Established 1915
BROWARD County Public Schools

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SIGNATURES ON FILE

January 20, 2026



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

FROM: Romaneir Johnson
Chief Financial Officer

VIA: Dr. Angela R. Fulton
Deputy Superintendent, Teaching & Learning

SUBJECT: **2025-26 FEBRUARY FULL-TIME EQUIVALENT (FTE) SURVEY 3 FOR GRADES PK-12**

The 2025-26 Florida Education Finance Program FTE Survey 3 will be conducted the week of February 2 – 6, 2026. To be eligible for FTE funding during Survey 3, a student must be in membership (enrolled) one of the days on or between February 2nd and February 6th. In addition, students must be in attendance at least one of the days from January 23rd to February 6th.

2025-26 FTE Survey 3 Attendance Window January 23rd through February 6th
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).

2025-26 SURVEY 3 DEADLINES
***Date Certain* is Friday, February 6, 2026**
The deadline to update data in Focus for State reporting is at 4:00 p.m. on Friday, February 6. Leading up to the deadline, all corrections to FTE data are made in Focus only. After the February 6 deadline, all data corrections are made in Focus as well as in the Survey 3 Site that is transmitted to the state. The Survey 3 Site will be open to schools to make their own updates from February 16 - March 13, 2026. After March 13, requests for updates to the Survey 3 Site must be submitted via Incident IQ (Software/Hosted Solution > Focus > FTE State Reporting).

***Final Close* is Tuesday, March 31, 2026**
The district's final submission of Survey 3 data will be on March 31, 2026, at 2:00 p.m. Invalid FTE corrected by this deadline will be reflected on the preliminary Survey 3 Recalibrated FTE Reports. Any Invalid and Null FTE ***not*** corrected by final submission ***will*** result in loss of FTE funding. Another Memo will be sent to schools in April with the steps for FTE certification.

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 Focus. 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 Focus entry.

- **LP (ELL Pending Initial Screener):** 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 Focus.

  All the data points below must be reported in Focus for active ELLs (LY):
  - an entry English language proficiency assessment (i.e., Idea Oral Language Proficiency Test [IPT]);
  - ELL dates (i.e., ELL Classification Date, ELL Entry Date, and ELL Student Plan Date); and
  - the ELL Basis of Entry (i.e., Aural/Oral).

  Students not eligible for ESOL services must have their English Language Learner status updated to C2, D, or E post initial screening assessment (IPT).

- **Active LY view/tile:** Verify that the ELL Student PLAN, Annual Review, and/or REEVAL (Extension of services) dates are updated in Focus. Analyze the Active LY tile and cross check with the monthly tiles on the ELLevation Dashboard and information on Focus.
  Note: The ELL Student PLAN Date 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 2025-26 State Database Handbook Support SharePoint at https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS or the ESOL Program IMT Communications & Support Canvas Page or ESOL Program Canvas Page

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 Focus Published Reports and review with the ESE Specialist well in advance of Date Certain.

ESE Data will be available to review in Focus DOE Data Verification reports and Focus Survey Accuracy reports.

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 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 Focus data processing and State data reporting issues, please contact FocusSupport@browardschools.com.

ARF/RJ/JW/DM:jb

C: Cabinet
Regional Directors
Emily M. Coppa, Data Intelligence Director