



BROWARD
County Public Schools

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January 19, 2024

TO: All Principals
All Information Management Technicians (IMT)
All Information Management Specialists (IMS)

FROM: Erum Motiwala *Erum Motiwala*
Associate Superintendent, Finance

VIA: Howard D. Hepburn, Ed.D. *Hill*
Deputy Superintendent, Teaching & Learning

**SUBJECT: 2023-24 FEBRUARY FULL-TIME EQUIVALENT (FTE) SURVEY 3 FOR GRADES
PK-12**

The 2023-24 Florida Education Finance Program FTE Survey 3 will be conducted the week of February 5 – 9, 2024. To be eligible for FTE funding during Survey 3, a student must be in membership (enrolled) one of the days on or between February 5th and February 9th. In addition, students must be in attendance at least one of the days from January 26th to February 9th.

2023-24 FTE Survey 3 Attendance Window January 26th through February 9th

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 Exceptional Student Education (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).

2023-24 SURVEY 3 DEADLINES

Date Certain is Friday, February 9, 2024

The collection of TERMS data for State reporting is at 4:00 p.m. on Friday, February 9th. *Prior* to and including February 9th, all corrections to FTE data are made in TERMS only. *After* February 9th, all FTE corrections are made in External, as well as in TERMS.

State Processing is Monday, February 12 to Friday, March 1, 2024

The final collection of External corrections for State Processing is at 2:00 p.m. on Friday, March 1st. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 3 Recalibrated FTE Reports.

Final Close is Monday, April 15, 2024

The final collection of External corrections for the Final Close of Survey 3 is at 2:00 p.m. on Monday, April 15th. Any Invalid and Null FTE **not** corrected by April 15th **will** result in loss of FTE funding.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) STUDENT INFORMATION

For FTE Survey 3, it is critical for all English Language Learners (ELLs) and Immigrant students to be identified accordingly and the information below must be updated in TERMS. The ESOL Contact MUST regularly review the view/tiles on ELlevation called [Active LY](#) for compliance. Any required updates must be provided to the IMT/IMS for TERMS entry.

- **LP (Language Pending): To be Tested:** The LP designation is used to ensure ALL potential ELLs are screened for English language proficiency. After the student's ELL status is determined, the information must be updated in TERMS.

All the data points below must be reported in TERMS for active ELLs (LY):

- an entry English language proficiency assessment (i.e., Idea Oral Language Proficiency Test [IPT]);
- ELL dates (i.e., classification, entry, and plan); and
- the Basis of Entry (i.e., Aural/Oral).

Students not eligible for ESOL services must have their LEP status updated to ZZ.

- **Active LY view/tile:** Verify that the ELL PLAN, Annual Review, and/or REEVAL (Extension of services) dates are updated in TERMS.

Note: An ELL PLAN is updated at the beginning of each school year, and anytime there is a change in a student's status such as:

- ESOL services
- New language classification
- ELL committee
- Annual Review
- Reevaluation

Immigrant Status is automated based on the Date of Entry in a United States School (DEUSS) and birth country; therefore, the IMT/IMS must ensure the DEUSS date and country codes are correct.

For additional information, access the 2023-24 ESOL 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.

EXCEPTIONAL STUDENT EDUCATION (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. (Data in BASIS is from TERMS.)

Data Warehouse will house FTE ESE reports leading to Survey 3.

Note: EdPlan updates TERMS each evening; however, to ensure FTE compliance, it is best practice to ensure that the information in EdPlan is properly reported in TERMS via the Data Warehouse reports/Student ESE Verification report in BASIS School Reports 2.0. Individual Education Plans (IEPs) that are out of date in TERMS will be funded as basic.

For more ESE information, access the 2023-24 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, Support/Compliance, Stephanie Acosta Castro, via email at stephanie.acostacastro@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>.

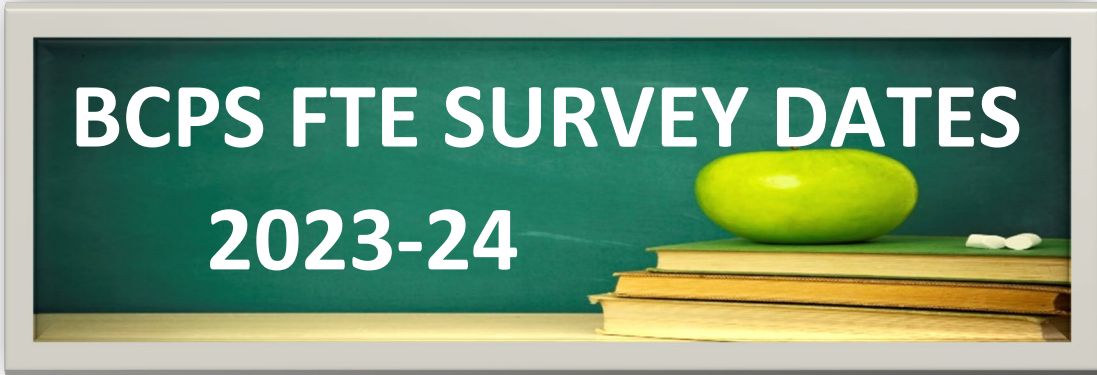
Should you have any questions regarding this memo, please contact Diana Martens in the Budget Office at diana.martens@browardschools.com. For TERMS data processing and State data reporting issues, please contact Angela Davis in the Data Intelligence Department at angela.davis@browardschools.com.

HH/JMM/EM/BM/DM:jb

Attachment:

BCPS FTE Survey Dates 2023-24

C: Extended Cabinet
Regional/Associate Superintendents
Teaching & Learning Directors
Tina Skipper, Data Intelligence Director



Survey 1

Survey week	July 10 – 14, 2023
Attendance Window	Dependent Upon Program
State Processing	July 24 – September 8, 2023
Date survey closes	September 29, 2023 (Friday)

Survey 2

Survey week	October 9 – 13, 2023
Attendance Window	September 29 – October 13, 2023
State Processing	October 16 – November 3, 2023
Date survey closes	December 15, 2023 (Friday)

Survey 3

Survey week	February 5 – 9, 2024
Attendance Window	January 26 – February 9, 2024
State Processing	February 12 – March 1, 2024
Date survey closes	April 15, 2024 (Monday)

Survey 4

Survey week	June 10 - 14, 2024
Attendance Window	Dependent Upon Program
State Processing	June 17 – July 5, 2024
Date survey closes	August 15, 2024 (Thursday)

