



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

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Signatures on File

June 17, 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: JULY 2024-25 FTE SURVEY 1 FOR GRADES PK-12

The 2024-25 Florida Education Finance Program (FEFP) FTE Survey 1 will be conducted the week of July 8 – 12, 2024. 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		
Program	Membership	Attendance Window
BCPS CTACE Summer Internship Program	July 8 – 12	July 1 – 12
Co-Enrolled Program (Community Schools) *	July 8 – 11	July 1 – 11
Voluntary Pre-Kindergarten (VPK)	July 8 – 12	July 1 – 12
Summer Experience (Rising 2 nd Graders & Sec. Credit Recovery & Programs) *	July 8 – 11	July 1 – 11
Extended School Year (ESY) *	July 8 – 11	July 1 – 11
Summer Academy for Third Grade *	July 8 – 11	July 1 – 11
Early Head Start (Grant) *	July 8 – 11	July 1 – 11

*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)	July 8 – 12	July 1 – 12

REPORTING DEADLINES FOR SURVEY 1, 2025	
Data Collection	Date
Initial Transmission of data to FLDOE	Thursday, July 25, 2024
Batch Transmission/State Processing	Friday, September 6, 2024
Final Close	Monday, September 30, 2024

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

Prior to July 25, all corrections to FTE data should be made in TERMS only. *After* July 25, 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 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 2024-25

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



Survey 1	
Survey week	July 8 – 12, 2024
Attendance Window	Dependent Upon Program
State Processing	July 22 – September 6, 2024
Date survey closes	September 30, 2024 (Monday)

Survey 2	
Survey week	October 7 – 11, 2024
Attendance Window	September 26 – October 11, 2024
State Processing	October 14 – November 1, 2024
Date survey closes	December 13, 2024 (Friday)

Survey 3	
Survey week	February 3 – 7, 2025
Attendance Window	January 24 – February 7, 2025
State Processing	February 10 – February 28, 2025
Date survey closes	April 15, 2024 (Tuesday)

Survey 4	
Survey week	June 16 – 20, 2025
Attendance Window	Dependent Upon Program
State Processing	June 23 – July 11, 2025
Date survey closes	August 15, 2025 (Thursday)

