



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

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Signatures on File

September 16, 2024

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

FROM: Omar Shim, Task Assigned
Chief Financial Officer

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

SUBJECT: OCTOBER 2024-25 FTE SURVEY 2 FOR GRADES PK-12

The 2024-25 Florida Education Finance Program (FEFP) FTE Survey 2 will be conducted the week of October 7 – 11, 2024. To be eligible for FTE funding during Survey 2, a student must be in membership (enrolled) one of the days on or between October 7 and October 11. In addition, students must be in attendance at least one of the days from September 26 to October 11.

SY2024-25 FTE Survey 2 Attendance Window September 26 through October 11

Students must be in physical attendance at least 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** (FEFP code 999).

2024-25 SURVEY 2 DEADLINES

Date Certain is Friday, October 11, 2024

The deadline to update data in Focus for State reporting is at 4:00 p.m. on Friday, October 11. Leading up to the deadline, all corrections to FTE data are made in Focus only. After the October 11 deadline, all data corrections are made in Focus as well as in the Survey Site that is transmitted to the state. Schools will have access to make their own updates in the Focus Survey Site through November 30, 2024. After November 30, requests to update data in the Focus Survey Site must be sent to FocusSupport@browardschools.com.

State Processing is Monday, October 14 to Friday, November 1, 2024

The final collection of corrections for State Processing is at 2:00 p.m. on Friday, November 1. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 2 Recalibrated FTE Reports.

Final Close is Friday, December 13, 2024

The final collection of corrections for the Final Close of Survey 2 is at 2:00 p.m. on Friday, December 13. Any Invalid and Null FTE **not** corrected by December 13 **will** result in loss of FTE funding.

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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 data entry into Focus. After October 11, 2024, updates must also be entered into the Focus Survey Site.

- **Language Pending (LP): To be Tested**: 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 Focus and the Focus Survey Site if updated after October 11, 2024.

All the data points below must be reported in Focus 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** : Verify the ELL Student Plan Date, Annual Review, and/or ELL Re-evaluation Date (Extension of Services) are updated. If the dates are not current, update accordingly in Focus. After October 11, 2024, updates must also be entered into the Focus Survey Site.

Note: An English Language Learner (ELL) Student Plan Date 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 **ELL Tier Placement** field on the student’s ELL page in Focus is captured during the FTE Survey 2 (October 2024). This information is used for ordering testing materials for ACCESS for ELLs administration. The ELL 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 questions regarding ESOL, contact Victoria Saldala, Bilingual/ESOL Director, at victoria.saldala@browardschools.com.



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EXCEPTIONAL STUDENT EDUCATION (ESE) STUDENT INFORMATION

Run the **Student ESE Verification** report in Focus Published Reports and review with the ESE Specialist well in advance of Date Certain.

ESE Data will be available to review in Focus DOE Data Verification reports and Focus Survey Accuracy reports.

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 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 Focus data processing and State data reporting issues, please contact FocusSupport@browardschools.com.

ARF/OS/JW/DM:jb

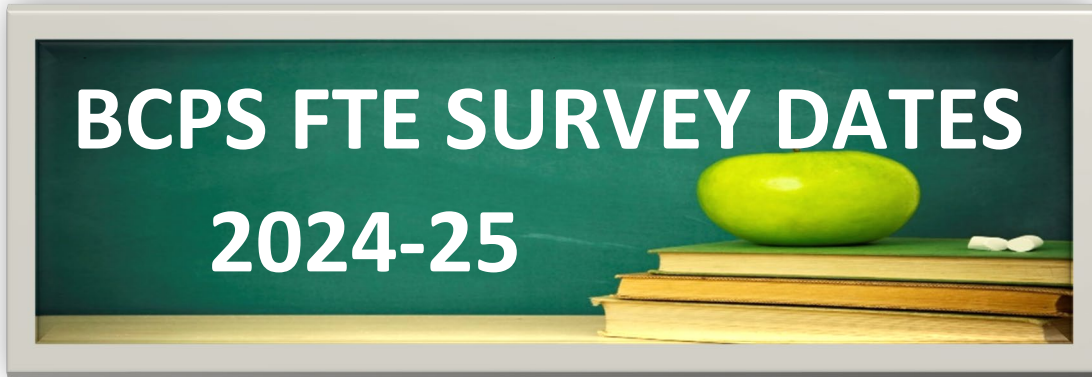
Attachment

c: Cabinet

Regional/Associate Superintendents

Teaching & Learning Directors

Emily Coppa, Task Assigned 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)

