



BECKY MCMAHAN, BUDGET DIRECTOR
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

June 23, 2022

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

FROM: Becky McMahan 
Budget Director, Task Assigned

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

SUBJECT: JULY 2022-23 FTE SURVEY 1 FOR GRADES PK-12

The 2022-23 Florida Education Finance Program (FEFP) FTE Survey 1 will be conducted the week of July 11 – 15, 2022. 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. All summer programs fall within the regular FEFP survey week; therefore, an alternative survey is not required for the July FTE Survey 1.

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

BCPS Liftoff Summer Internship

Membership: July 11 – 15
Attendance Window: July 1 – 15

Co-Enrolled Program (Community Schools) *

Membership: July 11 – 14
Attendance Window: July 1 – 14

College Academy at Broward College

Membership: July 11 – 15
Attendance Window: July 1 – 15

Early Head Start (Grant) *

Membership: July 11 – 14
Attendance Window: July 1 – 14

Extended School Year (ESY) *

Membership: July 11 – 14
Attendance Window: July 1 – 14

Summer Academy for Third Grade *

Membership: July 11 – 14
Attendance Window: July 1 – 14

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

Membership: July 11 – 14
Attendance Window: July 1 – 14

Voluntary Pre-Kindergarten (VPK) *

Membership: July 11 – 14
Attendance Window: July 1 – 14

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

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

Membership: July 11 – 15
Attendance Window: July 1 – 15

REPORTING DEADLINES FOR SURVEY 1, 2023

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

Thursday, July 28, 2022
Friday, September 9, 2022
Friday, September 30, 2022

June 23, 2022

Page 2

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

Prior to July 28th, all corrections to FTE data should be made in TERMS only. After July 28th, 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 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 School Applications Department at angela.davis@browardschools.com.

RAM/DLM/rjp

cc: Cabinet Members
CADRE Directors
Oleg Gorokhovskiy, Chief Financial Officer, Tasked Assigned
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 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.