

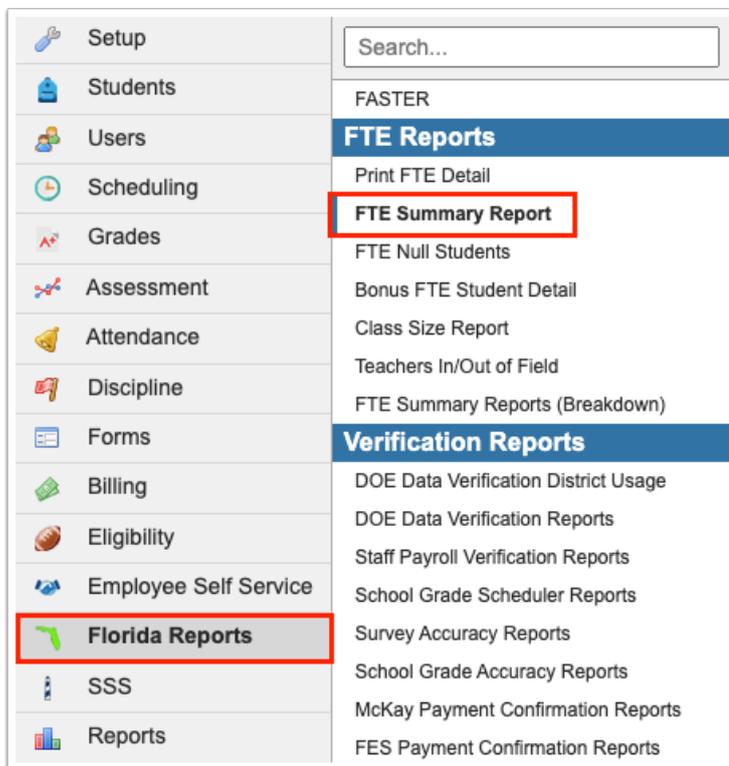
FTE Summary Report

Utilize the FTE Summary Report to view FTE data filtered by school, FEFP, grade level, weighted FTE, etc. Set the parameters and survey information in order to generate the report.

 The FTE Summary Report differs from the [FTE Summary Reports \(Breakdown\)](#) because it generates the initial file when the report is run (unless generated within last two hours).

The FTE Summary Report

1. From the **Florida Reports** menu, click **FTE Summary Report**.



2. This navigates to the FTE Summary Report screen where you can begin by selecting the applicable **Survey** from the provided pull-down. Note: The pull-down will default to the current survey; therefore, this will only need to be changed when you would like to look ahead or at past surveys.

Select a survey, an effective date, and a survey window then click 'Display Report'

Survey: **Survey 2** ▼

Effective Date: **October** ▼ **13** ▼ **2023** ▼ 📅

Survey Window:

September ▼ **29** ▼ **2023** ▼ 📅

October ▼ **13** ▼ **2023** ▼ 📅

FTE Method: **Uncapped FTE Calculation** ▼

Include All Schools

Display Report

i Upon selecting a Survey, the Effective Date and Survey Window should update automatically with the correct information. However, if the dates here are incorrect, you have the option to manually enter any dates you like as shown in the following steps. You also have the option to update the Survey Dates via Florida Reports > Florida Reports Setup via the [Survey Dates](#) tab.

3. The **Effective Date** should be completed with Date Certain. Here you can select the correct month, day, and year from the provided pull-downs, or click the **calendar** icon for a calendar view.

Select a survey, an effective date, and a survey window then click 'Display Report'

Survey: **Survey 2** ▼

Effective Date: **October ▼ **13** ▼ **2023** ▼ 📅**

Survey Window:

September ▼ **29** ▼ **2023** ▼ 📅

October ▼ **13** ▼ **2023** ▼ 📅

FTE Method: **Uncapped FTE Calculation** ▼

Include All Schools

Display Report

4. The **Survey Window** should be completed with the 11-day attendance window. Here you can select the correct month, day, and year from the provided pull-downs, or click the **calendar** icon for a calendar view.

Select a survey, an effective date, and a survey window then click 'Display Report'

Survey: Survey 2 ▾

Effective Date: October ▾ 13 ▾ 2023 ▾ 📅

Survey Window:

September ▾ 29 ▾ 2023 ▾ 📅

October ▾ 13 ▾ 2023 ▾ 📅

FTE Method: Uncap

Incl

Displ

October 2023 ▾

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5. Select the preferred **FTE Method** from the pull-down; choices include: Uncapped FTE Calculation, FTE Calculation Capped to .5, and Re-Calibrated FTE Calculation.

Select a survey, an effective date, and a survey window then click 'Display Report'

Survey: Survey 2 ▾

Effective Date: October ▾ 13 ▾ 2023 ▾ 📅

Survey Window:

September ▾ 29 ▾ 2023 ▾ 📅

October ▾ 13 ▾ 2023 ▾ 📅

FTE Method: Uncapped FTE Calculation ▾

Include All Schools

Display Report

6. Data will only be pulled for the selected school, i.e. the school you are logged into via the school pull-down located in the header. If needed, to pull data for all schools, select the check box to **Include All Schools**.

Select a survey, an effective date, and a survey window then click 'Display Report'

Survey: Survey 2 ▾

Effective Date: October ▾ 13 ▾ 2023 ▾ 📅

Survey Window:

September ▾ 29 ▾ 2023 ▾ 📅

October ▾ 13 ▾ 2023 ▾ 📅

FTE Method: Uncapped FTE Calculation ▾

Include All Schools

Display Report

7. When all selections have been made, click the **Display Report** button to generate the FTE Summary Report.

Select a survey, an effective date, and a survey window then click 'Display Report'

Survey: Survey 2 ▾

Effective Date: October ▾ 13 ▾ 2023 ▾ 📅

Survey Window:

September ▾ 29 ▾ 2023 ▾ 📅

October ▾ 13 ▾ 2023 ▾ 📅

FTE Method: Uncapped FTE Calculation ▾

Include All Schools

Display Report

Upon setting the FTE Summary criteria and clicking the Display Report button, the FTE-Summary Report for School Year [202X-202X] - Survey [X] displays.

Go back

FTE-Summary Report for School Year 2023-2024 - Survey 2 (Uncapped FTE Calculation)

Search

School	FEFP	Weight	Grade	Student Count	Unweighted FTE	Weighted FTE	Dollar Amount
1	101	1.122	01	1	66.8187	74.9706	\$385,328.64
			02	1	67.0664	75.2485	\$386,756.97
			03	1	65.1092	73.0525	\$375,470.13
			KG	1	80.3738	90.1794	\$463,497.77
	FEFP 101 TOTAL:			4	279.3681	313.451	\$1,611,053.51
	102	1.000	04	1	44.105	44.105	\$226,687.79
			05	1	39.79	39.79	\$204,509.86
			FEFP 102 TOTAL:			2	83.895
	111	1.122	01	1	10.3155	11.574	\$59,487.24
			02	1	8.9401	10.0308	\$51,555.60
			03	1	20.631	23.148	\$118,974.47
			KG	1	10.3155	11.574	\$59,487.24
			PK	1	5.2504	5.9909	\$30,277.64
FEFP 111 TOTAL:					5	55.4525	62.2177
112	1.000	04	1	19.265	19.265	\$99,016.90	
		05	1	12.65	12.65	\$65,017.58	
		FEFP 112 TOTAL:			2	31.915	31.915
130		1.208	01	1	28.7924	34.7812	\$178,765.98

The report is sorted by School, then FEFP, Weight, Grade, Student Count, Unweighted FTE, Weighted FTE, and the Dollar Amount, as shown in the image above.

8. Scroll to the bottom of the report for a grand total for Student Count, Unweighted FTE, Weighted FTE, and Dollar Amount.

FEFP 102 TOTAL:				2	14.3	14.3	\$61,768.70
111	1.124	01	1	2.7508	3.0919	\$13,355.43	
		02	1	0.6877	0.773	\$3,338.97	
		03	1	2.0631	2.3189	\$10,016.47	
		04	1	1.1	1.2364	\$5,340.62	
FEFP 111 TOTAL:			4	6.6016	7.4202	\$32,051.49	
112	1.000	05	1	2.75	2.75	\$11,878.60	
FEFP 112 TOTAL:			1	2.75	2.75	\$11,878.60	
SCHOOL TOTAL:			1	57.1613	62.1351	\$268,391.95	
SCHOOLS GRAND TOTAL:			12	3418.5314	3673.3944	\$15,867,190.32	

9. To navigate back to the original FTE Summary Report screen where you can reset the parameters, click the **Go back** button located in the upper left corner of the screen.

Go back

FTE-Summary Report for School Year 2023-2024 - Survey 2 (Uncapped FTE Calculation)

Search

School	FEFP	Weight	Grade	Student Count	Unweighted FTE	Weighted FTE	Dollar Amount
1	101	1.122	01	1	66.8187	74.9706	\$385,328.64
			02	1	67.0664	75.2485	\$386,756.97
			03	1	65.1092	73.0525	\$375,470.13
			KG	1	80.3738	90.1794	\$463,497.77
	FEFP 101 TOTAL:			4	279.3681	313.451	\$1,611,053.51
	102	1.000	04	1	44.105	44.105	\$226,687.79

Additional Features

Click the **floppy disk** icon to export the listed data to an Excel spreadsheet.

 **Go back**

FTE-Summary

 **School**

You can sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

School	FEFP	Weight	Grade	Student Count	Unweighted FTE	Weighted FTE	Dollar Amount
			PK	1	1	3.619	\$0.00
			PK	1	5.8352	6.4596	\$0.00
			PK	1	12.7584	14.1235	\$0.00
			PK	1	2.5	9.0475	\$0.00
			PK	1	8.4405	9.3436	\$0.00

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.



If looking for specific information housed within the resulting data, type the information in the **Search** text box provided and press **Enter**.

School	FEFP	Weight	Grade	Student Count	Unweighted FTE	Weighted FTE	Dollar Amount	Relevance
			KG	1	29	32.103	\$0.00	■
	103	1.001	12	1	0	0	\$0.00	■■■■■■■■■■
	103	1.001	10	1	1.0008	1.0018	\$0.00	■■■■■■■■■■
	103	1.001	10	1	0.8336	0.8344	\$0.00	■■■■■■■■■■
	103	1.001	09	1	61.0829999999999	61.1441	\$0.00	■■■■■■■■■■
	103	1.001	09	1	32.7526	32.7854	\$0.00	■■■■■■■■■■