

FTE Terminology



Data Quality

Claims Verifications	The act of verifying that a student has met the membership and attendance requirements for FTE funding.
FTE Amendments	Revisions made to FTE data after the initial reporting.
Audit File	A file used to verify program membership and other related elements
Local Record Keeping	Procedures districts must follow to maintain records for FTE reporting and audits.
Alternate Survey	An option for districts to conduct an additional survey under specific conditions, such as abnormal fluctuations in student membership.
Attendance	Presence of a student in a course or program, which is a requirement for FTE funding eligibility.

Processing

FTE General Instructions	This document provides information regarding the methodology for reporting eligible PK-12 FTE by student and course.
FEFP Number	This is a code used to report student course records using the appropriate Florida Education Finance Program
Class Minutes Weekly	The number of minutes a class meets in a week, used in calculating FTE.
FTE Recalibration	The process where the FDOE combines and adjusts all reported FTE enrollment for a student to a maximum of 1.0 FTE.
Cost Factors	These are factors used in program cost reporting for FEFP programs.
FTE Reported	The value reported for a course, calculated based on class minutes and used to determine funding.

Reporting

Null Reports	Reports with all elements completed with valid information for students who are not eligible to earn funding through FEFP.
Comparison Reports	Reports used to compare data.
Discrepancy Reports	Reports that show inconsistencies in data.
Date Certain	The Friday of survey week, used to capture the student course schedule for determining membership.
Membership or Enrollment	The status of a student being officially assigned to a course or program by a school or district.
Block Scheduling	Scheduling classes where the lengths or offerings of classes vary from week to week (reported as an average of the time students are scheduled in classes).