FULL TIME EQUIVALENT (FTE) 101
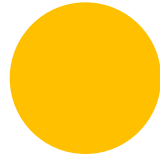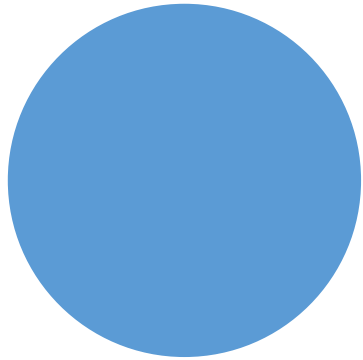
Irish Saxton
Data Collection Specialist
Georgia Department of Education

This session is ONLY a 101 Session

Please Note: All new updates for FY2020 will be presented by Kathy Aspy at 4:05 PM Wednesday. A repeat session for updates will be held on Thursday Morning at 10:00AM

What is FTE?
What is it used for?
Why is it important?

THE FTE DATA SURVEY

The FTE data survey collects data used to support other data collections.

The FY2020 FTE Data Survey must be completed prior to FY2020 FTE Cycle 1. Failure to complete and sign-off on the FTE Data Survey will prevent the district from being able to submit data for FTE cycle 1 on Tuesday, October 1, 2019.

Start date: Tuesday,September 10, 2019
End date: Tuesday, September 24, 2019

THE DISTRICT MUST SIGN-OFF ON THE FTE DATA SURVEY IN ORDER TO BEGIN SUBMITTING DATA FOR FTE CYCLE 1.

FTE DATA SURVEY

FY2020- Reminders and Updates

❑ **PRIOR TEN DAYS**
To determine the **PRIOR TEN DAYS** date, start counting the 10 school days preceding the (alternate) FTE count date. Remember to exclude weekends and non-school days when counting.

❑ **ALTERNATE FTE DATE**
Please request an **ALTERNATE FTE DATE** if Tuesday, October 1, 2019 is not a student school day. Districts must submit a request by email to isaxton@doe.k12.ga.us for an **ALTERNATE FTE DATE**. October 8, 2019 is the only **ALTERNATE FTE DATE** for FY2020.

❑ **MARKING PERIOD DATES**
 Marking Period Dates should be reported for Year Long Courses, Nine-Week Courses, Semester Courses, Trimester Courses, and Six-Week Courses.

FTE DATA SURVEY - Reminders and Updates

✓ Users can SAVE the data entered on the FTE Data Survey by clicking the '***Save Data***' button located at the bottom of each tab on the FTE Data Survey. This will save all data entered, which will allow you to come back later to complete the survey.

FTE DATA SURVEY - Reminders and Updates
✓ MARKING PERIOD DATES

Marking Periods	Start Date	End Date
Year-long course:		
Y1	mm/dd/yyyy	mm/dd/yyyy
Nine Week Courses:		
N1	mm/dd/yyyy	mm/dd/yyyy
N2	mm/dd/yyyy	mm/dd/yyyy
N3	mm/dd/yyyy	mm/dd/yyyy
N4	mm/dd/yyyy	mm/dd/yyyy
Semester Courses:		
S1	mm/dd/yyyy	mm/dd/yyyy
S2	mm/dd/yyyy	mm/dd/yyyy
Trimester Courses:		
T1	mm/dd/yyyy	mm/dd/yyyy
T2	mm/dd/yyyy	mm/dd/yyyy
T3	mm/dd/yyyy	mm/dd/yyyy
Six-week Courses:		
X1	mm/dd/yyyy	mm/dd/yyyy
X2	mm/dd/yyyy	mm/dd/yyyy
X3	mm/dd/yyyy	mm/dd/yyyy
X4	mm/dd/yyyy	mm/dd/yyyy
X5	mm/dd/yyyy	mm/dd/yyyy
X6	mm/dd/yyyy	mm/dd/yyyy

Please indicate if any schools in the district deviated from the Marking Period dates reported above: N - No ▾

Save Data   Submit Data for Validation

Click 'SAVE DATA' to be taken to the list of schools.

This field defaults to 'N-No'. Select 'Y-Yes' from the drop-down if a school in the district has Marking Period Dates that differ from the *District* Marking Period Dates reported above.

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FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

Click the drop-down and select the SCHOOL with Marking Period Dates that are different from the DISTRICT Marking Period Dates. Then click the *SUBMIT* button.

Please select the School to be reported with a MARKING PERIOD Date(s) that is different from school district:

Please Select a School: ▼ | Submit

Please Select a School:
- Academy of Richmond County High School - 4060
- Barton Chapel Elementary School - 2050
- Bayvale Elementary School - 3050
- Blythe Elementary School - 4050
- Butler High School - 1052
- Collins Elementary School - 0190
- Copeland Elementary School - 2052
- Craig-Houghton Elementary School - 0101
- Cross Creek High School - 0100
- Davidson Magnet School - 4562
- Deer Chase Elementary School - 0105
- Diamond Lakes Elementary School - 0205
- Freedom Park Elementary - 0103
- Garrett Elementary School - 1054
- Glenn Hills Elementary School - 2054
- Glenn Hills High School - 3054
- Glenn Hills Middle School - 0197
- Goshen Elementary School - 0194
- Gracewood Elementary School - 4054
- Hains Elementary School - 5054
- Hephzibah Elementary School - 0102
- Hephzibah High School - 2056
- Hephzibah Middle School - 1156
- Jamestown Elementary School - 0189
- Jenkins-White Elementary Charter School - 0301
- Johnson Magnet - 3556
- Josey High School - 3756
- Lake Forest Hills Elementary School - 0300
- Lamar - Milledge Elementary School - 0116

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

Georgia Department of Education
FTE Survey Data

Data Entry for Marking Period Dates By School
721-Richmond County, 4060-Academy of Richmond County High School

Main Menu   **Main Data Entry**   **School List of Marking Period Dates**

Marking Periods	Start Date	End Date
Year-long course:		
Y1	mm/dd/yyyy	mm/dd/yyyy
Nine Week Courses:		
N1	mm/dd/yyyy	mm/dd/yyyy
N2	mm/dd/yyyy	mm/dd/yyyy
N3	mm/dd/yyyy	mm/dd/yyyy
N4	mm/dd/yyyy	mm/dd/yyyy
Semester Courses:		
S1	mm/dd/yyyy	mm/dd/yyyy
S2	mm/dd/yyyy	mm/dd/yyyy
Trimester Courses:		
T1	mm/dd/yyyy	mm/dd/yyyy
T2	mm/dd/yyyy	mm/dd/yyyy
T3	mm/dd/yyyy	mm/dd/yyyy
Six-week Courses:		
X1	mm/dd/yyyy	mm/dd/yyyy
X2	mm/dd/yyyy	mm/dd/yyyy
X3	mm/dd/yyyy	mm/dd/yyyy
X4	mm/dd/yyyy	mm/dd/yyyy
X5	mm/dd/yyyy	mm/dd/yyyy
X6	mm/dd/yyyy	mm/dd/yyyy

Save School Marking Period Dates

Delete School Marking Period Dates

FTE DATA SURVEY - Reporting SCHOOL Marking Period Dates

After saving the school **MARKING PERIOD** dates, the data entered is displayed. Marking period dates for individual schools that have different dates than the district can now be entered. When all schools have been entered, select *Verify and Confirm Data Report* to be taken to the FTE Data Survey sign-off report.

| Geo____ ____epartment of Education | | | | | | | | School Reporting Marking Period Dates Different from School District | | | | | | | | | |
| FTE Survey Data - 2014 | | | | | | | | 721-Richmond County | | | | | | | | | |

Main Menu   **Main Data Entry**   **Verify and Confirm Data Report**

Please select the School to be reported with a MARKING PERIOD Date(s) that is different from school district:

Please Select a School: ▼   Submit

School Name	Year-long Course Y1	Nine Week Courses				Semester Courses		Trimester Courses			Six-week Courses					
		N1	N2	N3	N4	S1	S2	T1	T2	T3	X1	X2	X3	X4	X5	X6
Academy of Richmond County High School (4060)	08/02/2013 - 04/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

FTE DATA SURVEY - Marking Period Dates

The FTE Data Survey Sign-off report displays both district and school Marking Period Dates so that all dates can be verified before the district signs off.

Marking Periods	Start Date	End Date
Year-long course:		
Y1	08-01-2013	05-01-2014
Nine Week courses:		
N1		
N2		
N3		
N4		
Semester courses:		
S1		
S2		
Trimester courses:		
T1		
T2		
T3		
Six-week courses:		
X1		
X2		
X3		
X4		
X5		
X6		

Please indicate if any schools in the district deviated from the Marking Period dates reported above: Y

School reporting with a MARKING PERIOD Date(s) that is different from school district: *(Start Date - End Date)*

School Name	Year-long Course Y1	Nine Week Courses				Semester Courses		Trimester Courses			Six-week Courses					
		N1	N2	N3	N4	S1	S2	T1	T2	T3	X1	X2	X3	X4	X5	X6
Academy of Richmond County High School (4060)	08/02/2013 -04/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Barton Chapel Elementary School (2050)	08/05/2013 -05/16/2014	-	-	-	-	08/05/2013 -12/13/2013	01/07/2014 -05/07/2014	-	-	-	-	-	-	-	-	-

I certify that the information submitted above is accurate and compete. I hereby acknowledge that this information may be used in reporting to the legislature, other policy makers, and federal and state agencies.

[Sign Off]

FTE DATA SURVEY - Reminders and Updates

- Before you can sign off, users *must* click the '**Submit Data for Validation**' button to validate the data entered on the FTE Data Survey.
- Once the data has been validated and is error free, the '**Sign Off**' button will become available for the FTE Coordinator to sign off.

Important Dates	Grades Data	Vendor Data	Maximum Class Size for High Schools	Primary Contacts	Marking Periods

Important Dates

What is the beginning date of your school year?	mm/dd/yyyy
Does your district require an Alternative FTE Date? N - No ▼	
If **Yes**, please select FTE Alternative Date. *(It will be blank, If No.)*	mm/dd/yyyy
Please indicate the date of your Prior Ten Days for FTE2018-1.	mm/dd/yyyy
What is the ending date of your school year?	mm/dd/yyyy
Please select the days in a school week for your district.	▼
Please enter school days in the district calendar for FY2018	

Save Data   Submit Data for Validation

Did you know that the dates you put in as your Marking Period will affect Student Class?

Three errors are affected in student class?

E3091 - Code for **MARKING PERIOD** is missing or not valid: Must equal one of the following codes: 'Y1' = Year 'N1', 'N2', 'N3', 'N4' = Nine Week 'S1', 'S2' = Semester 'T1', 'T2', 'T3' = Trimester 'X1', 'X2', 'X3', = Six-week 'X4', 'X5', 'X6

E5005 - **MARKING PERIOD** is inconsistent with student start and end date of class

E9117 - The **MARKING PERIOD** reported for the course was not reported in the FTE Data Survey.

FULL TIME EQUIVALENT

FTE Overview
- **What, Who, Why, When**
- **Calculating FTE**
- **Documentation**

FULL TIME EQUIVALENT (FTE)

FY2020 FTE CYCLE DATES

CYCLE 1: Active and Withdrawn Students, Special Education Child Count

- OFFICAL COUNT DATE: Tuesday, October 1,2019
- Initial Transmission Deadline: Tuesday, October 8, 2019
- Duplicate Resolution: Tuesday, October 15, 2019
- FTE signoff: Tuesday, October 22, 2019

CYCLE 3: Active Students (Only)

- OFFICIAL COUNT DATE: Thursday, March 5, 2020
- Initial Transmission Deadline: Thursday, March 12, 2020
- Duplicate Resolution: Thursday, March 19, 2020
- **FTE signoff: Thursday, March 26, 2020**

For the purpose of Reporting FTE the STATE BOARD has decided that the first Tuesday in October will be the Count date for CYCLE 1 and the first Thursday in March will be the count date for CYCLE 3.

Please note: The fiscal year for education in Georgia is July 1 – June 30

Why do we report FTE?

FTE is used for:
- **Official Enrollment Counts**
- **QBE Funding**
- **Special Education Federal Child Count**
- **Program Monitoring**
- **CCRPI (College and Career Ready Performance Index)**
- **Federal Reporting**

FULL TIME EQUIVALENT (FTE)

- Full-Time Equivalent (FTE) refers to data collected for state funding that is based on **student enrollment** and **education services** provided by local school systems to students.

- FTE is a 'snapshot' or 'point in time' of the **regularly scheduled** instructional services provided to students on that specific date, called the FTE 'Count Day'.

- Educational programs are divided into seventeen state funded categories. A specific funding weight is assigned to each category. The base amount of money received for each FTE student is determined by the Georgia General Assembly.

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1

- All **ACTIVE** students enrolled in any public school in Georgia on the FTE 'Count Day'.

- All students reported **ACTIVE** in the prior fiscal year Student Record must be reported in FTE 2020-1.

- All students reported as *withdrawn* in the prior **FISCAL YEAR** Student Record with a **WITHDRAWAL DATE** on or after
  October 2, 2018 must be reported in FTE 2020-1.

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1 (Continued)

- Students parentally placed in parochial, home, or private schools and ARE receiving Special Education services through a service plan.

- All preschool children (GRADE LEVEL = "PK") who:

- Are enrolled in a school administered by the school system under the auspices of the Georgia Department of Education.

- Have a disability (ages 3-5) and are served by the school system in any school and with any PRIMARY AREA - including Significant Developmental Delay (SDD).

FULL TIME EQUIVALENT (FTE)

STUDENTS REPORTED IN FTE CYCLE 1 (Continued)

- Students receiving hospital/homebound services for the minimum three hours per week during any part of the ten school days preceding the day of the count.

- Students who have completed high school since the previous October FTE count day should be reported with (**WITHDRAWAL REASON** = 'G').

Situations That Do Not Earn FTE

- Students whose GRADE LEVEL is Pre-Kindergarten (PK), Underage Kindergarten (UK), or Underage First Grade (U1).

- Students who are either overage (21 for general Ed students, 22 for Special Ed students) or underage as of September 1 (PK, UK, U1) of the current FISCAL YEAR.

- Students who are not present for at least 1 of the 10 days prior to the FTE count day.

- Students who have a RESIDENT STATUS CODE = '5' (out-of-state student).

- Any PROGRAM CODE segment reported with one of the following:
  - PROGRAM CODE = 'O' - Other, non-State funded; OR for any Pre-K
  - PROGRAM CODE = '4' - Student receiving GNETS Program services-other funding provided
  - PROGRAM CODE = 'N' - Student is in Study Hall that segment

A few reminders

Alternate Count Day

If the district has an alternate count day (10/8/2019), the district is still accountable for meeting the state-wide FTE Cycle 1 deadlines (Initial Transmission, Duplication Resolution, and FTE Sign-off).

Note:
Students who transfer to your district by the alternate count date but were enrolled in another school system on the state FTE Count Day (October 1, 2019) will only be counted and reported by the system where the student was enrolled on October 1, 2019.

No-Show

Refers to a student who started the enrollment process but subsequently did not attend the school (A student is not in attendance on the first day of school but expected based on prior year enrollment). This is indicated by an appropriate WITHDRAWAL REASON and a WITHDRAWAL DATE of 06/16/2019 (the previous fiscal year date/year is used to identify No-Show students).

If a student officially withdraws before the first day of school (during the summer), the actual WITHDRAWAL DATE can now be reported. (We will check WITHDRAWAL DATES against the district's school calendar in FTE Survey.

Quick note:

Data for a student should be reported in FTE, SR, SC, and GUIDE from the '**home/enrolled' school**.

If a student is taking classes at a different school than the 'home/enrolled' school, then the SC (Student Class) course records should be submitted with the 'home/enrolled' school in the **DISTRICT & SCHOOL CODE** fields, and the 'attending' school must be reported in the **ALTERNATE DISTRICT & ALTERNATE SCHOOL CODE** fields.

A NOTE REGARDING A NO- SHOW STUDENT

If you withdraw a student on the first day of school, then in Data Collections, we consider that the student is actually enrolled and in attendance for 1 day (the WITHDRAWAL DATE is 'inclusive'.)

At that point you will need to send a Student record, an enrollment record and a course record in SC. If this student is in 9th grade, then Accountability would then have that student in your 9th Grade Cohort as well since the data indicates that the student attended school, in 9th grade, for a day.

SO IF YOU WITHDRAW A STUDENT ON THE FIRST DAY YOU WILL GET A WARNING W0420 (- *Student's* **WITHDRAWAL DATE** *is the first day of the district school year. Please verify student attended first day of school. If not, withdraw student with the no-show date of 6/16/prior school year.)*

Please verify student attended first day of school. If not, withdraw student with the no-show date of 6/16/prior school year

What's New

Richard Woods, Georgia's School Superintendent | **Georgia Department of Education** | *Educating Georgia's Future*

Please Note:

All new updates for FY2020 will be presented by Kathy Aspy at 4:05 PM Wednesday. A repeat session for updates will be held on Thursday Morning at 10:00AM

FTE DOCUMENTATION

Data Collection – Documentation website

General Information

FY2018 Data Conference

Data Collection Documentation

Data Collection Overview

Data Collection Transmission Dates

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

Submit Request for Data

SY 2017-18 New Student Data Elements for Review and Public Comment

Data Collections and Reporting

Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- Presentations, Webinars, and Miscellaneous Documentation
- Summary of Transmission Dates

Contact Information

Levette Williams, Chief Privacy Officer
Technology Services Director
Phone: 404-463-6504
lewillia@doe.k12.ga.us
http://gadoe.org

Data Collection Team Contact Information

http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Data-Collections-and-Reporting.aspx

FULL TIME EQUIVALENT (FTE) - Documentation

FILE LAYOUT (map)
The file layout includes the name of every data element collected, the format, field length, starting/ending position, a description of the data element, and a list of all the edit checks related to the data element. Located in the portal on the Transmission Page (Transmission Cycle)

DATA ELEMENT DETAIL (Dictionary)
The Data Element Detail includes the definitions and coding guidelines for all of the data elements reported in FTE. The document is organized in alphabetical order by the name of the data element (or "field").

GENERAL INFORMATION (How to)
This document includes a summary of data element/edit changes, common terms, standard definitions, and information related to FTE processes and resources.

CATEGORIES AND WEIGHTS
This document provides the description of each **PROGRAM CODE** and the funding weight for each **PROGRAM CODE**.

GUIDELINES FOR SPECIAL EDUCATION ENVIRONMENTS
This document provides guidelines for determining which environment to use when reporting each child.

EXAMPLE OF FTE FILE LAYOUT

FY2020 FTE DATA COLLECTION- DATA FILE LAYOUT

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits
FTE001	**SYSTEM**	1, 3	A	xxx	3	1	3	School System Code	E040 - SYSTEM must be an active school system code in the *Facilities Database*.
FTE002	**FISCAL YEAR**	1, 3	A	yy	2	4	5	Fiscal Year of Record	E010 - FISCAL YEAR not valid. **FISCAL YEAR** must be the current valid **FISCAL YEAR.**
FTE003	**REPORT PERIOD**	1, 3	A	x	1	6	6	FTE Report Period	E020 - REPORT PERIOD must be the current valid FTE **REPORT PERIOD** as follows: '1' = October '3' = March
Filler	Filler	Filler	A	x	16	7	22		**N/A** – *NO EDITS*
FTE005	**SCHOOL CODE**	1, 3	A	xxxx	4	23	26	Number that identifies a school within a system	E050 - SCHOOL CODE must be an active FTE school in the *Facilities Database* (where LIFE STAGE = '**4**' or '**7**' *and* REPORT FTE = '**Yes**'). If FTE **REPORT PERIOD** ='1', the **SCHOOL CODE** may be a closed school that reported FTE for the immediately preceding FTE **REPORT PERIOD.** E055 - If FTE **REPORT PERIOD** is '1' or '3' and if SCHOOL in the *Facilities Database* has LIFE STAGE='4' or '7' *and* 'REPORT FTE' = 'Yes', then at least one record for this **SCHOOL CODE** must exist. E1100 - **SCHOOL CODE** submitted for this record was blank. Because this key element was blank, it could not be displayed to view the errors. The **SCHOOL CODE** '9999' was substituted so the error could be displayed. Fix the record in the source (SIS) and upload all school records again.
FTE006	**GRADE LEVEL**	1, 3	A	xx	2	27	28	**GRADE LEVEL** in which the student is enrolled for the current school year. If **STUDENT STATUS** = 'N' or 'R' or 'W', **GRADE LEVEL** must be in **GRADE LEVEL** for the current FTE **REPORT PERIOD** in the Facilities	E070 - GRADE LEVEL missing or not valid for the **SCHOOL CODE**. The **GRADE LEVEL** reported is not in the Facilities database 'Grade' field for this school. GRADES at the school must be corrected in Facilities. **GRADE LEVELS**: 'PK' Pre-Kindergarten

Ric

WHAT IS AN ERROR?
HOW IS AN ERROR DIFFERENT FROM A WARNING?

ERROR:

An error message is generated when data does not conform to GaDOE business rules for the data element. This could include invalid values or data outside the expected data range. In almost all cases, errors must be corrected before sign-off. On rare occasions, the error may reflect accurate data and the error may need to be relieved. See Error Relief Process Presentation on the Data Collections Documentation website.

WARNING:

A warning is an edit that indicates a possible problem with data. Warnings are meant to call your attention to data that is outside the expected data range. Warnings do not have to be 'corrected' if they are an accurate reflection of the data.

What is a segment?

REPORTING OF SEGMENTS

FTE INSTRUCTIONAL SEGMENT

For purposes of reporting FTE, the academic day is thought of as being divided into six equal segments of instructional time.

One FTE (Full-Time Equivalent) is equal to six "instructional segments". An instructional segment is the service provided to a student during one-sixth of an academic

CATEGORIES AND WEIGHTS

Offering a holistic education to **each and every child** *in our state.*

8/16/2013 34

PROGRAM CODE		CATEGORY/PROGRAM		FY2020 WEIGHT
A		Kindergarten		1.6715
B		Grades 1-3		1.2944
C		Grades 4-5		1.0389
D		Grades 9-12		1.0000
E		Kindergarten Early Intervention Program (EIP)		2.0664
F		Primary Grades 1-3 (EIP)		1.8169
G		Upper Grades 4-5 (EIP)		1.8114
H		Grades 6-8 (Middle School Program)		1.1377
I		Gifted Education		1.6786
J		Remedial Education		1.3570
K		CTAE Program (Vocational Lab)		1.1833
N		Study Hall (Non-state funded)		N/A
O		Other (Non-state funded)		N/A
6		Dual Enrollment– General Education **		N/A
7		Dual Enrollment– Vocational Lab **		N/A

Weights for Special Ed Funding
Level I – 2.4104   Level II – 2.8379   Level III – 3.6158
Level IV – 5.8658 Level V - 2.4727

TABLE 2: Special Education Funding Level Chart

PROGRAM CODE	CATEGORY/PROGRAM	NUMBER OF SEGMENTS			
		Level I	Level II	Level III	Level IV
P	Mild Intellectual Disability		1 - 6		
Q	Moderate Intellectual Disability			1 - 6	
R	Severe Intellectual Disability			1 - 6	
S	Profound Intellectual Disability				1 - 6
T	Emotional & Behavioral Disorder			1 - 6	
U	Specific Learning Disability	4 - 6		1 - 3	
V	Orthopedic Impairment			4 - 6	1 - 3
W	Hearing Impairment			4 - 6	1 - 3
X	Deaf			4 - 6	1 - 3
Y	Other Health Impairment			4 - 6	1 - 3
Z	Visual Impairment				1 - 6
1	Blind				1 - 6
2	Deaf and Blind				1 - 6
3	Speech-Language Impairment	4 - 6		1 - 3	

FTE BASE AMOUNT FOR FY 2020

$2,783.67

FULL TIME EQUIVALENT (FTE)

FTE FORMULA

 # FTE's x FY2020 Weight x FTE 'Base' Amount = *FTE AMOUNT*

Note: The Base Amount $2,783.67 is set by our State Legislature. The FTE Base Amount changes annually.   Before we finish today I will share with you where to find this information.

D = Grades 9-12

B=   Grades 1-3

FTE Formula Examples:

FTE'S 'B' (Grades 1-3)		FY 2020Weight		FTE 'Base' Amount		FTE AMOUNT
350	X	1.2944	X	$2,783.67	=	$1,261,113.85
FTE'S 'D' (Grades 9-12)	X	FY 2020Weight	X	FTE 'Base' Amount	=	FTE AMOUNT
350		1.000		$2,783.67		$974,284.50

HOW TO SUBMIT FTE

When submitting FTE, good data in your SIS means good data in FTE

Step 1: Extract the data from your SIS

Step 2: Upload your data into the Portal

Step 3: Check your errors

Step 4: Look and verify reports are
               accurate

Step 5: Share reports with appropriate
               personnel for review

Step 6: Sign-Off

FTE MAIN MENU

FTE Main Menu Transmission on 10/04/2017 12:00:00 am - Data Have Errors   click here to print

---

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)

FTE Report Menu
660-Fulton County

FTE Main Menu

No data has been transmitted for this system.

~~Data have Errors.~~

- FTE Survey Data
- FTE Reports Menu
- FTE File Upload

- FTE Validate Data
- FTE Add/Edit/Delete Student Data
- FTE Delete All System Data

- ADHOC Query
- SPEDHIST-GTID Claimed Student Sp. Ed. History Report
- FTE Primary Contacts

- Duplicate GTID Report
- Manual Relief Request
- Status Check List

FTE FILE UPLOAD

Full Time Equavalent

Full Time Equivalent Data Collection for Fiscal Year 2017

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path :   Choose File   No file chosen   Upload File

Multiple Files :   ☐

Back to FTE Menu

FTE MAIN MENU

FTE Main Menu Transmission on 10/04/2017 12:00:00 am - Data Have Errors   click here to print

Georgia Department of Education	FTE Report Menu
Full Time Equivalent (FTE 2018-1)	660-Fulton County

FTE Main Menu

Data have Errors.

- FTE Survey Data
- FTE Reports Menu
- FTE File Upload

- FTE Validate Data
- FTE Add/Edit/Delete Student Data
- FTE Delete All System Data

- ADHOC Query
- SPEDHIST-GTID Claimed Student Sp. Ed. History Report
- FTE Primary Contacts

- Duplicate GTID Report
- Manual Relief Request
- Status Check List

ERROR REPORT

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)

Errors and Warnings Summary
601-Appling County

DownLoad Errors

Please select School : Select All Schools ▼ [By School]

Error Code	Error Description	Total Errors
E029	SCHOOL ENTRY CODE missing or not valid.	2
E030	WITHDRAWAL DATE must be a valid date (MMDDYY) in the range of the FTE date of REPORT PERIOD = '1' of preceding FISCAL YEAR and the day prior to the FTE date of REPORT PERIOD = '1' for current FISCAL YEAR.	411
E035	ALTERNATIVE EDUCATION PROGRAM missing or not valid. Valid values for ALTERNATIVE EDUCATION PROGRAM are 'N' or 'Y'. If a student is not in an alternative education program on the day of the count, this field should be 'N'.	2
E047	This GTID is being reported active in more than one district. Please review the Duplicate GTID Report (FTE- Main Menu; SR - Student Report SR066).	2
E048	GTID missing or invalid. GTID submitted was not found in GUIDE system.	9
E0482	GTID has been retired in GUIDE. Please replace retired GTID with active GTID from GUIDE.	1
E049	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1. All students reported in Student Record with a WITHDRAWAL DATE on or after 10/06/2015 must be reported in FTE 2017-1.	6
E070	GRADE LEVEL missing or not valid for SCHOOL CODE, or GRADE LEVEL not reported for school in FTE. If missing or invalid, correct the GRADE LEVEL for this student or update this school in the Facilities Database.	1
E080	RESIDENT STATUS CODE missing or not valid.	1

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DRILLING INTO THE ERRORS

FT008-A Transmission on 06/12/2017 0:   Approval   [click here to print](#)

Georgia Department of Education Full Time Equivalent (FTE 2018-1)					Errors and Warnings Summary 601-Appling County		

School-Name	Error Code	GTID	Student Name	Grade	Error Message	Data Submitted	Input Field
0103-Appling County High School	E049	1234567890	Armour, Sharon	9	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1234567890, Armour, Sharon	GTID, Last Name, First Name
0103-Appling County High School	E049	9876543210	Green, Katie	9	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	9876543210, Green, Katie	GTID, Last Name, First Name
0177-Appling County Elementary School	E049	1472583690	Aspy, Kathy	5	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1472583690, Aspy, Kathy	GTID, Last Name, First Name
0277-Appling County Primary School	E049	3692587410	Garber, Carl	1	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	3692587410, Garber, Carl	GTID, Last Name, First Name
0277-Appling County Primary School	E049	1321654987	Hardy, Tom	PK	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1321654987, Hardy, Tom	GTID, Last Name, First Name
0277-Appling County Primary School	E049	1379159753	Chester, Robin	PK	All full-time students reported as active in Student Record from prior FISCAL YEAR must be reported in FTE 2017-1.	1379159753, Chester, Robin	GTID, Last Name, First Name

FTE REPORTS

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FTE MAIN MENU

FTE Main Menu Transmission on 10/04/2017 12:00:00 am - Data Have Errors   click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)   660-Fulton County

FTE Main Menu

Data have **Errors.**

- FTE Survey Data
- FTE Reports Menu
- FTE File Upload

- FTE Validate Data
- FTE Add/Edit/Delete Student Data
- FTE Delete All System Data

- ADHOC Query   SPEDHIST-GTID Claimed Student Sp. Ed. History Report
                                 FTE Primary Contacts

- Duplicate GTID Report
- Manual Relief Request
- Status Check List

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A GLIMPSE OF THE NEW FTE REPORTS MENU

FTE Report Menu
660-Fulton County

FTE Report Menu

Go To FTE Main Menu

TRANSMISSION REPORT MENU	ERRORS AND WARNINGS REPORT MENU
ENROLLMENT REPORT MENU	STUDENT REPORT MENU
PROGRAM REPORT MENU	ESOL REPORT MENU
SPECIAL ED REPORT MENU	GTID REPORT MENU
COMPARISON AND FUNDING REPORT MENU	SIGNOFF REPORT MENU

FT002- ENROLLMENT BY GRADE
Tabulates the active student enrollment for each grade

GADOE **Technology Services** - Student FTE Data Collection System - October 2, 2017 (FTE 2018-1) - 601 Appling County

System Level ▼ | FT002-Enrollment by Grade ▼ | **GO** Main Menu

FT002 Transmission on 06/12/2017 03:57:48 pm - Manual Relief Request Pending Approval click here to print

Georgia Department of Education **Student Enrollment by Grade**
Full Time Equivalent (FTE 2018-1) **601-Appling County**

| Enrollment By Grade/Gender/Race Ethnic | | Enrollment By Grade- 3 years Data | | Enrollment By School Type- 3 years Data | | Legend |

Grade/Gender	Ethnicity Hispanic	Race						Total Enrollment
		American Indian	Asian	Black	Pacific Islander	White	Two or More Races	
Pre K	43	0	1	41	0	123	5	213
Male	18	0	1	20	0	52	1	92
Female	25	0	0	21	0	71	4	121
Kindergarten	42	0	2	42	1	124	7	218
Male	13	0	1	20	1	67	4	106
Female	29	0	1	22	0	57	3	112
Grade 1	45	0	0	46	0	125	9	225
Male	25	0	0	18	0	69	4	116
Female	20	0	0	28	0	56	5	109
Grade 2	47	0	1	57	0	137	10	252
Male	29	0	1	30	0	73	3	136
Female	18	0	0	27	0	64	7	116
Grade 3	51	0	1	58	0	146	6	262
Male	22	0	1	20	0	74	3	120
Female	29	0	0	38	0	72	3	142
Grade 4	33	0	1	55	0	139	11	239
Male	17	0	1	28	0	72	5	123
Female	16	0	0	27	0	67	6	116
Grade 5	45	0	3	54	0	114	10	226
Male	20	0	3	30	0	58	4	115
Female	25	0	0	24	0	56	6	111
Grade 6	38	0	0	59	0	142	10	249
Male	12	0	0	27	0	71	5	115

FT009 - 3 FTE COUNTS

This report lists each of the FTE Categories and the total number of segments reported for each FTE Code for each of the last three FTE counts.

GADOE Technology Services - Student FTE Data Collection System - October 2, 2017 (FTE 2018-1) - 601 Appling County

| System Level | FT009-3 FTE Counts | GO Main Menu |

FT009 Transmission on 06/12/2017 03:57:48 pm - Manual Relief Request Pending Approval   click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)   601-Appling County

FTE Category	FTE Code	October 2017 2018-1		March 2017 2017-3		October 2016 2017-1	
		Segments	FTE	Segments	FTE	Segments	FTE
Kindergarten	A	1,218	203	1,224	204	1,239	206
Kindergarten EIP	E	47	8	41	7	47	9
Grades 1 to 3	B	3,715	620	3,973	662	4,002	667
Primary Grades 1-3 EIP	F	389	65	427	72	398	67
Grades 4 to 5	C	2,280	380	2,410	402	2,431	405
Grades 4-5 EIP	G	257	43	281	47	253	42
Middle Grades 6 to 8	9	0	0	0	0	0	0
Middle School 6 to 8	H	3,654	609	3,739	623	3,723	621
Grades 9 to 12	D	3,689	615	3,654	609	3,772	629
Special Education Level 1		52	9	354	60	349	60
Special Education Level 2		15	3	51	10	61	10
Special Education Level 3		288	48	909	151	786	132
Special Education Level 4		94	16	184	32	170	29
Special Education Level 5		85	15	374	62	313	52
GNETS (Psycho-Ed Program)	4	30	5	30	5	30	5
Gifted	I	541	91	553	93	534	90
Remedial Education	J	400	67	406	68	401	67
Vocational High School Lab	K	939	157	966	161	972	162
MOWR - General Education	6(D)	170	28	172	29	171	29
MOWR- Vocational	7(K)	43	7	43	7	43	7
Study Hall	N	0	0	0	0	0	0
Other (Non-State Funded)	O	4	1	3	1	9	1
Total			2,990		3,304		3,290

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Georgia Department of Education

FT024 – GIFTED STUDENTS BY GRADE

Shows by grade level the number of students served on the day of the count.

System Level ⌄ | FT024-Gifted Students by Grade ⌄ | **GO** Main Menu

FT024 Transmission on *08/24/2017 09:16:11 am*   click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2018-1)   **Gifted Students by Grade**

| Gifted Students by Grade | Gifted Students by System- 3 years Data | Gifted Students by School- 3 years Data | Legend |

Grade/Gender	Ethnicity Hispanic	Race						Total
		American Indian	Asian	Black	Pacific Islander	White	Two or More Races	
Pre K	0	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0
Kindergarten	0	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0
Grade 1	0	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0
Grade 2	1	0	0	0	0	8	0	9
Male	1	0	0	0	0	4	0	5
Female	0	0	0	0	0	4	0	4
Grade 3	0	0	0	1	0	7	0	8
Male	0	0	0	0	0	3	0	3
Female	0	0	0	1	0	4	0	5
Grade 4	1	0	0	0	0	14	0	15
Male	0	0	0	0	0	4	0	4
Female	1	0	0	0	0	10	0	11
Grade 5	1	0	0	0	0	9	1	11
Male	0	0	0	0	0	3	1	4
Female	1	0	0	0	0	6	0	7

FT011-FUNDED AND NON-FUNDED STUDENTS

List the total number of students, total number of segments, and total FTE's reported for each activity code.

FTE Funded and Non-Funded Students										
FTE Category		2017-3			2016-3			2015-3		
Description	Code	Students	Segments	FTE	Students	Segments	FTE	Students	Segments	FTE
Kindergarten	A	0	0	0	5,976	34,550	5,763	6,702	37,970	6,337
Grades 1 to 3	B	0	0	0	18,773	106,050	17,679	21,179	115,210	19,207
Grades 4 to 5	C	0	0	0	12,756	68,452	11,412	14,005	70,926	11,826
Middle Grades 6 to 8	9	0	0	0	0	0	0	0	0	0
Middle School 6 to 8	H	0	0	0	18,670	90,014	15,003	21,209	96,410	16,070
Grades 9 to 12	D	0	0	0	25,664	119,380	19,897	27,208	119,944	19,993
Kindergarten EIP	E	0	0	0	807	1,799	302	917	1,780	301
Primary Grades 1-3 EIP	F	0	0	0	3,604	6,451	1,082	3,788	7,098	1,188
4th - 5th Grades EIP	G	0	0	0	2,400	3,831	642	2,403	3,810	640
Mild Intellectual Disability	P	0	0	0	0	0	0	438	2,235	382
Moderate Intellectual Disability	Q	0	0	0	0	0	0	365	2,007	336
Severe Intellectual Disability	R	0	0	0	0	0	0	66	359	61
Profound Intellectual Disability	S	0	0	0	0	0	0	15	86	14
Emotional and Behavioral Disorder	T	0	0	0	0	0	0	843	3,500	592
Specific Learning Disability	U	0	0	0	2	7	2	4,546	18,764	3,131
Orthopedic Impairment	V	0	0	0	0	0	0	57	245	44
Hearing Impairment	W	0	0	0	0	0	0	66	239	41
Deaf	X	0	0	0	0	0	0	8	32	6
Other Health Impairment	Y	0	0	0	1	3	1	1,447	5,897	991

Some of the Most Important FTE Reports

FT002 - Enrollment By Grade

FT009 - 3 FTE Counts

FT011 - Funded and Non-Funded Students

FT013 - Graduated Students

FT024 - Special Education Child Count

FT044 - Student Summary for Active Students

QBE funding is found at:
https://app.doe.k12.ga.us/ows-bin/owa/qbe_reports.public_menu?p_fy=2000

FULL TIME EQUIVALENT (FTE) REPORT REVIEW

- Each application has a report option on its Main Menu

- Start checking reports early to detect data issues

- Have program managers review reports for their program area i.e., Special Education, Migrant, Gifted to ensure data is being reported correctly

- Look for counts that do not make sense

Georgia Department of Education- _Sample_ Checklist
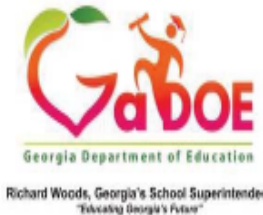
FTE Checklist

BACKGROUND	
Why FTE?	The Quality Basic Education (QBE) Act requires local school systems to report student enrollment in terms of Full-Time Equivalent (FTE) students. State funding for the operation of instructional programs is generated from FTE data.
How is the Data Used?	1. Official enrollment count 2. Funding for schools 3. Federal Child Count (Special Education compliance) 4. Georgia State Report Card

CHECKLIST

FTE CHECKLIST cont.

CHECKLIST		
AUGUST		
☐	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
☐	Verify Student Demographic Data	Race, Ethnicity, DOB
☐	Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify
☐	Verify Grade Level for Retained Students	
☐	Verify Resident Status and System of Residency	
☐	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records
☐	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August
☐	Verify course information for MOWR students	
☐	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
☐	Make Corrections as Needed	

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FTE CHECK LIST cont

SEPTEMBER

☐	Verify Student Schedules and FTE Program Codes	Ensure accuracy for segments to be pulled
☐	Verify Student Attendance Data	Prior Ten Days
☐	Verify No Shows and Withdrawn Students are Coded Properly	Ensure students that are withdrawn are not reported as active in FTE
☐	Verify the Identify and Updates for Special Education Students	Primary Area, segments, inclusion, transported, supplemental speech Hours Per Week, Related Services, IEP, Environment (Cycle 1 only)
☐	Identify and Update EL Students	EL status, ESOL status, Itinerant and Non-Itinerant segments

☐	Verify Students in Gifted Education, EIP, and REP	Courses, delivery models, segments, teacher information
☐	Create report for Special Education to review Special Education Student Data	FTE Segments (Both Cycles) and Federal Child Count Data Verification (Cycle 1)
☐	Create report for Gifted Education to review Schedules for Gifted Students	Verify segments and delivery models
☐	Create report for Other Programs to review Schedules for Students in those Programs	CTAE, EIP, REP, Alternative Education
☐	Run Preliminary FTE Reports from within SIS System	Review segments, withdrawals, resident status, etc.
☐	Finalize Corrections and Prepare for Data Extraction	Get corrections from program areas, teachers, etc.
☐	Test File Extract Process	

8/16/2017

OCTOBER

☐	Make Final Updates in Preparation for FTE Date	
☐	Cease Schedule Changes	
☐	Extract and Upload FTE Data File	Point in Time Collection – Extract as of the Count Date
☐	Review FTE Error Report	Organize errors and work to correct them.
☐	Share Selected Reports with Teachers/Programs to Verify Data	FT024 – Gifted Students by Grade FT025 REP Students by Grade FT026 – ESOL Students by Segments FT042 & FT043 – Special Education Enrollment FT055 – EIP Enrollment FT061 – EL Students FT070 – MOWR Students
☐	Resolve Identity Errors	FT032 – Duplicate Student ID FT040 – Duplicate GTID, Race, Gender, and DOB FT046 – Duplicate GTIDs Within District FT091 – Students With Multiple GTIDs
☐	Verify Enrollment, Demographic, Residence and Overall Counts	FT001 – Transmission Verification; FT002 – Enrollment by Grade FT006 – System of Residence Summary FT009 – 3 FTE Counts FT011 – Funded and Non-Funded Students FT012 – Non-Funded Student Details FT013 – Graduated Students FT015 – Withdrawn Students FT035 – No Show Students FT051 – EL Students FT068 – Homeless Students FT071 – International Exchange Students
		FT019 – Related Services FT020 – Special Ed Environment Age 6 and Above FT027 – Special Ed Environment Age 5 and Under FT042 & FT043 – Special Education Enrollment by Race & Ethnicity FT087 – Enrollment by Disability
☐	Verify Final FTE Segment Counts	FT100 – System Signoff Report
☐	Internal Sign Off Process Completed	
☐	Superintendent Signoff Completed	
☐	Print Reports	Print a final copy of the reports if the school or districts desires to keep hard copies.

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FULL TIME EQUIVALENT (FTE)

Tips for a Successful FTE Collection

- Print the 'FY2020 FTE transmission dates document and post it where you will see it every day. Prepare for the collection early so the District can sign off on time. Create a check-list for time frames. Respond to emails. Review the Documentation.
- Verify Your reports
- **VERIFY DATA BEFORE SUPERINTENDENT SIGN OFF**

# DATA **COLLECTION** – Communication/Training

TRAINING:

- ✓ Annual Data Collection Conference
- ► Webinar Sessions
- ► Presentations at Conferences (Ex: GSIS)

Communication:

- ► Webinar Online Sessions
- ► Portal Messaging
- ► Help Desk Reminder calls to Districts
- ► Vendor Updates

Data Collection Team

Levette Williams	Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	Data Collections Manager	404-651-5312	kaspy@doe.k12.ga.us
Patty Miller	GUIDE Private School Collection STRIDE	404-657-0533	pmiller@doe.k12.ga.us
Carl Garber	Student Record	404-463-2326	cgarber@doe.k12.ga.us
Sharon Armour	Student Class Course Table Maintenance Pre-ID	404-657-1064	sarmour@doe.k12.ga.us
Katie Green	CPI Free and Reduced Meal PCG STRIDE	404-463-1946	kagreen@doe.k12.ga.us
Irish Saxton	FTE End Of Pathway Assessment	404-657-0536	isaxton@doe.k12.ga.us
Stephanie Smith	New Coordinator Liaison Systems Analyst (PCG)	404-463-0256	stephanie.smith@doe.k12.ga.us
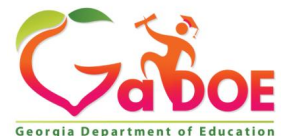
Help Desk Assistance

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