FTE FLOW
REPORT EXPLANATION
(.TXT_CCYY?_STU_FTEFLOW)
(.CSV_CCYY?_STU_FTE_FLOW)
(.TXT_CCYY?_STU_FTEFLOW_ALL)

Education Management Information System (EMIS)

Ohio | Department of Education

Revision Date August 21, 2013

Prepared by
Office of Data Quality and Governance

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 15, 2006		Derived from Web document, reports, programs
October 9, 2007	IPM/ODE	Revised to include the 1Z student code (Autism Scholarship students) and the fact that the school districts must have an effective IEP with an outcome ID of IE13 through IE72 to be counted in the disability categories.
November 27, 2007		Revised to include a note in the Detail Information section that students will only be included if the IEP is valid. Additionally, a sentence has been added in the Error Detection and Correction section to reflect for FY 2008 only, if an IEP valid as of 12/1/07 is not on record at ODE, the funding process will look for a 210xxx or 217xxx program codes (LRE code).
November 14, 2008	ODE/IPM/KE	Revised to exclude KH, PK, PH, program code allowance.
January 21, 2009	OPE/LSM	Updated for 09C
December 7, 2009	ODE/IPM/KE	Updated for 10K: SF3 to PASS, based on prior year's data, change in kindergarten FTE, realignment of handicapped conditions within categories
January, 2012	ODE/KE	Updated for 12K, PASS to FTE, data used in current year funding
November, 2012	ODE/KM	Updated for 13K, PASS to FTE, data used in current year funding
August, 2013		

Report Overview

General Description and Significance

The Ohio Department of Education (ODE) has developed two reports and a comma-delimited file for the FTE numbers. Districts can use them to reconcile EMIS data with the numbers used by the Office of School Finance to generate this year's ADM for determining state foundation monies.

Changes were required in this process in FY10, and continue in FY13, in order to:
- Include Autism Scholarship students even if they are preschool students
- Meet the legal requirement that a disabled student must have an effective IEP with an Outcome ID of "IE13" through "IE72" to be counted in one of the six disability categories on the FTE Flow reports.

- Have kindergarten students counted as a full, 1.0, FTE in the reporting district regardless of the student percent of time.

The current year's FTE reports will apply to funding for this year. It is important for districts to recognize that any problems must be corrected at this time.

The latest submission date on which the FTE will be based is located on the second line of the text report or the last element of the CSV file.

The SOES will be used to fund Community School students. A separate report will be available to validate those students.

The _ALL report includes

- EMIS data reported by YOUR district on students educated by your district;
- Resident students who are educated elsewhere;
- EMIS data that OTHER districts have reported about students that they are educating BUT are considered legal residents of your district and for which, by law, your district is considered to be responsible to educate;

NOTES: Community School, STEM, and BDD (Board of Developmental Disabilities, formerly MR/DD) students are not shown on this report. The FTE for Community School students will be added to the FTE from the SOES as an adjustment. A separate report will be provided to list these students by SID. The number of BDD students in the current year that is greater than the number of BDD students in FY98 is added into the FTE by School Finance based on data submitted by the BDD's. This number can be found in the Special Education SP3 Worksheet under the Office of School Finance Web Page.

Procedures developed by the State Software Development Team (SSDT) add the student name and EMIS ID to the .CSV file so that either a new CSV can be created to be imported into a spreadsheet or be used as input for a report that will list individual student data.

SIGNIFICANCE:
- Accuracy of these data is absolutely critical.
- Districts should report data that accurately reflect what is occurring in a building/district.
- Data are used to determine state foundation monies.

Tips for Reading This Document
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
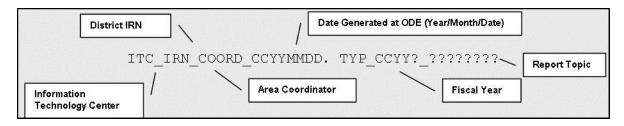
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing
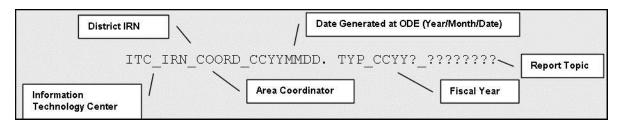
The file name for the long (status listing) standard report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_FTEFLOW_ALL; its components are described below. This report is produced during the October (K) reporting period. This report is called the FTE Flow All report throughout the remainder of this document.

The file name for the short (summary page only) standard report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_FTEFLOW; its components are described below. This report is produced during the October (K) reporting period.

The file name for the CSV file is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYYK_STU_FTE_FLOW; its components are described below. This report is produced during the October (K) reporting period.

ODE Processing

Process Description

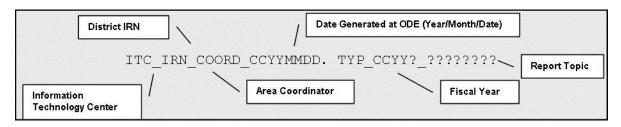Reports are produced for all city, exempted village and local districts who submit data during October processing. They are distributed to the districts through their contracted ITC.

The reports are generated in a sequence of steps. The first reads the aggregated ASSG file and builds an intermediate file from which the reports are produced.

Data Source

The ODE process continues to build a facsimile of the ASSG files submitted in prior years. Details about the student come from the ***ADM_INFO*** file and ***SPEC_ED_EVENT*** file. ***OEDS*** is used for district name and other fields needed to determine the report name and for determining the district type. The process must look at the ***SPEC_ED_EVENT*** data for the prior fiscal year reporting period N and current fiscal year reporting period K in October.

In FY09, FY10, FY11, FY12, and FY13 the ADM_INFO file is created from the ***STUDENT DEMOGRAPHIC, FS (STUDENT STANDING), FD (STUDENT ATTRIBUTES— EFFECTIVE DATE),*** and ***FN (STUDENT ATTRIBUTES—NO EFFECTIVE DATE)***

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
ATTENDING/HOME DISTRICT IRN	GK300	***ADM_INFO***	
ATTENDING/HOME DISTRICT IRN INDICATOR	FS160	***ADM_INFO***	In ADM_INFO from FS Sent Reason 1
BUILDING IRN	FS160	***ADM_INFO***	
DISABILITY CONDITION	FD130	***ADM_INFO***	as of 12/1/current year
GRADE LEVEL	FD090	***ADM_INFO***	
SSID	FS050	***ADM_INFO***	
STUDENT STATUS	FS180	***ADM_INFO***	In ADM_INFO from FS How Received
BUILDING NAME		***OEDS***	
DISTRICT NAME		***OEDS***	
DISTRICT TYPE		***OEDS***	
COUNTY		***OEDS***	
DATE ELEMENT	GE110	***SPEC_ED_EVENT***	Used in both current and prior year files
DATE TYPE ELEMENT	GE100	***SPEC_ED_EVENT***	Used in both current and prior year files
OUTCOME ID ELEMENT	GE120	***SPEC_ED_EVENT***	Used in both current and prior year files
OUTCOME BEGINNING DATE	GE140	***SPEC_ED_EVENT***	For FY09, only available in current year data

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Element Name	Record Field #	File Name	Special Notes
OUTCOME END DATE	GE150	*SPEC_ED_EVENT*	For FY09, only available in current year data

Derived Data Used in Report

The following elements are created from the submitted data.

Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1", 2nd character = STUDENT STATUS	
ATTENDING HOME STATUS	A1050	*ASSG*	1st character = "2", 2nd character = ATTENDING HOME DISTRICT IRN INDICATOR	

The first character of the ATTENDING HOME STATUS element describes where a student is being educated. The value of the second character varies depending upon the value of the first.

Students being instructed at your district	Students receiving instruction elsewhere	Student is open enrolled into a district, is partially educated there and is sent to a third district for further education.	Student attends a JVS not in the jointure of the sending district.
1X, where X = *Student Status*	2X, where X = *Att/Home IRN Indicator*	3X, where X = *Att/Home IRN Indicator*	4X, where X = *Att/Home IRN Indicator*

Student Status
1. Indicates the relationship between the reporting district and the student.
2. From the reporting district's perspective, this indicates whether the student is
   a) Resident/non-resident
   b) Tuition/non-tuition
   c) In-state/out-of-state

Attending/Home IRN Indicator
1. This element more precisely defines the type of entity identified by the Attending/Home District IRN.
2. The Attending/Home District IRN indicates
   a) The district to which a student is sent or
   b) A district from which a student is received

Report Selection Criteria

Records are excluded if
- ATT-HOME-STATUS = *"14", "15", "16", "1F", "1I", "1L", "1M", "1U", "20", "21" , "22", "23", "24", "27", "28", "29", "2C", "2E", "2P", "2S", "2T", "2W", "2M",*or*"1H"*
- GRADE LEVEL is not ="*KG*" through "*13" or "23"*

- NOTE: Autism Scholarship students are the only preschool students that are included.
- The student attend attends a community school

The attending/home statuses included on the report can be separated in general categories reflecting who is educating the student.

- If ADM_EQUIV_GRD_LEV = "PS" include the student in the FTE reports if and only if the ATT-HOME-STATUS = "1Z" (derived from the Student Standing Sent Reason 1 = "AU")
- If ATT-HOME-STATUS = "1Z" the student must be counted at some grade level. Note: The grade level for the calculations will continue to be the same for grades 01-23. However, if the ADM_EQUIV_GRD_LEV = "PS" or "KG" and the ATT-HOME-STATUS = "1Z", these students will be included within the grade 01 counts.

  NOTE: ATT-HOME-STATUS = "1Z" is the primary criteria in determining Autism Scholarship students, overriding a disability code

-
- If ADM_DISABILITY is not equal to "**", include the student in the appropriate disability count if and only if that student's IEP is in effect on 12/1of the current year with an outcome of IE13 through IE72 (indicating that the student is being served). If the student does not meet these requirements, count the student in the "Other" (non-disabled) category. Note that values in the Student Attribute—No Date record's Updated December 1 IEP Outcome element (FN270) are NOT considered in determining whether or not the student is being served; for funding purposes, this determination is made from the Special Education xIEP event only.

- Codes your district is submitting.

STATUS	Definition	FTE Line 1A-1D	FTE Adjustments
10	Resident Student	Reporting District	None
11	In-state, non-resident tuition student	Reporting District	None
17	Non-resident residing with grandparent (3313.64 ORC)	Reporting District	None
18	Non-resident senior attending (3313.64 ORC)	Reporting District	None
1A	Non-resident student – parent district employee (3313.64 ORC)	Reporting District	None
1C	Foster Care Placement (3313.64 ORC)	Reporting District	None

1D	Direct Pay Tuition (Parent pays)	Reporting District	None
1P	All placement in a licensed home, institution, group home or other licensed residential facility other than foster care (3313.64 ORC)	Reporting District	None
1S	Non-resident – Superintendent agreement (3313.64 ORC)	Reporting District	None
1T	All institutional placements that are **not** court ordered or foster care	Reporting District	None
1W	Non – resident – Attending under Title 1 public school choice	Reporting District	None
1Z	Autism Scholarship Program	Reporting District	None

- Codes that show that students are being educated somewhere other than your district:

STATUS	Definition	FTE Line 1A-1D	FTE Adjustments
25	Post Secondary instructing student	Reporting District	Based on Post Secondary Forms
2V	Cleveland Scholarship and Tutoring Program voucher program	Reporting District	Based on Cleveland Scholarship Data

- EMIS data that OTHER districts have reported about students that they are educating who are considered *legal residents of your district* AND for which by law your district is considered to be responsible to educate:

STATUS	Definition	FTE Line 1A-1D	FTE Adjustments
12	In-state, non-resident, vocational contract	Resident District	Based on EMIS data received from the educating district
13	In-state, non-resident, non-tuition, non-contract	Resident District	None
19	Non-resident, Open Enrollment (Regular district and JVSD)	Resident District	
1B	Non-resident, Special Education program	Resident District	Based on EMIS data received from the educating district
3X	Non-resident, Open Enrollment students attending another entity as defined by the "X" which represents the attending/home indicator	Resident District	
49	JVS Open enrollment students	Resident District	

- OTHER districts have reported about students that they are educating BUT the FTE monies are initially sent to the sending district, as follows:

STATUS	Definition	FTE Line 1A-1D	FTE Adjustments
10,11,17,18,1A,1C,1D,1P,1S,1T,1W	JVSD Students Only	Sending District	None

Report Sample, .TXT

Header Information

The length of the FTE Flow All report will depend on:
- the number of different educational options applicable to the resident students educated in the district,
- the number of other districts resident students sending students to be educated by the district for whom the report is generated, and
- the number of different districts/entities where resident students are being educated.

Both the FTE Flow ALL and the FTE Flow contain the same header information.

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated, the data source, and the sequence of the report. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number and total pages, and the school year to which the report belongs.

The second area of the header pertains to the district whose data is reflected on the report. It identifies the **DISTRICT** for which the report was produced, its **IRN** and **COUNTY**.

That is followed by column headers indicating the data described on each detail line.

Detail Information, FTEFLOW ALL

A district will have two options to view individual student data that are included on the FTE Flow Report:

OPTION 1: A report that lists the students by Group
OPTION 2: A .CSV file that contains the detail by student of the totals found on the FTE Flow Report.
  a) If the .CSV file is imported into a spreadsheet as a comma delimited file and then sorted and subtotaled by the GROUP element, these results will match the report.
  b) Access the ITC report that includes student names

Each detail area of the report begins with a line about the district that reported the data. It includes the <u>reporting</u> DISTRICT NAME, DISTRICT IRN, COUNTY, ATTENDING IRN, and date on which the data were SUBMITTED.

This reporting district header is followed by a data line consisting of:

STATUS   ATTENDING HOME STATUS
GRADE   GRADE LEVEL
CATegories:
  CAT 1 (LINE 1A)
    Speech and Language Impairment   DISABILITY CONDITION = *"05"*
  CAT 2 (LINE 1B)
    Developmentally Disabled   DISABILITY CONDITION = *"09"*
    Specific Learning Disabilities   DISABILITY CONDITION = *"10"*
    Other Handicapped – Minor   DISABILITY CONDITION = *"15"*
  CAT 3 (LINE 1C)
    Hearing Impairments   DISABILITY CONDITION= *"03"*
    Severe Behavior Disabled   DISABILITY CONDITION= *"08"*
  CAT 4 (LINE 1D)
    Other Health Handicapped – Major   DISABILITY CONDITION= *"14"*
    Visually Impaired   DISABILITY CONDITION= *"04"*
  CAT 5 (LINE 1E)
    Multiple Disabilities (not deaf-blind) DISABILITY CONDITION = *"01"*
    Orthopedically Disabled   DISABILITY CONDITION= *"06"*
  CAT 6 (LINE 1F)
    Deaf-blindness   DISABILITY CONDITION = *"02"*
    Autism   DISABILITY CONDITION = *"12"*
    Traumatic Brain Injury   DISABILITY CONDITION = *"13"*
  JVS (LINE 1G/1H)
    Students attending a JVS
  OTHER (LINE 1I)
    Students without disabilities, not attending a JVS.
    Disabled students without appropriate the IEP to indicate they had received services.
  TOTAL (LINE 2)
    Sum of columns to the left.

Note:
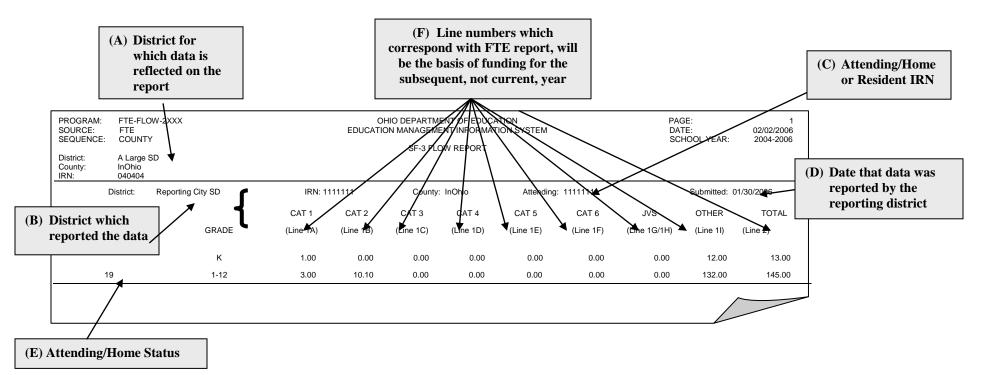
Students will only be included in the category (CAT) counts if the IEP is active and students are receiving special education services.

Total Page

The last page of the FTE Flow All report lists each Attending Home Status for which student data were reported. Each Status category is the sum of the numbers in each respective category, accumulated as the report lines were printed.

In the column titled**, STATUS**, the two digit number printed here on the first line is the "ATTENDING HOME/STATUS".

(A) District for which data is reflected on the report

(F) Line numbers which correspond with FTE report, will be the basis of funding for the subsequent, not current, year

(C) Attending/Home or Resident IRN

(D) Date that data was reported by the reporting district

(B) District which reported the data

(E) Attending/Home Status

```
PROGRAM:     FTE-FLOW-2XXX              OHIO DEPARTMENT OF EDUCATION              PAGE:              1
SOURCE:      FTE               EDUCATION MANAGEMENT INFORMATION SYSTEM           DATE:         02/02/2006
SEQUENCE:    COUNTY                                                              SCHOOL YEAR:  2004-2006

District:    A Large SD                      SF-3 FLOW REPORT
County:      InOhio
IRN:         040404
```

District:	Reporting City SD		IRN: 1111111	County: InOhio		Attending: 1111111		Submitted: 01/30/2006

GRADE	CAT 1 (Line 1A)	CAT 2 (Line 1B)	CAT 3 (Line 1C)	CAT 4 (Line 1D)	CAT 5 (Line 1E)	CAT 6 (Line 1F)	JVS (Line 1G/1H)	OTHER (Line 1I)	TOTAL (Line 2)
K	1.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	13.00
1-12	3.00	10.10	0.00	0.00	0.00	0.00	0.00	132.00	145.00

(Status value: 19)

(A) The IRN displayed in the heading is that of the District whose data is reflected on the report.

(B) For each group of students on the report, the district that reported the student is listed on the first line of the group, along with its IRN and county.

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(C) The ATTENDING/HOME IRN is also listed on the first line of the group after the county.

(D) On the far right of the first line of each group, the date that the data was submitted by the reporting district is listed. Since there may be multiple districts reporting on any given report, these dates may be different for each group of students.

(E) The ATTENDING/HOME STATUS is the first column on the report. The ATTENDING/HOME STATUS determines which data is used to calculate the FTE funding as follows:

1. If the STATUS = '*10*', *(non-JVS)*, '*11*', '*17*', '*18*', '*1A*', '*1C*', '*1D*', '*1P*', '*1S*', '*1T*', '*1W*', '*25*', or '*2V*', the reporting district's IRN will match the district for which the report is created.
2. If the STATUS = '*12*', '*13*', '*19*', '*1B*', '*3X*', or '*49*', the resident IRN of the reporting district's data will match the district for which the report is created.
3. If the STATUS = '*10*', '*11*', '*17*', '*18*', '*1A*', '*1C*', '*1D*', '*1P*', '*1S*', '*1T*', or '*1W*' for JVS', the attending/home IRN of the reporting district's data will match the district for which the report is created.

(F) The remaining columns of the report flow from the left to the right are the same as the rows on the FTE. The FTE line numbers are included in the column headings.

Students in Grades kindergarten through grade 13 or 23 are included. Preschool students are excluded unless they are Autism Scholarship students.

Detail Information, FTEFLOW Short

This detail page is the only page on the FTE Flow report. It is also the penultimate page on the FTE Flow All report.

The following **GROUP**s are listed in the left column:
TOTAL K
        1.   Total Kindergarten students
        2.   Do **not** attend a Joint vocational School.
TOTAL 1-12
        1.   Total students enrolled in grades 1-12
        2.   Do **not** attend a Joint Vocational School
JVS-SE JOINTURE
        1.   Total students with disabilities
        2.   Attend a JVS
        3.   Resident district and sending district are part of the JVS jointure
JVS-SE NON-JOINT
        1.   Total students with disabilities
        2.   Attend a JVS
        3.   Resident district or sending district is **NOT** part of the JVS jointure
JVS – 6-12 JOINTURE
        1.   Total students without disabilities
        2.   Attend a JVS
        3.   Resident district and sending district are part of the JVS jointure
JVS – 6-12 NON-JOINT
        1.   Total students without disabilities
        2.   Attend a JVS
        3.   Resident district or sending district is **NOT** part of the JVS jointure

The columns of categories are the same as they are on the FTE Flow All report.

```
PROGRAM: EMISR2012K_FTE_FLOW_2                OHIO DEPARTMENT OF EDUCATION                        PAGE:    1
REPORT : TXT_2012K_STU_FTEFLOW             EDUCATION MANAGEMENT INFORMATION SYSTEM                DATE: 01/06/2008
SEQUENCE: COUNTY                                                                                  SCHOOL YEAR: 2007-2008


                                                 FTE FLOW REPORT

    District: Sample Local SD
      County: Miscellaneous
         IRN: 123456


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                        CAT 1      CAT 2      CAT 3      CAT 4      CAT 5      CAT 6       JVS        OTHER       TOTAL
GROUP                  (Line 1A)  (Line 1B)  (Line 1C)  (Line 1D)  (Line 1E)  (Line 1F)  (Line 1G/1H)  (Line 1I)  (Line 2)


Total K                 11.00       2.00       0.00       1.00       1.00       3.00       0.00       633.00      651.00
Total 1-12             179.40     448.50      83.90       9.00      32.11      25.00       0.00     7,419.72    8,197.63
JVS-SE Jointure          0.00       0.00       0.00       0.00       0.00       0.00      14.99         0.00       14.99
JVS-SE Non-Joint         0.00       0.00       0.00       0.00       0.00       0.00       0.00         0.00        0.00
JVS - 6-12 Jointure      0.00       0.00       0.00       0.00       0.00       0.00      73.50         0.00       73.50
JVS - 6-12 Non-Joint     0.00       0.00       0.00       0.00       0.00       0.00       0.00         0.00        0.00
District Total         190.40     450.50      83.90      10.00      33.11      28.00      88.49     8,052.72    8,937.12


Category 1 - Speech and Language Impairments
Category 2 - Specific Learning Disabilities, Mental Retardation, Other Health Handicapped - Minor
Category 3 - Hearing Impairments, Emotional Disturbance
Category 4 - Other Health Handicapped - Major, Visual Impairments,
Category 5 - Orthopedic Impairments, Multiple Disabilities (other than deaf-blind)
Category 6 - Autism, Traumatic Brain Injury, Deaf-Blindness
```

Report Sample, CSV

This Comma Separated Value (CSV) format file contains a record for each student whose information was used to generate the standard reports. Some of the data fields are added when the CSV file is created and do not appear on the standard reports.

These fields, listed in alphabetical order, are included on the file. The ones that are added by the ITC will not appear in the header or detail section of this document.

ELEMENT
ATTENDING HOME IRN
ATTENDING/HOME INDICATOR
ATTENDING/HOME INDICATOR DISTRICT NAME
BUILDING IRN
BUILDING NAME
CATEGORY 1 ADM
CATEGORY 2 ADM
CATEGORY 3 ADM
CATEGORY 4 ADM
CATEGORY 5 ADM
CATEGORY 6 ADM
COUNT WEEK START DATE
CTAE FTE
EMIS ID
GRADE LEVEL OF STUDENT
GROUP
JVS ADM
OTHER ADM
REPORTING DISTRICT IRN
REPORTING DISTRICT NAME
RESIDENT DISTRICT IRN
RESIDENT DISTRICT NAME
SID
STUDENT NAME
STUDENT PERCENT OF TIME
STUDENT STATUS
TWO DIGIT ATTENDING/HOME INDICATOR

CSV File Format, General Information

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

Header Information

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The header record for the CSV file contains:

FIELD NAME
SID
REPORT-DISTRICT-IRN
RESIDENT-DISTRICT-IRN
A/HIRN
STUDENT-STATUS
A/H-IND
A/H-CODE
GRADE-LEVEL
CAT1-ADM
CAT2-ADM
CAT3-ADM
CAT4-ADM
CAT5-ADM
CAT6-ADM
JVS-ADM
OTHER-ADM
GROUP

FIELD NAME
CTAE-FTE
A/H-DISTRICT-NAME
RSIDENT-DISTRICT-NAME
REPORT-DISTRICT-NAME
BLDG-IRN
BLDG-NAME
COUNT-WK

Detail Information

Each detail line in the CSV file contains data pertaining to a student whose records were used on the standard reports, either submitted by your district or another district.

```
SID,REPORT-DISTRICT-IRN,RESIDENT-DISTRICT-IRN,A/HIRN,STUDENT-STATUS,A/H-IND,A/H-CODE,GRADE-LEVEL,CAT1-ADM,CAT2-ADM,CAT3-ADM,CAT4-ADM
,CAT5-ADM,CAT6-ADM,JVS-ADM,OTHER-ADM,GROUP,CTAE-FTE,A/H-DISTRICT-NAME,RSIDENT-DISTRICT-NAME,REPORT-DISTRICT-NAME,BLDG-IRN,BLDG-NAME,
COUNT-WK,
AI1234567,040404,040404,040404,0,10,0,10,    ,    ,    ,    ,    ,    ,    ,1.00, Total 1-12         ,0.00,Super City SD
        ,Super City SD           ,Super City SD           ,020202,Super High School       ,20051003,

AJ2345678,040404,040404,040404,0,10,0,04,    ,1.00,    ,    ,    ,    ,    , Total 1-12         ,0.00,Super City SD
        ,Super City SD           ,Super City SD           ,030303,OurBest Elementary School   ,20051003,

AN3456789,040404,040404,040404,0,10,0,11,    ,    ,    ,    ,    ,    ,    ,0.60, Total 1-12         ,0.00,Super City SD
        ,Super City SD           ,Super City SD           ,020202,Super High School       ,20051003,

BK4567890,040404,040404,040404,0,10,0,10,    ,1.00,    ,    ,    ,    ,    , Total 1-12         ,0.06,Super City SD
        ,Super City SD           ,Super City SD           ,020202,Super High School       ,20051003,

CT5678901,040404,040404,040404,0,10,0,03,    ,    ,    ,    ,    ,    ,    ,1.00, Total 1-12         ,0.00,Super City SD
        ,Super City SD           ,Super City SD           ,030303,OurBest Elementary School   ,20051003,

CW6789012,040404,040404,040404,0,10,0,07,    ,    ,    ,    ,    ,    ,    ,1.00, Total 1-12         ,0.06,Super City SD
        ,Super City SD           ,Super City SD           ,050505,Super Junior High School   ,20051003,
```

Error Detection and Correction

1. First review the FTE Flow Report, comparing it to the prior fiscal year's data.
2. If there are significant discrepancies in any district or attending/home status combinations, then use the report by student to look further.
3. The emphasis for resolving potential discrepancies should be placed on any student whose ADM fields are less than 1.0
   A. This can be accomplished by sorting the spreadsheet by:
      1. Various ADM fields
      2. Grade Level
      3. Student Identification (SID number)
4. School districts must check the ***STUDENT DEMOGRAPHIC, FS (STUDENT STANDING), FD (STUDENT ATTRIBUTES—EFFECTIVE DATE), FN (STUDENT ATTRIBUTES—NO EFFECTIVE DATE),*** and ***GE STUDENT SPECIAL EDUCATION*** records to determine that there are no students with expired IEPs. If a student is disabled and has an inappropriate IEP, they will not be counted in the disability category but will be included on the FTE report.

Some Cautions:

The ADM CTRL records are created starting with the FS (Student Standing) and FD (Student Attribute Efctv Date) overlapping dates. If a district submits an FS record that includes the days of count week, but does not include the FD record for count week, the student will not appear on the final report.

All ADM fields for a student will be zero if the building data where the student is attending for October has not been submitted.

All students whose data caused a fatal error during the submission process are not included in these reports. These students are listed on the excluded reports and the Level 1 error reports.

When the reporting district is not your own, the data from these districts are used in the calculation of that student's ADM.

Count Week Start Date may help resolve situations where students moved from one district to another during October. As is stated in the FTE FLOW ADJ documentation, if two traditional districts claim the student on the same day(s), the student's FTE will be counted at the district that has the state-mandated count week. If both traditional districts have a waiver, the student's FTE will be counted at the district with the latest admission date.

Students attending Community Schools do not appear on this report. The SOES will be the source for inclusion of the Community School students on the FTE report. A separate report will be generated for each resident district and distributed as part of the weekly processing from ODE.

Students in grades K-12 receiving services from an ESC will be included with other students receiving instruction in the district.

Again in FY13, funding is based on the current year's October data.

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