



Florida Association of Management Information Systems (FAMIS) Summer Database Conference June 2026



Understanding Full-Time Equivalent (FTE) Reporting (Advanced)

Presented by: Lisa Raker and Talia Aleman-Gavilla

Agenda

- Housekeeping
- Introduction
- Reporting Methodologies
- Instructional Models
- Resolving FTE
- Recalibration Processes
- Certification
- Contact Us
- Questions



Housekeeping



❖ FAMIS Sessions

- 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

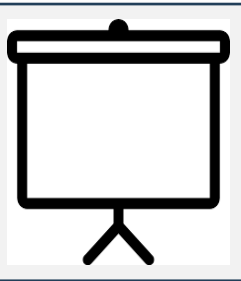
- Reminder: send contact updates to FTE-CS@fldoe.org.
- The current contact lists are available in the FDOE lab room to validate your contact information.

Introduction



Session Audience:

This session is intended to introduce attendees to FTE reporting, processing and calculations. This is a great opportunity for new and existing users to review advanced information to the FTE process. The session will then transition from advanced concepts to legislative updates and more complex scenarios and information.



General Session Information:

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. The calculations vary for full-year, semester and quarter courses to reflect the appropriate proportion of time students are engaged in instruction. 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.



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

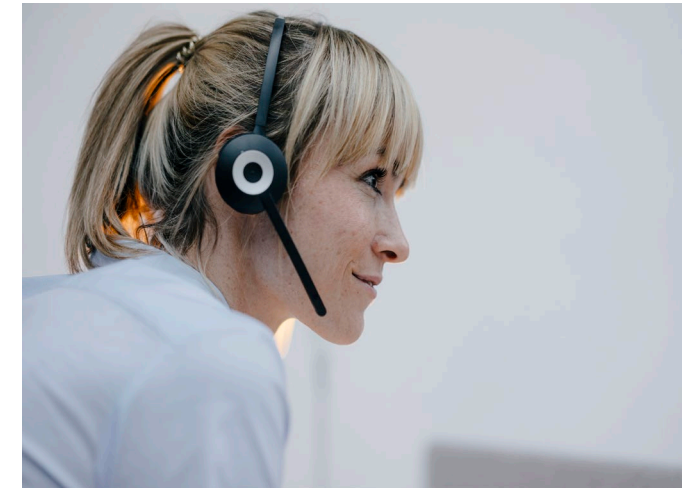
- For questions regarding financial policy, calculations, FTE general instructions and FTE scenarios.

ASKEIAS@fldoe.org

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

K12Verify@fldoe.org

- For questions regarding district compliance/verifications.



Introductory Concepts

What is FTE?

Why does FTE matter?

Reporting FTE?



This information was covered in the introductory session in detail; we will review as a brief recap. For additional questions, come meet us at the lab!

FTE General Instructions

Example:

Florida Department of Education
Bureau of PK-12 Education Information Services (EIS) and
Office of Funding and Financial Reporting (OFFR)

Full-time Equivalent (FTE) General Instructions 2025-2026



QR code links to the FTE Information Page



Rule 6A-1.0451
Effective May 2026

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Survey Dates 2026-27 (FTE)

Survey 1

- **Survey Week:** July 13 - 17, 2026
- **Due Date:** July 31, 2026
- **State Processing:** July 27 - September 11, 2026
- **Final Amendment:** September 30, 2026

Survey 2

- **Survey Week:** October 5 - 9, 2026
- **Due Date:** October 16, 2026
- **State Processing:** October 12 - November 6, 2026
- **Final Amendment:** December 15, 2026

Survey 3

- **Survey Week:** February 8 - 12, 2027
- **Due Date:** February 19, 2027
- **State Processing:** February 15 - March 5, 2027
- **Final Amendment:** April 15, 2027

Survey 4

- **Survey Week:** June 14 - 18, 2027
- **Due Date:** July 2, 2027
- **State Processing:** June 21 - July 9, 2027
- **Final Amendment:** August 15, 2027

Survey 5

- **Due Date:** July 23, 2027
- **State Processing:** July 19 - August 6, 2027
- **Final Amendment:** October 31, 2027

[Survey Dates](#)



FTE Reporting



REPORTING METHODOLOGIES AND INSTRUCTIONAL MODELS

Methodology for Grades PK-3 Reporting

- The number of hours for which a PK-3 student may report FTE is based on 720 hours per 180-day school year.
- To calculate the amount of FTE to report, multiply the number of Class Minutes, Weekly, by 0.00041667 and round up to the 4th decimal place. This is the calculation for both Survey 2 & 3.

Formula: Class Minutes, Weekly $\times$ 0.00041667 = FTE

- For students in PK-3 using a 720-hour school year with less than 20 hours of instruction weekly and more than 180 days (but not exceeding beyond the last day of the fiscal year), instruction that occurs beyond the 180-day school year should be reported in Survey 4.
- To calculate FTE for this instruction, divide the scheduled hours for the instructional days beyond the 180 days by 720 for grades PK-3.



Methodology for Grades 4-8 Reporting

- The number of hours for which a student in grades 4-12 may report FTE is based on 900 hours per 180-day school year.
- To calculate the amount of FTE to report, multiply the number of Class Minutes, Weekly, by 0.00033333 and round up to the 4th decimal place. This is the calculation for both Survey 2 and 3.

Formula: Class Minutes, Weekly $\times$ 0.00033333 = FTE

- For students in grades 4-12 using a 900-hour school year with less than 25 hours of instruction weekly and more than 180 days (but not exceeding beyond the last day of the fiscal year) instruction that occurs beyond the 180-day school year should be reported in Survey 4.
- To calculate FTE for this instruction, divide the scheduled hours for the instructional days beyond the 180 days by 900 for grades 4-12.
- Key requirements include membership, attendance, valid course number and Florida Education Finance Program (FEFP) Program Number and accurate reporting of minutes.



Methodology for Grades 9-12 Reporting

- The number of hours for which a student in grades 4-12 may report FTE is based on 900 hours per 180-day school year.
- To calculate the amount of FTE to report, multiply the number of Class Minutes, Weekly, by 0.00033333 and round up to the 4th decimal place.

Formula: Class Minutes, Weekly $\times$ 0.00033333 = FTE

- For students in grade levels 4-12 using a 900-hour school year with less than 25 hours of instruction weekly, more than 180-days instruction and not exceeding beyond the last day of the fiscal year (June 30):
 - Instruction that occurs beyond the 180-day school year in the situation described above should be reported in Survey 4.
 - To calculate FTE for the instruction that occurs beyond the 180-day school year, divide the scheduled hours for the instructional days beyond the 180-days by 900 hours for grades 4-12.



Unique Differences

Credit Based FTE Reporting

Impact on FTE Calculations

FTE Instructional Models

Virtual Schools vs. Brick-and-Mortar:

Virtual schools report FTE based on instructional time comparable to in-person classes (e.g., 450 minutes per week for a full-time course). If virtual students complete coursework at their own pace, districts must use equivalency calculations based on credit hours and weekly instructional minutes.

Block Scheduling (90 Minute Periods):

Schools operating on block schedules (longer class periods, fewer days per week) must adjust FTE to ensure equivalent instructional time. A standard semester-length course in a block schedule might meet every other day but still total the same instructional minutes as a daily schedule.

Models

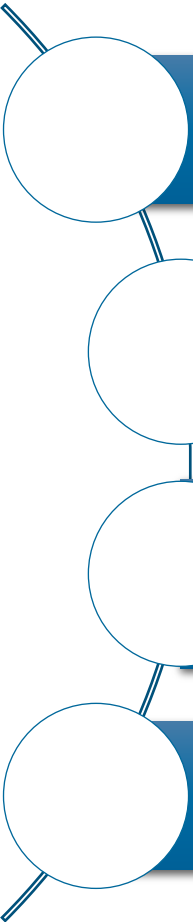
Hybrid Learning Models:

For schools offering a mix of online and in-person instruction, FTE is proportionally divided between virtual and in-person time.

Dual Enrollment & College Credit Courses:

Students taking college courses must have FTE prorated based on the credit hours compared to a full high school schedule.

Instructional Models - Block Scheduling



Schools with rotating block schedules must report class times as an average of the time students are scheduled.

To report block scheduling, first determine the student's eligibility as usual.

Sum the time students are in each class during the reported period, including the survey week and other valid scheduling weeks.

Calculate the FTE reported by averaging the class minutes per week.



Block Scheduling: Advanced Example

Key Concept:

FTE for block schedules is calculated using the *average* weekly instructional time.

Assume a student takes Math for 10 hours (600 minutes) in Week 1 and Science for 10 hours (600 minutes) in Week 2.



Calculations:

>> **Total Minutes:** $600 \text{ (Math)} + 600 \text{ (Science)} = 1200 \text{ minutes}$

Meaning the student's total instructional time is 1200 minutes over the course of two weeks.

>> **Average Weekly Minutes:** $1200 \text{ minutes} / 2 \text{ weeks} = 600 \text{ minutes/week}$

Meaning we divide this total of 1200 minutes by the two weeks, resulting in an average of 600 instructional minutes per week.

>> **FTE:** $600 \text{ minutes/week} * 0.00033333 = 0.199998$

Round the FTE calculation to the 4th decimal place, resulting in the **Final FTE 0.2000 FTE**.

Multi-Period: Advanced Example

Key Concept: FTE is calculated based on instructional minutes per period.

Assume a 6-period day, with each period lasting 50 minutes.



Calculations:

>> **Daily Minutes:** $6 \text{ periods/day} * 50 \text{ min/period} = 300 \text{ min/day}$

Therefore, a student taking all 6 periods daily has 300 instructional minutes per day.

>> **Weekly Minutes:** $300 \text{ min/day} * 5 \text{ days/week} = 1500 \text{ min/week}$

Therefore, a student that participates in 300 instructional minutes daily has 1500 instructional minutes per week.

>> **FTE:** $1500 \text{ min/week} * 0.00033333 = 0.499995$

Round the FTE Calculation to the 4th decimal place, resulting in the Final FTE 0.5000 FTE.

Virtual Course vs. In-Person Classes

Virtual Courses

- FTE Basis: Engagement time, coursework completion.
- Attendance: System logs, assignments, login records.
- Schedule: Flexible, may be asynchronous.
- Instructional Time: Based on learning outcomes & participation.

In-Person Classes

- FTE Basis: Classroom seat time.
- Attendance: Physical presence, teacher verification.
- Schedule: Fixed, structured schedule.
- Instructional Time: Based on scheduled in class time.



FTE for Diverse Learners

- **ESE (Exceptional Student Education):**

For Voluntary Prekindergarten (VPK) and full-time PK students, FTE can be reported for ESE services under specific FEFP program numbers (111, 112, 113, 254, 255). Worked with districts to review data.

- **ELL (English Language Learners):**

Students reported under the English for Speakers of Other Languages (ESOL) FEFP Program Number 130 must receive instruction by appropriately qualified staff using ESOL and/or heritage language strategies. Specific codes are required for ELL students to be eligible for FEFP Program Number 130 funding.

- **Hospital/Homebound Students:**

FTE is reported for these students based on their scheduled services during the survey week and proper documentation must be maintained.

- **Therapies Occurring Less Than Weekly:**

For therapies like speech, occupational and physical therapy, FTE is reported as a weekly average of the time students are scheduled for these services.

- **Alternative Programs:**

- **Dropout Prevention/Academic Intervention and Teenage Parent Programs**

These programs are reported in the appropriate FEFP program and students must be reported under the correct code.

- **DJJ (Department of Juvenile Justice) and Juveniles Incompetent to Proceed (JITP) Educational Programs:**

- These programs have a 250-day school year or the hourly equivalent.
- FTE calculation for DJJ programs may differ and there are limitations on the number of hours per week that can be reported.
- DJJ programs have specific reporting requirements and are not considered "extended school year" programs.



Resolving FTE



RESOLVING FTE IN ERROR

Resolving FTE

Confirm Accurate FEFP Program Numbers

Appendix B for reference.

List FEFP programs and program cost factors.

Ex: Students In Programs 111, 112, 113, 254 or 255 (ESE programs), where the entire schedule should be reported under these program numbers.

Data Validation

- * Date Certain
- * Membership & Attendance
- * Course Numbers & FEFP Program Numbers
- * Applying Local Edits to Data



Resolving FTE to Null errors

Adjusting FTE for Enrollment Changes

Mid-Year Transfers

- When a student transfers into or out of a school during the school year, the FTE reporting is affected.
- The school the student is attending during the FTE survey period is generally the one that reports the student for FTE.
- It is crucial to accurately record the student's entry and withdrawal dates to ensure proper reporting.
- Districts are expected to work together to sort out discrepancies.

Dropouts

- When a student drops out of school, they are no longer in membership and FTE is not generated for them after their withdrawal date.
- Accurate records of student withdrawals, including dropout dates, are essential.
- Schools must follow district procedures for documenting dropouts, as this directly affects FTE reporting.

Effect on FTE Calculations

- Membership Changes.
- Attendance Patterns.
- Data Accuracy.
- Survey Periods.

District Responsibilities

Data Accuracy and Validity

- Districts are responsible for the accuracy and validity of the data they submit to FDOE.
- FEFP Program Number Accuracy.
- Districts must ensure that student course records are reported with the correct FEFP program numbers.

Record Keeping

- Districts must maintain accurate records and audit files to support the FTE data they report.

Compliance with Reporting Guidelines

- Districts must adhere to the FDOE's reporting guidelines for FTE.

Handling Enrollment Changes

- Districts must have procedures in place for handling student enrollment changes, such as mid-year transfers and dropouts.

Virtual Education Oversight

- If districts offer virtual education programs, they are responsible for ensuring that these programs comply with FTE reporting requirements.

FTE Null Reports

Null Errors – Report F71511 Null and Reported FTE by FEFP Program

DISTRICT NUMBER	DISTRICT NAME	FEFP CODE	FTE REPORTED	NULL FTE
District A	District A NAME	101	1,844.6146	0.0000
District A	District A NAME	102	2,029.5550	0.0750
District A	District A NAME	103	1,753.8447	0.0000
District A	District A NAME	111	509.9694	0.0000
District A	District A NAME	112	547.9994	0.0000
District A	District A NAME	113	540.6254	0.0000
District A	District A NAME	130	291.3824	0.0000
District A	District A NAME	254	62.7466	0.0000
District A	District A NAME	255	19.7737	0.0000
District A	District A NAME	300	256.0866	0.0000
District A	DIST TOTAL	999	7,856.5978	0.0750

Null Errors – Report F70772 Totals by District

DISTRICT NUMBER	DISTRICT NAME	FTE IN ERROR AS OF 03.13.26
District A	District A Name	0.0750

Null Errors – Report F71477 Null and Reported FTE Discrepancy Report

DISTRICT NUMBER	DISTRICT NAME	SCHOOL NUMBER	SCHOOL NAME	FTE REPORTED PRIOR YEAR	FTE REPORTED CURRENT YEAR	DIFFERENCE PRIOR TO CURRENT YEAR	PERCENT DIFFERENCE	FTE TO BE NULLED AS OF 03.13.26	COURSE RECORDS COUNT
District A	District A Name	0011	SCHOOL 1	696.5283	679.4889	-17.0394	-2.5	0.0750	9,037
District A	District A Name	0012	SCHOOL 2	713.3683	693.6510	-19.7173	-2.8	0.0000	6,713
District A	District A Name	0013	SCHOOL 3	613.1991	609.0953	-4.1038	-0.7	0.0000	7,387
District A	District A Name	0014	SCHOOL 4	598.0499	565.2149	-32.8350	-5.5	0.0000	5,733
District A	District A Name	0015	SCHOOL 5	1,121.7014	1,118.7454	-2.9560	-0.3	0.0000	13,403
District A	District A Name	0016	SCHOOL 6	1,385.8960	1,380.5592	-5.3368	-0.4	0.0000	16,184
District A	District A Name	0017	SCHOOL 7	1.3450	2.2950	0.9500	70.6	0.0000	15
District A	District A Name	0018	SCHOOL 8	476.0452	462.5631	-13.4821	-2.8	0.0000	5,541
District A	District A Name	0019	SCHOOL 9	634.1256	625.7865	-8.3391	-1.3	0.0000	7,474
District A	District A Name	0020	SCHOOL 10	809.9566	817.6207	7.6641	0.9	0.0000	9,141
District A	District A Name	0021	SCHOOL 11	776.2761	760.3110	-15.9651	-2.1	0.0000	10,094
District A	District A Name	0022	SCHOOL 12	0.0000	0.0000	0.0000	0.0	0.0000	0
District A	District A Name	0023	SCHOOL 13	0.0000	0.0000	0.0000	0.0	0.0000	0
District A	District A Name	0024	SCHOOL 14	0.0000	0.0000	0.0000	0.0	0.0000	0

Null Errors – Report F70777 Annualized FTE Comparison Report

DISTRICT NUMBER	DISTRICT NAME	FEFP CODE	FTE REPORTED CURRENT YEAR	FTE REPORTED PRIOR YEAR	DIFFERENCE PRIOR TO CURRENT YEAR	PERCENT DIFFERENCE
District A	District A Name	101	3,707.77	3,715.51	-7.74	-0.21
District A	District A Name	102	4,106.91	4,160.10	-53.19	-1.28
District A	District A Name	103	3,546.47	3,540.80	5.67	0.16
District A	District A Name	111	965.65	960.94	4.71	0.49
District A	District A Name	112	1,103.19	1,129.42	-26.23	-2.32
District A	District A Name	113	1,083.34	1,072.02	11.32	1.06
District A	District A Name	130	591.77	615.89	-24.12	-3.92
District A	District A Name	254	126.10	127.96	-1.86	-1.45
District A	District A Name	255	36.58	34.49	2.09	6.06
District A	District A Name	300	514.32	514.06	0.26	0.05
District A	DIST TOTAL	999	15,782.10	15,871.19	-89.09	-0.56

FTE Report Comparison

Report	Scope	Data Basis	FTE to be Nulled?	Runs In
F70766 (Student Course Records To Be Nulled by Edit)	By school of instruction	Records to be nulled + edits failed	Listed (is the nulled list)	S1, S2, S3, S4
F71477 (Null and Reported FTE Discrepancy Report)	By active school (school of FTE)	Single survey report and a comparison of FTE (actual FTE + estimate) by active schools	Noted in separate column only	S2, S3
F71511 (Null and Reported FTE by FEFP Program)	By FEFP program, by district	Survey report of actual FTE + estimated FTE (minus FTE to be nulled) by district and FEFP	Subtracted off	S2, S3
F70777 (Annualized FTE Comparison Report)	By district & FEFP, annualized	Annualized vs. prior calculation	Not shown	S2, S3, S4

School of FTE

The School of FTE is usually set to the School of Instruction except for three cases when it is set to School of Enrollment.

1. School of Instruction is a private school for a Family Empowerment Scholarship (FES) (3900).
2. School of Instruction begins with an Alpha character:
 - C – public community colleges.
 - U – state universities.
 - P – private colleges/universities.
3. School of Instruction is a *Technical School* found in the same district as the school of enrollment with a dual enrollment indicator = C (working toward a CTE certificate).
 - Technical schools are identified on the MSID table where School Function Setting = T (Career and Technical Education Center).

F70766 VS F71477

Why 'FTE to be Nulled' may Differ?

F70766 — Null List Report (Edit Errors)

- Organized by school of instruction.
- Lists all records that will be nulled and which edits they failed.
- Source of truth for the null process — matches F70772 exactly.

VS

F71477 — Comparison Report (Prior Year)

- Organized by school of FTE.
- FTE to be nulled is an additional column — amount is not subtracted from reported FTE totals.
- Excludes scholarship schools where school of FTE = 3900 (Districts do not submit).
- Not designed to match F70766 exactly — different perspective.



FTE Certification



LET'S DISCUSS SUBMISSION FOR FTE
CERTIFICATION

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 October**
 - 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.
- FTE-CS email will be sent out when FTE certification reports are available for download.
- Survey 3 certification letter due date will fluctuate between years based on what data is used in the FEFP
- <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



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

- DPSxx.GQ.F63499.YyyyyS
- DPSxx.GQ.F70092.YyyyyS

Data File - File layout can be found at:
(DPS.DISTRICT.FORMAT.Yyyyy)

xx	=	District Number
yyyy	=	School Year
S	=	Survey



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



FTE Recalibration



LET'S DISCUSS HOW FTE
RECALIBRATION WORKS

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.
The FTE related to FES scholarships are not included in the recalibration to 1.0 FTE.



FEFP FTE Calculation Timeline

1. First Calculation:
Completed by the Florida Legislature.

2. Second Calculation:
Upon receipt of certified tax roll from the Florida Department of Revenue (Section 1011.62(4), Florida Statutes (F.S.).

3. Third Calculation:
Upon receipt of districts' October survey FTE counts. District allocations for January through April are based on this.

4. Fourth Calculation:
Early session year (even years): after receipt of final February survey data.
Regular session year (odd years): after close of February survey state processing.

5. Final Calculation:
Upon receipt of districts' June FTE counts.

FEFP funding is calculated five times per year, with each calculation influencing district allocations.

FTE Capping by Calculation

Calc 3 (Survey 2)

0.5 FTE Cap

- Surveys summed: S1 + S2 + estimated S2 (virtual)
- Cap applied if total fundable FTE > 0.5
- Both S1 and S2 course FTE are adjusted proportionally
- Only S1 FTE funded here: FLVS Part-Time completed/passed courses

Calc 4 (Survey 3)

1.0 FTE Cap

- Surveys summed: S1 + S2 + S3 + estimated virtual
- Cap applied if total fundable FTE > 1.0
- Courses in S1, S2, and S3 are all adjusted proportionally
- Only S3 virtual FTE is estimated at this stage

Calc F (Final) (Survey 4)

1.0 FTE Cap

- No estimated FTE — all surveys use actual reported data
- Cap applied if total > 1.0 across S1, S2, S3, S4
- All four surveys' course FTE adjusted proportionally

Special Cases: DJJ S1 cap: 0.5 | DJJ S4 cap: 0.5 (separate from regular cap) | FES: 0.5 per semester; not recalibrated with general population | Half-year student: capped at 0.5

FEFP Schedule

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 - DEC 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 - APR 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 - AUG 15	Survey 1 – Actual Survey 2 – Actual Survey 3 – Actual Survey 4 – Actual Survey 5 – Prior Year Final

Recalibrated FTE Reports

Recalibrated FTE reports and files are only available for a limited time (45 days). Districts should download all recalibrated FTE files when notified by ASKEIAS email that files are available for download after each survey.

Preliminary FEFP recalibrated FTE files are processed after the state processing of Surveys 2, 3 and 4 and should be downloaded and reviewed by districts to make any necessary data reporting corrections before the end of the survey amendment window.

FEFP final recalibrated FTE files are processed after the close of Surveys 2, 3 and 4.

Note: Exception for Survey 3, Calc 4, early session year (even years): after receipt of final February survey data. Regular session year (odd years): after close of February survey state processing.

FDOE generated files cannot be requested by districts.

Recalibrated FTE Reports



Requestable reports are listed in PK-12 Database Manual Appendix R:
[User Manual](#)

- **F71347 – Singles Report**

Individual student recalibrated FTE based on a single student FLEID. Student FLEID only reported by one district. FTE is not shared.

- **F71372 – Multiples Report**

Individual student recalibrated FTE based on common student FLEID; 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 (Calc4 & CalcF)**

Individual student recalibrated FTE for claims submitted based on student demographic match.

- **F71503 – FES Report**

Individual student recalibrated FTE for students reported with FES enrollment.

- **F71452 – All District Data**

Individual student recalibrated FTE reported by the district broken out into four separate files by Master School Identification (MSID) school type.

Recalibrated FTE Reports

Requestable reports are listed in PK-12 Database Manual Appendix R.
[User Manual](#)



F71344 – DPSxx.GQ.F71344.Yyyyys

Recalibrated FTE by:

- District, School, Program and Grade Level

F71345 – DPSxx.GQ.F71345.Yyyyys

Recalibrated FTE by:

- District, School and Program

F71354 – DPSxx.GQ.F71354.Yyyyys

- Data file for reports F71344 and F71345

F71451 – DPSxx.GQ.F71451.Yyyyys

- DPSxx.GQ.F71451.Yyyyys.SUMMARY
- DPSxx.GQ.F71451.Yyyyys.DATA

- Reports are not requestable and should be reviewed after state processing and after the amendment window to ensure accuracy of FTE reported.
- Includes Recalibrated FTE, Shared FTE and Number of Students Reported.

xx	=	District Number
yyyy	=	School Year
S	=	Survey

F05108 vs. F71345 — Comparison & Common Discrepancies

Feature	F05108 — Reported FTE	F71345 — Recalibrated FTE
Data Type	District-reported (as submitted) - Shows only fundable FTE as reported by school districts — NOT recalibrated FTE (that is F71345). - Reflects district-submitted data at the exact moment requested — changes day-to-day. Ex: In Survey 1, FTE that is FEFP funded is only FTE reported by 1) DJJ schools and 2) FTE reported by FLVS PT (71-0500, 0600, 0700) for completed/passed course.	Recalibrated FTE Adjusted for student FTE caps.
Updates	Changes day-to-day; point-in-time at time of request	Point-in-time at each Calculation only
What's Showing?	Calc 3: S1 + S2 FTE + Virtual estimated Calc 4: S1 + S2 + S3 FTE + Virtual estimated Calc F: S1 + S2 + S3 + Actual virtual (passed)	Calc 3: S1 + S2 Actual Recalibrated FTE Calc 4: S1 + S2 + S3 Actual Recalibrated FTE Calc F: S1 + S2 + S3 + S4 Actual Recalibrated District version: no survey estimates OFFR version also includes: - Cal 3: S3E + S4E - Calc 4: S4E (DJJ only)
Capping Applied?	No — raw reported FTE	Yes — student cap (0.5 or 1.0) applied

Contact Us

Class Size Team
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Division of Technology & Innovation
Bureau of PK20 Education Information Systems



FDOE Lab Sessions

Please come meet us in the FDOE Lab Sessions!

We are available to answer questions and provide assistance.





www.FLDOE.org