

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

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Signature on File

June 1, 2023

TO: All Principals
All Information Management Technicians/Specialists

FROM: Erum Motiwala
Chief Financial Officer

VIA: Teaching & Learning Superintendents

SUBJECT: JUNE 2022-23 FTE SURVEY 4 FOR GRADES PK-12

The 2022-23 Florida Education Finance Program (FEFP) FTE Survey 4 will be conducted the week of June 12 – 16, 2023. 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 after June 16th as specified below.

SUMMER REPORTING (*Denotes a four-day school week)

BCPS Liftoff Summer Internship

Membership: June 15
Attendance Window: June 12 – 16

Co-Enrolled Program (Community Schools) *

Membership: June 21
Attendance Window: June 20 – 22

College Academy at Broward College

Membership: June 21
Attendance Window: June 20 – 23

Early Head Start (Grant) *

Membership: June 15
Attendance Window: June 12 – 15

Extended School Year (ESY) *

Membership: June 21
Attendance Window: June 20 – 22

Summer Academy for Third Grade *

Membership: June 21
Attendance Window: June 20 – 22

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

Membership: June 21
Attendance Window: June 20 – 22

Voluntary Pre-Kindergarten (VPK) *

Membership: June 15
Attendance Window: June 14 – 15

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

DJJ Programs/Facilities Only (five-day school week)

Membership: June 12 – 16
Attendance Window: June 2 – 16

REPORTING DEADLINES FOR SURVEY 4, 2023

Collection for initial transmission of data to FLDOE
Collection for Initial State Processing
Collection for Final Close

Friday, June 30, 2023
Friday, July 7, 2023
Tuesday, August 15, 2023

All reports generated from the District's FTE collections will be available in OptiSpool.

Prior to June 30th, all corrections to FTE data should be made in TERMS only. After June 30th, all FTE corrections must be made in the External files and in TERMS.

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 Data Intelligence Department. The 2022-23 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 Data Intelligence Department at angela.davis@browardschools.com.

EM/BM/DM:jb

cc: Extended Cabinet
Regional/Associate Superintendents
Tina E. Skipper, Data Intelligence Director

Attachment:
BCPS FTE Survey Dates 2022-23



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.