



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

PHONE: 754-321-2100

FAX: 754-321-2701

EMAIL: afulton@browardschools.com

SIGNATURES ON FILE

May 27, 2025

TO: All Principals
All Information Management Technicians/Specialists

FROM: Romaneir D. Johnson
Chief Financial Officer

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

SUBJECT: JUNE 2024-25 FTE SURVEY 4 FOR GRADES PK-12

The 2024-25 Florida Education Finance Program (FEFP) FTE Survey 4 will be conducted the week of June 16 – 20, 2025. 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 20 as specified below.

SUMMER REPORTING		
Program	Membership	Attendance Window
College Academy at Broward College	June 16 – 20	June 06 – 20
Co-Enrolled Program (Community Schools)*	June 17	June 16 – 20
Voluntary Pre-Kindergarten (VPK)*	June 16 – 20	June 09 – 20
Secondary Summer Bridge to Algebra*	June 24	June 23 – 26
Extended School Year (ESY)*	June 24	June 23 – 26
Summer Academy for Third Grade*	June 24	June 23 – 26
Early Head Start (Grant)*	June 16 – 20	June 09 – 20

*Denotes a four-day school week

DEPARTMENT OF JUVENILE JUSTICE (DJJ)		
Year-Round Program	Membership	Attendance Window
DJJ Programs/Facilities Only (five-day school week)	June 16 – 20	June 06 – June 20

REPORTING DEADLINES FOR SURVEY 4	
Data Collection	Date
Schools Initial Transmission of Data	Monday, June 30, 2025
Schools Final Close/All Corrections	Thursday, July 31, 2025



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It is very important to monitor the weekly bulletins and notifications posted by the Data Intelligence Department. Weekly guidance can be found on the [Focus Hub](#). 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

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