

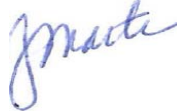
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF SUPERINTENDENT**

SCHOOL PERFORMANCE AND ACCOUNTABILITY

September 17, 2020

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

FROM: Judith M. Marte
Chief Financial Officer



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

SUBJECT: **OCTOBER 2020-21 FTE SURVEY 2 FOR GRADES PK-12**

The 2020-21 Florida Education Finance Program FTE Survey 2 will be conducted the week of October 5 – 9, 2020. To be eligible for FTE funding during Survey 2, a student must be in membership (enrolled) one of the days on or between October 5th and October 9th. In addition, students must meet one of the following FTE attendance eligibility requirements:

- ✓ The attendance for students participating in **innovative eLearning** is determined by their daily connectivity to the eLearning environment, which is monitored and reported by the teacher. In order to meet the FTE attendance requirement, the student must have connected to the teacher's Canvas class a minimum of one day during the FTE Attendance Window.
- ✓ Students in **traditional brick-and-mortar** education setting 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 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).

The 11-Day FTE Attendance reporting dates for Survey 2 are adjusted to reflect the one day school is not scheduled during the attendance window, September 24th – October 9th, 2020.

2020-21 SURVEY 2 DEADLINES

Date Certain is Friday, October 9, 2020

The collection of TERMS data for State reporting is at 4:00 p.m. on Friday, October 9th. *Prior to and including October 9th*, all corrections to FTE data are made in TERMS only. *After October 9th*, all FTE corrections must be made in External, as well as in TERMS.

State Processing is Friday, October 30, 2020

The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, October 30th. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 2 Recalibrated FTE Reports.

Final Close is Tuesday, December 15, 2020

The final collection of External corrections for the Final Close of Survey 2 is at 2:00 p.m. on Tuesday, 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 Elevation 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).
- 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 2020). 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 **Exceptional Student Verification** report (SCLS002) in Data Warehouse under the Special Programs tab and review it with the ESE Specialist well in advance of Date Certain.

Note: The EasyIEP application 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 2020-21 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 2020-21 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.

JMM/DLM/rjp

cc: Cabinet Members
CADRE Directors
Oleg Gorokhovskiy, Budget Director
Jeff Stanley, School Applications Director