ERUM MOTIWALA, ASSOCIATE SUPERINTENDENT FINANCE
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September 26, 2023

TO: All Principals
           All Information Management Technicians (IMT)
           All Information Management Specialists (IMS)

FROM: Erum Motiwala
           Associate Superintendent, Finance

VIA: Teaching & Learning Superintendents

SUBJECT: **2023-24 OCTOBER FULL-TIME EQUIVALENT (FTE) SURVEY 2 FOR GRADES PK-12**

The 2023-24 Florida Education Finance Program FTE Survey 2 will be conducted the week of October 9 – 13, 2023. To be eligible for FTE funding during Survey 2, a student must be in membership (enrolled) one of the days on or between October 9th and October 13th. In addition, students must be in attendance at least one of the days from September 29th to October 13th.

SY2023-24 FTE Survey 2 Attendance Window September 29th through October 13th
Students must be in physical attendance a minimum of one day during the FTE Attendance Window. FTE membership and attendance requirements also apply to Pre-K Exceptional Student Education (ESE) students receiving specialized instruction and/or therapy, such as speech or language; however, the above-mentioned requirements do not apply to the **Voluntary Prekindergarten Program (VPK) or Head Start** (program code 999).

2023-24 SURVEY 2 DEADLINES
Date Certain is Friday, October 13, 2023
The collection of TERMS data for State reporting is at 4:00 p.m. on Friday, October 13th. *Prior* to and including October 13th, all corrections to FTE data are made in TERMS only. *After* October 13th, all FTE corrections are made in External, as well as in TERMS.

State Processing is Monday, October 16 to Friday, November 3, 2023
The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, November 3rd. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 2 Recalibrated FTE Reports.

Final Close is Friday, December 15, 2023
The final collection of External corrections for the Final Close of Survey 2 is at 2:00 p.m. on Friday, December 15th. Any Invalid and Null FTE *not* corrected by December 15th *will* result in loss of FTE funding.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) STUDENT INFORMATION

Funding for the Title III and Recently Arrived Immigrant and Youth Grant is based on Survey 2 reporting. It is critical for all eligible students to be identified accordingly.

The ESOL Contact must regularly review the view/tiles on ELLevation called "Active LY" for compliance. Any required updates must be provided to the IMT/IMS for TERMS entry.

- **Language Pending (LP): To be Tested tile**: The LP designation is used to ensure ALL potential English Language Learners (ELLs) are screened for English language proficiency. After the student's ELL status is determined, the information must be updated in TERMS.

  All the data points below must be reported in TERMS for active ELLs (LY):
    - an entry English language proficiency assessment (i.e., Idea Oral Language Proficiency Test [IPT]);
    - ELL dates (i.e., classification, entry, and plan); and
    - the Basis of Entry (i.e., Aural/Oral).

- **Active LY view/tile:** Verify the ELL PLAN, Annual Review, and/or REEVAL (Extension of Services) dates are updated. If the dates are not current, update in TERMS accordingly.

  Note: An English Language Learner (ELL) PLAN is updated at the beginning of each school year, and anytime there is a change in a student's status, such as:
    - ESOL Services
    - New Language Classification
    - ELL Committee
    - Annual Review
    - Reevaluation

The **TIER Placement** field on the A23 panel of TERMS is captured during the FTE Survey 2 (October 2023). This information is used for ordering testing materials for ACCESS for ELLs administration. The TIER Placement will be updated by the District for all active ELLs; therefore, ESOL Contacts **must** identify all eligible ELLs prior to Survey 2.

Immigrant Status is automated based on the Date of Entry in a United States School (DEUSS) and birth country; therefore, the IMT/IMS must ensure the DEUSS date and country codes are correct.

For additional information, access the ESOL Symposium Presentation located on the TERMS Support SharePoint at https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS.

For questions regarding ESOL, contact Victoria Saldala, Bilingual/ESOL Director, at victoria.saldala@browardschools.com.

EXCEPTIONAL STUDENT EDUCATION (ESE) STUDENT INFORMATION

Run the **Student ESE Verification** report in BASIS School Reports 2.0 and review with the ESE Specialist well in advance of Date Certain. (Data in BASIS is from TERMS.)

Data Warehouse will house FTE ESE reports leading to Survey 2 and Survey 3.

Note: EdPlan updates TERMS each evening; however, to ensure FTE compliance, it is best practice to ensure that the information in EdPlan is properly reported in TERMS via the Data Warehouse reports/Student ESE Verification report in BASIS School Reports 2.0. Individual Education Plans (IEPs) that are out of date in TERMS will be funded as basic.

For more ESE information, access the 2023-24 ESE Database Guide on the TERMS Support SharePoint at https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS. For questions regarding ESE, please contact your ESE Curriculum Supervisor and/or ESE Director, Support/Compliance, Stephanie Acosta Castro, via email at stephanie.acostacastro@browardschools.com.

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 School Applications Department. The FTE Documentation Manual and the FTE General Instructions are located on the Budget Office website at https://www.browardschools.com/Page/35674.

Should you have any questions regarding this memo, 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

C: Extended Cabinet
        Regional/Associate Superintendents
        Tina Skipper, Data Intelligence Director

Attachment:
        BCPS FTE Survey Dates 2023-24

BCPS FTE SURVEY DATES 2023-24
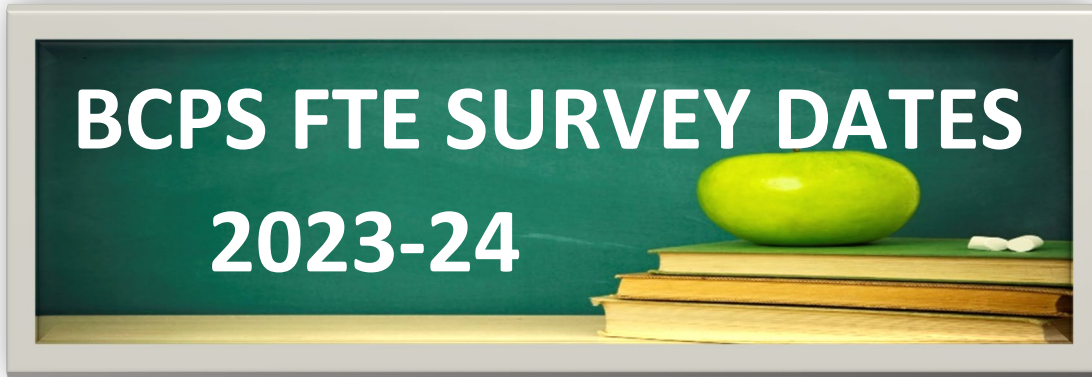
Survey 1

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)