


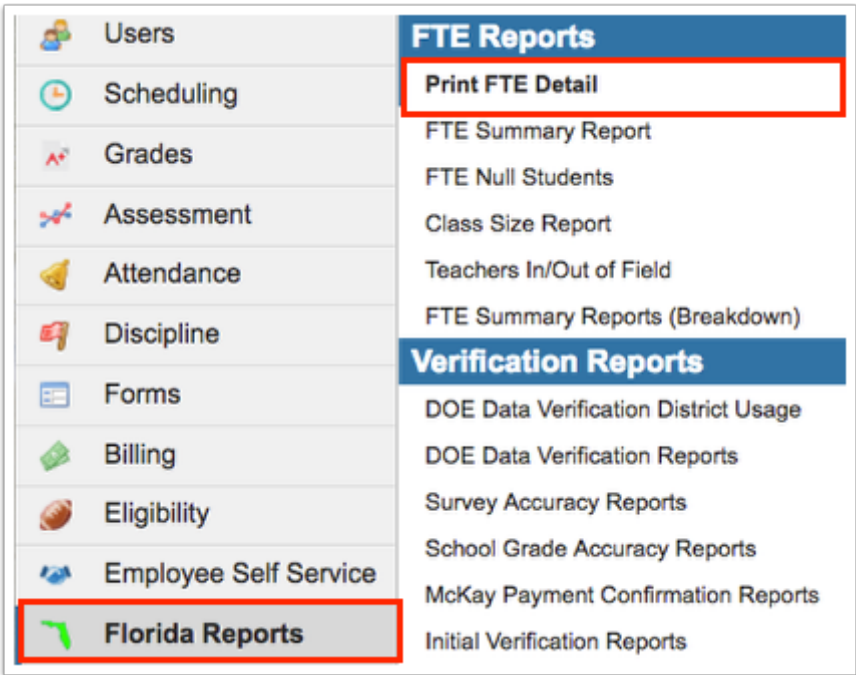
Print FTE Detail

The Print FTE Detail screen allows users to download/print FTE details for a select subset of students defined in the Student Search module. The FTE Detail report displays in a student schedule format allowing the user to review the students' schedules in addition to FTE details, such as FTE earned. The FTE details that display on the schedules are selected by the user via the initial Print FTE Detail screen.

 The Print FTE Detail report pulls from the schedule source data and is not an extracted initial or O file, like that of the [FTE Summary Reports \(Breakdown\)](#).

Printing FTE Details

1. From the **Florida Reports** menu, click **Print FTE Detail**.



2. If searching for specific students by name or student number, type the information directly into the **Student** text box.

Student Search

Student

More Search Options

Survey: Survey 1

Effective Date: June 22 2023

Survey Window: June 22 2023

June 22 2023

☐ Display Capped FTE
☒ All Students
☐ Students with less than 1500 minutes
☐ Students with less than 1890 minutes
☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:

01 02 03 04

05 06 07 08

☐ All Periods

Sort Schedule Sheets Default

Letterhead Template None

☐ Print Multiple Copies for Custodial Contacts at Separate Addresses

Student Group

☐ Search All Schools

☐ Include Inactive Students

Download Schedules Reset

 To generate data for all students, leave the **Student** text box empty.

3. For a more advanced search and the ability to define a specific subset of students, click the **More Search Options** button. In the example shown, Grade 09 has been selected; therefore, data will be pulled only for students in 9th grade.

Student Search

General

Last Name

First Name

Student ID

Address

☒ 09
☐ 10
☐ 11

Grade

☐ 12
☐ 06
☐ 07

☐ 08
☐ PK

Calendar N/A

Scheduling

Absences

Grades/GPA/Class Rank/Honor Roll

Course History

Eligibility

4. Select the applicable **Survey** from the corresponding 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.

Survey: Survey 1

Effective Date: July 15 2023

Survey Window: July 11 2023
July 15 2023

☐ Display Capped FTE

☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04
☒ 05 ☒ 06 ☒ 07 ☒ 08
☐ All Periods

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 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.

5. 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.

Survey: Survey 1

Effective Date: July 15 2023

Survey window: July 2023

☐ Display Capped FTE

☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day: ☒ 01 ☒ 02
☒ 03 ☒ 04
☒ 05 ☒ 06 ☒ 07 ☒ 08
☐ All Periods

| 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 | | | | | |

6. 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.

Survey: Survey 1

Effective Date: July 15 2023

Survey Window: July 11 2023
July 15 2023

☐ Display Capped FTE

☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:

☒ 01 ☒ 02 ☒ 03 ☒ 04

☒ 05 ☒ 06 ☒ 07 ☒ 08

☐ All Periods

7. You have the option to **Display Capped FTE** and/or **Display Recalibrated FTE**; select the corresponding check boxes to make this information display on FTE detailed schedules.

Survey: Survey 1

Effective Date: July 15 2023

Survey Window: July 11 2023
July 15 2023

☒ Display Capped FTE

☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:

☒ 01 ☒ 02 ☒ 03 ☒ 04

☒ 05 ☒ 06 ☒ 07 ☒ 08

☐ All Periods

8. Select whether to display **All Students**, **Students with less than 1500 minutes**, **Students with less than 1890 minutes**, or **Students with more than 1890 minutes**.

Survey: Survey 1 ▼

Effective Date: July ▼ 15 ▼ 2023 ▼

Survey Window:

July ▼ 11 ▼ 2023 ▼

July ▼ 15 ▼ 2023 ▼

☒ Display Capped FTE ☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year ▼

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:


☒ ☒ ☒ ☒

01 02 03 04

☒ ☒ ☒ ☒

05 06 07 08

☐ All Periods

 The minutes listed here may differ if the school field for Total Scheduled Minutes is defined in the provided text box (Setup > [School Info](#)).

General Info

| | |
|------------------------|-------------------------------------|
| School Type | State assigned ▼ |
| State | FL |
| Summer School | <input checked="" type="checkbox"/> |
| Technical Center | No ▼ |
| Title 1 | Numbers Only ▼ |
| Total ScheduledMinutes | |
| WDIS-only School | <input type="checkbox"/> |

9. For students that may be enrolled in multiple schools, you have the option to **Only list records with school of instruction number as the current school** by selecting the corresponding check box.

Survey: Survey 1 ▼

Effective Date: July ▼ 15 ▼ 2023 ▼

Survey Window:

July ▼ 11 ▼ 2023 ▼

July ▼ 15 ▼ 2023 ▼

☒ Display Capped FTE ☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year ▼

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:

☒ ☒ ☒ ☒

01 02 03 04

☒ ☒ ☒ ☒

05 06 07 08

☐ All Periods

10. Select the desired **Marking Period** from the pull-down, such as Full Year or Semester 1.

Survey: Survey 1 ▼

Effective Date: July ▼ 15 ▼ 2023 ▼

Survey Window:

July ▼ 11 ▼ 2023 ▼

July ▼ 15 ▼ 2023 ▼

☒ Display Capped FTE ☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year ▼

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:

☒ ☒ ☒ ☒

01 02 03 04

☒ ☒ ☒ ☒

05 06 07 08

☐ All Periods

11. Select the **Format** radio button. Options include Course List or Weekly Planner.

Survey: Survey 1 ▼

Effective Date: July ▼ 15 ▼ 2023 ▼

Survey Window:

July ▼ 11 ▼ 2023 ▼

July ▼ 15 ▼ 2023 ▼

☒ Display Capped FTE ☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year ▼

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:

☒ ☒ ☒ ☒

01 02 03 04

☒ ☒ ☒ ☒

05 06 07 08

☐ All Periods

12. Select the **Periods in the School Day** to include on schedules. You also have the option to simply select the **All Periods** check box.

Survey: Survey 1 ▼

Effective Date: July ▼ 15 ▼ 2023 ▼

Survey Window:

July ▼ 11 ▼ 2023 ▼

July ▼ 15 ▼ 2023 ▼

☒ Display Capped FTE ☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year ▼

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:

☒ ☒ ☒ ☒

01 02 03 04

☒ ☒ ☒ ☒

05 06 07 08

☐ All Periods

13. Select an option to sort the printed schedule sheets from the **Sort Schedule Sheets** pull-down.

Survey: Survey 1

Effective Date: July 15 2023

Survey Window: July 11 2023

July 15 2023

☒ Display Capped FTE ☐ Display Recalibrated FTE

☒ All Students ☐ Students with less than 1500 minutes ☐ Students with less than 1890 minutes ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day: ☒ ☒ ☒ ☒

01 02 03 04

☒ ☒ ☒ ☒

05 06 07 08

☐ All Periods

Sort Schedule Sheets Default

Letterhead Template None

☐ Print Multiple Copies for Custodial Contacts at Separate Addresses

Student Group

☐ Search All Schools

☐ Include Inactive Students

Download Schedules Reset

a. If a period teacher option is selected, the option **Display this Teacher on Each Schedule Sheet** is displayed. Select the check box to print the period teacher on each schedule sheet.

Sort Schedule Sheets Period 1 Teacher

☐ Display this Teacher on Each Schedule Sheet

14. To print the schedules on district or school letterhead, select the **Letterhead Template**, which are set up by the district via Setup > [Letterhead Templates](#).

Letterhead Template Schedule

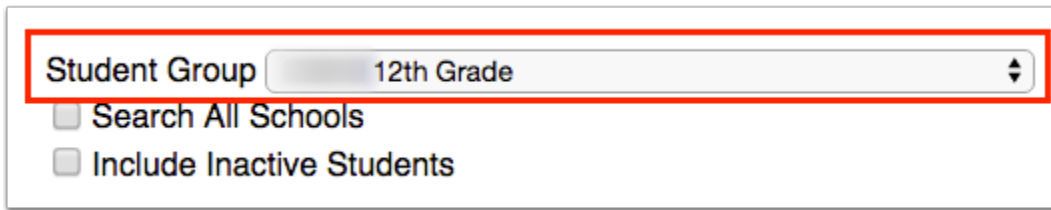
☐ Print Multiple Copies for Custodial Contacts at Separate Addresses

15. Select **Print Multiple Copies for Custodial Contacts at Separate Addresses**, if needed.

Letterhead Template Schedule

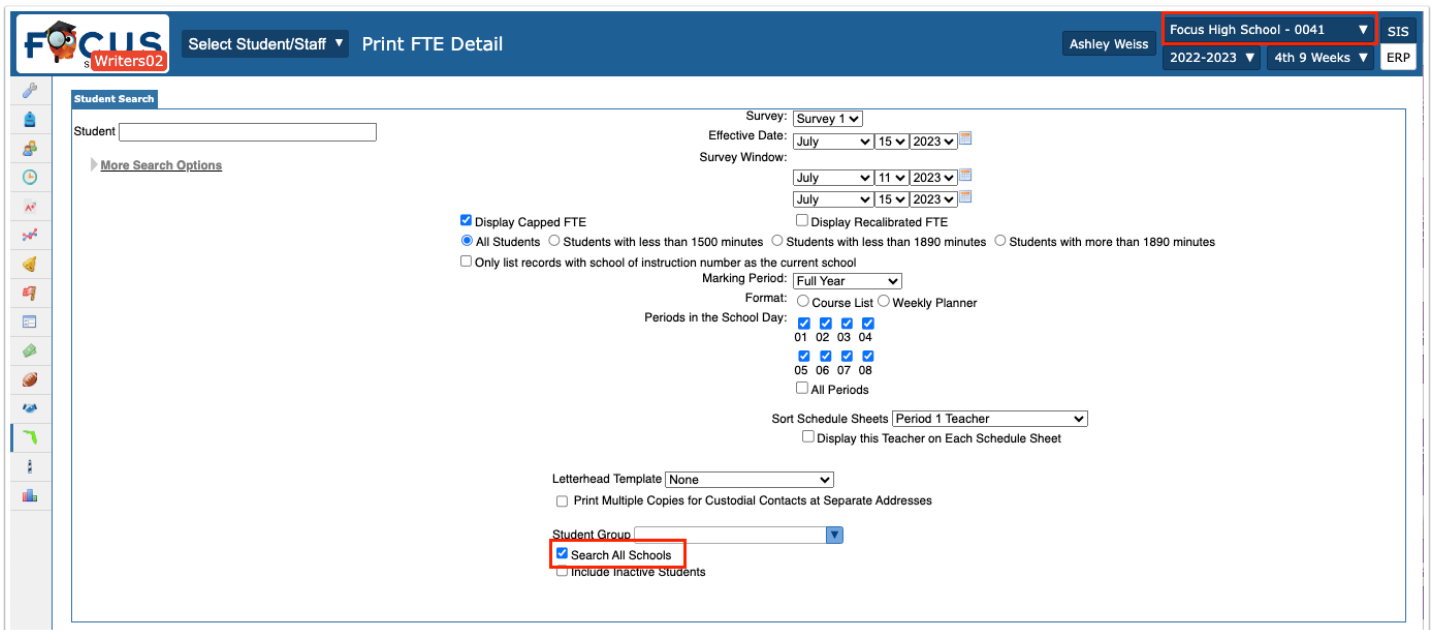
☐ Print Multiple Copies for Custodial Contacts at Separate Addresses

16. If student groups have been set up (Students > [Student Groups](#)), you can select to print/pull FTE data for a specific group of students using the **Student Group** pull-down.



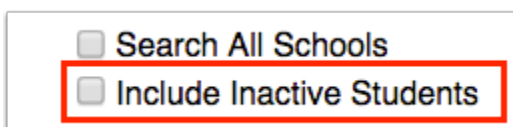
A screenshot of a web interface showing a 'Student Group' pull-down menu. The menu is open, displaying '12th Grade' as the selected option. Below the menu are two checkboxes: 'Search All Schools' and 'Include Inactive Students', both of which are currently unchecked.

17. The information identified in the student search pulls data for students enrolled in 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 **Search All Schools**.



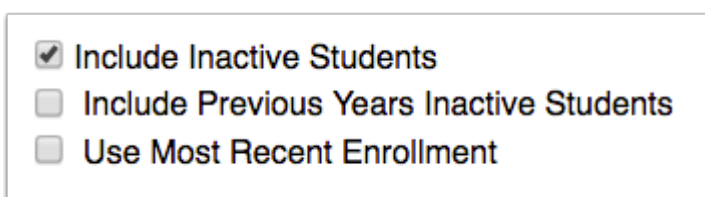
A screenshot of the 'Focus Writers02' Student Search interface. The top navigation bar includes 'Select Student/Staff', 'Print FTE Detail', and a user profile for 'Ashley Weiss'. The main search area contains various filters and options. A red box highlights the 'Student Group' pull-down menu, which is set to '12th Grade'. Another red box highlights the 'Search All Schools' checkbox, which is checked. Other visible options include 'Display Capped FTE', 'All Students', 'Students with less than 1500 minutes', 'Students with less than 1890 minutes', 'Students with more than 1890 minutes', 'Only list records with school of instruction number as the current school', 'Marking Period: Full Year', 'Format: Course List', 'Weekly Planner', 'Periods in the School Day', 'Sort Schedule Sheets: Period 1 Teacher', 'Display this Teacher on Each Schedule Sheet', 'Letterhead Template: None', and 'Print Multiple Copies for Custodial Contacts at Separate Addresses'.

18. If needed, select the check box to **Include Inactive Students**.



A screenshot of a web interface showing two checkboxes: 'Search All Schools' and 'Include Inactive Students'. Both checkboxes are currently unchecked. A red box highlights the 'Include Inactive Students' checkbox.

a. Select the corresponding check boxes to **Include Previous Years Inactive Students** and/or **Use Most Recent Enrollment**, if desired.



A screenshot of a web interface showing three checkboxes: 'Include Inactive Students', 'Include Previous Years Inactive Students', and 'Use Most Recent Enrollment'. The 'Include Inactive Students' checkbox is checked, while the other two are unchecked.

19. When finished setting the Print FTE Detail options, click the **Download Schedules** button.

To clear all selections made and start over, click the **Reset** button.

Student Search

Student

More Search Options

Survey: Survey 1

Effective Date: July 15 2023

Survey Window: July 11 2023 - July 15 2023

☒ Display Capped FTE
 ☐ All Students
 ☐ Students with less than 1500 minutes
 ☐ Display Recalibrated FTE
 ☐ Students with less than 1890 minutes
 ☐ Students with more than 1890 minutes

☐ Only list records with school of instruction number as the current school

Marking Period: Full Year

Format: ☐ Course List ☐ Weekly Planner

Periods in the School Day:
 ☒ 01
 ☒ 02
 ☒ 03
 ☒ 04
 ☒ 05
 ☒ 06
 ☒ 07
 ☒ 08
 ☐ All Periods

Sort Schedule Sheets: Period 1 Teacher

☐ Display this Teacher on Each Schedule Sheet

Letterhead Template: None

☐ Print Multiple Copies for Custodial Contacts at Separate Addresses

Student Group:

☐ Search All Schools
 ☐ Include Inactive Students

Download Schedules

Reset

A PDF preview of the schedules including selected FTE details is displayed, which can be saved to your computer or printed.

Return To Focus

Modules.php

1 / 176

SIS dev Site for Lizetteg Student Schedule

Abel, 7 Courses

| Period | Teacher | Course Num | Section | Course | Term | Sch Enroll | Sch Instr | Instruct Model | Class FE | Min Weekly | FTE Earned | FTE Earned (Old) | FTE Earned (Recalibrated) | Meeting Days |
|--------|--------------|------------|---------|--------------------|-----------|------------|-----------|----------------|----------|------------|------------|------------------|---------------------------|--------------|
| 01 | Andersen, | 1200310003 | | ALG 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 02 | Hager, | 0500500001 | | PERS,CAR,SCH DEV 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 03 | Dobson, | 1001320004 | | ENG HON 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0830 | 0.0714 | MTWHF |
| 04 | Ledoux, | 2000320004 | | BIO 1 HON | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 05 | Gagliardini, | 0400700001 | | MUSIC THEATRE 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0000 | 0.0714 | MTWHF |
| 06 | Kater, | 2103300001 | | WORLD CLTRL GEOG | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 07 | Gagliardini, | 1302300001 | | BAND 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| | | | | | | | | | 1750 | | 0.5838 | 0.5000 | 0.4998 | |

20. From this screen you have several options including, Rotate clockwise (circular arrow), Download as a PDF (down arrow), Print (printer icon), Fit to page (small inner arrows), Zoom in (plus sign), and Zoom out (minus sign).

Return To Focus

Modules.php

1 / 176

SIS dev Site for Lizetteg Student Schedule

Abel,

7 Courses

| Period | Teacher | Course Num | Section | Course | Term | Sch Enroll | Sch Instr | Instruct Model | FEFP | Min Weekly | FTE Earned | FTE Earned (Old) | FTE Earned (Recalibrated) | Meeting Days |
|--------|--------------|------------|---------|--------------------|-----------|------------|-----------|----------------|------|------------|------------|------------------|---------------------------|--------------|
| 01 | Andersen, | 1200310003 | | ALG 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 02 | Hager, | 0500500001 | | PERS,CAR,SCH DEV 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 03 | Dobson, | 1001320004 | | ENG HON 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0830 | 0.0714 | MTWHF |
| 04 | Ledoux, | 2000320004 | | BIO 1 HON | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 05 | Gagliardini, | 0400700001 | | MUSIC THEATRE 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0000 | 0.0714 | MTWHF |
| 06 | Kater, | 2103300001 | | WORLD CLTRL GEOG | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| 07 | Gagliardini, | 1302300001 | | BAND 1 | Full Year | | | | 113 | 0250 | 0.0834 | 0.0834 | 0.0714 | MTWHF |
| | | | | | | | | | | 1750 | 0.5838 | 0.5000 | 0.4998 | |

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21. When finished, click **Return to Focus** to return to the Print FTE Detail screen.

Return To Focus

Modules.php

1 / 176

SIS dev Site for Lizetteg Student Schedule

Abel,

7 Courses

| Period | Teacher | Course Num | Section | Course | Term | Sch Enroll | Sch Instr | Instruct Model | FEFP |
|--------|-----------|------------|---------|--------------|-----------|------------|-----------|----------------|------|
| 01 | Andersen, | 1200310003 | | ALG 1 | Full Year | | | | 113 |
| 02 | Hager, | 0500500001 | | PERS,CAR,SCH | Full | | | | 113 |