-	✗	103 - 9-12 Basic	N/A	325	.1084	N/A	-
<u>ENG 2</u>	06 06 - 053 - Dalila Sholes	1001340	053	MTWHF	007	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
<u>DRAW 1</u>	07 07 - 021 - Kathy Reyna	0104340	021	MTWHF	035	Full Year	08/12/2021	-	✗	103 - 9-12 Basic	N/A	225	.0750	N/A	-
+ Add a Section															
Total												1675	.5584		

Calculations

Weighted FTE

Represents the number of students enrolled in a school district, adjusted to account for different program costs. The calculation takes the FTE count for a specific program and multiplies it by the corresponding cost factor.

FEFP Codes		2024-2025 Program Cost Factors
Basic, Grades K-3	101	1.122
Basic, Grades 4-8	102	1.000
Basic, Grades 9-12	103	0.988
ESE, Grades K-3	111	1.122
ESE, Grades 4-8	112	1.000
ESE, Grades 9-12	113	0.988
ESE, Level IV	254	3.706
ESE, Level V	255	5.707
ESOL	130	1.208
Career, Grades 9-12	300	1.072



$$1 \text{ Fulltime KG (1200 Mins)} = 1 \text{ FTE} \times 1.122 \text{ (FEFP 101)} = 1.122$$

$$1 \text{ Fulltime 5th (1500 Mins)} = 1 \text{ FTE} \times 1.000 \text{ (FEFP 102)} = 1.000$$

Examples:

Regular education student, no special services



FTE Reporting



LET'S DIVE INTO REPORTING

FTE Reporting

Reporting
Recalibration of FTE to 1.0
Determining FTE Reported by Student and Course for Classes Operating During Survey Week
Setting “Date Certain”
Student Course Schedule Record
Membership/Enrollment
Attendance
FEFP Program Number Assignment
Reporting FTE Reported, Course
Determining FTE Reported, Course
Reporting Block-Scheduled Classes for FTE
Reporting FTE Reported, Course for Summer Sessions
Reporting FTE Reported, Course for End-of-Course Assessments
Local Edit Process
Conversion to Student Course Schedule Format
Audit File
FTE Amendments

The Class Size and FTE Team can provide assistance and support with reporting. The Office of Funding and Financial Reporting (OFFR) can assist with policy related inquiries and calculations ASKOFFR@fldoe.org.



Formats

Student Demographic Format

- District Number, Current Instruction/Service
- District Number, Current Enrollment
- School Number, Current Enrollment
- Student Number Identifier, Florida
- Survey Period Code
- Year
- Student Number Identifier - Alias, Florida
- Student Name, Legal
- Sex
- Student Number Identifier, Local
- Grade Level
- Birth Date

Prior School/Student Attendance Format

- District Number, Current Enrollment
- School Number, Current Enrollment
- Student Number Identifier, Florida
- Survey Period Code
- School Year
- Entry (Re-Entry) Code, PK-12
- Entry (Re-Entry) Date
- Prior School/Location: District/County
- Withdrawal Code, PK-12
- Withdrawal Date

Student Course Format

- District Number, Current Enrollment
- School Number, Current Enrollment
- Survey Period Code
- Fiscal Year
- District Number, Current Instruction/Service
- School Number, Current Instruction/Service
- Course Number
- Section Number
- Period Number
- Class Minutes, Weekly
- FEFP Program Number
- FTE Earned, Course
- Grade Level
- Term
- Day of Week Scheduled, Monday
- Day of Week Scheduled, Tuesday
- Day of Week Scheduled, Wednesday
- Day of Week Scheduled, Thursday
- Day of Week Scheduled, Friday
- Day of Week Scheduled, Saturday
- Day of Week Scheduled, Alternate
- Florida Education Identifier

Reference Tables

MSID

Master School Identification

Used to identify schools, school types and facility types.

The MSID table is maintained by the FDOE to ensure that the department provides accurate identification on each Florida public school in the state. This file contains information for all public PK12 schools, as well as for adult and technical schools operated by district school boards. School information is updated annually.

- District Number
- District Name
- School Number
- School Name

Course Codes

Course Code Directory

Fundable course numbers listed.

The CCD is an official listing and classification of all course codes used by the FDOE for PK12 education. It provides a standardized system for identifying and categorizing the various courses offered across Florida's public schools. The CCD is updated regularly.

- Course Number
- Course Name
- Course Desc

FTE Eligibility

FTE Eligibility

Each PK-12 student must meet the **membership requirement** to be eligible to be reported and must also meet the **attendance requirement** to be eligible for funding.

Meeting the **Membership** requirement means that:

- The student is officially assigned to a course or program by a school or district.
- The school captures the student course schedule for each student on the membership roll during survey week on date certain.

Meeting the **Attendance** requirement means that:

- Each student must be in attendance one of the **five days of survey week** or one of the **six days prior to survey week** in which school was in session.
- **Date Certain** is always the Friday of Survey Week.

FTE Certification

FTE Certification

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

- Submit certification to James.Andrews@fldoe.org.
 - Survey 1 – Jul FTE Certification **Due in September**
 - Survey 2 – Oct FTE Certification **Due in December**
 - Survey 3 – Feb FTE Certification **Due in April**
 - Survey 4 – Jun 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/>



Recalibration

Recalibration of FTE

All student FTE enrollment is capped at 1.0 FTE, except for FTE reported by DJJ students beyond the 180-day school year and FTE related to Family Empowerment Scholarship (FES) Programs. School districts should report all FTE enrollment regardless of the 1.0 FTE cap. Districts are not required to report FES students for funding.

1

Capping FTE at 1.0:

Student FTE enrollment is capped at 1.0 with the exceptions listed below.

2

Combining FTE from Multiple Districts:

If a student is enrolled in multiple districts, including FLVS, we will sum all reported FTE values. If the total exceeds 1.0 FTE, the recalibration process will reduce it back to 1.0.

3

Partial-Year Enrollment:

If a student is only enrolled during one of the two primary school-year surveys (Survey 2 or Survey 3), FTE is capped at 0.5. This ensures that students who attend for only part of the year are not counted as full-time enrollees.

4

Exceptions to Recalibration:

DJJ students participating beyond the 180-day school year and FES program participants.

Recalibration

FEFP Schedule

Calculation	When	Data Source
Conference Report	Legislative Session	Survey 1 – Projection Survey 4 – Projection Survey 2 – Projection Survey 5 – Prior Year Estimate Survey 3 – Projection
2 nd (FEFP) Calculation	July – Upon receipt of the tax roll	Survey 1 – Projection Survey 4 – Projection Survey 2 – Projection Survey 5 – Prior Year Estimate Survey 3 – Projection
3 rd FEFP Calculation Calc3	After Final Update of Survey 2 - DEC 15	Survey 1 – Actual Survey 4 – Estimate Survey 2 – Actual Survey 5 – Prior Year Final Survey 3 – Estimate
4 th FEFP Calculation Calc4	After Final Update of Survey 3 - APR 15	Survey 1 – Actual Survey 4 – Estimate Survey 2 – Actual Survey 5 – Prior Year Final Survey 3 – Actual
Final FEFP Calculation CalcF	After Final Update of Survey 4 - AUG 15	Survey 1 – Actual Survey 4 – Actual Survey 2 – Actual Survey 5 – Prior Year Final Survey 3 – Actual

Shared FTE

Shared FTE

Two or more students reported with same Florida Education Identifier (FLEID) in two or more districts.

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

F71371 – Reported FTE
“Student Demo Report”

F71346 – Reported FTE
“Multiples Report”

F71373 – Recalibrated FTE
“Student Demo Report”

F71372 – Recalibrated FTE
“Multiples Report”

Two or more students reported with:

- Different Florida Education Identifier (FLEID)
- Same Last name
- Same First three characters of the first name
- Same Birthdate



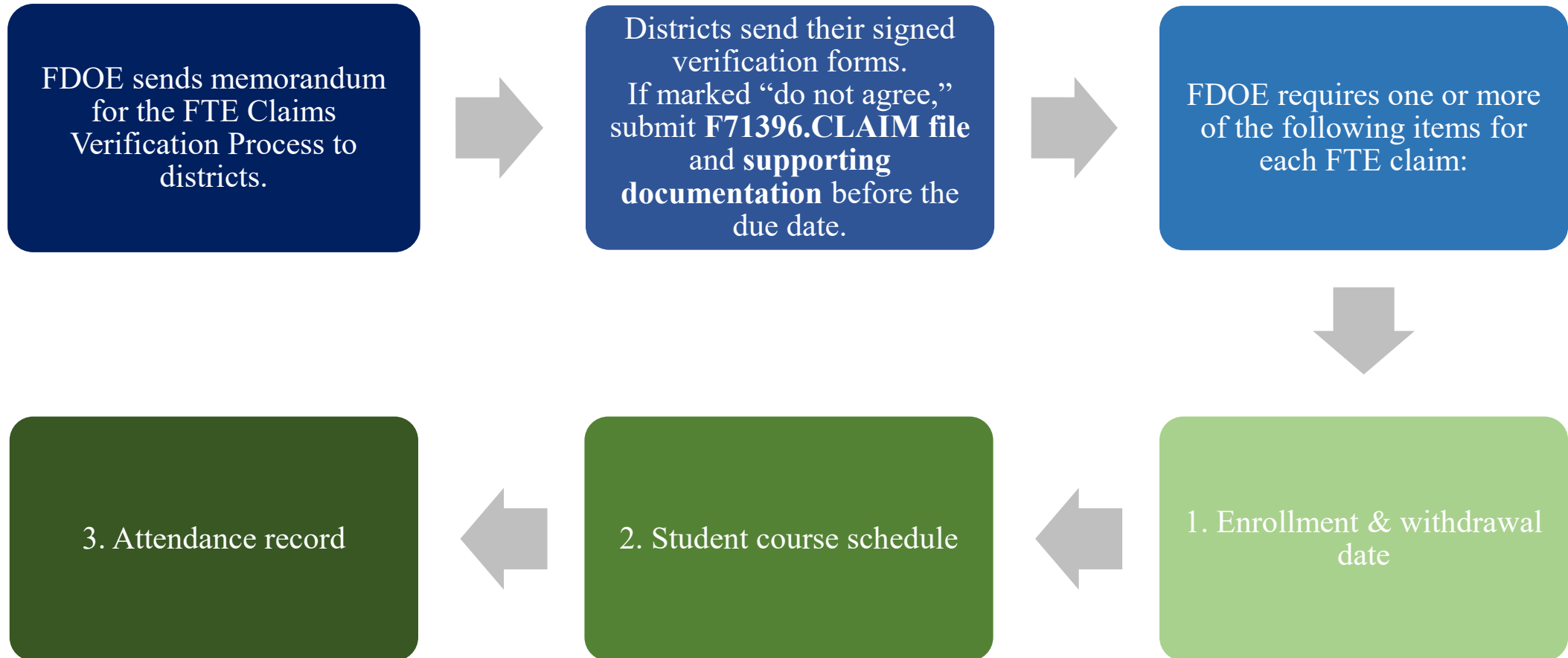
If your district has student(s) listed on F71346, and you believe it to be in error, you must work with the other district listed and, if necessary, consult the FDOE FLEID team to resolve the error.

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.

Claims Process



Hurricane/Disaster Reporting Guidance

District MIS Data Reporting Priorities:

If survey processing is impacted due to a hurricane or any other disaster, districts must wait for guidance to be provided by the FDOE. Guidance may include a memo sent out to superintendents via email providing the next steps. The FDOE leadership teams must assess statewide impact and monitor district feedback as local assessments are completed. Requests for survey extensions or changes related to the survey must be reviewed on a case-by-case basis. Therefore, responses and follow up will be provided as information becomes available. The Bureau of PK-12 EIS will also send the memos (provided to superintendents) to local MIS staff.

District MIS Tasks:

- | | |
|---|--|
| 1) Communicate with school staff | – communicate data related requirements and due dates. |
| 2) Communicate with district staff | – communicate data related requirements and due dates. |
| 3) Communicate with SIS vendors | – communicate required systems changes and due dates. |
| 4) Implement system changes (if applicable) | – modify processes based on changes communicated. |
| 5) Validate changes to systems/processes | – ensure changes to systems are validated. |
| 6) Make data submission decision | – determine how to handle local reporting scenarios. |

This is general guidance as each hurricane/disaster is handled and assessed independently.



Hurricane/Disaster Reporting Guidance

Survey Processing

Survey Change Requests:

- Survey Week Extensions
- Survey Due Date Extensions
- Survey Deadline Extensions
- Alternate Survey

Database Reporting Assistance:

- Standard Reporting Formats
- Class Size
- Survey R Submission
- School District Calendars
- Less than 180 Days Reference File
- Student Placement Date (Edit)
- ELL Classification Date (Edit)



Funding Impact

FTE Guidance & Impact:

- FTE
- Attendance
- Membership/Enrollment
- Date Certain
- Transportation

FTE Common Inquiries:

- Standard Attendance Window
- Alternative Attendance Window
- Attendance Window Selection
- Date Certain
- Transportation & Ridership Inquiries

Quiz Time

PROCESSING	FTE General Instructions	FEFP Number	Class Minutes Weekly	FTE Recalibration	Cost Factors	FTE Reported
DATA QUALITY	Claims Verifications	FTE Amendments	Audit File	Local Record Keeping	Alternate Survey	Attendance
REPORTING	Null Reports	Comparison Reports	Discrepancy Reports	Date Certain	Membership or Enrollment	Block Scheduling



Contact Us

FTE & Class Size Team
FTE-CS@fldoe.org

Division of Technology & Innovation
Bureau of PK-12 EIS



FDOE Lab Sessions

Please come meet us in the FDOE Lab Sessions!

We are available to answer questions and provide assistance.





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