

## **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: September 4, 2018

## REVISION HISTORY

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

<b>Date</b>	<b>Description</b>
9/4/18	Added two result codes: FT0210 and FT0220.
	Report Explanation first posted.

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## 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	LEP CODE	DISABILITY CATEGORY CODE
041234	FT0100	Students the LEA is educating	AN	N	N	05
041234	FT0100	Students the LEA is educating	AN	N	N	**
041234	FT0100	Students the LEA is educating	AN	N	N	**

FTE LEA TYPE CODE	LATEST RUN	PRIOR RUN	SECOND PRIOR RUN	THIRD PRIOR RUN	FOURTH PRIOR RUN
RGJVSESC	361.70	359.93	359.93	358.76	358.76
RGJVSESC	35.80	34.53	33.53	34.02	34.02
RGJVSESC	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	LEP CODE	DISABILITY CATEGORY CODE
041234	FT0150	Students open-enrolled at the LEA who are initially funded elsewhere; funding is transferred to the LEA (positive amount)	AN	N	N	05
041234	FT0160	Students open-enrolled out who are initially funded at the LEA; funding is transferred to the educating LEA (negative amount)	AN	N	N	**
041234	FT0170	Students educated at the LEA (non-open enrollment) who are initially funded elsewhere; funding is transferred to the LEA (positive amount)	AN	N	N	**

INIT FUND IRN	TRNSFR TO IRN 1	TRNSFR TO IRN 2	LATEST RUN	PRIOR RUN	SECOND PRIOR RUN	THIRD PRIOR RUN	FOURTH PRIOR RUN
049876	041234	*****	14.29	14.23	15.51	15.51	13.78
041234	049876	050861	-8.17	-8.13	-8.97	-8.86	-7.87
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
LEP CODE	Limited English Proficiency status
DISABILITY CATEGORY CODE	Special Education category
FTE LEA TYPE CODE	SCHLRSHIP = Scholarship Provider

Column Name	Description
	RGJVESEC = 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
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
LEP CODE	Limited English Proficiency status
DISABILITY CATEGORY CODE	Special Education category
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)
TRNSFR TO IRN 2	The IRN of the second LEA to which the funding is transferred from the LEA receiving the report (populated for result code FT0160 when the FTE Fund Pattern Code = 'OPID')
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
	FT0115	Students initially funded at the LEA and funds transferred to a Community School/STEM
	FT0116	Students initially funded at the LEA and funds transferred to another district
	FT0117	Students initially funded at the LEA and funds transferred to both a JVSD and another district
	FT0118	Scholarship students initially funded at the LEA
FTES-007	FT0150	Students open-enrolled at the LEA who are initially funded elsewhere; funding is transferred to the LEA (positive amount)
	FT0160	Students open-enrolled out who are initially funded at the LEA; funding is transferred to the educating LEA (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)
	FT0190	Students that the community school/STEM is educating; funding is transferred from the resident district to the community school/STEM (positive amount)
	FT0200	Resident students attending a community school/STEM; funding is transferred to the community/STEM (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)

### ***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-FT0118, FT0150, FT0170, FT0190*

- If THIRTY DAY AVERAGE >= 1.0 and LATEST RUN = 0 then ERR\_SEV\_CODE = ‘F’

- If THIRTY DAY AVERAGE  $\geq 1.0$  and LATEST RUN /THIRTY DAY AVERAGE  $\leq 0.9$  then 'C'
- If THIRTY DAY AVERAGE  $\geq 1.0$  and LATEST RUN /THIRTY DAY AVERAGE  $\leq 0.95$  and LATEST RUN /THIRTY DAY AVERAGE  $> 0.9$  then 'W'
- If THIRTY DAY AVERAGE  $> 0$  and LATEST RUN /THIRTY DAY AVERAGE  $\geq 1.2$  then 'W'

*For RESULT\_CODE FT0160, FT0180, or FT0200*

- If THIRTY DAY AVERAGE  $\leq -1.0$  and CURRENT\_CTE\_FTE = 0 then set ERR\_SEV\_CODE = 'F'
- If THIRTY DAY AVERAGE  $\leq -1.0$  and CURRENT\_CTE\_FTE/THIRTY DAY AVERAGE  $\leq 0.9$  then 'C'
- If THIRTY DAY AVERAGE  $\leq -1.0$  and LATEST RUN/THIRTY DAY AVERAGE  $\leq 0.95$  and LATEST RUN/THIRTY DAY AVERAGE  $> 0.9$  then 'W'
- If THIRTY DAY AVERAGE  $< 0$  and LATEST RUN/THIRTY DAY AVERAGE  $\geq 1.2$  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.