

Benefits of using both the ADA FTE Summary Report and the Attendance Contact Hour Summary Report

Both reports serve essential but distinct roles:

- ❖ The ADA/FTE Summary acts as a funding summary tool (what funding you generate),
- ❖ The Attendance Contact Hour Summary functions as an operational compliance tool (why and how that funding is earned).

Together, they provide a complete picture of attendance-based funding accuracy, accountability, and transparency within OnDataSuite

Overview of Both Reports

1. ADA FTE Summary Report

The **ADA (Average Daily Attendance) FTE Summary** is designed to summarize student attendance and funding eligibility in **Full-Time Equivalent (FTE)** units. It focuses on how **attendance translates to funding units** across grade levels, instructional tracks, and reporting periods.

- It measures **ADA, eligible days present, and enrollment totals**.
- It aggregates this data into **FTE calculations** for state funding.
- It includes breakdowns by **instructional program type** (e.g., regular, career/tech, special ed) and **reporting period** (e.g., six-week cycles).
- It supports **funding compliance** by aligning attendance with **Texas Education Agency (TEA) PEIMS FTE funding rules**.

2. Attendance Contact Hour Summary Report

The **Attendance Contact Hour Summary** complements the ADA/FTE report by focusing on **actual instructional time** — the **contact hours** students are present and eligible to earn state funding.

- It details **minutes of instruction** and **contact hour totals** by **program and instructional setting**.

- It aligns **attendance reporting** with **contact hour eligibility**, ensuring accurate funding calculations.
- It assists in **verifying FTE conversion** and **cross-checking instructional service categories** such as:
 - CTE (Career & Technical Education)
 - Special Education (Mainstream, Resource, etc.)
 - Bilingual/ESL programs
- It also aids in **monitoring trends** over time and confirming **attendance compliance** across all tracks.

Comparison and Complementary Benefits

Category	ADA FTE Summary	Attendance Contact Hour Summary
Primary Focus	Funding-eligible attendance summarized into FTE Units	Detailed instructional contact hours by service type
Level of Detail	High-level, aggregated by grade and program	Granular, by minutes and instructional setting
Purpose	Funding compliance verification.	Time accountability and program service validation.
Data Source	PEIMS ADA / FTE calculations – Summer PEIMS	Daily attendance & bell schedule data – Summer PEIMS

Key Benefits of Using Both Reports Together

1. Comprehensive Funding Assurance

- The ADA/FTE Summary ensures your district's **total funding units align with TEA expectations**.
- The Contact Hour Summary ensures the **time-based foundation for that funding** is accurate.
- Using both provides a **cross-verification loop** — attendance hours (input) → FTE counts (output).

2. Early Error Detection

- Contact Hour data can **reveal anomalies** (e.g., overreported hours, short service minutes, or missing attendance codes) that later affect ADA/FTE totals.
- ADA/FTE summaries then confirm whether those errors impact **funding eligibility**.

3. Program Accountability

- Campus and program leaders can verify **instructional minutes** for each student group.
- Finance teams can confirm **those same minutes produce expected FTE funding**.

4. Audit Readiness

- Both reports together provide **full audit documentation**:
 - ADA/FTE Summary → verifies state-reported funding totals.
 - Contact Hour Summary → validates the underlying instructional and attendance data.

5. Data-Driven Decision Support

- Administrators can use Contact Hour trends to **identify underutilized programs or attendance dips**.
- They can use ADA/FTE summaries to **forecast funding** impacts tied to those patterns.

Practical Application Example

Use Case	How Reports Work Together
Funding Projection	ADA/FTE Summary provides FTE totals per reporting period. Attendance Contact Hour Summary verifies that underlying minutes justify those totals.
Campus Attendance Monitoring	Contact Hour report identifies attendance dips by program. ADA/FTE Summary shows resulting drops in ADA-based funding.

Use Case	How Reports Work Together
PEIMS Verification	Contact Hour report validates service minutes for CTE and SPED. ADA/FTE report confirms accurate funding conversion for those programs.
Audit Prep	ADA/FTE summary shows final reported FTEs. Contact Hour summary provides backup documentation of instructional time compliance.

Conclusion

Both reports serve essential but distinct roles:

- **ADA/FTE Summary** = *Funding summary tool* — What funding you generate.
- **Attendance Contact Hour Summary** = *Operational compliance tool* — Why and how that funding is earned.

Together, they ensure **accuracy, accountability, and transparency** across your district's attendance and funding processes — giving **OnDataSuite users** a full picture from **classroom attendance through final funding allocation**.