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September 24, 2021

TO: School and Center Principals
School and Center Information Management Technicians/Specialists

FROM: Becky McMahan 
Budget Director, Task Assigned

VIA: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: **2021-22 OCTOBER FTE SURVEY 2 FOR GRADES PK-12**

The 2021-22 Florida Education Finance Program FTE Survey 2 will be conducted the week of October 11 – 15, 2021. To be eligible for FTE funding during Survey 2, a student must be in membership (enrolled) one of the days on or between October 11th and October 15th. In addition, students must be in attendance at least one of the days on or between October 1st and October 15th.

SY2021-22 FTE Survey 2 Attendance Window October 1st through October 15th

- ✓ Students must be in physical attendance a minimum of one day during the FTE Attendance Window.
- ✓ **COVID-19 Quarantine Exception**
 - The State Board of Education established provisions for districts to count students who have been instructed to quarantine due to a confirmed positive case or close contact.
 - Please refer to the attached "Stay Home Directive": Emergency Rule 6AER21-01, dated August 18th, for specific requirements and instructions.

FTE membership and attendance requirements also apply to Pre-K 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).

2021-22 SURVEY 2 DEADLINES

Date Certain is Friday, October 15, 2021

The collection of TERMS data for State reporting is at 4:00 p.m. on Friday, October 15th. *Prior* to and including October 15th, all corrections to FTE data are made in TERMS only. *After* October 15th, all FTE corrections are made in External, as well as in TERMS.

State Processing is Friday, November 5, 2021

The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, November 5th. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 2 Recalibrated FTE Reports.

Final Close is Wednesday, December 15, 2021

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

ESOL STUDENT INFORMATION

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: ESOL services, new language classification, ELL committee, Annual Review, or Reevaluation. The ESOL Contact must review the following Ellevation View regularly for compliance, and required updates must be provided to the IMT/IMS for TERMS entry.

- The **Active LY VIEW** is used to verify the student's dates are updated including the PLAN date, Annual Review, or REEVAL (Extension of services).
- All active ELLs (LY) **must** have an entry English language proficiency assessment.
- Immigrant Status is automated; therefore, the IMT/IMS must ensure the DEUSS date and country codes are correct.

The TIER Placement field on the A23 panel of TERMS is captured during the FTE Survey 2 (October 2021). The ESOL Contact determines the appropriate TIER Placement code and provides this information to the IMT/IMS for Initial Placement. Additional information will be sent via I&T Bulletin outlining this information. This information is used for ACCESS for ELLs administration.

For additional information, access the ESOL Symposium Presentation located on the TERMS website at <http://terms.browardschools.com> or the TERMS Support SharePoint. For questions regarding ESOL, contact Victoria Saldala, Bilingual/ESOL Director, at victoria.saldala@browardschools.com.

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.

Note: EdPlan updates TERMS each evening; however, to ensure FTE compliance, it is best practice to manually update the A23 panel for any IEP, REEVAL, or EP completed on Date Certain.

For more ESE information, access the 2021-22 ESE Database Guide on the TERMS website at <http://terms.browardschools.com>. For questions regarding ESE, please contact Sonya Clay, ESE Director at sonja.clay@browardschools.com.

It is very important to monitor the TERMS website at <http://terms.browardschools.com> or the TERMS Support SharePoint for bulletins and notifications posted by the School Applications Department. The 2021-22 FTE Documentation Manual and the FTE General Instructions are located on the Budget Office website at <https://www.browardschools.com/Page/35674>.

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 School Applications Department at angela.davis@browardschools.com.

BM/DLM/rjp

cc: Cabinet Members
CADRE Directors
Oleg Gorokhovskiy, Acting Chief Financial Officer
Jeff Stanley, School Applications Director

Stay Home Directive: Emergency Rule 6AER21-01 (link to full text)

"Stay home" directive means a public K-12 student who is under a quarantine order **or** is not physically present in school due to contact with, or the asymptomatic contraction of, COVID-19.

New Attendance Code: Q

Definition for Q code: A pupil shall be deemed to be in attendance if away from school under a "stay-home" directive on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program as defined in 6AER21-01.

When a child must stay home due to COVID-19:

Parents: Notify the School

Parents need to know how to communicate absences and "stay-home" orders to the school's attendance manager who will enter the new **Q** code for COVID-19.

The *Online Absence Reporting Form* has been updated to include "Quarantine" as a reason the student is not physically in the classroom. Parents can also call the attendance hotline or send a note.

Students: Access Assignments, Curriculum, Certified Teacher

- Access assignments from your teacher's Canvas class. Curriculum resources are accessible in the Clever Student Portal.
- Review and complete assignments to stay up-to-date with learning.
- For instructional assistance, students will have access to in-class instruction via Microsoft Teams (audio only) and, after school, AskBria will also be available to work with a certified teacher.

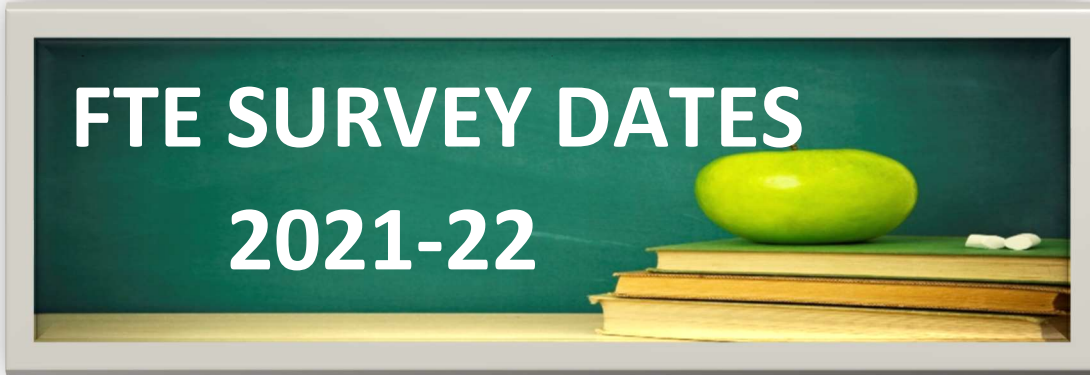
Attendance Managers: Enter Q code

Attendance managers will monitor absence notifications from parents via the Online Absence Reporting Form, Attendance Hotline and notes from parents. Enter the **Q** code for students reported to stay home due to COVID-19.

Teachers: Access to Assignments, Curriculum, and In-Class Audio

- A student on the teacher's roster with the Q code pre-populated in the attendance book is not in class due to a stay home directive. For quarantine students, no additional action is required by the teacher for reporting or recording attendance. Teachers will not change the Q code.
- Students must have access to in-class audio via Microsoft Teams and the teacher's Canvas course with the same assignments and curriculum they would have if they were physically in class.





Survey 1

Survey week	July 12 – 16, 2021
Attendance Window	Dependent Upon Program
State Processing	July 26 – September 10, 2021
Date survey closes	September 30, 2021 (Thursday)

Survey 2

Survey week	October 11 – 15, 2021
Attendance Window	October 1 – October 15, 2021
State Processing	October 18 – November 5, 2021
Date survey closes	December 15, 2021 (Wednesday)

Survey 3

Survey week	February 7 – 11, 2022
Attendance Window	January 28 – February 11, 2022
State Processing	February 14 – March 4, 2022
Date survey closes	April 15, 2022 (Friday)

Survey 4

Survey week	June 13 - 17, 2022
Attendance Window	Dependent Upon Program
State Processing	June 20 – July 8, 2022
Date survey closes	August 15, 2022 (Monday)