



BECKY MCMAHAN, BUDGET DIRECTOR

600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

January 20, 2022

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 FEBRUARY FTE SURVEY 3 FOR GRADES PK-12**

The 2021-22 Florida Education Finance Program FTE Survey 3 will be conducted the week of February 7 – 11, 2022. To be eligible for FTE funding during Survey 3, a student must be in membership (enrolled) one of the days on or between February 7th and February 11th. In addition, students must be in attendance at least one of the days on or between January 28th and February 11th.

SY2021-22 FTE Survey 3 Attendance Window January 28th through February 11th

Students must be in physical attendance a minimum of one day during the FTE Attendance Window.

✓ **COVID-19 “Stay-Home Directive” Emergency Rule 6AER21-01**

- The FLDOE Emergency Rule 6AER21-01 allows a student to be deemed “in attendance” if away from school under a COVID-19 “stay-home” directive, and engaged in an educational activity. This rule was amended to set a maximum accumulation of 10 days for the 2021-22 school year. Any days exceeding the maximum 10 day “Stay-Home Directive” will not meet the FTE attendance reporting requirement (*please see the attached memorandum dated January 11, 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).

2021-22 SURVEY 3 DEADLINES

Date Certain is Friday, February 11, 2022

The collection of TERMS data for State reporting is at 4:00 p.m. on Friday, February 11th. *Prior* to and including February 11th, all corrections to FTE data are made in TERMS only. *After* February 11th, all FTE corrections will be made in External, as well as in TERMS.

State Processing is Friday, March 4, 2022

The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, March 4th. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 3 Recalibrated FTE Reports.

Final Close is Friday, April 15, 2022

The final collection of External corrections for the Final Close of Survey 3 is at 2:00 p.m. on Friday, April 15th. Any Invalid and Null FTE **not** corrected by April 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).
- 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.

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

ESLS 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 <https://www.browardschools.com/terms> For questions regarding ESE, please contact Saemone Hollingsworth, ESLS Executive Director at saemone.hollingsworth@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

Attachments:

Attendance Update for Stay-Home Directive, Q-Code, January 11, 2022
BCPS FTE Survey Dates 2021-22

**ANTOINE L. HICKMAN, CHIEF OFFICER
STUDENT SUPPORT INITIATIVES & RECOVERY**

Signature on file

January 11, 2022

TO: All School Principals

FROM: Antoine L. Hickman, Ed.D.
Chief Student Support Initiatives & Recovery Officer

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

SUBJECT: **ATTENDANCE UPDATE FOR STAY-HOME DIRECTIVE, "Q" CODE**



UPDATED RULE: "For the 2021-2022 school year, an asymptomatic student who is under quarantine, or a "Stay-Home" directive, due to contact tracing protocol may only be considered in attendance up to 10 days" when the criteria in Rule 6A-1.044 are met.

ACTION 1: Share this memo and attachments with Attendance Managers/Clerks and your school's administrators.

ACTION 2: Continue to utilize the Q code for students that meet the definition of a Stay-Home directive. For students who have reached 10 days with the Q code and have new absences related to COVID-19, use the excused absence code AE08 (Student has, or is suspected of having, a communicable disease) when a parent communicates the reason for absence.

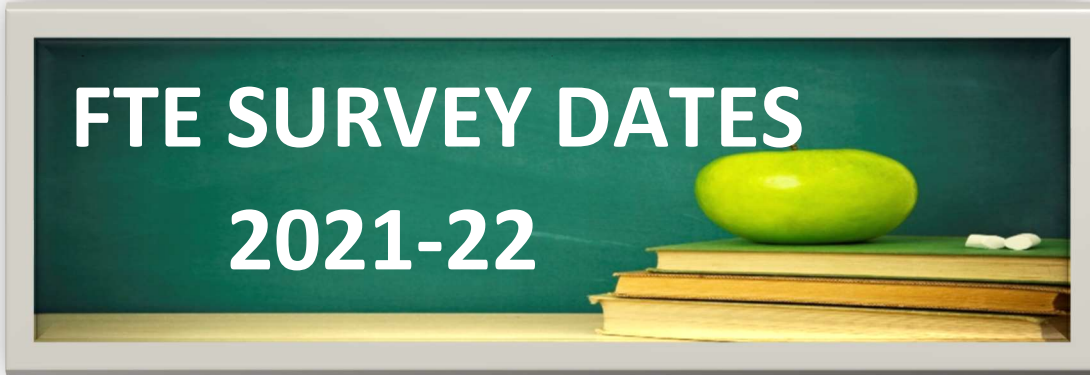
ACTION 3: Ensure that all stakeholders are notified of the procedures for a student to be counted in attendance while they are not allowed to physically attend school due to a Stay-Home directive. The District Attendance Office will update the school's "Reporting an Absence" page in addition to the District Attendance website.

RATIONALE: In August 2021, the Florida State Board of Education approved Emergency Rule 6AER21-01 to allow a student to be counted in attendance when they are not able to physically attend school due to a Stay-Home directive. "**Stay-Home directive**" means a public K-12 student who is under quarantine order or is not physically present in school due to contact with, or the asymptomatic contraction of, COVID-19. The Florida State Board of Education amended the rule to set a maximum of 10 days for a Stay-Home directive during the 2021-2022 school year. Additional guidance has not been made available regarding students who have accumulated more than 10 days of Stay-Home absences.

If you have any questions, contact **Marisa Kinney, Director, Student Services at 754-321-1550.**

VSW/ALH/MK:cj
Attachments

c: BCPS SLT



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)