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Signatures on file

September 18, 2026



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

FROM: Omar Shim
Chief Financial Officer, Task-Assigned

VIA: Dr. Angela R. Fulton
Deputy Superintendent

SUBJECT: 2026-27 FTE SURVEY 2 - OCTOBER SURVEY WEEK - DEADLINES AND REQUIRED SCHOOL ACTIONS

The 2026-27 Florida Education Finance Program (FEFP) FTE Survey 2 will be conducted October 5-9, 2026. Accurate and timely school-level review is essential to ensure eligible students are properly reported for funding and that related ESOL and ESE data are complete.

WHAT SCHOOLS NEED TO KNOW

- **Survey Week:** October 5-9, 2026.
- **Attendance Window:** September 25-October 9, 2026.
- **Student Eligibility:** A student must be enrolled during Survey Week and in attendance at least one day during the attendance window to support FTE funding eligibility.
- **Critical Focus Deadline:** Friday, October 9, 2026, at 4:00 p.m.
- **Required Review:** Schools must actively review FTE, ESOL and ESE data and resolve errors or exceptions within the applicable correction periods. Unresolved FTE errors may result in loss of funding.

1. SURVEY WEEK AND STUDENT ATTENDANCE REQUIREMENTS

For a student to be eligible for FTE funding during Survey 2, the student must be enrolled during October 5-9 and must be in physical attendance at least one day during the September 25-October 9 attendance window.

Pre-K ESE exception: The physical attendance requirement does not apply to Pre-K Exceptional Student Education (ESE) students receiving specialized instruction and/or therapy, such as speech or language. This exception does not apply to the Voluntary Prekindergarten Program (VPK) or Head Start (FEFP code 999).

2. CRITICAL SCHOOL DEADLINES

Date	Required Action
Friday, October 9, 2026 4:00 p.m.	Complete required Focus corrections for State reporting / Date Certain.

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Date	Required Action
October 12-30, 2026	State processing period. Review preliminary Survey 2 recalibrated FTE reports for invalid or corrected FTE.
October 19-November 13, 2026	Schools may make school-level corrections in the Focus Survey Site.
After November 13, 2026	Survey Site corrections must be submitted through a Data Intelligence IQ ticket or by email to FocusSupport@browardschools.com.
Friday, December 4, 2026 2:00 p.m.	District final submission of corrections to the State. Eligible FTE that remains uncorrected by the final submission deadline may result in loss of FTE funding.

3. PRINCIPAL/SCHOOL RESPONSIBILITIES

Principals should ensure that the appropriate school staff are actively reviewing Survey 2 data throughout the correction period. Reviews should include, at a minimum:

- Student enrollment and attendance data;
- FTE exceptions, errors and invalid records identified through Focus reports;
- ESOL student records and required Survey 2 data elements; and
- ESE student records and verification reports.

Issues should be resolved as early as possible and should not be held until the final correction deadline.

4. ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) STUDENT INFORMATION

Accurate ESOL data during Survey 2 is critical. Title III and Recently Arrived Immigrant and Youth Grant funding is based on Survey 2 reporting. Accurate reporting also supports ELL identification and the successful administration of Spring 2027 World-Class Instructional Design and Assessment (WIDA) ACCESS assessments.

The ESOL Contact must regularly review the “Active LY” view/tiles in Ellevation for compliance and provide required updates to the IMT/IMS for data entry into Focus. After October 9, 2026, applicable updates must also be entered into the Survey Site.

Language Pending (LP) - Review and Test

Review students designated LP and ensure all potential English Language Learners (ELLs) are screened for English language proficiency. After a student's ELL status is determined, update the information in Focus and, if updated after October 9, 2026, in the Survey Site.

For active ELLs (LY), verify that Focus includes:

- An entry English language proficiency assessment (for example, WIDA Screener);
- ELL dates (including classification, entry and plan); and
- Basis of Entry (for example, Aural/Oral).

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Active LY - Verify Records

Verify that the ELL Student Plan Date, Annual Review, and/or ELL Re-evaluation Date (Extension of Services) are current. If dates are not current, update Focus. After October 9, 2026, applicable updates must also be entered into the Survey Site.

The ELL Student Plan Date should also be updated whenever there is a change in student status, including:

- ESOL services;
- New language classification;
- ELL Committee action;
- Annual review; or
- Re-evaluation.

WIDA ACCESS Reporting

- Students identified as ELLs on October 9 will be uploaded by the State to WIDA Assessment Management System (WIDA AMS), administered by Data Recognition Corporation (DRC) in January 2027. Accurate Survey 2 reporting is important because student records cannot be deleted from WIDA AMS.
- The quantity of WIDA ACCESS testing materials distributed for Spring 2027 is based on ELL enrollment reported on October 9, 2026.

Immigrant Status

Immigrant status is automatically determined based on Date of Entry in a United States School (DEUSS) and birth country. The IMT/IMS must ensure that DEUSS dates and country codes are correct.

5. EXCEPTIONAL STUDENT EDUCATION (ESE) STUDENT INFORMATION

Run the Student ESE Verification report in Focus Published Reports and review all identified issues with the school's ESE Specialist well in advance of Date Certain.

ESE data will also be available for review in the Focus DOE Data Verification reports and Focus Survey Accuracy reports. Schools should review these reports as soon as they are available and resolve discrepancies promptly.

6. QUESTIONS AND SUPPORT

General FTE / Focus data processing and State reporting: FocusSupport@browardschools.com

Budget/FTE questions: Diana Martens, Budget Office - diana.martens@browardschools.com

ESOL: Martha Villa, State Database Specialist - martha.villa@browardschools.com or 754-321-2590

ESE: Sabrina Sheib, ESE Director - sabrina.sheib@browardschools.com

Schools should continue to monitor weekly bulletins and notifications posted by the Data Intelligence Department. Weekly guidance is available on the Focus Hub.

Thank you for ensuring that Survey 2 data are reviewed carefully and corrected within the established timelines.

ARF/OS/JW/DM:jb

c: Cabinet

Regional Directors

Emily M. Coppa, Data Intelligence Director