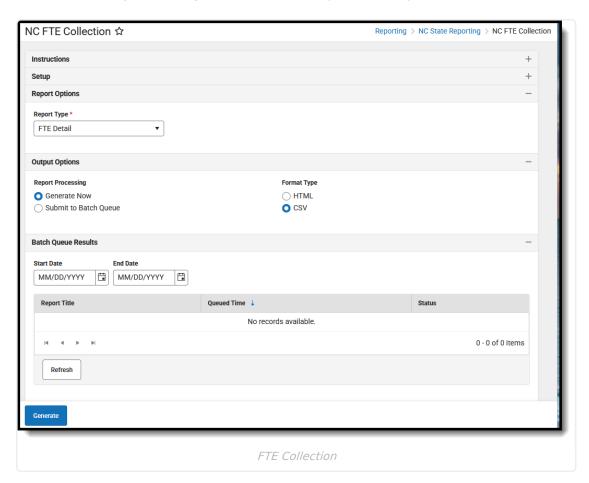


NC FTE Collection

Last Modified on 09/18/2025 12:53 pm CDT

Report Editor | Generate the Report

The FTE (Full Time Equivalency) reports the number of students and the full-time equivalency of those students by PSU and grade level from the prior school year.



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 | |
| Extract Type | Determines which Extract Type reports. Available options are: • FTE Detail (August 2025) • FTE Summary (August 2025) |



| | o generate the report immediately, select Generate Now option. To noose when the report generates, use the Submit to Batch option. |
|----------------|--|
| | |
| | Details Overse managed in a complete world for health the consent managed in a |
| | ne 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 De | etermines 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.