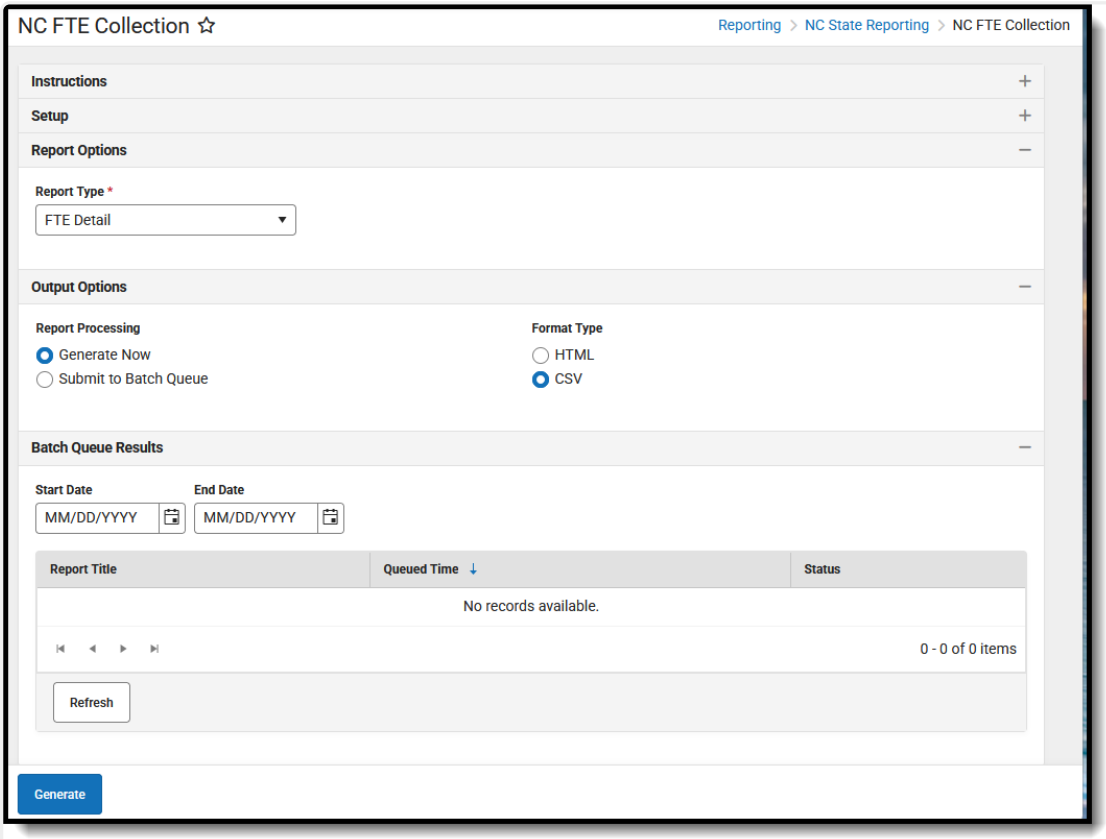
NC FTE Collection

Last Modified on 09/21/2026 9:25 am CDT

Path: Reporting > NC State Reporting > NC FTE Collection

The FTE (Full-Time Equivalency) Collection reports the number of students and the full-time equivalency of those students by PSU and grade level for the prior school year. Information reports by students, in the Student Summary and Student Detail reports, and by courses in the Course Summary and Course Detail reports.

The FTE Collection is ONLY available for State Edition users.



FTE Collection

Report editor

Data Element	Description
Set Up	
Search Calendars	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars.
Report Options	

Data Element	Description
Extract Type	Determines which Extract Type reports. Available options are: • FTE Student Summary Report (August 2026) • FTE Student Detail Report (August 2026) • FTE Course Summary Report (August 2026) • FTE Course Detail Report (August 2026)
Output Options	
Report Processing	To generate the report immediately, select **Generate Now** option. To choose when the report generates, use the **Submit to Batch** option. The Batch Queue processing can be used for both the report generation and the report review, allowing results to be reviewed at a later time.
Format Type	Determines in which format the report generates - CSV or HTML. **CSV Best Practice** CSV files usually open with the Microsoft Excel application. The default handling of date values in Excel removes leading zeros. **This causes issues with reporting**. To prevent this issue, perform edits to CSV files through a text editor application such as Notepad, Notepad++, etc. Or, to use Excel, ensure that all date fields are set to format MM/DD/YYYY **with leading zeros** (e.g., 8/4/2024 should display as 08/04/2024).

Generate the report

1. Select the applicable **Calendar(s)** to include in the report.
2. Select the desired Extract Type from the dropdown list. **Refer to the PDFs included in the Extract Type description above for Report Logic and Report Layout information.**
3. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
4. Select the desired **Format Type**.
5. Click **Generate**. The report displays in the selected format.

Refer to the PDF attachments in the Extract Type description for the report layout.