

SCHOOL LEVEL STATE REPORTING FTE

By Sharon Armour
Georgia Department of Education

WHAT TO DO FIRST

- ▣ Print or Bookmark FTE Resource 2012 Documentation
- ▣ Verify New Data Items or Changes (in yellow)
- ▣ Verify your data by using the Check List
- ▣ Upload your data
- ▣ Print Reports for Schools, Administrators and Coordinators for verification

**WHERE DO I GO TO FIND
FTE DOCUMENTATION**

GADOE URL

<http://public.doe.k12ga.us>

OR

<http://gadoe.org>

Data Reporting



Dr. John D. Barge, State School Superintendent

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ALERTS: @ 8:00 am!

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Initial 2011 AYP Reports Now Available
Learn how your school performed in 2010-2011

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[Common Core Georgia Performance Standards](#)

STATE SUPERINTENDENT



Dr. John D. Barge

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SCHOOL REPORTS



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Technology Services Information Technology

Providing technology services that support education in Georgia.

DIVISIONS

- ◆ [Application Development](#)
- ◆ [Data Collections](#)
- ◆ [Georgia Virtual School](#)
- ◆ [Infrastructure](#)
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Data Collections

This page provides information and documentation on the department's data collection applications. It is also the entry point for local school system data coordinators to obtain secure access to the data transmission and error-checking applications.

General Information

- [Conference Information](#)
- [Facilities Resources](#)
- [FERPA Resources](#)
- [Georgia Testing Identifier \(GTID\)](#)
- [Data Collection Presentations](#)
- [Race and Ethnicity Reporting Requirements and Resources](#)
- [Transmission Dates](#)
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Collections Documentation

- [Certified/Classified Personnel Information \(CPI\)](#)
- [Free/Reduced Price Meal Eligibility](#)
- ➔ [Full-Time Equivalent \(FTE\)/Class Size/FTE Data Survey](#)
- [Pre-ID Labels](#)
- [Private School Report](#)
- [Student Course Profile \(SCP\)](#)
- [Student Record \(SR\)](#)

Reports

- [Education Thematic Maps](#)
- [Enrollment by Grade](#)
- [Enrollment by Race, Gender and Grade](#)

Full-Time Equivalent (FTE)

2012 FTE Resources



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Full-Time Equivalent (FTE) Resources

The following resources are available for FTE:

- [2012 FTE Resources](#) ←→
List of 2012 FTE resources
- [2011 FTE Resources](#)
List of 2011 FTE resources
- [2010 FTE Resources](#)
List of 2010 FTE resources
- [State Board Policies](#)
Text of FTE-related Georgia GaDOE policies
- [Errors & Warnings](#)
View a list of errors and warnings

FTE GENERAL INFORMATION

FTE General Information

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2012 FTE Resources

FTE Data Survey 2012

- [FTE Data Survey Instructions](#)
Download Survey Instructions

FTE 2012

- [FTE Coordinators](#)
List of 2011 FTE Coordinators
- [FTE General Information](#) (Posted 7/21/2011) ← →
Basic FTE terms and definitions
- [File Layout and Edit Rules](#) (Posted 7/21/2011)
Download the file layout and edit rules
- [Data Element Detail: Cycles 1 and 3](#) (Posted 7/21/2011)
Detailed descriptions of each data item
- [Categories and Weights](#) (Posted 7/21/2011)
Chart of categories and weights
- [GNETS FAQ](#)
- [Guidelines for Special Education Environments: Ages 5 and Under](#) (Posted 7/21/2011)
Information on the reporting Special Education environments for students ages 5 and under
- [Guidelines for Special Education Environments: Ages 6 through 21](#) (Posted 7/21/2011)
Spreadsheet for the calculation of educational environments for students ages 6 through 21
- [Special Education Educational Environments Calculator: Ages 5 and under](#) (Posted 7/21/2011)
Spreadsheet for the calculation of educational environments for students ages 5 and under
- [TUTORIAL for the Special Education Educational Environments Calculator: Ages 5 and under](#)
Brief tutorial for the calculation of educational environments for students ages 5 and under.
- [Special Education Educational Environments Calculator: Ages 6 through 21](#) (Posted 7/21/2011)

FTE Changes and Terms and Definitions

GENERAL INFORMATION PURPOSE

This document provides a summary of changes, common terms and standard definitions, and information on FTE processes and resources.

Summary of Changes for FY 2012

INTERNATIONAL EXCHANGE STUDENTS

International Exchange Students (IES) on a J-1 or F-1 visa will be reported in FTE with RESIDENT STATUS CODE = '7'. IES students are funded as residents of the reporting school system and are eligible to receive general education services. They are not eligible for Special Education or Title III ESOL services. IES students are non-immigrants and are expected to return to their home countries when they complete their programs. Upon enrolling, IES students are coded with a school entry code of 'O' and must have a withdrawal code of 'X' when exiting. These students are not eligible to earn diplomas at the completion of their program. See the *Enrollment and Withdrawal Guidelines* on the Policy Division website for more information.

BLOCK SCHEDULING

Effective FY 2011, schools using block scheduling must have the appropriate entries set in the *Facilities Database*. Edits pertaining to block scheduling will verify the school's status based on information obtained from the *Facilities Database* following the Facilities certification period in August.

STATE AND COMMISSIONED CHARTERS

Report these students with RESIDENT STATUS CODE = '2'. This indicates the student is enrolled based on the consent of the system to accept the student. State and Commissioned Charters do not have geographic boundaries which would enable them to report the students as residents of their school system. Resident status code '2' is funded.

Situations Which Earn No FTE

FTE is not earned in these situations:

- Students whose GRADE LEVEL is Pre-kindergarten (PK), underage kindergarten (UK), or underage first grade (UI)
- Students who are overage or underage
- 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 segment reported with one of the following:

DATA COLLECTED IN COUNT 1 AND 3

FTE CYCLE	Cycle ONE	Cycle THREE
PURPOSE	To determine state funding	To determine state funding
POPULATION (WHO TO REPORT)	ALL STUDENTS (See Previous Page)	ACTIVE STUDENTS (See Previous Page)
WHEN	Fall	Spring
DATA ELEMENTS	Cycle ONE Elements	Cycle THREE Elements
<p>* = Elements required for this cycle only</p> <p>Elements are listed in the order found on the Data File Layout</p>	System	System
	Fiscal Year	Fiscal Year
	Report Period	Report Period
	Student ID	Student ID
	School	School
	Grade Level	Grade Level
	Prior Ten Days	Prior Ten Days
	Resident Status Code	Resident Status Code
	System of Residency	System of Residency
	Program Code (Segments 1-6)	Program Code (Segments 1-6)
	Alternative Education Program	Alternative Education Program
	Withdrawal Date *	
	Location of Enrollment (Segments 1-6)	Location of Enrollment (Segments 1-6)
	Fiscal Agent (Segments 1-6)	Fiscal Agent (Segments 1-6)
	ESOL- Itinerant	ESOL- Itinerant
	ESOL Non-Itinerant	ESOL Non-Itinerant
	Gender	Gender
	Ethnicity	Ethnicity
	Race (Indian, Asian, Black, Pacific, White)	Race (Indian, Asian, Black, Pacific, White)
	Withdrawal Reason*	
	Diploma Type *	
	Student Status	Student Status
	School Entry Code *	
	Environment	Environment
	Report Type	Report Type
	Date of Birth	Date of Birth
	Transported (Segments 1-6)	Transported (Segments 1-6)
	Supplemental Speech (Segments 1-6)	Supplemental Speech (Segments 1-6)
	Itinerant Teacher (Segments 1-6)	Itinerant Teacher (Segments 1-6)
	Inclusion (Segments 1-6)	Inclusion (Segments 1-6)
	Hours Per Week (per Disability) *	
	Primary Area *	Primary Area *
	Related Hours (per service category) *	
	All IEP *	All IEP *
ELL (English Language Learner)	ELL (English Language Learner)	
Special Education Environment *		
GTID	GTID	
Gifted Delivery Model (Segments 1-6)	Gifted Delivery Model (Segments 1-6)	
GAA Flag *		
Previous Student ID	Previous Student ID	
Last Name	Last Name	
First Name	First Name	
Middle Initial	Middle Initial	

FILE LAYOUT AND EDIT RULES

FTE File Layout and Edit Rules



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FTE File Layout

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits	Edit #
FTE001	SYSTEM	1, 3	A	xxx	3	1	3	School System Code	SYSTEM must be an active school system code in the <i>Facilities Database</i>	E040
FTE002	FISCAL YEAR	1, 3	A	xx	2	4	5	Fiscal Year of Record	FISCAL YEAR not valid. FISCAL YEAR must be the current valid fiscal year.	E010
FTE003	REPORT PERIOD	1, 3	A	x	1	6	6	FTE Report Period	REPORT PERIOD must be the current valid FTE REPORT PERIOD as follows: '1' = October, '3' = March	E020
Filler	Filler	1, 3	N/A	Blank	1	7	7	Filler	No Edits	N/A
FTE004	STUDENT ID	1, 3	A	x(15)	15	8	22	Students Social Security Number or a state-approved Social Security like number.	<p>STUDENT ID must be student's 9-digit Social Security Number or FTE number, right-justified.</p> <p>Active STUDENT ID must be unique within a SYSTEM.</p> <p>STUDENT ID must be unique within a SCHOOL CODE.</p> <p>If FISCAL YEAR and REPORT PERIOD are valid, STUDENT ID must be unique for all active students within the state.</p> <p>All full-time students reported as active in Student Record from previous year must be reported in FTE 2012-1. All students reported in the Student Record with a withdrawal date on or after 10/06/2009 must be reported in FTE 2012-1.</p>	<p>E061</p> <p>E062</p> <p>E1103</p> <p>E808</p> <p>E049</p>

DATA DETAIL

Cycle 1 and 3

Data Element Detail Cycles 1 and 3



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Data Detail

Definitions for each Data Item

DUAL ENROLLMENT TYPE

The **DUAL ENROLLMENT TYPE** must be reported for students reported who are reported with **PROGRAM CODE** = 'M'. The **DUAL ENROLLMENT TYPE** code identifies the type of dual enrollment instruction the student is receiving. Valid values are '01' - General Education and '02' - CTAE/Vocational.

ENGLISH LEARNER

ENGLISH LEARNER (EL) [formerly ENGLISH LANGUAGE LEARNER (ELL)] indicates whether the student has been identified as having limited proficiency in English. **EL** students are frequently in the state-funded ESOL program if such a program exists in the school, but they are not necessarily participating in the ESOL program. If a student is an ESOL student, then the student must be **EL**. By definition, all ESOL students have limited proficiency in English. Some students that have limited proficiency in English may not be in a state-funded ESOL program. International Exchange Students must be coded as 'N'.

ENVIRONMENT

The **ENVIRONMENT** code indicates the type of residential environment in which the student lives.



CODE	DESCRIPTION
1	Resides in a local institution for the neglected
2	Resides in a local institution for the delinquent
3	Is homeless
4	Is Unaccompanied Youth
BLANK	Does not meet the criteria for 1, 2, 3, or 4

ESOL - ITINERANT

ESOL - ITINERANT represents the number of segments, from 1 to 5, in which the student spends in ESOL classes taught by an itinerant teacher. (An **ITINERANT TEACHER** is a teacher who, on the day of the FTE count, accumulates travel time equal to or greater than the major portion of one segment of an instructional day and during the week accumulates travel time of 90 minutes or more during instructional time).

- The total number of reported segments for **ESOL - ITINERANT** plus **ESOL - NON-ITINERANT** cannot exceed:
 - Five ('5') for grades 9-12
 - Two ('2') for grades 4-8
 - One ('1') for grades K-3.

NOTE: If ESOL segments are reported, the student must be reported **EL** = 'Y'.

ESOL - NON-ITINERANT

ESOL - NON-ITINERANT represents the number of segments, from 1 to 5, in which the student spends in

CATEGORIES AND WEIGHTS

Categories and Weights

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Categories and Weights

For all students except those in special education programs, funding weights are determined by the category or program in which the students are served (See Table 1). For detailed information on the program codes, see pages 6 through 10.

TABLE 1 – FUNDING WEIGHTS FOR ALL PROGRAMS EXCEPT SPECIAL EDUCATION

PROGRAM CODE	CATEGORY/PROGRAM	FY2012 Weight*
A	Kindergarten	1.6601
B	Grades 1-3	1.2861
C	Grades 4-5	1.0326
9	Grades 6-8 (Middle Grades Program)	1.0164
D	Grades 9-12	1.0000
E	Kindergarten Early Intervention Program (EIP)	2.05170
F	Primary Grades 1-3 (EIP)	1.8045
G	Upper Grades 4-5 (EIP)	1.7988
H	Grades 6-8 (Middle School Program)	1.1218
I	Gifted Education	1.6686
J	Remedial Education	1.3141
K	Vocational Lab	1.1841
M	Postsecondary Options (Dual Credit)	N/A
N	Study Hall (Non-state funded)	N/A
O	Other (Non-state funded)	N/A
5	Georgia Virtual Schools Program (funding goes to program)	N/A
6	Move on When Ready – General Education	N/A
7	Move on When Ready – Vocational Lab	N/A



FTE CHECK LIST

FTE Extract File

GaDOE Portal Login

The screenshot shows the GaDOE portal homepage. At the top left is the GaDOE logo with the text "DEPARTMENT OF EDUCATION" and "1776". To the right is a navigation menu with items: Home, About GaDOE, State Board of Ed., School Improvement, Curriculum, and Data Reporting. Below the logo is a banner with the text "Shaping brighter futures. Georgia Department of Education" and a photo of a woman. A search bar labeled "AskDOE" is visible. A dropdown menu is open under "MyGaDOE", listing: Adequate Yearly Progress (AYP) Report Card, Title I Annual Reports, Special Education Annual Reports, CTAE Reports, Financial Reports, OBE Reports, Data Collections, and MyGaDOE. A double-headed arrow points from the "MyGaDOE" menu item to a "Login Online Documentation" button. Below the navigation is a breadcrumb trail: Home > About GaDOE > Office of Technology Services > Information Technology > Education Thematic Maps > School Year 2005-2006 Characteristics. The main content area is titled "Technology Services Information Technology" and "Providing technology services that support education in Georgia." It features a "DIVISIONS" section with links to Application Development, Data Collections, Georgia Virtual School, Infrastructure, and Instructional Technology. A "CONTACT INFORMATION" section lists Levette Williams, Associate Superintendent, Technology Services, with address, phone, and email. A "2012 FTE Resources" section includes "FTE Data Survey 2012" with a link to "FTE Data Survey Instructions" and "FTE 2012" with links to "FTE Coordinators", "FTE General Information", "File Layout and Edit Rules", and "Data Element Detail Cycles 1 and 3".

DEPARTMENT OF EDUCATION
1776

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AskDOE

Home > About GaDOE > Office of Technology Services > Information Technology > Education Thematic Maps > School Year 2005-2006 Characteristics

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MyGaDOE

Login
Online Documentation

My GaDOE Login Page

MyGaDOE



Please Log In

Username:

Password:

[I forgot my passphrase!](#)

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Helpful links

- [MyGaDOE Online Guide](#)
- [GaDOE Public Website](#)
- [Information Systems](#)
- [AYP & NCLB](#)
- [Georgia Standards](#)
- [Data Collections](#)
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This website requires Cookies be enabled in your browser.

Data Collections FTE

The screenshot displays the MyGaDOE website interface. At the top, there is a search bar labeled 'Search Districts' and a navigation menu with letters A through Z. The main header area includes the Georgia Department of Education logo and the text 'Welcome to MyGaDOE'. Below the header, there is a notification bar stating 'You have 11 new messages.' and links for 'Help - District' and 'Online Documentation'.

The left sidebar contains a 'Site Navigation' menu with links for Home and Logout, and an 'Information Technology' section with various tools like Alerts, SLDs, AYP/NCLB, Calendar, Consolidated Application, Change Manager, COPS Financial, Data Warehouse, Special Education Annual Reports, Data Collection, Data Wizard Editor, Documents, Dispute Resolution, Facilities Services, Facility and School Registry, Finance Applications, and Grad Coach WMS.

The main content area features several widgets:

- Headline News:** A widget titled 'Communications Update' with a pencil icon. The text reads: 'Each month in the internal e-newsletter we will focus on a particular division of the GaDOE. Since this is the first internal e-newsletter, we thought it would be appropriate to begin with Communications since we are developing it. Also, since we have several new members of the team, we want you to know who to go to for what information.' Below this is a link for 'Communications Team - Who We Are...' and a 'More' link.
- Site News:** A widget with a table showing news items:

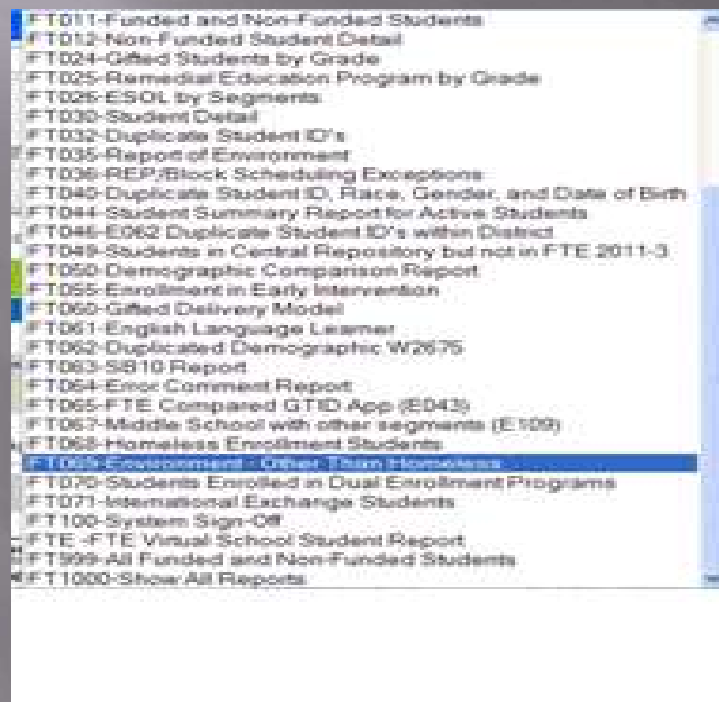
Headline	State
Fall Open Enrollment	
Communications Update	
State Board of Education Public Hearing November 9, 2005, 1-2 p.m.	
GeorgiaStandards.Org Program	

 A 'More' link is located at the bottom right of the widget.
- My Favorites:** A widget showing 'No Favorites' and a 'More' link.
- My Tasks:** A widget showing 'No Tasks Waiting' and a 'More' link.

At the bottom of the page, there is a table with a double-headed arrow pointing to the right:

CPI-Active	
CPI Codes	
Free and Reduced Lunch	Headline
Full Time Equivalent	and LEA Responsibilities under NCLB
IRE-ID	
Student Record	
Error Admin	

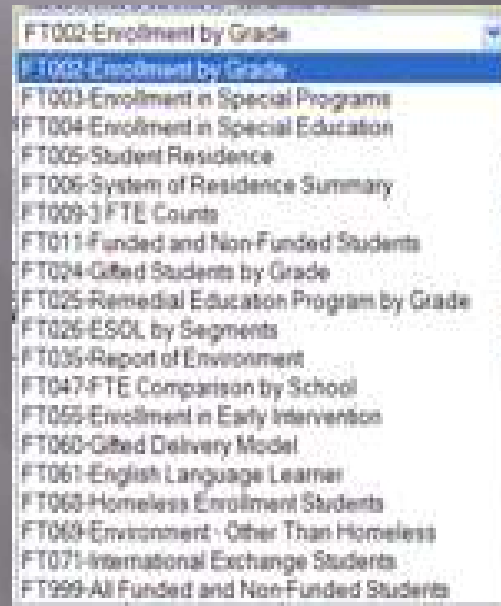
FTE SYSTEM LEVEL REPORTS



FTE REPORTS: SYSTEM LEVEL

- FT004 – Enrollment in Special Education
- FT044 – Summary Report for Active Students
- FT003 – Enrollment in Special Programs –
 - i.e. Alt. Ed., ESOL, Ga. Virtual
- FT011 – Funded and Non-Funded Students
- FT012 – Non Funded
- FT032 – Duplicate Students ID's
- FT060 – Gifted Delivery Model
- FT024 – Gifted Students by Grade Level
- FT025 – Remedial Education Program by Grade

FTE SCHOOL LEVEL REPORTS



FTE REPORTS:SCHOOL LEVEL

- FT002 – Enrollment by Grade
- FT004 – Enrollment in Special Education
- FT003 - Enrollment in Special Programs –
• i.e. Alt. Ed., ESOL, Ga. Virtual
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Questions?