

## ALE Application: Enrollment/FTE Reporting

Various reports and downloads are available in ALE to help with FTE and Enrollment reporting.

### FTE Reconciliation Report:

Designed to be run on count day.

#### Page Action Gear: Secretary Role>Manage>Manage Enrollment Percentages

1. Includes only students with active SLP on the day the report is generated.
2. **Headcount Default Entity** includes only students for whom the default entity is ALE school.
3. **Headcount All Heads** include any student whose FTE is greater than 0.
4. **FTE Total by Grade for Students**, including those whose default entity is not the ALE school.
5. Includes both summary and detailed data.
6. Color coding is included to help identify discrepancies.
  - FTE from SIS column **yellow** if FTE from SIS is 0 and Percent Actual Total Hours is greater than 0.
  - Percentage Actual Total FTE Hours cell **red** if Percent Actual Total Hours is Less than FTE From SIS.
7. Does not pull/store historical data (functions like Skyward P223).

### Current FTE Download:

Excel version of student data from FTE Reconciliation Report

#### Page Action Gear: Secretary Role>Manage>Manage Enrollment Percentages

This report also pulls for the day it is generated but can be used to find/identify errors prior to the count day.

### Enrollment Summary by Home District:

FTE by District for Choice Transfer Students (based on data entered in the details tab of SLP) Designed to be run on count day (monthly SAFS reporting)

#### Page Action Gear: Secretary Role>Manage>Manage Enrollment Percentages

1. Includes only students with active SLP on the day the report is generated.
2. **Headcount All Heads** include any student whose FTE is greater than 0.
3. **FTE Total by Grade for Students**, including those whose default entity is not the ALE school.
4. Includes only summary data.
5. Does not pull/store historical data.

**Grade Level Mismatch**

**Page Action Gear: Secretary Role>Manage>Manage Enrollment Percentages**

**Student Enrollment Details:**

Excel download that will provide information about any students associated with the entity who have an active enrollment on a selected date.

**Page action gear here: Secretary Role>Home>Summary**

1. Only students who were enrolled on the selected date are included.
2. Enrollment information from the corresponding year's SLP is included.

 Secretary Role>Home Summary	 Secretary Role>Home Summary	 Secretary Role>Home Summary
Room Use	High School Course Completion	Parent/Student Input on Monthly Progress XSLX
Student Course List for Skyward	Student Enrollment Details	ALE Attendance Report
Print Current SLP Schedule(s)	Monitor Weekly Contact Download	Ledger TRansactions Export
SLP Subject Areas	ALE Subject/Course progress Download	Class Enrollment by Day
Certificated Teacher ALE Class Schedules by Term	ALE Overall Progress Download	Class Attendance Blanks
All ALE Class Rosters	ALE Course Adds	Absences by Date
All Monthly Progress Reviews	ALE Course Drops	Class Attendance Summary
All Monthly Progress Course Details		Missed Weekly Contacts with Valid Justification
Enrollment Percentage vs. Class Enrollment Comparison		
Ledger Transaction Export		
All SLPs Weekly Contacts		

