

# NC FTE Collection

Last Modified on 12/12/2025 10:02 am 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 ☆

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Instructions +

Setup +

Report Options -

Report Type \*

FTE Detail ▼

Output Options -

Report Processing

☒ Generate Now
 ☐ Submit to Batch Queue

Format Type

☐ HTML
 ☒ CSV

Batch Queue Results -

Start Date

End Date

MM/DD/YYYY

MM/DD/YYYY

Report Title	Queued Time ↓	Status
No records available.		



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Refresh

Generate

FTE Collection

## Report Editor

Data Element	Description
<b>Set Up</b>	
<b>Search Calendars</b>	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.
<b>Report Options</b>	
<b>Extract Type</b>	Determines which Extract Type reports. Available options are: <ul style="list-style-type: none"> <li><a href="#">FTE Summary (November 2025)</a> </li> <li><a href="#">FTE Summary (August 2025)</a> </li> </ul>
<b>Output Options</b>	

Data Element	Description
Report Processing	<p>To generate the report immediately, select <b>Generate Now</b> option. To choose when the report generates, use the <b>Submit to Batch</b> 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> <p><b>CSV Best Practice</b></p> <p>CSV files usually open with the Microsoft Excel application. The default handling of date values in Excel removes leading zeros. <b>This causes issues with reporting.</b></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 <b>with leading zeros</b> (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.