

**The School Board of Broward County, Florida**  
**BUDGET OFFICE**  
**600 Southeast Third Avenue • Fort Lauderdale, Florida 33301**

(Signature on File)

June 21, 2017

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

FROM: Diana Martens, Budget Analyst V  
Budget Office

SUBJECT: **JULY 2017-18 FTE SURVEY 1 FOR GRADES PK-12**

The 2017-18 Florida Education Finance Program FTE Survey 1 will be conducted the week of July 10 – 14, 2017. In order to be eligible for FTE during the July survey, a student must be in membership (enrolled) during survey week. The attendance counts, as well as exceptions to the membership week and adjustments for programs with a four-day week, are outlined below for the various programs that will run during Survey 1.

Summer Programs \*

**ESY (4 and 6-week programs)**

Membership: July 10 - 13

Attendance count: July 3 - 13

**Internships (Academies)**

Membership: July 10 - 14

Attendance count: July 3 - 14

**VPK and Early Head Start**

Membership: July 10 - 13

Attendance count: July 3 - 13

**DJJ, PACE, and AMikids**

Membership: July 10 - 14

Attendance count: July 3 - 14

**Summer Academy for Third Grade**

Membership: July 10 - 13

Attendance count: July 3 - 13

\* For programs not listed above, contact the Budget Office for assistance determining membership and attendance count dates.

REPORTING DEADLINES FOR SURVEY 1, 2017-18

Initial transmission of TERMS data to the state

Monday, July 17, 2017

Final transmission of External data to the state

Friday, September 29, 2017

All reports generated from the above transmissions will be placed in Optispool.

Oleg Gorokhovsky, Director

Phone: (754) 321-2225

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*Prior to July 26*, all corrections to data should be made in TERMS only. Once schools receive their FTE Reports following the initial July 26 transmission to FLDOE, all corrections must be made in External files, as well as in TERMS. Any changes to the dates included on this memo will be made available on a TERMS bulletin via SharePoint.

**The final date for correcting FTE errors for the July Survey will be September 29, 2017.** The FLDOE will accept no further amendments or corrections to Survey 1 after that time.

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 Information and Technology Office (754) 321-0493.

DM/rjp

cc: Oleg Gorokhovsky

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