



DR. ANGELA R. FULTON
TASK ASSIGNED DEPUTY SUPERINTENDENT, TEACHING & LEARNING

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Signatures on File

May 28, 2024

TO: All Principals
All Information Management Technicians/Specialists

FROM: Erum Motiwala
Associate Superintendent, Finance

VIA: Dr. Angela R. Fulton
Task Assigned Deputy Superintendent, Teaching & Learning

SUBJECT: JUNE 2023-24 FTE SURVEY 4 FOR GRADES PK-12

The 2023-24 Florida Education Finance Program (FEFP) FTE Survey 4 will be conducted the week of June 10 – 14, 2024. To be eligible for reporting during the June survey, a student must be in membership (enrolled) a minimum of one day during survey week and in attendance a minimum of one day during the attendance window.

A separate survey date is established for summer programs starting after June 14 as specified below.

SUMMER REPORTING		
Program	Membership	Attendance Window
College Academy at Broward College	June 10 – 14	May 31 – June 14
Co-Enrolled Program (Community Schools) *	June 25	June 24 – 26
Voluntary Pre-Kindergarten (VPK)	June 13	June 13 – 14
Summer Experience (Rising 2 nd Graders & Sec. Credit Recovery & Programs) *	June 25	June 24 – 26
Extended School Year (ESY) *	June 25	June 24 – 26
Summer Academy for Third Grade *	June 25	June 24 - 26
Early Head Start (Grant) *	June 18	June 17 – 19

*Denotes a four-day school week

DEPARTMENT OF JUVENILE JUSTICE (DJJ)		
Year-Round Program	Membership	Attendance Window
DJJ Programs/Facilities Only (five-day school week)	June 10 – 14	May 31 – June 14

REPORTING DEADLINES FOR SURVEY 4	
Data Collection	Date
Initial Transmission of data to FLDOE	Thursday, June 27, 2024
Batch Transmission/State Processing	Friday, July 5, 2024
Final Close	Thursday, August 15, 2024

All reports generated from the District's FTE collections will be available in OptiSpool.

Prior to June 27, all corrections to FTE data should be made in TERMS only. *After* June 27, all FTE corrections must be made in the External files and in TERMS.

It is very important to monitor the TERMS website at <https://www.browardschools.com/terms> or the TERMS Support SharePoint for bulletins and notifications posted by the Data Intelligence Department. The 2023-24 FTE Documentation Manual and the FTE General Instructions are located on the Budget Office website at <https://www.browardschools.com/Page/35674>.

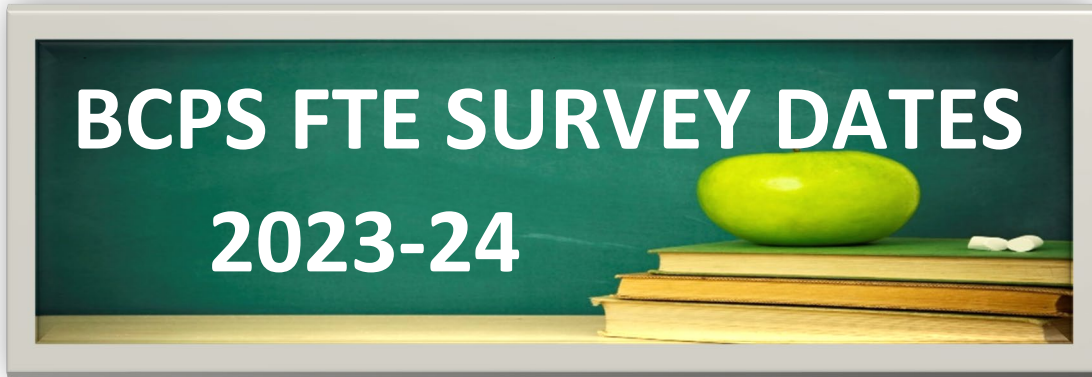
For questions regarding this memo, such as summer programs not listed, please contact Diana Martens in the Budget Office at diana.martens@browardschools.com. For TERMS data processing and State data reporting issues, please contact Angela Davis in the Data Intelligence Department at angela.davis@browardschools.com.

AF/JMM/EM/JW/DM:jb

Attachment:

BCPS FTE Survey Dates 2023-24

C: Extended Cabinet
Regional/Associate Superintendents
Teaching & Learning Directors
Tina E. Skipper, Data Intelligence Director



Survey 1	
Survey week	July 10 – 14, 2023
Attendance Window	Dependent Upon Program
State Processing	July 24 – September 8, 2023
Date survey closes	September 29, 2023 (Friday)

Survey 2	
Survey week	October 9 – 13, 2023
Attendance Window	September 29 – October 13, 2023
State Processing	October 16 – November 3, 2023
Date survey closes	December 15, 2023 (Friday)

Survey 3	
Survey week	February 5 – 9, 2024
Attendance Window	January 26 – February 9, 2024
State Processing	February 12 – March 1, 2024
Date survey closes	April 15, 2024 (Monday)

Survey 4	
Survey week	June 10 - 14, 2024
Attendance Window	Dependent Upon Program
State Processing	June 17 – July 5, 2024
Date survey closes	August 15, 2024 (Thursday)

