



**ERUM MOTIWALA, CHIEF FINANCIAL OFFICER
OFFICE OF THE CHIEF FINANCIAL OFFICER**

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UPDATE

Signature on File

September 30, 2022

TO: All Principals
All Information Management Technicians/Specialists

FROM: Erum Motiwala
Chief Financial Officer

VIA: Teaching & Learning Superintendents

SUBJECT: 2022-23 OCTOBER FTE SURVEY 2 FOR GRADES PK-12

The 2022-23 Florida Education Finance Program FTE Survey 2 will be conducted the week of October 10 – 14, 2022. To be eligible for FTE funding during Survey 2, a student must be in membership (enrolled) one of the days on or between October 10th and October 14th. In addition, students must be in attendance at least one of the days from September 27th to October 14th.

SY2022-23 FTE Survey 2 Attendance Window September 27th through October 14th

Students must be in physical attendance a minimum of one day during the FTE Attendance Window. The 11-Day FTE Attendance reporting dates for Survey 2 are adjusted to reflect the two days schools closed due to hurricane Ian and the one-day school is not scheduled during the attendance window, September 27th – October 14th, 2022.

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).

2022-23 SURVEY 2 DEADLINES

Date Certain is Friday, October 14, 2022

The collection of TERMS data for State reporting is at 4:00 p.m. on Friday, October 14th. *Prior* to and including October 14th, all corrections to FTE data are made in TERMS only. *After* October 14th, all FTE corrections are made in External, as well as in TERMS.

State Processing is Friday, November 4, 2022

The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, November 4th. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 2 Recalibrated FTE Reports.

Final Close is Thursday, December 15, 2022

The final collection of External corrections for the Final Close of Survey 2 is at 2:00 p.m. on Thursday, 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 2022). 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 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.

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 2022-23 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, Dr. Nathalie Neree, at nathalie.neree@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>.

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.

JVF/DA/AS/VSW/JMM/EM/BM:nr

cc: Extended Cabinet
Regional Superintendents
Jeff Stanley, School Applications Director



Survey 1

Survey week	July 11 – 15, 2022
Attendance Window	Dependent Upon Program
State Processing	July 25 – September 9, 2022
Date survey closes	September 30, 2022 (Friday)

Survey 2

Survey week	October 10 – 14, 2022
Attendance Window ⁽¹⁾	September 27 29 – October 14, 2022
State Processing	October 17 – November 4, 2022
Date survey closes	December 15, 2022 (Thursday)

Survey 3

Survey week	February 6 – 10, 2023
Attendance Window	January 27 – February 10, 2023
State Processing	February 13 – March 3, 2023
Date survey closes	April 14, 2023 (Friday)

Survey 4

Survey week	June 12 - 16, 2023
Attendance Window	Dependent Upon Program
State Processing	June 19 – July 7, 2023
Date survey closes	August 15, 2023 (Tuesday)

(1) Additional day added to the attendance window, BCPS closed on October 5th, 2022. It was subsequently updated with two additional days due to hurricane Ian.