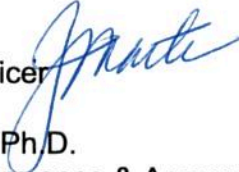


**JUDITH M. MARTE, CHIEF FINANCIAL OFFICER
OFFICE OF CHIEF FINANCIAL OFFICER**

June 3, 2021

TO: School Principals

FROM: Judith M. Marte
Chief Financial Officer



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

SUBJECT: JUNE 2020-21 FTE SURVEY 4 FOR GRADES PK-12

The 2020-21 Florida Education Finance Program (FEFP) FTE Survey 4 will be conducted the week of June 14 – 18, 2021. In order to be eligible for reporting during the June survey, a student must be in membership (enrolled) a minimum of one day during survey week and in attendance a minimum of one day during the attendance window. A separate survey date is established for summer programs starting on June 14th or later a separate survey date, as specified below.

SUMMER REPORTING (Starting June 14th or later)

Early Head Start *

Membership: June 23
Attendance Window: June 21 – 23

Third Grade Summer Reading Academy *

Membership: June 23
Attendance Window: June 21 – 23

Co-Enrolled Program (Community Schools) *

Membership: June 23
Attendance Window: June 14 – 23

College Academy at Broward College

Membership: June 23
Attendance Window: June 10 – 23

Extended School Year (ESY) *

Membership: June 23
Attendance Window: June 21 – 23

Voluntary Pre-Kindergarten (VPK) *

Membership: June 23
Attendance Window: June 21 – 23

NAF Academy Summer Internships

Membership: June 23
Attendance Window: June 14 - 23

Summer Experience (K-5 and 6-12) *

Membership: June 23
Attendance Window: June 21 – 23

*** Denotes a four-day school week**

DEPARTMENT OF JUVENILE JUSTICE (DJJ) (year-round program)

DJJ Programs/Facilities Only

Membership: June 14 – 18
Attendance Window: June 10 – 18

All DJJ Programs are five-day school week

REPORTING DEADLINES FOR SURVEY 4, 2021

Collection for initial transmission of data to FLDOE	Thursday, July 1, 2021
Collection for Initial State Processing	Thursday, July 8, 2021
Collection for Final Close	Friday, August 13, 2021

All reports generated from the above collections will be available in OptiSpool.

Prior to July 1st, all corrections to FTE data should be made in TERMS only. *After* July 1st, all FTE corrections must be made in the External files and in TERMS.

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>.

For questions regarding this memo, such as summer programs not listed, 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