



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: School Superintendents and Alternative Education Contacts

From: Flora Jones, Director of Student Pathways

Date: May 13, 2022

Subject: Alternative Education Grant Full Time Equivalency (FTE) Student Report Submission

In order to distribute alternative education funds in a timely manner, Alternative Education Grant Full-Time Equivalency (FTE) Student Reports must be submitted to the Indiana Department of Education. The reporting window for the 2021-2022 academic year will be open from Monday, May 9, through Friday, July 29. If your school corporation had an approved alternative education program during the 2021-2022 school year, an FTE Student Report must be submitted by Friday, July 29. Only school corporations that are fiscal agents for alternative education programs need to complete the report. This report must be submitted in order to be considered for funding, which will be disbursed on Thursday, September 1.

The FTE Student Report is posted via DOE Online. Directions for completing the report for the 2021-2022 academic year are as follows:

1. Log on to DOE online: <https://alted.doe.in.gov/>
2. Enter username (specific to DOE Online)
3. Enter password
4. Click on "Add a Program"
5. Click on dropdown tab for "program"
6. Choose the program for which you are submitting the FTE information
 - a. This must be done for each program
7. Enter the total number of days you served students in the program
8. Enter the ADA (average daily attendance) for each session that you served students
9. If you have more than one program, click "Add a Program" and continue from step 5.
10. Once all data has been submitted for each of your programs, review the information in the "Actual FTE" column
11. Click on "Details" to view all information to ensure accuracy
 - a. If an error is noted, click on "edit" to make any changes
12. Receive electronic sign-off from your superintendent and submit the report

Once the report has been submitted and has received the superintendent's sign-off through the online portal, the FTE Student Report is complete.



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In order to receive reimbursement for the 2021-2022 academic year, your corporation must submit the 2021-2022 DOE-AL and the 2021-2022 FTE Student Report in addition to the 2021-2022 program renewal which should have been previously submitted by September 13, 2021.

If you have any questions about end of year reporting for Alternative Education, please contact the Student Pathways team at studentpathways_alted@doe.in.gov or call 317-232-9166.