**Attachment**

**2019-20 AGE Reporting Year Survey Dates and Number of Classroom Instructional Days in the Survey Window.**

District Management Information System as of July 1, 2019:

District Name:

District Contact Person:

District Phone:

District Email:

|  |  |  |  |
| --- | --- | --- | --- |
| **Survey** | **Start Date of Enrollment Data Included in Survey** (A) | **End Date of Enrollment Data Included in Survey**(B) | **Number of Instructional Days in Survey Period\*** ( C ) |
| **F** |  |  |  |
| **W** |  |  |  |
| **S** |  |  |  |

\*Do not include on-line courses.

**2019-20 CTE Reporting Year Survey Dates and Number of Classroom Instructional Days in theSurvey Window.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Survey** | **Start Date of Enrollment Data Included in Survey** (A) | **End Date of Enrollment Data Included in Survey**(B) | **Number of Instructional Days in Survey Period\*** ( C ) |
| **F** |  |  |  |
| **W** |  |  |  |
| **S** |  |  |  |

\*Do not include on-line courses.

Instructions/Guidelines for completing the Survey:

1. Box A – enter the start enrollment date of your survey window.
2. Box B – enter the end enrollment date of your survey window.
3. Box C – enter the number of days between Box -A and Box -B, exclude all days the district does not provide instruction (e.g., weekends, holidays, district closed days, teacher planning days, etc.).
4. If the district does not provide instruction during a survey window, please indicate “no instruction provided during this survey window.”
5. Do not submit over lapping dates for any survey window and confirm that your survey dates are within the three survey windows: survey F: summer months, survey W: fall months, survey S: winter/spring months.
6. Please do not include “on-line” instructional periods in this survey.
7. For all survey reporting timelines, see Appendix V of the CCTCMIS Handbook.

<http://fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/database-handbooks.stml>

Please return the completed survey to:

Johnson.Tan@fldoe.org