

## ALE Secretary: Enrollment/FTE Reporting V2

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

### FTE Reconciliation Report:

1. Designed to be run on the count day.
2. Does not pull/store historical data (functions like Skyward P223).

### Secretary Role > Manage > Manage Enrollment Percentages > Page Action Gear > FTE Report

1. Only includes students with active wSLP on the day the report is generated.
2. **Headcount Default Entity** only includes students for whom the default entity is the ALE school.
3. **Headcount: All Heads** includes any student with an FTE greater than 0.
4. **FTE Total by Grade for Students**, all 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 the **SIS column**, the cell is **yellow** if the FTE from SIS is 0 and the Percent Actual Total Hours is greater than 0.
  - In the **Percentage Actual Total FTE Hours column**, the cell is **red** if the Percent Actual Total Hours is Less than the FTE from SIS.

### Current FTE Download:

1. Excel version of student data from the FTE Reconciliation Report
2. Does not pull/store historical data
3. Great tool to find/identify errors prior to the count day

### Secretary Role > Manage > Manage Enrollment Percentages > Page Action Gear > Current FTE Download

### Enrollment Summary by Home District:

1. FTE by District for Choice Transfer Students
2. Only surfaces data recorded on the details tab of the wSLP
3. Designed to be run on the count day (monthly SAFS reporting)
4. Does not pull/store historical data

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

1. Includes only students with an active SLP on the day the report is generated.
2. **Headcount: All Heads** include any student with an FTE 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**

1. Designed to surface students whose wSLP grade level is different than their SIS grade level

Secretary Role > Manage > Manage Enrollment Percentages > Page Action Gear > Grade Level Mismatch