

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

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Chief Financial Officer

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(Signature on File)

September 22, 2017

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

FROM: Judith M. Marte  
Chief Financial Officer



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

SUBJECT: **OCTOBER 2017-18 FTE SURVEY 2 FOR GRADES PK-12**

The 2017-18 Florida Education Finance Program FTE Survey 2 will be conducted the week of October 9 – 13, 2017. A student must be in membership (enrolled) one of the days on or between October 9<sup>th</sup> and October 13<sup>th</sup> to be eligible for FTE funding during Survey 2, 2017-18. In addition, the student must be in attendance at least one of the days on or between September 29<sup>th</sup> and October 13<sup>th</sup>.

Traditional membership and attendance requirements do not apply to the **Voluntary Prekindergarten Program (VPK)**. However, if an ESE course is included in the VPK student's schedule, the membership and attendance requirements in the above paragraph does apply to the ESE course.

**2017-18 SURVEY 2 DEADLINES**

- **Date Certain is Friday, October 13, 2017**, and the collection of TERMS data for State reporting and school budgets is at **12:00 p.m. on October 13<sup>th</sup>**.
- **State Processing is Friday, November 3, 2017** – *New for 2017-18*   
The last collection of External corrections prior to close of State Processing is at 12:00 p.m. on Friday, November 3<sup>rd</sup>. Invalid FTE corrected by this deadline will be reflected on the Survey 2 Recalibrated FTE Reports.
- **Final Close is Friday, December 15, 2017** – *New for 2017-18*   
The final collection of External corrections prior to close of Survey 2 is at 12:00 p.m. on Friday, December 15<sup>th</sup>. Invalid and Null FTE corrected after the State Processing deadline, but prior to the survey Final Close date will appear on the Survey 3 Recalibrated FTE Reports. Any Invalid and Null FTE **not** corrected by December 15<sup>th</sup> will result in loss of FTE funding.

*Prior* to and including October 13<sup>th</sup>, all corrections to FTE data should be made in TERMS only. *After* October 13<sup>th</sup>, all FTE corrections must be made in the External files, as well as in TERMS. Monitor the TERMS website at <http://terms.browardschools.com> or the TERMS Support SharePoint for bulletins and notifications posted by the Information & Technology Department (I&T).

### ***ESOL STUDENT INFORMATION***

An English Language Learner (ELL) is updated anytime there is a change in a student's schedule, ESOL services, new language classification, ELL committee, Annual Review, or Reevaluation. The following Ellevation reports must be reviewed regularly for compliance by the ESOL Coordinator, and be provided to the IMT for TERMS entry.

- The Active ELL Report for PLAN dates, Annual Review, or Evaluation.
- The Immigrant Report is used to determine a student's Immigrant Status (refer to the Immigrant Status I&T Bulletin 2018 053 for specific instructions).

The Exit Center program is utilized by the ESOL Coordinator to determine which students meet the ELL exit criteria. The BASIS of EXIT and EXIT date is provided to the IMT for entry on the A23 panel in TERMS before October 1<sup>st</sup>, 2017.

The TIER Placement field on the A23 panel of TERMS will be captured during the FTE Survey 2 (October 2017). The ESOL Coordinator determines the appropriate Tier Placement code and provides this information to the IMT (refer to the Tier Placement I&T Bulletin 2018 054 for additional information).

For more information, access the ESOL Symposium Presentation on TERMS website and SharePoint (<http://browardcountyschools.sharepoint.com/sites/initiatives/TERMS/SitePages/Welcome.aspx>). For questions regarding ESOL, contact Vicky Saldala, Bilingual/ESOL Director, at 754-321-2590 or [victoria.saldala@browardschools.com](mailto:victoria.saldala@browardschools.com)

### ***ESE STUDENT INFORMATION***

Run the Exceptional Student Verification report (SCLS002) in Data Warehouse under the Special Programs tab and review it with the ESE Specialist well in advance of Date Certain.

Note: The EasyIEP application updates TERMS each evening; however, to ensure FTE compliance, it is best practice to manually update the A23 panel for any IEP, Re-Eval or EP completed on Date Certain.

For more ESE information, access the 2017-18 ESE Database Guide on the TERMS web-site (<http://browardschools.com/Home/Training>). For questions concerning ESE, please contact Sonya Clay, ESE Director at 754-321-3400 or [sonja.clay@browardschools.com](mailto:sonja.clay@browardschools.com)

The 2017-18 FTE Documentation Manual and the FTE General Instructions are located on the Budget Office website at [http://www.broward.k12.fl.us/comptroller/cfo/budget/P\\_FTEInfo.html](http://www.broward.k12.fl.us/comptroller/cfo/budget/P_FTEInfo.html). 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 in the Computer Operations Department at (754) 321-0493.

JMM/DLM/rjp

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