

Level 2 Report Explanation: FTE Daily Summary Reports

The purpose of this report explanation is to assist EMIS Coordinators in reviewing the FTE Daily Summary Report – Students District is Educating, FTE Daily Summary Report – Students Initially Funded at District, and FTE Daily Summary Report – Transfers.



Revised: March 25, 2023

REVISION HISTORY

The revisions to this document are listed in the table below.

| Date | Description |
|----------|---|
| 03/20/24 | Added result code FT0221 |
| 04/07/23 | Added result codes FT0119, FT0150, and FT0160 |
| 11/16/22 | Updates based on funding changes implemented in FY22 (see change 23-103). |
| 09/04/18 | Added two result codes: FT0210 and FT0220. |
| | Report Explanation first posted. |

TABLE OF CONTENTS

| | |
|--|----------|
| REVISION HISTORY | 2 |
| TABLE OF CONTENTS | 3 |
| FUNCTION AND PURPOSE | 4 |
| PROCESS DESCRIPTION | 4 |
| REPORTS..... | 4 |
| <i>Layout and Fields</i> | 4 |
| <i>Error Severity Code Determination</i> | 7 |

FUNCTION AND PURPOSE

The FTE Daily Summary Reports are designed to help districts track FTE summarized in various ways on a number of specified days. At this time, all traditional districts, JVSDs, community schools, STEM schools, and ESCs receive FTE Daily Summary Reports, which are Level 2 reports and can be found via the Data Collector.

The FTE Level 2 reports provide daily summaries of student FTE for various types of students. Three separate reports are generated.

- *(FTES-005) FTE Daily Summary Report – Students District is Educating* includes FTE summarized for students that are educated by the LEA receiving the report.
- *(FTES-006) FTE Daily Summary Report – Students Initially Funded at District* includes FTE summarized for students who are initially funded at the LEA receiving the report.
- *(FTES-007) FTE Daily Summary Report – Transfers* includes FTE summarized for students for whom funding is transferred either into or from the LEA receiving the report.

Within the reports, various result codes identify the specific funding situation for which the FTE is summarized. This data will be useful to districts in reconciling their FTE data with the FTE displayed on their School Finance Payment Reports.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the FTE Summary Reports, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally ODE EMIS directly.

PROCESS DESCRIPTION

Each row on the FTE Daily Summary Reports represents FTE that has been summarized based on elements such as the Disability Condition code, Grade Level code, initially funded IRN, and transferred to IRN. Each row has nine columns that represent dates on which the FTE was calculated. This allows districts to see how their FTE is increasing or decreasing over time. An additional column provides an average of their FTE over the past 30 calendar days.

Each row is also assigned an Error Severity code which is determined based on a comparison of the FTE that was last processed to the thirty-day average FTE.

REPORTS

Layout and Fields

As with other Level 2 reports, it is possible to view the entire report or portions of the report by Severity Code.

The FTE Daily Summary Reports include too many fields to present a sample in a single picture. Only the first columns appear in the tables below; however, all fields are listed out below the tables, with explanations or definitions provided as warranted.

Layout for Report FTES-005

| RPT DEST IRN | RESULT CODE | RESULT CODE DESCR | GRADE SPAN CODE | ECON DISADV CODE | SPECED CAT CODE |
|--------------|-------------|-----------------------|-----------------|------------------|-----------------|
| 041234 | FT0100 | District is educating | AN | N | 5 |
| 041234 | FT0100 | District is educating | AN | N | * |
| 041234 | FT0100 | District is educating | AN | N | * |

| FTE LEA TYPE CODE | ENGLISH LEARNER FUND CATEGORY | GIFTED ID CODE | LATEST RUN | PRIOR RUN | SECOND PRIOR RUN | THIRD PRIOR RUN | FOURTH PRIOR RUN |
|-------------------|-------------------------------|----------------|------------|-----------|------------------|-----------------|------------------|
| RGJVSESC | 2 | N | 35.80 | 34.53 | 33.53 | 34.02 | 34.02 |
| RGJVSESC | 3 | P | 13.15 | 12.68 | 12.68 | 12.50 | 12.50 |

Layout for Report FTES-007

| RPT DEST IRN | RESULT CODE | RESULT CODE DESCR | GRADE SPAN CODE | ECON DISADV CODE | SPECED CAT CODE |
|--------------|-------------|-----------------------------------|-----------------|------------------|-----------------|
| 041234 | FT0180 | Transfers Out - Other Adjustments | AN | N | 0 |
| 041234 | FT0170 | Transfers In - Other Adjustments | AN | N | 0 |

| ENGLISH LEARNER FUND CATEGORY | GIFTED ID CODE | INIT FUND IRN | TRNSFR TO IRN 1 | LATEST RUN | PRIOR RUN | SECOND PRIOR RUN | THIRD PRIOR RUN | FOURTH PRIOR RUN |
|-------------------------------|----------------|---------------|-----------------|------------|-----------|------------------|-----------------|------------------|
| 2 | N | 041234 | 049876 | -8.17 | -8.13 | -8.97 | -8.86 | -7.87 |
| 3 | P | 044567 | 041234 | 0 | 20.35 | 22.18 | 21.18 | 19.71 |

The FTE Daily Summary Report – Students District is Educating (FTES-005) and FTE Daily Summary Report – Students Initially Funded at District (FTES-006) include the following columns.

| Column Name | Description |
|-------------------------------|--|
| RPT DEST IRN | IRN of the LEA receiving the report |
| RESULT CODE | Code indicating type of students included in the FTE totals |
| RESULT CODE DESCR | Description of the type of students included in the FTE totals |
| GRADE SPAN CODE | PS = Preschool; KG = Kindergarten; Grade 1-3 = LE; Grade 4-23 = AN |
| ECON DISADV CODE | Identifies whether the student meets the definition of economic and/or academic disadvantage |
| SPECED CAT NUMBER | Special Education Funding category |
| ENGLISH LEARNER FUND CATEGORY | English Learner Funding category |
| GIFTED ID CODE | F = Full; N = None; P = Partial |
| FTE LEA TYPE CODE | SCHLRSHIP = Scholarship Provider RGJVSESC = Traditional/JVSD/ESC STEMDIST = STEM District CNTY_BRD = County Board of Developmental Disabilities STATESCH = State School E-SCHOOL = E-school CMNTYSCH = Brick & Mortar Community School |
| LATEST RUN | FTE calculated as of the latest processing date |
| PRIOR RUN | FTE calculated as of the last prior processing date |
| SECOND PRIOR RUN | FTE calculated as of the second to last prior processing date |
| THIRD PRIOR RUN | FTE calculated as of the third to last prior processing date |
| FOURTH PRIOR RUN | FTE calculated as of the fourth to last prior processing date |

| Column Name | Description |
|---------------------|--|
| WEEK PRIOR RUN | FTE calculated one week prior |
| TWO WEEK PRIOR RUN | FTE calculated two weeks prior |
| MONTH PRIOR RUN | FTE calculated one month prior |
| TWO MONTH PRIOR RUN | FTE calculated two months prior |
| THIRTY DAY AVERAGE | Average FTE calculated over the last 30 calendar days |
| ERR SEV CODE | Code indicating the severity based on a comparison of the latest run to the thirty-day average |

The FTE Daily Summary Report – Transfers (FTES-007) includes the following columns.

| Column Name | Description |
|-------------------------------|--|
| RPT DEST IRN | IRN of the LEA receiving the report |
| RESULT CODE | Code indicating type of students included in the FTE totals |
| RESULT CODE DESCR | Description of the type of students included in the FTE totals |
| GRADE SPAN CODE | PS = Preschool; KG = Kindergarten; Grade 1-3 = LE; Grade 4-23 = AN |
| ECON DISADV CODE | Identifies whether the student meets the definition of economic and/or academic disadvantage |
| SPECED CAT NUMBER | Special Education Funding category |
| ENGLISH LEARNER FUND CATEGORY | English Learner Funding category |
| GIFTED ID CODE | F = Full; N = None; P = Partial |
| INIT FUND IRN | The IRN of the LEA from which the funding is transferred to the LEA receiving the report (populated for result codes FT0150, FT0170, and FT0190) |
| TRNSFR TO IRN 1 | The IRN of the first LEA to which the funding is transferred from the LEA receiving the report (populated for result codes FT0160, FT0180, and FT0200) |
| LATEST RUN | FTE calculated as of the latest processing date |
| PRIOR RUN | FTE calculated as of the last prior processing date |
| SECOND PRIOR RUN | FTE calculated as of the second to last prior processing date |
| THIRD PRIOR RUN | FTE calculated as of the third to last prior processing date |
| FOURTH PRIOR RUN | FTE calculated as of the fourth to last prior processing date |
| WEEK PRIOR RUN | FTE calculated one week prior |
| TWO WEEK PRIOR RUN | FTE calculated two weeks prior |
| MONTH PRIOR RUN | FTE calculated one month prior |
| TWO MONTH PRIOR RUN | FTE calculated two months prior |
| THIRTY DAY AVERAGE | Average FTE calculated over the last 30 calendar days |
| ERR SEV CODE | Code indicating the severity based on a comparison of the latest run to the thirty-day average |

The table below shows the result codes and descriptions that are included in each report.

| Report Name | Result Code | Description |
|-------------|-------------|---|
| FTES-005 | FT0100 | Students the LEA is educating |
| FTES-006 | FT0110 | Students initially funded at the LEA and no transfer of funds |
| | FT0111 | Preschool students initially funded at the LEA and funds transferred to an ESC |
| | FT0112 | Preschool students initially funded at the LEA and funds transferred to another district (open-enrollment) |
| | FT0113 | Prechool students initially funded at the LEA and funds transferred to a County Board of Developmental Disabilities |
| | FT0114 | Students initially funded at the LEA and funds transferred to a JVSD |
| | FT0116 | Students initially funded at the LEA and funds transferred to another district |
| | FT0119 | JVSD/Compact 20% Counted in Sending District's Enrolled ADM |

| Report Name | Result Code | Description |
|-------------|-------------|--|
| FTES-007 | FT0150 | Preschool students open-enrolled in this district from the resident district; funding is transferred to the open-enrolled district from the resident district (positive amount). |
| | FT0160 | Preschool resident students open-enrolled from this district to another district; funding is transferred from the resident district to the open-enrolled district (negative amount). |
| | FT0170 | Students educated at the LEA (non-open enrollment) who are initially funded elsewhere; funding is transferred to the LEA (positive amount) |
| | FT0180 | Students educated elsewhere (non-open enrollment) who are initially funded at the LEA; funding is transferred to the educating LEA (negative amount) |
| | FT0210 | ESC Preschool students received from the resident district or a non-open-enrolled district that is not the resident district; funding is transferred to the ESC from the district (positive amount) |
| | FT0220 | Preschool students sent to an ESC from the resident district or from a non-open-enrolled district that is not the resident district; funding is transferred from the district to the ESC (negative amount) |
| | FT0221 | Preschool students sent to a County Board of Developmental Disabilities; funding is transferred to the County Board of Developmental Disabilities (negative amount) |

Error Severity Code Determination

The error severity is determined by comparing the thirty-day average FTE to the FTE from the latest run. If the thirty-day average FTE is greater than 1.00 and the FTE from the latest run drops to zero, then the severity is Fatal (F). If the thirty-day average FTE is greater than 1.00 and the FTE from the latest run drops by 10% or more but is greater than zero, then the severity is Critical (C). If the thirty-day average FTE is greater than 1.00 and the FTE from the latest run drops more than 5%, but less than 10% then the severity is Warning (W). If the thirty-day average FTE is greater than zero and the FTE from the latest run increases by 20% or more, then the severity is Warning (W). Otherwise, the severity is Informational (I).

The detailed calculations for the Error Severity Codes are described below:

For RESULT_CODE FT0100, FT0110-FT0116, FT0170

- If THIRTY DAY AVERAGE ≥ 1.0 and LATEST RUN = 0 then ERR_SEV_CODE = 'F'
- If THIRTY DAY AVERAGE ≥ 1.0 and LATEST RUN / THIRTY DAY AVERAGE ≤ 0.9 then 'C'
- If THIRTY DAY AVERAGE ≥ 1.0 and LATEST RUN / THIRTY DAY AVERAGE ≤ 0.95 and LATEST RUN / THIRTY DAY AVERAGE > 0.9 then 'W'
- If THIRTY DAY AVERAGE > 0 and LATEST RUN / THIRTY DAY AVERAGE ≥ 1.2 then 'W'

For RESULT_CODE FT0180

- If THIRTY DAY AVERAGE ≤ -1.0 and CURRENT_CTE_FTE = 0 then set ERR_SEV_CODE = 'F'
- If THIRTY DAY AVERAGE ≤ -1.0 and CURRENT_CTE_FTE / THIRTY DAY AVERAGE ≤ 0.9 then 'C'
- If THIRTY DAY AVERAGE ≤ -1.0 and LATEST RUN / THIRTY DAY AVERAGE ≤ 0.95 and LATEST RUN / THIRTY DAY AVERAGE > 0.9 then 'W'
- If THIRTY DAY AVERAGE < 0 and LATEST RUN / THIRTY DAY AVERAGE ≥ 1.2 then 'W'

Districts will likely want to focus initially on rows with fatal and critical errors. These errors identify a significant decrease in FTE which could indicate that there may be an EMIS reporting issue.