

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF PORTFOLIO SERVICES**

**LESLIE M. BROWN
CHIEF PORTFOLIO SERVICES OFFICER**

August 13, 2018

Signatures on file

TO: Principals
FROM: Leslie M. Brown, Chief Officer
Office of Portfolio Services
VIA: Valerie Wanza, Ph.D., Chief Officer
School Performance & Accountability



**SUBJECT: PRE-FIRST DAY STUDENT ADDRESS AND ASSIGNMENT CODE
ERRORS IN TERMS**

Each year, the Demographics & Student Assignments Department works with school-based staff to ensure that all students in the TERMS database have correct assignment codes. In some instances, changes in student addresses, or inaccurate addresses, including out of county or out-of-state addresses, and incomplete or incorrect spellings of addresses can cause students to be placed in the wrong schools. In other instances, students attending schools other than their home boundary schools require District-approved assignment codes to document the reasons they are attending those schools, e.g. for magnet programs, general and hardship reassignments, ESE programs, etc.

Students with inaccurate address or assignment code information in TERMS may negatively impact existing and projected school enrollments, jeopardizing a school's ability to meet school concurrency and class size requirements and potentially place schools at risk of boundary changes, program changes, budget inaccuracies and missed reassignment opportunities.

Based on student information in the TERMS database after the rollover date, on July 30, 2018, the Demographics & Student Assignments Department has prepared an address and assignment code error report to enable schools to notify families who are attending the wrong school, or who do not have District-awarded reassignments. Students who do not wish to attend their home boundary school may apply for a reassignment or magnet program, prior to the tenth day of school, August 29, 2018.

Attached are lists of individual students by school that the Demographics & Student Assignments Department has identified as having inaccurate address or assignment code information in TERMS as of the TERMS rollover. The lists are intended to help schools clean up student data errors and to assist Directors of School Performance & Accountability in identifying and resolving problems with assignment coding at the school level prior to the beginning of the 2018/19 school year.

Pre-First Day Student Address and Assignment Code Errors in TERMS

August 13, 2018

Page 2 of 2

Out-of-boundary students still have the opportunity to apply for a 2018/19 reassignment or magnet program up until the **tenth day of school, August 29, 2018**. A list of schools available for reassignments, as well as the 2018/19 reassignment application form, can be accessed at www.browardschools.com/schoolchoice.

For your school's list of students incorrectly coded you are to:

- **Follow the attached instructions** to resolve each student in TERMS,
- Sign the bottom of the list indicating you are the person responsible for the data accuracy, and
- Principals must email the signed and completed list to boundaries@browardschools.com in the Demographics & Student Assignments Department prior to the **deadline, Monday, August 20, 2018**.

If you need any additional information, please contact **Mark DaSilva, Demographer, Demographics & Student Assignments Department at 754-321-2486**.

LMB/VW/PJS/nc

Attachments:

- TERMS Code Clean Up Instructions Pre-First Day.pdf
- PreFirstCodeReviewFinal.pdf
- PreFirstCodeReviewSummary.pdf
- TERMS_Codes_All.pdf

cc: Veda Hudge, Director, Office of Service Quality
Directors, School Performance & Accountability
Jeff Stanley, Director, School Applications