



DR. ANGELA R. FULTON
DEPUTY SUPERINTENDENT, TEACHING & LEARNING

PHONE: 754-321-2100

FAX: 754-321-2701

EMAIL: afulton@browardschools.com

SIGNATURES ON FILE

January 16, 2025

TO: All Principals
All Information Management Technicians (IMT)
All Information Management Specialists (IMS)

FROM: Romaneir D. Johnson
Chief Financial Officer

VIA: Dr. Angela R. Fulton
Deputy Superintendent, Teaching & Learning

SUBJECT: 2024-25 FEBRUARY FULL-TIME EQUIVALENT (FTE) SURVEY 3 FOR GRADES PK-12

The 2024-25 Florida Education Finance Program FTE Survey 3 will be conducted the week of February 3 – 7, 2025. To be eligible for FTE funding during Survey 3, a student must be in membership (enrolled) one of the days on or between February 3rd and February 7th. In addition, students must be in attendance at least one of the days from January 24th to February 7th.

2024-25 FTE Survey 3 Attendance Window January 24th through February 7th

Students must be in physical attendance a minimum of one day during the FTE Attendance Window. FTE membership and attendance requirements also apply to Pre-K Exceptional Student Education (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).

2024-25 SURVEY 3 DEADLINES

Date Certain is Friday, February 7, 2025

The deadline to update data in Focus for State reporting is at 4:00 p.m. on Friday, February 7. Leading up to the deadline, all corrections to FTE data are made in Focus only. After the February 7 deadline, all data corrections are made in Focus as well as in the Survey Site that is transmitted to the state. Schools will have access to make their own updates in the Focus Survey Site through March 14, 2025. After March 14, requests to update data in the Focus Survey Site must be sent to FocusSupport@browardschools.com.

State Processing is Monday, February 10 to Friday, February 28, 2025

The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, February 28th. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 3 Recalibrated FTE Reports.

Final Close is Tuesday, April 15, 2025

The final collection of External corrections for the Final Close of Survey 3 is at 2:00 p.m. on Tuesday, April 15th. Any Invalid and Null FTE **not** corrected by April 15th **will** result in loss of FTE funding.

SUBJECT: **FEBRUARY 2024-25 FTE SURVEY 3 FOR GRADES PK-12**

PAGE: 2

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) STUDENT INFORMATION

For FTE Survey 3, it is critical for all English Language Learners (ELLs) and Immigrant students to be identified accordingly and the information below must be updated in Focus. The ESOL Contact **MUST** regularly review the view/tiles on ELlevation called [Active LY](#) for compliance. Any required updates must be provided to the IMT/IMS for Focus entry.

- **LP (ELL Pending Initial Screener)**: The LP designation is used to ensure ALL potential ELLs are screened for English language proficiency. After the student's ELL status is determined, the information must be updated in Focus.

All the data points below must be reported in Focus for active ELLs (LY):

- an entry English language proficiency assessment (i.e., Idea Oral Language Proficiency Test [IPT]);
- ELL dates (i.e., ELL Classification Date, ELL Entry Date, and ELL Student Plan Date); and
- the ELL Basis of Entry (i.e., Aural/Oral).

Students not eligible for ESOL services must have their English Language Learner status updated to C2, D, or E post initial screening assessment (IPT).

- **Active LY view/tile**: Verify that the ELL Student PLAN, Annual Review, and/or REEVAL (Extension of services) dates are updated in Focus. Analyze the Active LY tile and cross check with the monthly tiles on the ELlevation Dashboard and information on Focus.

Note: The ELL Student PLAN Date is updated at the beginning of each school year, and anytime there is a change in a student's status such as:

- ESOL services
- New language classification
- ELL committee
- Annual Review
- Reevaluation

Immigrant Status is automated based on the Date of Entry in a United States School (DEUSS) and birth country; therefore, the IMT/IMS must ensure the DEUSS date and country codes are correct.

For additional information, access the 2024-25 State Database Handbook Support SharePoint at <https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS> or the [ESOL Program IMT Communications & Support Canvas Page](#) or [ESOL Program Canvas Page](#)

For questions regarding ESOL, contact Victoria Saldala, Bilingual/ESOL Director, at victoria.saldala@browardschools.com.



SUBJECT: **FEBRUARY 2024-25 FTE SURVEY 3 FOR GRADES PK-12**

PAGE: 3

EXCEPTIONAL STUDENT EDUCATION (ESE) STUDENT INFORMATION

Run the **Student ESE Verification** report in Focus Published Reports and review with the ESE Specialist well in advance of Date Certain.

ESE Data will be available to review in Focus DOE Data Verification reports and Focus Survey Accuracy reports.

For questions regarding ESE, please contact your ESE Curriculum Supervisor and/or ESE Director, Support/Compliance, Stephanie Acosta Castro, via email at stephanie.acostacastro@browardschools.com.

It is very important to monitor 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>.

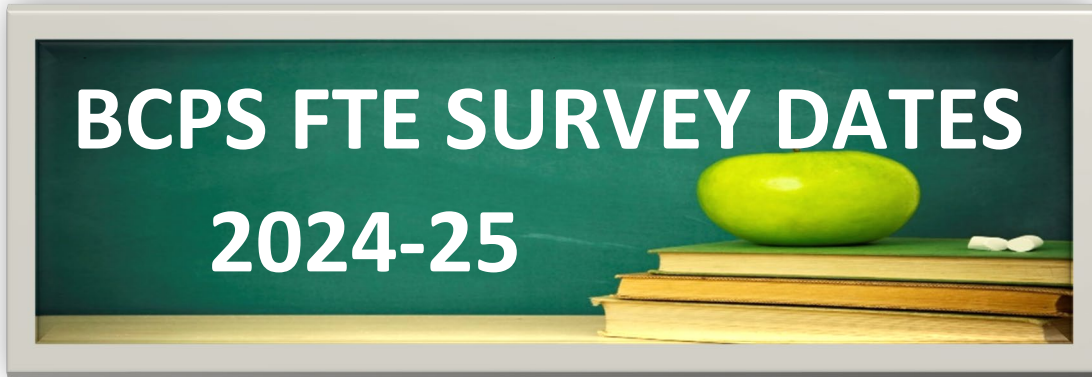
Should you have any questions regarding this memo, please contact **Diana Martens in the Budget Office at diana.martens@browardschools.com**. For Focus data processing and State data reporting issues, please contact FocusSupport@browardschools.com.

ARF/RDJ/JW/DM:jb

Attachment:

BCPS FTE Survey Dates 2024-25

C: Extended Cabinet
Regional/Associate Superintendents
Teaching & Learning Directors
Emily M. Coppa, Data Intelligence Director



Survey 1	
Survey week	July 8 – 12, 2024
Attendance Window	Dependent Upon Program
State Processing	July 22 – September 6, 2024
Date survey closes	September 30, 2024 (Monday)

Survey 2	
Survey week	October 7 – 11, 2024
Attendance Window	September 26 – October 11, 2024
State Processing	October 14 – November 1, 2024
Date survey closes	December 13, 2024 (Friday)

Survey 3	
Survey week	February 3 – 7, 2025
Attendance Window	January 24 – February 7, 2025
State Processing	February 10 – February 28, 2025
Date survey closes	April 15, 2025 (Tuesday)

Survey 4	
Survey week	June 16 – 20, 2025
Attendance Window	Dependent Upon Program
State Processing	June 23 – July 11, 2025
Date survey closes	August 15, 2025 (Thursday)

