



# Get There Faster Career Dual Enrollment Pathways Expansion Grant Program Data Reporting Webinar

Thursday, December 8, 2022, 1:00 p.m. EDT

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## Webinar Logistics

Participants will be on mute for the duration of the webinar.

Materials from today's webinar will be emailed along with a recording of the webinar.

### How to submit questions:

To submit questions during the webinar, please utilize the Q&A function. During the Q&A portion of the webinar, questions will be addressed.

## Agenda

- Overview of Get There Faster Career Dual Enrollment Pathways Expansion Data Reporting Requirements for the Annual Report
- Reporting Template Review and Submission Process
- Reminders for Successful Reporting
- Next Steps



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# Get There Faster Career Dual Enrollment Pathways Data Reporting Requirements

## Funding Purpose

- In partnership with Florida's public-school districts and Florida College System institutions, the Department of Education (Department) is assisting school districts in the expansion of dual enrollment pathways that lead to credentials of value, including career certificates, industry certifications, college credit certificates, Associate in Applied Science and Associate in Science degrees.

# Budget/Program Performance Period

- January 1, 2022, through September 30, 2023

# Annual Report

- Two tabs in the template the require information:
  - Contact Information
  - Program Reporting
- Gives a detailed view of student participation in career dual enrollment programs under the grant.
- Data provided will include participating students' demographics, postsecondary enrollment, certifications and credentials earned, as applicable.

# Annual Report Deadlines

Agencies must submit annual reports by the following dates:

**2022**

December 31

**2023**

December 31



# Biannual Report Deadlines

Agencies must submit biannual reports by the following dates:

**2023**

January 15

July 15

## Overview of File to be Provided

Document	Format
<p><b>Career Dual Enrollment Annual Reporting Template</b></p> <ul style="list-style-type: none"> <li>• Excel file for reporting on enrollment in grant funded programs during the reporting period</li> <li>• Two tabs for data- Contact information and Program Reporting</li> </ul>	Excel
<ul style="list-style-type: none"> <li>• <b>Career Dual Enrollment Data Standards Document</b></li> <li>• Assistants with entering data into the reporting template</li> </ul>	Word



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# Reporting Template Demo



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# Submission Process

# Submission Process

<b>Submission Method</b>	Agencies will upload completed Excel template to a specific ShareFile folder by the reporting deadline.
<b>Agency Notification of ShareFile</b>	The unique ShareFile hyperlink can be found in the reporting template.
<b>Access to ShareFile</b>	<p>Provided to everyone who currently has access to agency's Office of Grants Management ShareFile for Get There Faster Career Dual Enrollment Pathways.</p> <p>Agencies may request an individual's access to their ShareFile by sending an email to <a href="mailto:lauren.wade@fldoe.org">lauren.wade@fldoe.org</a>. This request should come from the individual's supervisor, or supervisor's designee.</p>
<b>Special Notes</b>	This is not the same ShareFile used for grant amendments. The reports ShareFile should only be used for submitting performance reports; amendment forms must be uploaded to the agency-assigned Get There Faster Career Dual Enrollment Pathways ShareFile.



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# Reminders for Successful Reporting

## Reporting Reminders

- Ensure that reports are submitted via the ShareFile link listed in the reporting template.
- If information does not pull correctly from the “contact information” tab onto the program reporting tab, manually override the information in column A.
- Limit reporting to career dual enrollment students enrolled in a program under the Get There Faster Career Dual Enrollment Grant.
- Follow the established naming convention listed in the “instructions” tab in the reporting template
  - Ex: 003\_Bay County\_12-31-22



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**Questions?**





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# Next Steps

## Next Steps

- All agencies must submit an annual performance report via ShareFile by Saturday, December 31, 2022.
- All agencies must submit a biannual report via ShareFile by Sunday, January 15, 2023.

# FDOE Contact

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## Resources

- Get There Faster Career Dual Enrollment website
  - <https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/careerdualenrollment.stml>
- Department of Education Grant Forms
  - [Department of Education Grants Forms \(fldoe.org\)](https://www.fldoe.org/grants)