

NC FTE Collection

Last Modified on 12/14/2025 8:45 pm CST

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.

NC FTE Collection ☆ Reporting > NC State Reporting > NC FTE Collection

Instructions +

Setup +

Report Options -

Report Type * ▼
FTE Detail

Output Options -

Report Processing Format Type
 Generate Now HTML
 Submit to Batch Queue CSV

Batch Queue Results -

Start Date	End Date	Status
MM/DD/YYYY <input type="button" value="Calendar"/>	MM/DD/YYYY <input type="button" value="Calendar"/>	
No records available.		
<input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value=">>"/>		0 - 0 of 0 items
<input type="button" value="Refresh"/>		

Generate -

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	
Extract Type	Determines which Extract Type reports. Available options are: <ul style="list-style-type: none"> • FTE Summary (November 2025)  • FTE Summary (August 2025) 
Output Options	

Data Element	Description
Report Processing	<p>To generate the report immediately, select Generate Now option. To choose when the report generates, use the Submit to Batch option.</p> <p>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.</p>
Format Type	<p>Determines in which format the report generates - CSV or HTML.</p> <div style="background-color: #e0f2e0; padding: 10px;"> <p>CSV Best Practice</p> <p>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.</p> <p>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).</p> </div>

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.