FTE - Full-Time Equivalency Course Summary Report - FRD

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Version Control

Version	Date	SIS Case Number	SF Case Number	Author(s)	Brief Description of Change
2.0	08/2026			Beth Bennett	Re-write

Summary

The Department of Public Instruction shall report to the Joint Legislative Education Oversight Committee, the Senate Appropriations Committee on Education/Higher Education, the House Appropriations Committee on Education, and the Fiscal Research Division of the General Assembly on the number of students and the full-time equivalency of those students by public school unit and grade level from the prior school year.

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.

Due Dates

Annually on October 15th for the previous School Year.

Scope and Purpose

The FTE Course Summary Report includes the aggregate student enrollment count in Courses by Grade Level within the LEA.

Functional Requirements

Reporting Population

RP#	Requirements
1	A student must meet the following calendar enrollment criteria:
1.1	The student has an enrollment within the calendar selected from the Setup section of the Extract Editor.
1.2	The student has an enrollment with a Service Type marked as 'Primary' (dbo.Enrollment.serviceType).
1.3	The enrollment is not marked as 'No Show' (dbo.Enrollment.noShow EQUALS 0).
1.4	The enrollment is not marked as 'State Exclude' (dbo.Enrollment.stateExclude EQUALS 0).
1.5	The Grade Level assigned to the student's enrollment is NOT marked as 'Exclude from Enrollment' (dbo.GradeLevel.excludeEnrollment EQUALS 0).
1.6	The Grade Level assigned to the student's enrollment is mapped to a State Grade Level of KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, or 13.
1.7	The student's enrollment is considered Active on the FTE Session Date. An enrollment will be considered Active if the following is true: 1. Enrollment Start Date (dbo.Enrollment.startDate) is BEFORE or ON the FTE Session Date. 2. Enrollment End Date (dbo.Enrollment.endDate) is ON or AFTER the FTE Session Date.
2	The calendar a student is enrolled in must meet the following criteria:

2.1	The calendar is aligned with an Active Trial and matching Schedule Structure. **NOTE:** This criteria accommodates a school choosing to have **multiple** Active Trials and matching Schedule Structures.
2.2	The calendar is NOT identified as a 'Summer' calendar. A calendar will be considered a Summer School calendar if at least one of the following is true: 1. The 'Summer School' checkbox has been selected (dbo.Calendar.summerSchool = 1) 2. The calendar 'Type' is marked as 'S: Summer School' (dbo.Calendar.type = S)
2.3	The calendar is NOT marked as 'Exclude' (dbo.Calendar.stateExclude).
3	The student's rostered sections and associated courses must meet the following criteria:
3.1	The associated course must NOT have a State Course Code (dbo.Course.stateCode) with the first two digits EQUAL to '99'.

Business Rules

BR #	Requirement
1	A Summary report will be generated with Course information, rolled up at the LEA level, based on the following criteria:
1.1	A student will be included in the count of enrolled students per course so long as they meet conditions #1 - 2.3 of the Reporting Population requirements.

1.2	A course will be included in the list of courses offered at the selected LEA so long as they meet conditions #3 - 3.1 of the Reporting Population requirements.
1.3	The summary report shall be generated by aggregating FTE Course Detail Report records. One summary row shall be produced for each unique combination of: 1. LEA 2. Grade Level 3. Course Number 4. Third Party 5. Delivery Mode 6. External Provider 7. Post Secondary Institution EnrolledStudents shall equal the sum of FTE Course Detail Report Data Element #11: EnrolledStudents for all Detail records within the grouping.

1.4	The FTE Session Date is considered the first Instructional Day **without** a Reduced Schedule that is ON or AFTER April 1st. 1. Instructional Days are defined by both of the following being true: a. The calendar Day being marked as 'Instructional' (dbo.Day.instruction = 1) b. The calendar Day being marked as 'Attendance' taking (dbo.Day.attendance = 1) 2. Reduced Schedule is defined by either of the following being true: a. An Instructional Day with a scheduled Day Event with a Standard Code of 'AD' (dbo.CampusDictionary.standardCode) b. The Period Schedule assigned to the Instructional Day is marked an Exception Day (dbo.PeriodSchedule.exceptionDay EQUALS 1) **NOTE:** If multiple calendars are selected from the Extract Editor, each calendar determines its own FTE Session Date independently.
2	If multiple calendars are selected from the Extract Editor, sort results by: 1. LEANumber 2. GradeLevel (KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13) 3. CourseNumber 4. ThirdParty 5. DeliveryMode 6. ExternalProvider 7. PostSecondaryInstitution

3	The file name that is generated will be titled 'NC_FTE Course Summary_YYYY', where YYYY will be equal to the End Year associated with the School Year field selected from Setup section of the Extract Editor.
4	The report can be run against a district's active year as well as any prior year.
5	The report can be run at both the District and State Editions.
6	The report will be generated in CSV or HTML format.

Report Data Elements

Data Elements #4, #5, #8, #9, #10, and #11 represent the values that define the unique reporting row described in Business Rule #1.3. The report is generated by grouping FTE Course Detail records using the Business Rule #1.3 key and rolling those records into a single summary row.

DE #	Data Element	Business Requirement ***Business Rules***	Data Source GUI Path	Database Field	Format
1	LEANumber	Report the LEA Number aligned with the identified student calendar enrollment. *Report dbo.District.number of identified student calendar enrollment.*	School & District Settings > Districts > District Information > State District Number	dbo.District.number	Numeric

2	LEAName	Report the LEA Name of the LEA identified in Data Element #1: LEANumber. *Report dbo.District.name of the LEA identified in Data Element #1: LEANumber.*	School & District Settings > Districts > District Information > District Name	dbo.District.name	Alphanumeric
3	GradeLevel	Report the state-mapped Grade Level associated with the summary row. *From the FTE Course Detail Report, report Data Element #6: GradeLevel for the Detail records grouped into the summary row as defined by Business Rule #1.3.*	Student Information > General > Enrollments	dbo.GradeLevel.stateGrade	Alphanumeric

4	CourseNumber	Report the State Course Code associated with the summary row. *From the FTE Course Detail Report, report Data Element #7: CourseNumber for the Detail records grouped into the summary row as defined by Business Rule #1.3.*	Scheduling & Courses > Courses > Course Information > State Code	State Edition dbo.CourseCode.code EQUAL TO District Edition dbo.Course.stateCode	Alphanumeric
5	CourseName	Report the state course name associated with the course identified in Data Element #5: CourseNumber. *Report the State Edition published dbo.CourseCode.name associated with dbo.Course.stateCode of the course identified in Data Element #5: CourseNumber.*	District Level: Scheduling & Courses > Courses > Course Information > Course Name State Level: Scheduling & Courses > Courses > Course Management	dbo.CourseCode.name, WHERE State Edition dbo.CourseCode.code EQUALS District Edition dbo.Course.stateCode	Alphanumeric

6	EnrolledStudents	Report the aggregate enrolled student count for the summary row. *Reference the Calculations or Logic section.*	N/A	Calculation	Numeric
7	ThirdParty	Report the Third Party instructional provider value that defines the summary row. *From the FTE Course Detail Report, report Data Element #12: ThirdParty included in the Business Rule #1.3 grouping criteria. A separate summary row shall be created for each distinct ThirdParty value associated with a CourseNumber and GradeLevel combination.*	Scheduling & Courses > Courses > Section Information > Instructional Provider Scheduling & Courses > Courses > Course Information > Instructional Provider	dbo.Section.providerSchoolOverride dbo.Course.providerSchool	Alphanumeric

8	DeliveryMode	Report the Delivery Mode value that defines the summary row. *From the FTE Course Detail Report, report Data Element #13: DeliveryMode included in the Business Rule #1.3 grouping criteria. A separate summary row shall be created for each distinct DeliveryMode value associated with a CourseNumber and GradeLevel combination.*	Scheduling & Courses > Courses > Section Information > Delivery Mode Scheduling & Courses > Courses > Course Information > Delivery Mode	dbo.Section.virtualInstruction dbo.Course.virtualInstruction	Alphanumeric

9	ExternalProvider	Report the External Provider indicator value that defines the summary row. *From the FTE Course Detail Report, report Data Element #14: ExternalProvider included in the Business Rule #1.3 grouping criteria. A separate summary row shall be created for each distinct ExternalProvider value associated with a CourseNumber and GradeLevel combination.*	Scheduling & Courses > Courses > Section Information > Instructional Provider Scheduling & Courses > Courses > Course Information > Instructional Provider	dbo.Section.providerSchoolOverride dbo.Course.providerSchool	Options: • Y • Blank

10	PostSecondaryInstitution	Report the Post Secondary Institution value that defines the summary row. *From the FTE Course Detail Report, report Data Element #15: PostSecondaryInstitution included in the Business Rule #1.3 grouping criteria. A separate summary row shall be created for each distinct PostSecondaryInstitution value associated with a CourseNumber and GradeLevel combination.*	Scheduling & Courses > Courses > Section Information > Post Secondary Institution Scheduling & Courses > Courses > Course Information > Post Secondary Institution	dbo.Section.enrollmentLocation dbo.Course.enrollmentLocation	Alphanumeric

Calculations or Logic

DE #	Data Element	Business Requirement	Business Rule
6	EnrolledStudents	Report the aggregate enrolled student count for the summary row.	*SUM FTE Course Detail Report Data Element #11: EnrolledStudents for all Detail records where the following values match the summary row:* • *LEANumber* • *GradeLevel* • *CourseNumber* • *ThirdParty* • *DeliveryMode* • *ExternalProvider* • *PostSecondaryInstitution* *The matching values represent the grouping criteria defined in Business Rule #1.3.*