

**FUNDED FTE BY SUBGROUP
(CSV_CCYYK_STU_FTE_SBGPR)
(TXT_CCYYK_STU_FTE_SBGPR)
REPORT EXPLANATION**

Education Management Information System (EMIS)



Revision Date December 20, 2013

**Prepared by
Office of Data Quality and Governance**

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Revision History

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

Version	Date of revision	Who?	What?	Why?	Date of Implementation
1.0	12/16/2013	Wagner	Created FTE by Subgroup Report Explanation.	Provide information on funded enrollments by the following subgroups: economically disadvantaged, LEP, paying tuition for all-day kindergarten.	

Report Overview

General Description and Significance

Legislation enacted by Am. Sub. H.B. 59 established per-pupil funding amounts for economically disadvantaged students and three categories of limited English proficient (LEP) students for FY 2014 and FY 2015. In addition, Am. Sub. H.B. 59 required that FTE be adjusted for students paying tuition for all-day kindergarten.

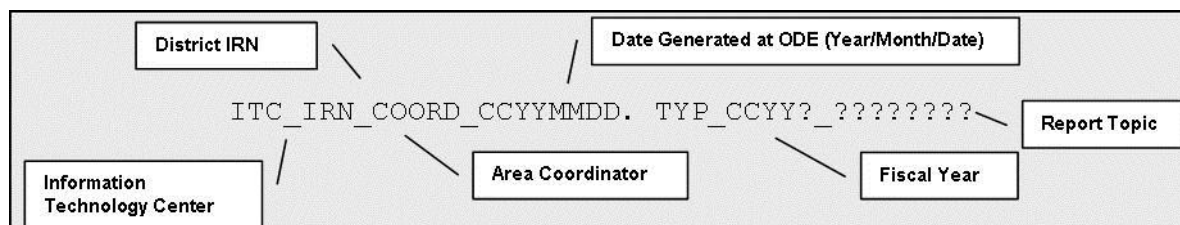
For FY 2014, information on economically disadvantaged students, LEP student, and students paying tuition for all-day kindergarten will not be included in the FTE Flow reports that districts use to reconcile EMIS data with the numbers used to generate ADM for determining state foundation monies. Instead, a CSV detail report and TXT summary report as described in this document will be provided. Districts should review the information provided in the reports to verify that EMIS data on these students are accurate.

The FTE_SBGRP reports include

- 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;

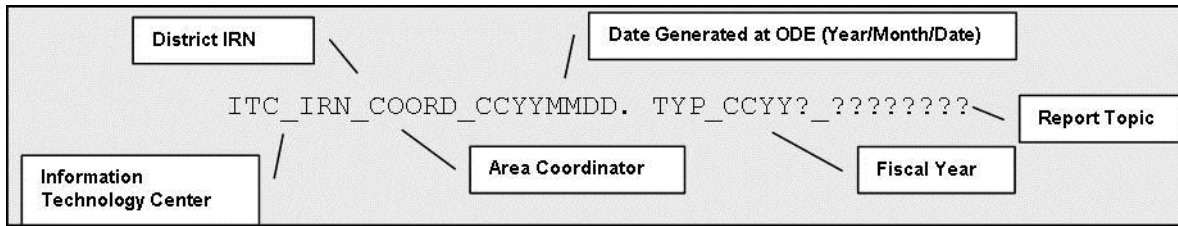
Report Name and Timing

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



The file name for the text report is:

ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_FTE_SBGRP; its components are described below. This report is produced during the October (K) reporting period.



ODE Processing

Process Description

A report is to be distributed to each traditional public school district (city, exempted village, local), community school, STEM district, JVSD, and ESC that submits student data during the October (K) reporting period.

Data Source

The data come primarily from the **Student Standing**, **Student Attributes-Effective Date** and **Student Demographic** records submitted by the district. These elements are used to construct the ADM_INFO file. Additional elements come from OEDS.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
District IRN	FS040	<i>Student Standing</i>	
District Name		<i>OEDS</i>	
ITC Name		<i>OEDS</i>	
Building IRN	FS160	<i>Student Standing</i>	
Building Name		<i>OEDS</i>	
State Equivalent Grade Level	FD090	<i>Student Attributes - Effective Date</i>	
Summative Racial/Ethnic Group	GI090	<i>Student Demographic</i>	
Gender	GI080	<i>Student Demographic</i>	
LEP Status	FD170	<i>Student Attributes - Effective Date</i>	
Funded Student FTE		<i>ADM_INFO</i>	Derived from Student Percent of Time
Tuition Type Element	FS130	<i>Student Standing</i>	

Derived Data Used in Report

Element Name	Record Field #	File Name	Special Notes
Disadvantagement Flag	FD110	<i>Student Attributes - Effective Date</i>	If value of the Disadvantagement Element on the FD record is a 1 or 3, then the flag is set to “Y”, otherwise flag is set to “N”.

Report Selection Criteria

The school year is the current fiscal year of the K reporting period. Records are included if the STDNT_ATNDNG_HOME_STATUS_CODE in ADM_INFO is one of the following:

'10', '11', '12', '13', '17', '18', '19', '1A', '1B', '1C', '1D', '1T', '1P', '1S', '25', '35', '39', '1W', '2V'

Please refer to the *FTE Flow Report Explanation* for more information on Attending Home Status Codes.

When the ADM_INFO file is created, the Student Standing (FS) record and Student Attributes - Effective Date (FD) record are determined based on the reporting district's last day of count week or December 1st if the student is in preschool. If a student is not enrolled on the last day of count week, then the Student Standing record that contains the last day of count week on which the student was enrolled is selected:

- If the student is a preschooler then the FS/FD records selected are the ones in which the effective start date is less than or equal to 12/1 of the current year and the effective end date is greater than or equal to 12/1 of the current year.
- Otherwise the FS/FD records with the latest effective start date are selected where the effective start date is less than or equal to the last day of count week for the building and the effective end date is greater than or equal to the first day of count week for the same building.

Report Sample, CSV

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each student included in funding reported by a traditional public school district, community school, joint vocational school district, STEM district, and ESC during the applicable reporting period.

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.

FIELD NAME
DISTRICT IRN
BUILDING IRN
SSID
GRADE LEVEL
ETHNICITY
GENDER
LEP FLAG
DISADVANTAGEMENT FLAG
KG TUITION
FUNDED FTE

CSV Report Layout/Sample

District-IRN, Building-IRN, SSID, Grade-Level, Ethnicity, Gender, LEP-Flag, Disadvantagement-Flag, KG-Tuition, Funded-FTE

"112233","445566","ABC123456","03","W","F","L","N","-",1.00

Report Sample, TXT

TXT File Format, General 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 middle information identifies the producer of the report and the report title. The upper right section displays the date on which the report was generated, and the page number.

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**.

Each district report contains information for each building in the district. Buildings may have up to three rows, one for each of the following grades: Preschool, Kindergarten, 01-23. Listed under 'Student FTE' section are six columns defined below:

Total: The sum of funded FTE for the building and grade level. This total includes all funded students, including (but not restricted to) the subcategories that follow.

ECON DISADV: The sum of funded FTE for students in this building and grade level whose FD record is reported with a value of 1 or 3 on the Disadvantage Element indicating that the student is economically disadvantaged.

LEP Y: The sum of funded FTE for students in this building and grade level whose FD record is reported with a value of Y on the LEP Status Element.

LEP L: The sum of funded FTE for students in this building and grade level whose FD record is reported with a value of L on the LEP Status Element.

LEP M: The sum of funded FTE for students in this building and grade level whose FD record is reported with a value of M on the LEP Status Element.

KG Tuition: The sum of funded FTE for kindergarten students in this building whose FS record is reported with a value of A, B, or C on the Tuition Type Element, indicating that the student is paying tuition for all-day kindergarten. FTE for these students has been reduced by one-half in accordance with Ohio Revised Code § 3321.01.

TXT Report Layout/Sample

PROGRAM: EMIS_2014K_STU_FTE_SBGRP
 EMIS REPORT: TXT_2014K_STU_FTE_SBGRP

OHIO DEPARTMENT OF EDUCATION
 EDUCATION MANAGEMENT INFORMATION SYSTEM

DATE: 12/14/2013
 PAGE: 1

FUNDED FTE BY SUBGROUP

IRN: 123456 DISTRICT: Sample Local SD

COUNTY:

|-----STUDENT FTE-----|

<u>Building IRN</u>	<u>Building Name</u>	<u>Grade Level</u>	<u>Total</u>	<u>ECON DISADV</u>	<u>LEP Y</u>	<u>LEP L</u>	<u>LEP M</u>	<u>KG Tuition</u>
001122	Happy Place Elementary	PS	20	4.5	1	0	1	N/A
001122	Happy Place Elementary	KG	50	20	8	2	5	2
001122	Happy Place Elementary	01-23	150	65.5	22	6	15	N/A
002244	Happier Place Middle School	01-23	275	125.5	45	14	21	N/A