

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

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(Signatures on File)

July 13, 2017

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

FROM: Judith M. Marte
Chief Financial Officer

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

SUBJECT: **2017-18 FTE SURVEY AMENDMENT WINDOWS**

The Florida Department of Education (FLDOE) has released a communication stating that the Florida Administrative Code (F.A.C.) Rule 6A-1.0451 Florida Education Finance Program Student Membership Surveys has been modified to shorten survey amendment windows.

Since FTE drives school funding, it is imperative that schools abide by the new deadlines. Invalid and/or Null FTE not amended by the established deadlines will be rejected by the FLDOE and will result in loss of funding. Therefore, in accordance with Rule 6A-1.0451(4), F.A.C., the 2017-18 amendment deadlines are as follows:

| Survey | Final Amendment |
|----------|--------------------|
| 1 | September 30, 2017 |
| 2 | December 15, 2017 |
| 3 | April 15, 2018 |
| 4 | August 15, 2018 |

Schools are encouraged to pay special attention to the FTE error reports provided by I&T and make amendments promptly as the timeline for submitting corrections to the FLDOE has been significantly reduced. Attached is the **FTE Survey Dates** flyer, which contains attendance windows, state processing windows, and survey closing dates. Please become familiar with these dates as they are firm and the FLDOE offers no flexibility.

For questions regarding this memo, please contact Diana Martens in the Budget Office at (754) 321-2233. For TERMS data processing and state data reporting issues, please contact Angela Davis or Traci Butler in the I&T Office at (754) 321-0493.

JMM/DLM/rjp

Attachment - FTE Survey Dates 2017-18

cc: Cabinet Members
CADRE Directors
Oleg Gorokhovsky, Budget Director
Brian Sullivan, Computer Operations Director