

**ERUM MOTIWALA, CHIEF FINANCIAL OFFICER
OFFICE OF THE CHIEF FINANCIAL OFFICER**

PHONE: 754-321-1990 **FAX:** 754-321-1999 **EMAIL:** erum.motiwala@browardschools.com

Signature on File

June 22, 2023

TO: All Principals
All Information Management Technicians/Specialists

FROM: Erum Motiwala
Chief Financial Officer

VIA: Teaching & Learning Superintendents

SUBJECT: JULY 2023-24 FTE SURVEY 1 FOR GRADES PK-12

The 2023-24 Florida Education Finance Program (FEFP) FTE Survey 1 will be conducted the week of July 10 – 14, 2023. To be eligible for reporting during the July 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. All summer programs fall within the regular FEFP survey week; therefore, an alternative survey is not required for the July FTE Survey 1.

SUMMER REPORTING (*Denotes a four-day school week)

BCPS Liftoff Summer Internship

Membership: July 10 – 14
Attendance Window: June 30 – July 14

Co-Enrolled Program (Community Schools) *

Membership: July 10 – 13
Attendance Window: June 30 – July 13

College Academy at Broward College

Membership: July 10 – 14
Attendance Window: June 30 – July 14

Early Head Start (Grant) *

Membership: July 10 – 13
Attendance Window: June 30 – July 13

Extended School Year (ESY) *

Membership: July 10 – 13
Attendance Window: June 30 – July 13

Summer Academy for Third Grade *

Membership: July 10 – 13
Attendance Window: June 30 – July 13

Summer Experience (K-5 and 6-12) *

Membership: July 10 – 13
Attendance Window: June 30 – July 13

Voluntary Pre-Kindergarten (VPK) *

Membership: July 10 – 13
Attendance Window: June 30 – July 13

DEPARTMENT OF JUVENILE JUSTICE (DJJ) (year-round program)

DJJ Programs/Facilities Only (five-day school week)

Membership: July 10 – 14
Attendance Window: June 30 – July 14

REPORTING DEADLINES FOR SURVEY 1, 2024

Collection for initial transmission of data to FLDOE
Collection for Initial State Processing
Collection for Final Close

Monday, July 24, 2023
Friday, September 8, 2023
Friday, September 29, 2023

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

Prior to July 24th, all corrections to FTE data should be made in TERMS only. After July 24th, 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.

EM/BM/DM:jb

cc: Extended Cabinet
Regional/Associate Superintendents
Tina E. Skipper, Data Intelligence Director

Attachment:
BCPS FTE Survey Dates 2023-24

BCPS FTE SURVEY DATES 2023-24



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) |