

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE CHIEF FINANCIAL OFFICER

Judith M. Marte  
Chief Financial Officer

May 28, 2020

TO: School Principals

FROM: Judith M. Marte  
Chief Financial Officer



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

SUBJECT: **JUNE 2019-20 FTE SURVEY 4 FOR GRADES PK-12 (COVID-19)**

The 2019-20 Florida Education Finance Program FTE Survey 4 will be conducted the week of June 8 – 12, 2020. Due to COVID-19, the District is only offering a limited number of programs for Survey 4 as specified below.

**DJJ, PACE, AMIKIDS**

In order to be eligible for FTE during the June survey, a student must be in membership (enrolled) during the survey period and in attendance (physically present), a minimum of one day during the attendance window, as specified below.

Membership: June 8 – 12  
Attendance window: June 3 – 12

**Virtual Summer Programs** (Four-Day Week Programs)

In order for a student to be reported for the required summer program, the student must be in membership (enrolled) during the survey period and actively participating in distance learning. Students that are coded with "no login" during the entire attendance window will not be reported.

**Early Head Start**

Program Start Date: June 8  
Membership: June 8 – 12  
Attendance window: June 8 – 12

**ESY**

Program Start Date: June 22  
Membership: June 24  
Attendance window: June 22 – 24

**Third Grade Summer Academy**

Program Start Date: June 15  
Membership: June 17  
Attendance window: June 15 – 17

**REPORTING DEADLINES FOR SURVEY 4, 2020**

Collection for initial transmission of data to FLDOE	Thursday, July 2, 2020
Collection for Initial State Processing	Thursday, July 9, 2020
Collection for Final Close	Friday, August 14, 2020

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

*Prior* to July 2<sup>nd</sup>, all corrections to FTE data should be made in TERMS only. *After* July 2<sup>nd</sup>, 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 2019-20 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](mailto: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](mailto:angela.davis@browardschools.com).

JMM/DLM/rjp

cc: Cabinet Members  
CADRE Directors  
Oleg Gorokhovsky, Budget Director  
Jeff Stanley, School Applications Director