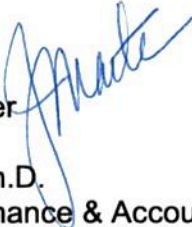


**JUDITH M. MARTE, CHIEF FINANCIAL OFFICER
OFFICE OF CHIEF FINANCIAL OFFICER**

June 17, 2021

TO: School Principals

FROM: Judith M. Marte
Chief Financial Officer 

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

SUBJECT: JULY 2021-22 FTE SURVEY 1 FOR GRADES PK-12

The 2021-22 Florida Education Finance Program (FEFP) FTE Survey 1 will be conducted the week of July 12 – 16, 2021. In order to be eligible for reporting during the July 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. Broward County Public Schools are closed on July 5th, 2021; therefore, an additional day is added to the attendance window in accordance with FEFP FTE reporting guidelines.

SUMMER REPORTING

Early Head Start *

Membership: July 12 – 15
Attendance Window: July 1 – 15

Third Grade Summer Reading Academy *

Membership: July 12 – 15
Attendance Window: July 1 – 15

Co-Enrolled Program (Community Schools) *

Membership: July 12 – 15
Attendance Window: July 1 – 15

College Academy at Broward College

Membership: July 12 – 16
Attendance Window: July 1 – 16

Extended School Year (ESY) *

Membership: July 12 – 15
Attendance Window: July 1 – 15

Voluntary Pre-Kindergarten (VPK) *

Membership: July 12 – 15
Attendance Window: July 1 – 15

NAF Academy Summer Internships

Membership: July 12 – 16
Attendance Window: July 1 – 16

Summer Experience (K-5 and 6-12) *

Membership: July 12 – 15
Attendance Window: July 1 – 15

*** Denotes a four-day school week**

DEPARTMENT OF JUVENILE JUSTICE (DJJ) (year-round program)

DJJ Programs/Facilities Only

Membership: July 12 – 16
Attendance Window: July 1 – 16

All DJJ Programs are five-day school week

REPORTING DEADLINES FOR SURVEY 1, 2021-22

Collection for initial transmission of data to FLDOE	Thursday, July 22, 2021
Collection for Initial State Processing	Friday, September 10, 2021
Collection for Final Close	Thursday, September 30, 2021

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

Prior to July 29th, all corrections to FTE data should be made in TERMS only. *After* July 29th, 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.

For questions regarding this memo, such as summer programs not listed, please contact Diana Martens in the Budget Office at 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.

JMM/DLM/rjp

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