BUREAU OF *Federal* EDUCATIONAL PROGRAMS

Survey 2

Overview

The Florida Department of Education (FDOE) conducts surveys of school district student and staff information at scheduled survey times during the reporting year. Survey 2 covers the first 90 days of the 180-day school year and is concurrent with the Full-Time Equivalent (FTE) survey week specified by the Commissioner of Education.

Survey Week is when district MIS staff prepare and finalize files for processing.

The Due Date is the date established during the state processing period for district MIS staff to transmit the district's initial files to be included in the processing cycle.

State Processing Period is when district MIS staff transmit initial files (before due date) and batch files that make corrections and edits to the data. Initial files are processed at 8 AM each day, and batch files are processed at 4 PM each day.

At the end of state processing, there is a short moratorium for accepting updates to allow the Office of Funding and Financial Reporting time to recalibrate FTE while the database does not change. Once the system reopens, district MIS staff resume the transmission of batch file submissions up until the **Final Update/Amendment Date**, December 15.

At that time, the system closes, and all data are considered final, and no additional changes may be made. Consequently, it is essential that the district make every effort to ensure the data are as accurate as possible, by the close of the state processing window.

Contact

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Survey Dates

Survey Week: October
Due Date: October
State Processing: October – November
Final Update/Amendment Date: December 15

Refer to **FDOE Database Manual** Appendix B, **Survey Dates**, for specific dates for the most current reporting year.

Frequently Asked Questions

Do I have to wait to receive a report from FDOE to view my district's data?

No, district MIS/IS staff can request reports at any time by accessing NWRDC CICS Student Component Menu/ Option 26 – Reports for Request.

How can I learn more about Survey 2 reporting requirements?

The FDOE Database Manual provides information regarding reporting requirements, data elements and their definitions, reporting formats and database edits.

Program	Reporting Format	Key Data Elements
Title I, Part A	Student Demographic Information Student Course Schedule	Lunch Status