



**ERUM MOTIWALA, CHIEF FINANCIAL OFFICER  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

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**Signature on File**

January 25, 2023

**TO:** All Principals  
All Information Management Technicians/Specialists

**FROM:** Erum Motiwala  
Chief Financial Officer

**VIA:** Teaching & Learning Superintendents

**SUBJECT: 2022-23 FEBRUARY FTE SURVEY 3 FOR GRADES PK-12**

The 2022-23 Florida Education Finance Program FTE Survey 3 will be conducted the week of February 6–10, 2023. To be eligible for FTE funding during Survey 3, a student must be in membership (enrolled) one of the days on or between February 6<sup>th</sup> and February 10<sup>th</sup>. In addition, students must be in attendance at least one of the days from January 27<sup>th</sup> to February 10<sup>th</sup>.

**SY2022-23 FTE Survey 3 Attendance Window January 27<sup>th</sup> through February 10<sup>th</sup>**

Students must be in physical attendance a minimum of one day during the FTE Attendance Window.

FTE membership and attendance requirements also apply to Pre-K ESE students receiving specialized instruction and/or therapy, such as speech or language. However, the above-mentioned requirements do not apply to the **Voluntary Prekindergarten Program (VPK) or Head Start** (program code 999).

**2022-23 SURVEY 3 DEADLINES**

**Date Certain is Friday, February 10, 2023**

The collection of TERMS data for State reporting is at 4:00 p.m. on Friday, February 10<sup>th</sup>. *Prior* to and including February 10<sup>th</sup>, all corrections to FTE data are made in TERMS only. After February 10<sup>th</sup>, all FTE corrections are made in External, as well as in TERMS.

**State Processing is Friday, March 3, 2023**

The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, March 3<sup>rd</sup>. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 3 Recalibrated FTE Reports.

**Final Close is Friday, April 14, 2023**

The final collection of External corrections for the Final Close of Survey 3 is at 2:00 p.m. on Friday, April 14<sup>th</sup>. Any Invalid and Null FTE **not** corrected by April 14<sup>th</sup> **will** result in loss of FTE funding.

### **ESOL STUDENT INFORMATION**

An English Language Learner (ELL) PLAN is updated at the beginning of each school year, and anytime there is a change in a student's status: ESOL services, new language classification, ELL committee, Annual Review, or Reevaluation. The ESOL Contact must review the following Ellevation View regularly for compliance, and required updates must be provided to the IMT/IMS for TERMS entry.

- The **Active LY VIEW** is used to verify the student's dates are updated including the PLAN date, Annual Review, or REEVAL (Extension of services).
- All active ELLs (LY) **must** have an entry English language proficiency assessment.
- Immigrant Status is automated; therefore, the IMT/IMS must ensure the DEUSS date and country codes are correct.

For additional information, access the ESOL Symposium Presentation located on the TERMS Support SharePoint at <https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS>. For questions regarding ESOL, contact Victoria Saldala, Bilingual/ESOL Director, at [victoria.saldala@browardschools.com](mailto:victoria.saldala@browardschools.com).

### **ESE STUDENT INFORMATION**

Run the **Student ESE Verification** report in BASIS School Reports 2.0 and review with the ESE Specialist well in advance of Date Certain.

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

For more ESE information, access the 2022-23 ESE Database Guide on the TERMS Support SharePoint at <https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS>. For questions regarding ESE, please contact your ESE Curriculum Supervisor and/or ESE Director, Dr. Nathalie Neree, at [nathalie.neree@browardschools.com](mailto:nathalie.neree@browardschools.com).

It is very important to monitor the TERMS website at <https://www.browardschools.com/terms> or the TERMS Support SharePoint for bulletins and notifications posted by the School Applications Department. The FTE Documentation Manual and the FTE General Instructions are located on the Budget Office website at <https://www.browardschools.com/Page/35674>.

Questions regarding this memo, please contact Diana Martens in the Budget Office at [diana.martens@browardschools.com](mailto: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](mailto:angela.davis@browardschools.com).

JVF/DA/AS/VSW/JMM/EM/BM:nr

cc: Extended Cabinet  
Regional/Associate Superintendents  
Jeff Stanley, School Applications Director

Attachment:  
BCPS FTE Survey Dates 2022-23



Survey 1	
<b>Survey week</b>	<b>July 11 – 15, 2022</b>
Attendance Window	Dependent Upon Program
State Processing	July 25 – September 9, 2022
<b>Date survey closes</b>	<b>September 30, 2022 (Friday)</b>

Survey 2	
<b>Survey week</b>	<b>October 10 – 14, 2022</b>
Attendance Window <sup>(1)</sup>	<del>September 27 29</del> – October 14, 2022
State Processing	October 17 – November 4, 2022
<b>Date survey closes</b>	<b>December 15, 2022 (Thursday)</b>

Survey 3	
<b>Survey week</b>	<b>February 6 – 10, 2023</b>
Attendance Window	January 27 – February 10, 2023
State Processing	February 13 – March 3, 2023
<b>Date survey closes</b>	<b>April 14, 2023 (Friday)</b>

Survey 4	
<b>Survey week</b>	<b>June 12 - 16, 2023</b>
Attendance Window	Dependent Upon Program
State Processing	June 19 – July 7, 2023
<b>Date survey closes</b>	<b>August 15, 2023 (Tuesday)</b>

*(1) Additional day added to the attendance window, BCPS closed on October 5<sup>th</sup>, 2022. It was subsequently updated with two additional days due to hurricane Ian.*