FTE - Full-Time Equivalency Summary FRD

August
2025

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Transforming K12 Education®

Version Control

Version	Date	Author(s)	Brief Description of Change
v1.0	7/9/25	Bradley Griffiths	Report Creation
v1.1	8/21/25	Bradley Griffiths	Documentation Update

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Summary

Department of Public Instruction shall report the number of students and the full-time equivalency of those students by public school unit and grade level from the prior school year

Due Dates

October 15

Scope and Purpose

The data in the report shall be disaggregated by enrollment in courses offered by the public school units and those offered through other dual enrollment and joint programs, including North Carolina Virtual Public School, institutions of higher education, and nonpublic schools.

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Functional Requirements

Reporting Population and Business Rules

#	Requirement
1	Report multiple records per calendar selected in extract editor
2	Sort ascending by District Number
3	Each reporting district displays 14 times in a row. One for each grade level grades k-12 + XG
4	1. Report as of April 1 of the selected calendar(s)
5	1. If not in session on April 1st, report as of final full day PRIOR to April 1st.

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Report Data Elements

#	Data Element	Business Requirement/ Business Rules	Data Source GUI Path	Database Field	Format
1	PSU Number	The unique identification number assigned to the District by NCDPI 1. Report State District Number	District Information > State District Number	dbo.District. number	VARCHAR
2	PSU Name	The name of the District 1. Report Name	District Information > Name	dbo.District. name	VARCHAR

3	Grade	Displays a label for grades K-12 in order
		
		1. Displays 1 row for each grade in chronological order or each district reported.
		2. Exact Order is: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, XG
		    a. Grade 13 is summed as a 12
		    b. State grades to be used in calculations:
		        i. KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
			N/A	N/A	VARCHAR

4	Enrolled	Displays total number of valid enrollments for given district and grade level pairing. Output is scoped to selected calendar(s) end year.
		
		1. Report the sum of all enrollments where
		    a. Service type = Primary
		    b. No Show = unchecked
		    c. Start Date < Report Day < End Date
		        i. End Date can be null
			Enrollments	dbo. enrollment	AGGREGATE

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| 5 | FTE | Displays the total FTE for the given district and grade level pairing based on NCDPI approved formula. Output is scoped to selected calendar(s) end year.

1. For each student enrolled in reporting PSU
   a. get the total number of minutes that student is scheduled on Reporting Day
      i. Based only on each period's start and end time
   b. Divided by 300
      i. If value greater than 1.00
         1. report as 1.00
   c. Do this for every student in calendar
      i. Summer school is unchecked
      ii. Exclude is unchecked
   d. For each calendar in school
      i. Type = Instructional
      ii. Summer School = unchecked
      iii. Exclude = unchecked
   e. For each school in district
      i. Exclude = unchecked | Schedule

Calendar Information

Period Setup | dbo.roster

dbo. schedule

dbo. enrollment

dbo.day | FORMULA |

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Report Design/layout

EXAMPLE OUTPUT LAYOUT:

PSU	PSU Name	Grade	Enrolled	FTE
00A	North Carolina Cyber Academy	K	76	71
00A	North Carolina Cyber Academy	1	116	105
00A	North Carolina Cyber Academy	2	113	105
00A	North Carolina Cyber Academy	3	135	124
00A	North Carolina Cyber Academy	4	144	123
00A	North Carolina Cyber Academy	5	170	151
00A	North Carolina Cyber Academy	6	233	203
00A	North Carolina Cyber Academy	7	301	268
00A	North Carolina Cyber Academy	8	323	296
00A	North Carolina Cyber Academy	9	325	302
00A	North Carolina Cyber Academy	10	290	260
00A	North Carolina Cyber Academy	11	255	243
00A	North Carolina Cyber Academy	12	199	199
00A	North Carolina Cyber Academy	XG	2	2