

Does PowerSchool have multiple FTE fields per student?

This document will show you the two areas on a student record that is labeled FTE - Full Time Equivalencies. One area is under School Enrollment and is associated to a student's schedule, ADA/ADM reporting, etc. The other area is under Compliance and this field is used for state reporting and generates the FTE value sent to the state for funding.

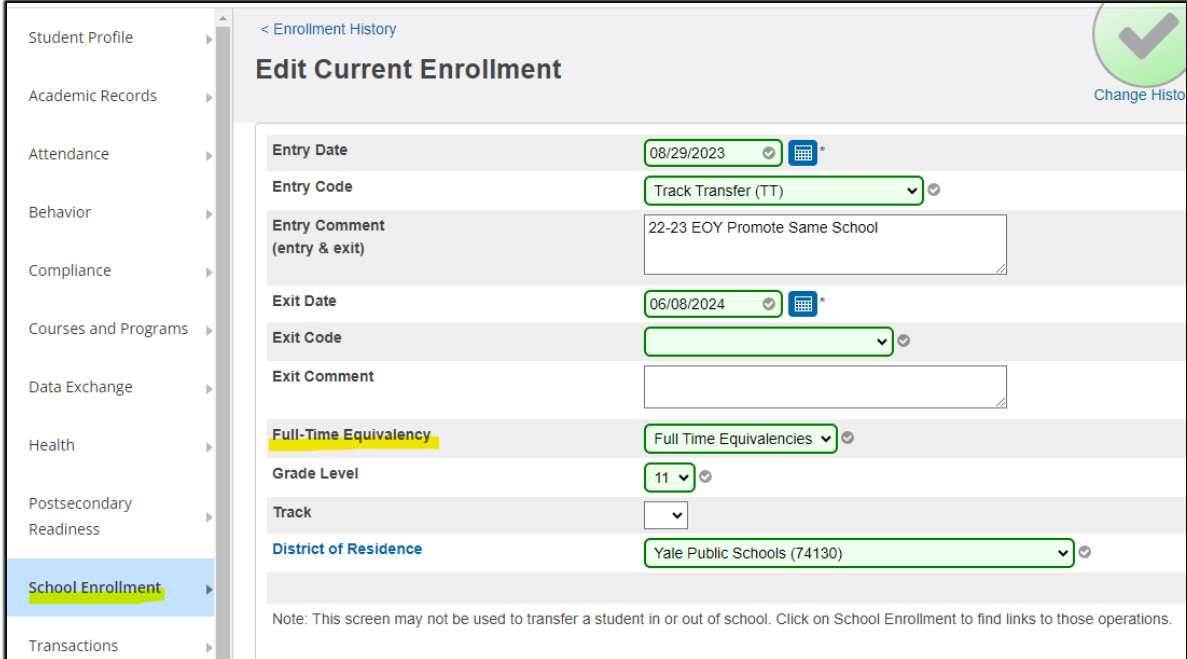
Overview

- School Enrollment tab
- Compliance tab

Full Time Equivalency

1. To set a student Full Time Equivalency

- Go to People Icon
- Search for the desired student, by entering their name or student Other ID
- Once you select the desired student, click on their name
- Select School Enrollment



The screenshot shows the 'Edit Current Enrollment' form in PowerSchool. The left sidebar lists various tabs, with 'School Enrollment' highlighted. The main form contains the following fields:


- Entry Date: 08/29/2023
- Entry Code: Track Transfer (TT)
- Entry Comment (entry & exit): 22-23 EOY Promote Same School
- Exit Date: 06/08/2024
- Exit Code: [Empty]
- Exit Comment: [Empty]
- Full-Time Equivalency: Full Time Equivalencies (highlighted in yellow)
- Grade Level: 11
- Track: [Empty]
- District of Residence: Yale Public Schools (74130)

Note: This screen may not be used to transfer a student in or out of school. Click on School Enrollment to find links to those operations.

- The Full-Time Equivalency field should reflect the number of courses a student is scheduled in. If they have a full schedule, select Full Time Equivalencies. If the student attends part time use the FTE for part time students. You may need to have additional options created.

For example, if the student attend 3 hours a day you will want Part Time 3 hour. If they attend 4 hours a day you will want Part Time 4 hours. It is important that on the School Enrollment tab the correct option is selected. This field works with the ADA/ADM reporting.

NOTE: If you do need to create a new Full Time Equivalencies you go the School Management, Attendance, Full Time Equivalencies, select New and add the new FTE.

Full-Time Equivalencies 			
New			
Name	Description	Def. Att. Mode	Def. Att. Conversion
College Students 3 Hours	College students who attend High School for 3 hours per day.	Meeting	PeriodDay
College Students-4 Hours	College Students who attend High School 4 hours per day.	Meeting	PeriodDay
Full Time Equivalencies	Full Time Equivalencies	Meeting	PeriodDay

Note: This list of Attendance Conversions applies to Memphis Junior/Senior High School during the 2023-2024 school year only.

Then you must also map the Attendance Conversion. Select the school, select School Management, Attendance, Attendance Conversion

FTE	Period
Regular Day Conversion	
Full Time Equivalencies	Defined 0 .. 1
College Students-4 Hours	Defined 0 .. 1
College Students 3 Hours	Defined 0 .. 1
Half Day-Exam (2 Periods) Conversion	
Full Time Equivalencies	Defined 0 .. 1
College Students-4 Hours	Defined 0 .. 1
College Students 3 Hours	Defined 0 .. 1

Note: This list of Attendance Conversions applies to Memphis Junior/Senior High School only.	
Periods Present	Day Attendance Value
0	<input type="text" value="1"/>
1	<input type="text" value="0.5"/>
2	<input type="text" value="0.5"/>
3	<input type="text" value="1"/>
4	<input type="text" value="1"/>
5	<input type="text" value="1"/>
6	<input type="text" value="1"/>
7	<input type="text" value="1"/>

2. Compliance

- Go to the People Icon
- Search for the desired student, by entering their name or student Other ID
- Select the desired student
- Click on the Compliance tab

The screenshot shows the 'Compliance' tab selected in the left-hand navigation menu. The main content area displays a grid of tabs for various categories. The 'General Education FTE' tab is highlighted in yellow. Below the tabs, the 'GENERAL EDUCATION FTE' section is visible, featuring a 'MSDS Reported' dropdown menu and a 'General Education FTE:' label with a text input field containing the number '1'.

- Click on the General Education FTE tab to view general education FTE used for funding

The screenshot shows the 'Special Education' section. At the top, there is a date field labeled 'MM/DD/YYYY' with a calendar icon. Below this is the 'Exit Date:' label. The 'Placed by' field has a checkbox labeled 'Another'. The 'District IEP:' field is empty. The 'Section 52 FTE:' field is highlighted in yellow and contains an empty text input box. The 'Section 53 FTE:' field is also highlighted in yellow and contains an empty text input box.

- Click on the Special Education tab to view the special education section 52 and/or section 53 used for funding if the student is receiving special education services